

INSTRUCTIONAL ARRANGEMENTS
COURSE LOAD AND SCHEDULES

ECC
(LOCAL)

Course Load

The normal course load for the fall or spring semester shall be 12 semester hours. The maximum course load per eight-week term is nine semester hours. Course loads in excess of nine semester hours per term or 19 semester hours for the semester shall require approval by the director of success coaches, the appropriate instructional dean, or the vice president of instruction.

The normal course load for the summer session shall be 4 ~~seven~~ semester hours for each ~~four five~~-week term or 9 ~~12~~ semester hours for a full summer semester. Course loads in excess of 4 ~~seven~~ semester hours per term or 9 ~~14~~ semester hours for the summer semester shall require approval by the director of success coaches, the appropriate instructional dean, or the vice president of instruction.

The normal course load for a three-week term is three hours. The normal course load for a four week term is 4 hours, and ~~G~~ course loads in excess of these ~~three~~ semester hours per term shall require approval by the director of success coaches, the appropriate instructional dean, or the vice president of instruction.

~~The normal course load for the five-week term is seven hours. Course loads in excess of seven semester hours per term shall require approval by the director of success coaches, the appropriate dean, or the vice president of instruction. If the five-week term is offered simultaneous to a three-week term, the hours taken in the three-week term contribute to the seven-hour limit.~~

**Limitations on
Number of Dropped
Courses**

A College District student shall not be permitted to drop more than six courses taken while enrolled as an undergraduate at the College District or another public institution of higher education. A “dropped course” is a course in which a student enrolled for credit, but did not complete, under the following conditions:

1. The student was permitted to drop the course without receiving a grade or being penalized academically;
2. The student’s transcript indicates or will indicate the student was enrolled in the course past the census date; and
3. The student did not drop or is not dropping the course to withdraw from the institution.

Exceptions
Good Cause

A student shall be permitted to exceed the limit on the number of dropped courses if good cause exists for the student to drop the course. The following reasons constitute good cause:

1. The student’s showing of a severe illness or other debilitating condition that affects the student’s ability to satisfactorily complete a course;

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2. Responsibility for the care of a sick, injured, or needy person, the provision of which affects the student's ability to satisfactorily complete a course;
3. The death of a member of the student's family as defined by law;
4. The death of a person who has such a sufficiently close relationship to the student, as defined by law, that the person's death is considered to be a showing of good cause, as determined on a case-by-case basis;
5. The student's active-duty military service;
6. The active-duty military service of a member of the student's family or a person who has such a sufficiently close relationship to the student that the person's active-duty military service is considered to be a showing of good cause;
7. A change in the student's work schedule that is beyond the student's control and affects the student's ability to satisfactorily complete the course; or
8. A disaster declared by the governor that prevents or limits in-person course attendance by students at the institution of a duration determined by the institution.

It is the responsibility of the student to establish that good cause before the drop. Students with questions should contact their Success Coach in the Advising Office or the Office of Admissions and Records for more information before dropping a course.

For purposes of this exception, a "member of the student's family" is defined to be the student's spouse, child, grandchild, father, mother, brother, sister, grandmother, grandfather, aunt, uncle, nephew, niece, first cousin, stepparent, stepchild, or stepsibling.

A "person who is otherwise considered to have a sufficiently close relationship to the student" is defined to include any other relative within the third degree of consanguinity, plus close friends, including but not limited to roommates, housemates, classmates, or other persons identified by the student for approval by the institution, on a case-by-case basis.

*Reenrolled
Students*

A qualifying reenrolled student may drop a seventh course in accordance with law.

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<i>Course Dropped During a Bachelor's Program</i>	A course dropped by a student while pursuing a bachelor's degree that the student ultimately earned may not be counted toward the limit on the number of dropped courses.
<i>Dual Credit or Dual Enrollment Course</i>	A dual credit or dual enrollment course dropped by a student before graduating from high school may not be counted toward the limit on the number of dropped courses.
<i>COVID-19 Pandemic</i>	A course dropped by a student during the 2020 spring or summer semester or the 2020-21 academic year because of a bar or limit on in-person course attendance due to the COVID-19 pandemic may not be counted toward the limit on the number of dropped courses.
Procedures	The College President shall develop procedures to implement this policy and shall publish the procedures in the College District catalog.
Appeals	A student may appeal decisions under this policy through FLD(LOCAL) beginning at the appropriate level.
<i>Exception</i>	If the decision relates to a request for an exemption based on a severe illness or debilitating condition that the student contends constitutes a disability in need of accommodation, the student may appeal the decision in accordance with the College District's procedures addressing disability accommodations for students.