

Procedure VI.6003.D.a, Course Drop Limit

Associated Policy

Policy VI.6003.D, Course Drop Limit

Procedures

Undergraduate students enrolling as first-time freshmen at a public institution of higher education in Texas in Fall 2007 or thereafter are limited to a total of six dropped courses during their entire undergraduate career. This requirement complies with Texas Education Code § 51.907. This means that the total number of course drops from all transfer public institutions of higher learning in Texas and San Jacinto College (SJC) cannot exceed six total course drops.

Transfer students should have all transcripts submitted to and on file with SJC prior to registration. Transfer students must submit all transfer institution transcripts to SJC for determination of qualifying transfer course drops prior to being allowed to utilize any course drops at SJC. Students who have reached the six-course drop limit will not be permitted to drop additional courses.

Exemptions exist for this procedure and associated policy. The allowed exemptions and approval process for requesting exemptions can be found at (<https://www.sanjac.edu/admissions/courses-registration/>).

For additional information regarding specific processes, SJC transcript guidelines, exemptions, and recent legislative changes about this requirement, visit <https://www.sanjac.edu/admissions/courses-registration/>.

Courses Excluded From the Course Drop Limit

Course drops from the following types of college courses are excluded from the course drop limit:

- Courses taken by students while enrolled in high school - whether for dual credit or early admission.
- Courses dropped at private or out-of-state institutions of higher learning.
- Remedial or developmental courses, workforce education courses, or other courses that do not generate undergraduate credit that could be applied to a degree.
- Course drops which meet the definition of a complete withdrawal from SJC.

Potential Exemptions

The following are potential exemptions that, if approved by SJC, would allow a student to drop more than six courses. For additional information about the approval process and specific documentation required for each exemption, visit <https://www.sanjac.edu/admissions/courses-registration/>. Potentially available exemptions include the following:

- The student has a serious illness or other debilitating physical condition or mental health condition that affects the student's ability to satisfactorily complete the course.

- The student has the responsibility for the care of a sick, injured or needy family member or other person with whom the student has a close relationship and the provision of that care materially affects the student's ability to satisfactorily complete the course.
- The student experienced the death of a close family member or the student experienced the death of another person with whom the student had a close relationship and the person's death materially affects the student's ability to satisfactorily complete the course, thus constituting good cause.
- Active duty service with the Texas National Guard or United States armed forces by the student or by a family member, or by another person with whom the student has a sufficiently close relationship such that the person's active military service satisfies the showing of good cause.
- The student experienced a change in the student's work schedule that is beyond the control of the student and materially affects the student's ability to satisfactorily complete the course.
- The need for the course drop arose during a disaster declared by the governor under Texas Government Code § 418.014, resulting in a bar or limit on in-person course attendance at the College that significantly affects the student's ability to participate in course work.
- Other good cause as determined by SJC. Good cause is a holistic standard that focuses on any combination of familial, health, economic, or other circumstances beyond the student's personal control that make it reasonable to permit the course drop.

Definitions

Course Drop: A course drop, which is recorded on a transcript, is defined as an affected credit course not completed by an undergraduate student who:

- Is enrolled in the course at the Official Census Date, and
- Will receive a non-punitive grade of WL.

The Official Census Date varies according to the length of the course. The most common course lengths can be found by visiting <https://www.sanjac.edu/admissions/courses-registration/>. For the census date for all other course lengths, please contact the Office of the College Registrar/College Records.

Withdrawn (W): If, at San Jacinto College, a student withdraws from a course that does not count towards their limit of six (6) drops, the student will receive a grade of W (withdrawn) on their transcript. A W does not calculate in the student's grade point average, but it might impact financial aid eligibility.

Withdrawn Limit (WL): If, at San Jacinto College, a student withdraws from a course that counts towards their limit of six (6) drops, the student will receive a grade of WL (withdrawn limit) on their transcript. A WL does not calculate in the student's grade point average, but it might impact financial aid eligibility.

Date of SLT
Approval

January 13, 2022

Effective Date	March 8, 2022
Associated Policy	Policy VI.6003.D, Course Drop Limit
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor & President
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Student Services
