

# Leeward Community College

## Policy on Administrative Disenrollment for Failed Prerequisites

Policy Number: L5.190

Effective Date: March 27, 2024

Prior Dates Amended: May 3, 2013, March 27, 2019

Responsible Office: Admissions and Records Office

Governing Policies (if applicable):

Review Date: March 27, 2029

### Introduction

This Policy on Administrative Disenrollment for Failed Prerequisites is in place to support student success in courses and degree/certificate programs. This policy ensures that students are prepared for courses in so much as they have completed appropriate prerequisites to a satisfactory level.

### Related Policies

None

### Policy

The Leeward Community College Registrar's Office will perform an administrative disenrollment for all students who have registered for a Leeward CC course based on an in-progress prerequisite and who subsequently did not meet the prerequisite for that course. This does not apply to students who have received a prerequisite override for the course.

An administrative disenrollment will be performed for students registered for a Leeward CC course and who receive any of the following for the in-progress prerequisite:

- a) Students who received an F or N grade
- b) Students with an Incomplete (except if the student were receiving an IA, IB, IC, or ID, and the default grade would satisfy the prerequisite)
- c) Students enrolled in a mandatory or optional Credit/No Credit (CR/NC) course and receive NC
- d) Students enrolled in a Pass/No Pass (P/NP) course and receive NP
- e) Any other grade that does not meet the prerequisite requirement

Students will be notified of their disenrollment via UH email accounts and advised to see

counselors for options to reschedule courses impacted by the disenrollment.

### **Related Documents**

L5.190 Procedures for Administrative Disenrollment for Failed Prerequisites (see Admissions and Records Office)

### **Campus Approvals**

Faculty Senate approval date: March 6, 2024

Chancellor approval date: March 27, 2024