

**Limitations on
Number of Dropped
Courses**

A College District student will not be permitted to drop more than six courses taken while enrolled as an undergraduate at the College District or another public institution of higher education. A “dropped course” is a course in which a student enrolled for credit, but did not complete, under the following conditions:

1. The student was permitted to drop the course without receiving a grade or being penalized academically;
2. The student’s transcript indicates or will indicate the student was enrolled in the course after the census date; and
3. The student did not drop or is not dropping the course to withdraw from the institution.

Exceptions
Good Cause

A student will be permitted to exceed the limit on the number of dropped courses if good cause exists for the student to drop the course. The following reasons constitute good cause:

1. A severe illness or other debilitating condition that affects the student’s ability to satisfactorily complete a course;
2. Responsibility for the care of a sick, injured, or needy person, the provision of which affects the student’s ability to satisfactorily complete a course;
3. The death of a member of the student’s family as defined by law;
4. The death of a person who has such a sufficiently close relationship to the student, as defined by law, that the person’s death is considered to be a showing of good cause, as determined on a case-by-case basis;
5. The student’s active-duty military service;
6. The active-duty military service of a member of the student’s family;
7. A change in the student’s work schedule that is beyond the student’s control and affects the student’s ability to satisfactorily complete the course;
8. A disaster declared by the governor that prevents or limits in-person course attendance for a period determined by the College District, in accordance with Texas Education Code Section 51.907, to significantly affect the student’s ability to participate in coursework; or
9. Any other significant issue affecting the ability of the student to satisfactorily complete the course, as determined upon review by the College District registrar.

INSTRUCTIONAL ARRANGEMENTS
COURSE LOAD AND SCHEDULES

ECC
(LOCAL)

[For definitions of “student’s family” and “a person who has a sufficiently close relationship to the student,” see Definitions for Good Cause Exemption in ECC(LEGAL).]

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| <i>Reenrolled Students</i> | A qualifying reenrolled student may drop a seventh course in accordance with restrictions reflected in current law. |
| <i>Course Dropped During a Bachelor’s Program</i> | A course dropped by a student, while pursuing a bachelor’s degree that the student previously earned, will not be counted toward the limit on the number of dropped courses. |
| <i>Dual Credit or Dual Enrollment Course</i> | A dual credit or dual enrollment course dropped by a student, before the student graduated from high school, may not be counted toward the limit on the number of dropped courses. |
| <i>COVID-19 Pandemic</i> | A course dropped by a student during the 2020 spring or summer semester or the 2020-21 academic year because of a bar or limit on in-person course attendance due to the COVID-19 pandemic may not be counted toward the limit on the number of dropped courses. |
| Procedures | The District President or designee will develop procedures, including for appeals, to implement this policy. |
| Appeals <i>Exception</i> | If the decision relates to a request for an exemption based on a severe illness or debilitating condition that the student contends constitutes a disability in need of accommodation, the student may appeal the decision through the designated procedures and such appeal may include representatives from the College District’s ACCESS Office. |