

**TWU Policy for CB Rule, Ch. 4.10\***

**Limits on the Number of Courses that May Be Dropped  
by Undergraduate Students Who Enter Higher Education Fall 2007 or Thereafter**

\*Pending approval of final rules by the Texas Higher Education Coordinating Board (October, 2007).

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 undergraduate students who enroll in a public institution of higher education as first-time freshmen in fall 2007 or later. Any course that a student drops after the census date is counted toward the six-course 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.”

This statute applies to courses dropped at public institutions of higher education in Texas, including community and technical colleges, health science centers that offer undergraduate programs, and universities.

Courses dropped at independent/private Texas institutions, or at colleges and universities in other states, should not be counted against the Texas public institution student’s 6-drop limit.

Courses with separate lecture and lab/discussion section components for which co-enrollment is required should be treated as a single course for purposes of the limitation.

The statute applies across institutions and procedures for implementation may vary between institutions.

Exceptions to the drop limit include:

- (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 cause as determined by TWU.

\* A “*member of the student’s family*” is defined to be the student’s father, mother, brother, sister, [*spouse, child, grandchild*], grandmother, grandfather, aunt, uncle, nephew, niece, first cousin, step-parent, 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 university, on a case-by-case basis.

## **Procedures for Implementing Drop Limit Policy (drops after census date)**

1. A new drop/withdrawal course form has been developed by the Registrar for use by undergraduates after the census date. The form will require signatures of the student, the instructor, the student’s advisor, and if the student seeks an “excused drop,” the signature of the Associate Vice President for Undergraduate Studies, or the Associate Vice President for Student Life.

No requests for drop after the census date from students who entered higher education Fall 2007 or thereafter will be accepted without use of the new form.

2. The Registrar and IT staff will develop an electronic “counter” in the data system for tracking the number of drops.
3. Coding the transcript: For any course dropped with “W” students who document reasons for excusing the drop as described by state law, will receive a “W&” or other coding that indicates an excused drop. These are not counted toward the 6-drop limit; only “W” is counted. “WF” is not counted as an unexcused drop because it carries an academic penalty.
4. Students who request an excused drop must complete the drop form and submit it to the Registrar and provide written documentation of reasons to the appropriate administrator as determined by the reason for dropping the course as shown below.
5. The Registrar will direct requests either to the (A) Associate Vice President for Student Life or the (B) Associate Vice President for Undergraduate Studies as indicated below:
  - A. Direct to Student Life for excused drops that are founded on the following reasons:
    - (1) a severe illness or other debilitating condition that affects the student’s ability to satisfactorily complete the course;
    - (2) 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;
    - (3) 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.
    - (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 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.

B. Direct requests to the Office of Undergraduate Studies for excused drops that are founded on the following reasons:

(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; or

(6) other good cause as determined by Texas Woman's University.

6. The Offices of Student Life and Undergraduate Studies will review these requests and documentation, and send back to the Registrar the drop form with appropriate signatures and decisions on whether the drop will be excused.
7. If a student wishes to appeal the decision, the appeal will be directed to the Vice President for Student Life or the Provost according to the office in which the decision was made. Appeals must be made within 10 days after the decision is made and communicated to the student. The decisions of these administrators are final.
8. After a student drops a total of 6 courses without approved exception as an undergraduate in a Texas public institution of higher education, any additional requests to withdraw/drop a course will be denied and students will remain enrolled in the class to the end of the course. Reminder: Drops that result when students who withdraw from all classes for the semester after the census date are not counted toward the 6 drop limit.

### **Communication of new drop policy**

1. The new policy will be posted online in the Academic Affairs website.
2. An email blast to freshmen students will be done.
3. Academic advisors for freshmen will discuss the new policy during Pioneer Camp, in UNIV 1011 classes, at Freshman Forums and with individual students who propose to drop after the census date.
4. A flyer will be broadly distributed to students across campus.
5. Workshops or other training for faculty will be conducted.
6. Workshops for staff will be conducted.

### **Note to faculty and staff:**

Be sure to ask the student when she or he first entered higher education (at TWU or elsewhere) because this drop rule applies only to students who entered higher education in Fall 2007 or thereafter.