COLLEGE/UNIVERSITY INITIATED

Under rare circumstances, DePaul University may need to administratively drop a student from one or more courses for which the student is registered. This policy outlines those instances and establishes the procedures to be followed by the University to drop a student from the course.

DePaul University reserves the right to administratively drop a student from one or more courses under a limited number of circumstances. These fall into two categories: those performed by the college offices and those performed by the Office of the Registrar.

College Office

A student may be administratively dropped from a course(s) by the home college if the student is:

1. registered for a course (not repeatable for credit) for the third or more time and has not received appropriate permission to repeat the course again.
2. registered for a course (not repeatable for credit) in which the student originally earned a C- or better and has not received appropriate permission to repeat the course.
3. on probation and exceeds the allowable number of credit hours and has not received the appropriate permission to register for the additional hours.
4. registered for more than the maximum number of competencies allowed within competency-based courses (SCPS).
5. academically dismissed from the University.
6. registered for a course that has been cancelled.

Office of the University Registrar

A student may be administratively dropped from a course(s) by the Office of the University Registrar if the student has:

1. not met the prerequisites for the course and has not received appropriate permission to take the course without the prerequisite.
2. been suspended for the term or permanently dismissed from the University as the result of an academic integrity violation hearing or a student code of conduct judicial board hearing.