

INSTRUCTIONAL ARRANGEMENTS  
STUDENT COURSE LOAD AND SCHEDULES

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**COURSE LOAD** The normal course load for a full-time student for the fall or spring semester shall be 15 semester hours. Course loads of 19 semester hours or more shall require the approval of the Vice President of Instruction or designee.

During a five or six-week summer term, a full-time student shall normally enroll in 6 to 8 semester hours or 12 to 14 hours for the full summer. Course loads in excess of 8 semester hours for a five or six-week term or 16 semester hours for a full summer shall require the approval of the Vice President of Instruction or designee.

**LIMITATION ON NUMBER OF DROPPED COURSES** A student shall not be permitted to drop more than six courses. This limit on the number of dropped courses shall include any course a student has dropped at another institution of higher education. For the limit to apply:

1. The student must be permitted to drop the course without receiving a grade or being penalized academically;
2. The student's transcript must indicate or will indicate the student was enrolled in the course; and,
3. The student must not have dropped the course to withdraw for the College District.

**EXCEPTIONS FOR GOOD CAUSE** A student shall be permitted to exceed the limit on the number of dropped courses for any of the following reasons:

1. A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete a course;
2. The care of sick, injured, or needy person if providing that the care affects the student's ability to satisfactorily complete a course;
3. The death of a member of the student's family;
4. The death of a person who has a sufficiently close relationship to the student;

5. The student's active military duty service;
6. The active military service of a member of the student's family or a person who has a sufficiently close relationship to the student;
7. A change in 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 for a period determined by the College District, in accordance with law, that significantly affects the student's ability to participate in the coursework.

A course dropped by a student during the 2020 spring or summer semester or the 2020-2021 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 or designee shall develop appropriate procedures to implement this policy.

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