**Limiting the Number of Course AA/PPS No. 02.02.21 (4.14)**

**Drops for Undergraduate Students Issue No. 2**

**at Public Institutions of Higher Effective Date: 03/22/2021
Education in Texas (SB1231) Next Review Date: 03/01/2024 (E3Y)**

**Sr. Reviewer: Associate Vice President for Enrollment Management and Marketing**

**01. POLICY STATEMENT**

01.01 In 2007, the Texas Legislature enacted [Senate Bill 1231](https://capitol.texas.gov/tlodocs/80R/billtext/html/SB01231F.htm) (SB1231) which provides that, except for several specific instances of good cause, undergraduate students entering as first-time freshmen at a Texas public institution of higher education in the fall of 2007 or later will be limited to a total of six dropped courses during their undergraduate career.

Under current law ([Texas Education Code (TEC), Sec. 51.907](https://statutes.capitol.texas.gov/Docs/ED/htm/ED.51.htm)), “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.” The law 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.

**02. DEFINITIONS**

02.01 Grade – a letter such as A, B, C, D, F, or PR, I, RP, U, N, and CR. Grade indicates that the student remained enrolled through the end of the semester and either successfully completed requirements of the course and is awarded credit or did not successfully complete and will not be awarded credit.

02.02 Dropped Course – The Texas **Higher Education Coordinating Board** (THECB) has clarified the definition of a dropped course to exclude any reference to the add or drop period. A course drop is a credit course not completed by an undergraduate student who:

a. is enrolled at the official date of record (ODR) in a course that is (or will be) recorded on the official transcript;

b. will not receive a grade (as defined);

c. will not incur an academic penalty; and

d. does not withdraw from the institution by dropping all courses.

02.03 Withdraw – implies that the student drops all courses enrolled for the term.

02.04 Family Member – includes spouse, life-partner, child, grandchild, father, mother, brother, sister, grandmother, grandfather, aunt, uncle, nephew, niece, first cousin, stepparent, stepchild, or stepsibling.

02.05 Sufficiently Close Relationship – a relationship that can include a relative within the third degree of consanguinity plus close friends including, but not limited to, roommates, housemates, classmates, or others identified by the student and approved by the institution.

02.06 Other Good Cause – [TEC 51.907](https://statutes.capitol.texas.gov/Docs/ED/htm/ED.51.htm) allows institutions the prerogative to grant exceptions to the six-drop limitation. [TEC 51.907](https://statutes.capitol.texas.gov/Docs/ED/htm/ED.51.htm) provides several examples, and the Texas Association of Collegiate Registrars and Admissions Officers has offered additional suggestions. Texas State University’s list of exceptions can be found in Section 04.

**03. COURSES THAT DO NOT COUNT AGAINST THE SIX-DROP LIMIT**

03.01 Some courses will not count against the six-drop limit. These include courses dropped at independent or private institutions in Texas, courses dropped while the student is still enrolled in high school, developmental courses, non-funded courses, or courses dropped at colleges in other states.

**04. EXCEPTIONS TO THE SIX-DROP LIMIT**

04.01 [TEC 51.907](https://statutes.capitol.texas.gov/Docs/ED/htm/ED.51.htm) also provides that exceptions to the six-drop limit are permissible provided there is good cause. These exceptions are established and monitored by individual colleges and universities. When students reach the six-drop limit, they will be required to certify that they are eligible to drop additional courses. For Texas State, the list of exceptions or waivers includes the following:

a. a severe illness or debilitating condition;

b. providing care for a sick, injured, or needy person;

c. death of a family member or personal friend;

d. active duty service for Texas National Guard or the armed forces of the United States for either the student, a family member, or personal friend;

e. change in work schedule beyond student’s control;

f. change of major or minor;

g. institutional error;

h. prerequisite course not completed;

i. transportation problem;

j. financial hardship;

k. received prior credit or test results after drop deadline; or

l. other extenuating circumstances.

**05. PROCEDURE TO APPEAL A DROP**

05.01 Students who feel they have extenuating circumstances, not addressed in the exceptions listed in Section 04.01, may appeal to the academic department chair or school director for the course they wish to drop. If approved by the department or school, they will be given an override and can go online to drop the course.

**06. PROCEDURE FOR ADMINISTRATIVE “W” APPEALS**

06.01 If a student is not granted an appeal to drop a class but is granted an administrative “W” grade appeal by the dean after grades are posted, the drop will not count against the student’s six-drop limit.

**07. PROCEDURE FOR DATA COLLECTION AND REPORTING**

07.01 The registrar will certify exceptions or waivers for students who have more than six drops. Upon request, the registrar will also provide a report to the THECB with the number and type of exceptions granted under this statute.

**08. REVIEWER OF THIS PPS**

08.01 Reviewer of this PPS includes the following:

Position Date

Associate Vice President for March 1 E3Y

Enrollment Management and

Marketing

**09.** **CERTIFICATION STATEMENT**

This PPS has been approved by the following individuals in their official capacities and represents Texas State Academic Affairs policy and procedure from the date of this document until superseded.

Associate Vice President for Enrollment Management and Marketing; senior reviewer of this PPS

Provost and Vice President for Academic Affairs