

**THE TEXAS A&M UNIVERSITY SYSTEM
HEALTH SCIENCE CENTER POLICIES**

**13.99.99.Z1.02 Limitation on the Number of Courses That May Be Dropped
under Certain Circumstances by Undergraduate Students**

Approved March 3, 2009

1. GENERAL

State law¹ and the Texas Higher Education Coordinating Board rules² prohibit students from having more than six dropped courses from all state institutions attended during their undergraduate career if they entered higher education as a first-time enrolled freshman beginning the 2007 fall semester and thereafter, 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 cause as determined by the institution of higher education.

2. REQUEST AND EVALUATION PROCESS

The determination may be made by the Dean of the College, or designee, if a student is allowed to drop a course anytime during the semester due to unusual or extenuating circumstances.

¹ 80th Legislative Session, SB1231

² Texas Higher Education Coordinating Board Rules §4.10

A student seeking to drop a course due to unusual or extenuating circumstances should initiate this request with the Dean, or designee. Requests should include appropriate documentation of the student's unusual or extenuating circumstances. The Dean of the College, or designee, may determine whether a student has demonstrated such good cause as to warrant a drop with a grade of "W". Requests for "W" drops must be made as defined by the academic calendar of the semester in which the course is being taken.

OFFICE OF RESPONSIBILITY

Vice President for Academic Affairs