

# Alvin Community College Course Drop Exception Form

First-year students enrolled in the fall of 2007 or after, for the first time at any Texas public college or university, are limited to six course drops during their academic career. Students may not drop more than six courses regardless of how many institutions attended, how many courses taken or how many years attended. *This policy does not apply to courses dropped prior to census day, complete withdrawals from all courses for the semester, courses taken while attending high school, developmental courses, drops from private or out of state institutions, and courses dropped during the three week mini terms.* Drops beyond the maximum of six may be allowed for students who can show good cause for dropping more; see the exception list below. Once the six course drop limit has been reached, students will not be allowed to drop. Drops included in the limit will be recorded on the student transcript. Students should discuss their options with a counselor, advisor, or instructor, as well as making use of campus resources before deciding to drop a course.

NOTE: If a student has accrued at least 50 semester credit hours and has not enrolled for 24 consecutive months, a one-time only additional course drop beyond the maximum number of courses (6-drop limit law) may be received. Please visit with an Academic Advisor for further information.

Exceptions may be granted by the Vice President of Student Services or designee due to extenuating circumstances.

**Exceptions may be made for the following situations. (Check one)**

- A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete the course.
- 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.
- 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.
- 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 and such active duty interferes with the student's ability to satisfactorily complete the course.
- 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.
- Other good cause as determined by the institution of higher education.

Submit this form with supportive documentation to the Vice President of Student Services in the Admissions and Registrar's Office (A100).

**Student Name** \_\_\_\_\_ **Social Security #** \_\_\_\_\_

**ACC Student Email** \_\_\_\_\_

**Course and Section** \_\_\_\_\_ **Term** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**For Office Use Only**

**Approved** \_\_\_\_\_ **Not Approved** \_\_\_\_\_

**Signature (Vice President of Student Services or designee)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student notified by** \_\_\_\_\_ **Date** \_\_\_\_\_

**Processed by** \_\_\_\_\_ **Date** \_\_\_\_\_