



Six-Course Drop Limit

Under section 51.907 of the *Texas Education Code*, **beginning fall 2007** all first-year students enrolled for the first time at any Texas public college or university are limited to six (6) course drops during their academic career. This includes student- and faculty-initiated drops and courses dropped at other Texas public institutions. This policy does not apply to courses dropped prior to census day or to complete withdrawal from all courses for the semester.

Who's in charge?

First-time, first-year students from 2007 on must meet with their academic advisor either in the Academic Advising Center according to their credit hours or department advisor or chair of their major before dropping a course. The advisor will determine whether the drop will count toward the six-drop limit prior to the course drop deadline. After the course drop deadline, the faculty member will determine if the drop will count toward the six-drop limit.

Best Practice #2 – When students come in to drop a course, please encourage them to discuss options with their professors and to make use of campus resources before deciding to drop a course. Give the student “Food for Thought”—a UTEP drop that counts toward the six-course drop limit is noted on the academic transcript by a grade of WC. Transfer work that counts toward the limit is noted by a grade of TWC. Once the six-drop limit has been reached, subsequent course drops will be recorded with grades of WF. Inform the student that the statement **TEC 51.907 Undergraduate Course Drop Counter—(#)** appears at the end of the UTEP transcript. This number reflects *only* UTEP drops.

There are exemptions that may allow a student to drop a course without having it counted toward the six-drop limit, but it is the student's responsibility to demonstrate good cause. Exemptions for good cause may include and are not limited to:

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 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. Active duty service as a member of the Texas National Guard or 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.
5. A change in the student's work schedule that is beyond the student's control and that affects the student's ability to satisfactorily complete the course.
6. Other good cause as determined by the University in consultation with the advisor; or
7. Other reason as described by the student.

**The Texas Higher Education Coordinating Board has specified "family member" to include spouse, child, grandchild, father, mother, brother, sister, grandmother, grandfather, aunt, uncle, nephew, niece, first cousin, step-parent, step-child, or step-sibling. "Sufficiently close relationship" includes 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. The importance of a relationship is both highly individual and highly subjective.*

The Course Drop Form contains the exemption request and should be submitted to the advisor no later than the last day of class for the semester in question. Appeals to the denial of exemption requests may be made to the student's academic dean.

(Information regarding six-drop rule from the University Catalog: Academic Regulations: General Academic Information)

For further information, contact the Registration and Records Office, 123 Academic Services Building, or call 915-747-5544.