

DROPPING FROM COURSES

Student Initiated Drop

When an officially enrolled student decides to cease attending any or all courses, the student is responsible for initiating drop action through the Admissions and Registration Office. To complete this process, the student may

obtain a Drop Form from the Admissions and Registration Office, complete the form, obtain the required signatures, and return the completed form to the Admissions and Registration Office in accordance to the following dates:

Prior to the	12th week of classes	for 16 -week sessions
Up to the	11th week of classes	for 15 -week sessions
Up to the	10th week of classes	for 14 -week sessions
Up to the	9th week of classes	for 13 -week sessions
Up to the	8th week of classes	for 12 -week sessions
Up to the	7th week of classes	for 11 -week sessions
Up to the	6th week of classes	for 10 -week sessions
Up to the	5th week of classes	for 9 -week sessions
Up to the	4th week of classes	for 8 -week sessions
Up to the	3rd week of classes	for 6 -week sessions
Up to the	2nd week of classes	for 4 -week sessions

Please refer to the Academic Calendar in the schedule for the actual date for the “W” drop from the long semester.

Students should refer to the course syllabus and instructor for the last day to withdraw with a “W” from shorter classes.

Students should complete the drop process in person, if possible. However, if the student is unable to appear, he/she may send a drop request message via their student EPCC email account to Admissions@epcc.edu containing the CRN#, Course # and last date attended, or fax (915-831-2161) a written request to the Admissions and Registration Office.

Such drops will be effective as of the date the letter or fax is postmarked. A third party, other than a designated official of the College, may request a student drop with the expressed, written authorization of the student.

After completing registration, a student may withdraw through the Admissions and Registration Office from any or all classes in accordance with Texas State law and College District procedures. The student will receive no grade for any drop occurring prior to the census date of the class for which he/she is enrolled.

Faculty Initiated Drop

Faculty are authorized to drop students up to the twelfth week (long semester), who are not in pursuit of the course objectives as outlined in the section of the Catalog entitled “Attendance and Course Pursuit”.

Administrative Initiated Drop

Withdrawal of a student may be initiated by a designated member of the administrative staff of the College under the following conditions:

- The student has an outstanding financial obligation owed to the College;
- The student has been placed on Academic Suspension;
- The student has been placed on Disciplinary Suspension.

El Paso County Community College District reserves the right to cancel courses in the event of insufficient enrollment or other circumstances beyond the control of the College.

Reinstatement to Classes

Students who drop from courses are not eligible for reinstatement. For other types of drop or withdrawal actions, the student may appeal for reinstatement as follows:

Faculty Initiated Drops

Students may appeal to the appropriate dean as specified in the section of this Catalog entitled “Attendance and Course Pursuit.”

For Administrative Initiated Drops

Students withdrawn/or dropped by administrative action may appeal for the reinstatement to the administrator initiating the action. Such appeals must be initiated, in writing, within ten (10) days from the date the withdrawal/drop authorization was processed by the Admissions and Registration Office, except as follows:

- Students may not be administratively reinstated to courses for which final exams have begun.
- Students may not be administratively reinstated to courses dropped prior to the census date for the course.

Six Drop Rule Before You Drop That Course...Stop...Think...

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply.

Student Exceptions

Students may petition to drop more than the 6-course limit, or to drop a course and not have the drop count against the 6-course limit. These petitions will be reviewed by a committee. The following circumstance will be considered:

- A severe illness or other debilitating condition that affects the student’s ability to satisfactorily complete the course.