

# ACADEMIC POLICIES

## DROPPING AND/OR ADDING COURSES

Students are allowed to add or drop courses through the regular registration dates as specified in the college calendar for each individual semester. Students are allowed to add or drop classes during late registration by seeing an advisor. After the registration dates close, classes may not be added, but students may drop a course by completing a [Request for Dropping a Course form](#). It is the student's responsibility to visit with his or her instructor concerning course status before submitting the required paperwork to the Office of Admissions and Records to drop a course. The VA benefit recipient needs to be aware that the VA may require repayment of all benefits received since the beginning of a semester for any course in which the student receives a "W" grade. The deadline for receiving a "W" is indicated on the academic calendar and the current class schedule. Additionally, an instructor may drop a student from a course prior to the last day to drop on the academic calendar according to the terms written in the course syllabus and outline.

### **Note of Importance: Six-Course Drop Limit**

Under Section 51.907 of the Texas Education Code, "an institution of higher education may not permit a student to drop more than six courses including any course a transfer student has dropped at another institution of higher education." This statute was enacted by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as a first-time freshman in fall 2007 or later. Any course a student drops is counted toward the six-drop limit if "(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student's transcript indicates or will indicate that the student was enrolled in the course, and; (3) the student is not dropping the course in order to withdraw from the institution."

Students must provide documentation for the following drop reasons: (1) change in work schedule; (2) care for a sick, injured, or needy person; (3) military duty; (4) severe illness; (5) death of a close relative.