Proposed Addition:

A7.18 Limit on Dropped Courses: Del Mar College shall comply with Texas Education Code 51.907 and Texas Higher Education Coordinating Board regulations concerning the limitations on the number of courses that may be dropped under certain circumstances by undergraduate students. The College shall ensure that adequate processes are established and implemented to address state statutes and regulatory requirements.

A7.18.1 Applicability of Limit on Dropped Courses: Beginning with the fall 2007 academic term and applying to students who enroll in higher education for the first time during the fall 2007 academic term or any term subsequent to the fall 2007 term, students will not be permitted a total of more than six dropped courses, including any course a transfer student has dropped at another institution of higher education, unless the student shows good cause for dropping more than that number, including but not limited to a showing of:

(A) a severe illness or other debilitating condition that affects the student’s ability to satisfactorily complete the course;

(B) the student’s responsibility for the care of a sick, injured, or needy person if the provision of that care affects the student’s ability to satisfactorily complete the course;

(C) the death of a person who is considered to be a member of the student’s family or who is otherwise considered to have a sufficiently close relationship to the student that the person’s death is considered to be a showing of good cause;

(D) 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 who is otherwise considered to have a sufficiently close relationship to the student that the person’s active military service is considered to be a showing of good cause;

(E) 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; or

(F) other good causes, including
• Crises beyond a person's control such as the loss of home due to fire or a natural disaster;
• Loss of employment;
• Misadvising by a Del Mar College advisor;
• Complete drop from a program such as Registered Nursing, Cosmetology, etc., as required by the program coordinator.

A7.18.2 Definitions Applicable for this policy

A7.18.2.1 A “dropped course” is defined as a course in which a student has enrolled for credit, but did not complete, under these conditions:

(A) the student was able to drop the course without receiving a grade or incurring an academic penalty

(B) the student's transcript indicates or will indicate that the student was enrolled in the course past the census date; and

(C) the student is not dropping the course in order to withdraw from the institution.

A7.18.2.2 A “member of the student’s family” is defined to be the student’s spouse, child, grandchild, father, mother, brother, sister, grandmother, grandfather, aunt, uncle, nephew, niece, first cousin, step-parent, step-child, or step-sibling; a “person who is otherwise considered to have a sufficiently close relationship to the student” is defined to include any other relative within the third degree of consanguinity, plus close friends, including but not limited to roommates, housemates, classmates, or other persons identified by the student, for approval by the institution on a case-by-case basis.

A7.18.3.3 A “grade” is defined to be the final grade assigned upon the student’s completion of a course. A “grade” under this definition does not include incompletes.

A7.18.3 Procedures for Limit on Dropped Courses:

A7.18.3.1 Documentation: The student must state the reason for withdrawing from a course on the withdrawal form and sign the withdrawal form. If the student drops a course(s) because he/she was misadvised, then the student must provide a letter from the advisor or the signed degree plan that indicates the student was enrolled in the course(s) in question due to misadvising.

A7.18.3.2 Course Exemptions: The following courses are exempt from being counted as a withdrawal towards the six drop limitation:

• Developmental courses (These courses are already subject to the 27-hour rule limitation for state funding.)
• ESOL courses (Students taking these courses are not always familiar with the educational system and have limited understanding of the English language. Further, many students enrolled in ESOL classes must maintain full-time enrollment because of their visa status, so they are not able to drop except under exceptional circumstances.)

• FSEM 0101 – Freshman Seminar which is linked to developmental course ENGL 0307.

• Courses linked together such as a lecture/lab class that must be dropped will be counted as only “one” withdrawal.

A7.18.3.3 Students Still Enrolled in High School: The Coordinating Board rules state that students enrolled in high school are not affected by the state statute on the limit for dropped courses. Any course dropped by a student while he/she is still enrolled in high school will not be counted toward the six drop limit. This includes students in dual credit, early admission, or the Collegiate High School.

A7.18.3.4 Withdraw from the Institution: “Withdraw from the Institution” applies to any student who has dropped all courses for the semester, including any mini-semesters.

A7.18.3.5 Tracking Responsibility: The Office of the Registrar is responsible for tracking the number of drops that students have accumulated at Del Mar College and from any transfer institution of public higher education in Texas.

A7.18.3.6 Faculty Withdrawals: Faculty may withdraw students. If a faculty member withdraws a student and the student has exceeded the six drop limit, the withdrawal slip is sent back to the faculty member with an indication that the student can no longer be withdrawn from classes due to exceeding the “six drop limit”. Under these circumstances, the faculty member must give the student a grade in the class.

A7.18.3.7 Appeal Process: Students appealing to have a drop excluded from the count towards the six drop limit must provide written documentation to the Registrar that explains the nature of the reason for the withdrawal. The appeal must be made within 30 days after the end of the semester or summer term during which the course is dropped. The decision of Registrar is final.