

INSTRUCTIONAL ARRANGEMENTS
COURSE LOAD AND SCHEDULES

ECC
(LOCAL)

Limit on Enrollment As per Texas Education Code (TEC), Chapter 4, Section 4.6(b), students are not allowed to carry more courses in any term (that is, regular or shortened semester), that would allow them to earn more than one semester credit hour per week over the course of the term. A student must obtain approval from the respective academic dean or vice chancellor if there is a need for an exception to the credit hour limit.

Adding / Dropping Courses No courses may be added later than the date specified in the College District calendar for that particular semester. A student adding a course must make up the work missed within two weeks after a course is added.

A student shall receive a grade of "W" or "Q" if he or she drops a class after the:

- First two weeks of a regular semester;
- Fourth class day of a summer session;
- Ninth class day of a ten-week summer session;
- Ninth class day of a 12-week session;
- Second class day of a minimester; or
- Sixth class day of an eight-week session.

A student may drop a course with a grade of "W" or "Q" until the:

- Last class day of the 14th class week in a regular semester;
- Last class day of the third class week in a summer session;
- Last class day of the eighth class week in a ten-week summer session;
- Last class day of the second class week of a minimester;
- Last class day of the tenth week of a 12-week session; or
- Last class day of the sixth week of an eight-week session.

Students will be unable to drop or withdraw from a course(s) after the stated deadlines. If a student drops after the stated deadline, an earned grade of an "F" shall be awarded.

Withdrawal from College District A student who desires to withdraw from the College District on or after the first day of class for a semester must submit a letter requesting withdrawal from school or must complete the Blinn College Withdrawal From School Form. When submitting the form, the effective date of withdrawal shall be the date when the form is completed and returned to enrollment services. If submitting a let-

ter of withdrawal, the date recorded as the effective date of withdrawal shall be no earlier than the postmark date of the letter minus one day. All requests must include full name, student I.D. number, and student signature. Letters should be sent to the office of admissions and records.

**Limitation on
Number of Dropped
Courses**

A College District student shall not be permitted to drop more than six courses taken while enrolled in the College District or another public institution of higher education. For the limit to apply:

1. The student must be permitted to drop the course without receiving a grade or being penalized academically;
2. The student's transcript must indicate or will indicate the student was enrolled in the course; and
3. The student must not have dropped the course to withdraw from the College District.

A student who is administratively withdrawn from a course due to excessive absences shall have that course counted toward the six-drop rule.

**Exceptions for
Good Cause**

A student shall be permitted to exceed the limit on the number of dropped courses for any of the following reasons:

1. A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete a course;
2. The care of a sick, injured, or needy person if providing that care 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 a sufficiently close relationship to the student as defined by law;
5. The student's active military duty service;
6. The active military service of a member of the student's family or a person who has a sufficiently close relationship to the student; or
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.

*Procedures for
Determining
Good Cause*

The Chancellor shall develop procedures to implement this policy and shall publish the procedures in the College District catalog.

Good cause shall be determined in enrollment services and shall be based on how the student answers the following question on the drop form:

“Please mark the reason why you are dropping or withdrawing from school (Mark only one answer):

- (1) Severe illness;*
- (2) Care for a sick, injured, or needy person;*
- (3) Death of a close relative;*
- (4) Military duty (to include a family member);*
- (5) Change in work schedule; or*
- (6) Other reason.*

*Exhausting Six
Drops*

After a student has exhausted his or her six drops (unless qualifying for an exception), the student may not drop or be administratively dropped from a course. The student shall receive a final grade of “F.”

A notice shall be sent to the instructor informing him or her that the student may no longer be administratively dropped from classes due to exceeding the six-drop limit and that a grade of “F” will be assigned by the registrar’s office.