
	Administrative Drop for Prerequisites and Requirements Procedure	Procedure # 315
Prepared By:	Patricia Cueva, Academic Standards Committee	Date Prepared: 01/28/2016
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Approved By:	College President's Signature 	Date Approved: 03/09/2016

### 315.1 PURPOSE

This procedure establishes guidelines for administratively dropping students enrolled in classes during the registration period prior to each quarter for which they have not met all course prerequisites and requirements. The procedure includes mechanisms that support those students to then enroll in other classes for which they have met the prerequisites and requirements.

### 315.2 BACKGROUND

Students are normally prevented from enrolling in classes for which they have not met all of the prerequisites and requirements. Students are, however, allowed to enroll in classes during the registration period prior to each quarter on the assumption that they will successfully complete the classes that they are enrolled in that are prerequisites or requirements. This procedure describes the processes for enrolling, informing, and subsequently dropping those students who have not successfully met prerequisites and requirements once grades are posted. This type of administrative drop is called Prerequisite Administrative Drop (PAD).

### 315.3 SCOPE

This procedure affects all enrolled students.

### 315.4 RESPONSIBILITY

The faculty, advisors, and Enrollment Services are responsible for ensuring that this procedure is followed.

### 315.5 PROCEDURE

During the registration period prior to the start of each quarter:

1. Students may enroll in classes that have prerequisites or requirements during the registration period under the assumption that they will successfully complete their current classes. For some courses, successful completion of prerequisites may require attaining a minimum grade threshold in certain prerequisite courses.

2. Academic and faculty advisors determine whether students are on track to successfully complete all prerequisites and requirements for classes enrolled in during the registration period for the subsequent quarter by checking students' records.
3. Each student who is on track to complete prerequisites and requirements is allowed to enroll during the registration period in the classes that have unmet prerequisites or requirements using a COURSE AUTHORIZATION. The academic or faculty advisor enrolling the student informs the student that either the student drops the classes in question if current prerequisite and requirement coursework is not successfully completed or the classes in question will be administratively removed from the student's schedule.

As soon as possible after grades have been posted:

4. Academic and faculty advisors outreach to those students who received course authorizations but did not successfully complete the prerequisites or requirements for classes they enrolled in. Enrollment Services provides this information to faculty and advisors. Academic and faculty advisors inform students to drop the classes in question and add other classes, as necessary.
5. Students who fail to successfully complete the prerequisites and requirements for classes enrolled in for the subsequent quarter have the responsibility to drop those classes. Students may drop classes with a faculty or academic advisor.
6. Instructors review their class rosters to identify all students who received a course authorization but did not successfully complete all prerequisites and requirements.
7. Each instructor prints the roster for classes that has students enrolled who received course authorizations and have not successfully completed all prerequisites and requirements. The instructor writes "No Pre-Req" next to the names of any student who failed to meet prerequisites or requirements that the faculty is requesting be dropped from the class.
8. As soon as possible after grades are posted and no later than the end of the third business day of the subsequent quarter, each instructor submits the printed class rosters to Enrollment Services. Rosters may be submitted in person or may be scanned as a PDF file and emailed to [enrollmentservices@nwic.edu](mailto:enrollmentservices@nwic.edu).
9. Within three business days of receiving a roster from an instructor, Enrollment Services drops the indicated students from the class and notifies each student via e-mail that the student has been dropped from the class. The e-mail informs the student that the class has been administratively dropped and suggests meeting with an academic or faculty advisor to add other classes, as necessary. The email indicates the important dates for late registration, blue slip registration, S/U and IL/LC registration, and 100% withdrawal for the quarter so that the student knows which options are available.

Note: A student who has an Incomplete Agreement in place with an "IF" does not meet the prerequisite requirement and can be dropped.

A student who has an Incomplete Agreement in place with an "ID, ID-, ID+, or IC-" does not meet the prerequisite requirement for courses that have a grade of C or better associated with the prerequisite and can be dropped. However, for courses that do not require a grade of C or better, the student has earned the credit and can still remain in the subsequent course.