

E.1.4 (Policy) Student Course Loads and Schedules

Responsible Department: Vice Chancellor for Academic Success

Board Adoption: 5-19-09

Last Board Action: 9-17-13

Last Amended: 11-14-16

Limit on Enrollment

To ensure the quality of student learning, the College District should not allow students 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.

Exceptions

Students may enroll for a class load exceeding that prescribed above upon written approval of the enrolling college under other than ordinary conditions. For the purpose of this policy "other than ordinary conditions" shall include, but are not limited to:

1. Superior student ability.
2. Exigent circumstances involving acceptance in another college or university.
3. Requirements to complete course work to qualify for a professional opportunity.

Limitation on Number of Dropped Courses

Students may not drop more than six courses, including any course a transfer student has dropped at another higher education institution if the student:

1. Drops the course without receiving a grade or incurring an academic penalty
2. Will have an indication of enrollment in the course on the transcript
3. Is not dropping the course in order to withdraw from the institution.

Students may request an exception to the six-drop limitation if the student shows good cause for dropping a course, including but not limited to a showing of:

1. A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete a course;
2. The student's responsibility for the care of a sick, injured, or needy person if the provision of care affects the student's ability to satisfactorily complete a course;
3. The death of a person who is either considered to be a member of the student's family or is otherwise considered to have a sufficiently close relationship to the student is considered to be a showing of good cause;
4. The active duty service as a member of the Texas National Guard or the Armed Forces of the United States of either the student or a person who is considered to be a member of the student's family or a person who is otherwise considered to have a sufficiently close relationship to the student;

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5. The change of the student's work schedule that is beyond the control of the student, and that affects the student's ability to satisfactorily complete the course.

The College District shall adopt a procedure for determining a showing of good cause and provide a copy of the policy to the Texas Higher Education Coordinating Board. The procedure adopted shall be published in the catalog and other print and internet-based publications as appropriate for timely notification of students.

Summer School Terms and Schedules

Summer school offerings of the College District may have the following terms:

1. Irregular terms.
2. Four-week summer terms.
3. Six-week summer terms.
4. An eight-week summer term.
5. A ten-week summer term.
6. A twelve-week summer term.

Optional scheduling may be used. All terms must conform to the academic requirement established by the Southern Association of Colleges and Schools and the Texas Higher Education Coordinating Board.

Each college shall decide on the number and length of terms used at its campus.

Legal Reference - TACC Policy Reference Manual

ECC(LEGAL) - Instructional Arrangements: Course Load and Schedules