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HILO

University of Hawai'i at Hilo Administration
Office of the Chancellor

February 20, 2013

MEMO TO: Michael Shintaku, Chair
Faculty Congress

FROM: *Donald Straney*
Donald Straney
Chancellor

SUBJECT: Modified Policy on Administrative Disenrollment for Failed Prerequisites

This is to acknowledge that I am in receipt of the Faculty Congress' motion of 20 December 2012 "to adopt the modified Leeward Community College policy and procedures for disenrolling students who have failed to satisfy the prerequisite during early registration."

By this memorandum, I am directing Vice Chancellors Hong and Platz to review the relevant UHH policies and procedures and to find the optimal approach to, as needed, disenroll students who fail to satisfy all pre- and co-requisite course requirements.

Cc: Luoluo Hong, VCSA
Matthew Platz, VCAA

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APR 11 2013

UH-HILO
Vice Chancellor for
Academic Affairs

April 9, 2013

To: Matthew Platz, UHH Vice Chancellor of Academic Affairs

From: Michael Shintaku, Faculty Congress Chair

Subject: administrative disenrollment

At its December 14, 2012 meeting, the UH-Hilo Faculty Congress passed a motion requiring administrative action: implement administrative disenrollment.

We appreciate your attention to this matter, and look forward to a response at one of our upcoming faculty congress meetings.

Policy on administrative disenrollment.

UHH Faculty Congress moved to adopt the modified Leeward Community College policy and procedures for dis-enrolling students who have failed to satisfy the prerequisite during early registration and remain enrolled in a sequential course: "The Registrar's Office will perform an administrative disenrollment of any student who has failed a prerequisite for a course for which the student is preregistered in a subsequent semester."

MS

Attachments (1): Leeward Community College Modified Policy on Administrative Disenrollment for Failed Prerequisites

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Leeward Community College

Modified Policy on Administrative Disenrollment for Failed Prerequisites

Policy Objectives: the purpose of this policy is to ensure that Leeward CC students are adequately prepared to succeed by having completed all appropriate prerequisites to a satisfactory level.

Procedures:

The Leeward CC Registrar's Office will perform an administrative disenrollment of any student who has failed a course for which he or she had a prerequisite clearance and which is a prerequisite for a course for which the student is preregistered in a subsequent semester.

This should be performed for any student whose home campus is Leeward CC.

The administrative disenrollment will be performed as soon as practicable after grades are rolled in any given term, once a report of failed prerequisites is available.

Students will be notified of their disenrollment via UH e-mail accounts and advised to see their advisors for options to reschedule courses impacted by the disenrollment.

Advisors will be provided with a list of students who have failed such prerequisite courses, and a copy of the list pertinent to each Instructional Division will be shared with the respective Division Chair.