



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

ECC-1 Criteria for Determining Course Pursuit

APPROVED: May 28, 1985 **REVISED:** July 7, 2008
Year of last review: 2021

AUTHORIZING BOARD POLICY: ECC

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Dean or Director of the Program

OBJECTIVE: To establish the guidelines for determining when a student has ceased to pursue the course objectives as stated in the course syllabus.

PROCEDURE:

I. A student is considered enrolled once he/she has completed registration and paid the required tuition and fees.

II. Determining Course Pursuit

Each instructor will prepare and distribute to students a course syllabus which states the objectives of the course. Included in the objectives will be the instructor's requirements for class attendance and the grading criteria for the course. The criteria stated in the course syllabus will serve as the basis for determining course pursuit.

III. Absences Affecting Course Pursuit

A. A student has the right to make up missed assignments and exams without penalty due to:

1. Military duty or emergency service (e.g., EMS, Fire Department, Police Department)
2. College-sponsored activities (Note: A *Class Attendance EPCC Sponsored Activity(ies)* form (attached to this procedure) must be completed with student's signature and faculty* member's signature and returned to Activity Advisor/Employer.)

B. Missed assignments and exams due to other absences affecting course pursuit will be at the discretion of the instructor as per the course syllabus.

IV. Withdrawal Authorization Process

A. The instructor is responsible for informing students of their academic course progress. If students cease attending class, the instructor is responsible for informing them of their academic course progress only if the students have provided to the College their phone number, email address, post office box or home address. When the instructor determines that the student is no longer pursuing the objectives of the course, he/she may initiate a Withdrawal Authorization. The Withdrawal Authorization is to be submitted to the Office of Admissions and Registration at any campus.

B. The instructor initiated withdrawal authorization must be received by the Office of Admissions and Registration up to the:

- 11th week for sessions of 16 weeks
- 10th week for sessions of 14 and 15 weeks
- 9th week for sessions of 13 weeks
- 8th week for sessions of 11 and 12 weeks
- 7th week for sessions of 10 weeks
- 6th week for sessions of 8 and 9 weeks
- 5th week for sessions of 7 weeks
- 4th week for sessions of 5 and 6 weeks
- 3rd week for sessions of 4 weeks

***Note:** The word "faculty" denotes instructors, counselors and librarians.

V. Appeal Process

- A. A student who is withdrawn for not maintaining course pursuit may appeal to the appropriate Dean for reinstatement after consultation with the instructor. The appeal must be initiated, via a student petition form, within ten (10) days from the date of notification from the Office of Admissions and Registration.
- B. Where the Dean determines that the student was maintaining course pursuit, he/she may, with the instructor's concurrence, reinstate the student. In such cases, he/she will submit a *Reinstatement Authorization* to the Office of Admissions and Registration and advise the instructor of the action taken.
- C. If the student is not satisfied with the Dean's decision, the student may initiate a student appeal of the final course grade per the procedure titled *Student Appeal of a Final Course Grade* (EGA-6).



For College Procedure ECC-1:
Criteria for Determining Course Pursuit

CLASS ATTENDANCE EPCC SPONSORED ACTIVITY(IES)

I, _____ will be missing class for the period covering _____ to _____ due to:
(circle one) college sponsored activity(ies); military duty; or emergency service. (If military, attach copy of official orders)

Signature of Participant

Approved by:

Activity Advisor/Employer

Faculty

Date

This form must be submitted with Faculty signature to the Activity Advisor/Employer two weeks prior to sponsored activity(ies) with the exception of emergency notification. Activity Advisor/Employer will provide a copy of the completed form to the Faculty member.

NOTE: As stated in College Procedure ECC-1, Section III. A-2.