

WITHDRAWAL OF A COURSE

Withdrawal of a Course

To officially withdraw a course, a completed 'Course Registration/Drop Form' must be submitted to the Office of the Registrar before the last day to withdraw a course - as published in the academic calendar.

To withdraw from **all** courses, a completed 'Withdrawal Form' must be submitted to the Office of the Registrar before the last day to withdraw a course - as published in the academic calendar.

The withdrawal of course(s) may impact a student's financial aid award package (see Financial Aid) and may be subject to Laredo College's Tuition Refund Policy (see Tuition and Fees).

It is the student's responsibility to ensure a drop slip has been completed and processed whether it is student-requested or faculty-initiate.

Six Drop Limit Imposed by the Texas Legislature

Six Drop Rule

Beginning with the Fall 2007 semester, all incoming freshmen enrolled for the first time at any Texas public college or university will be limited to six course withdrawals (drops) during their academic career. Drops include those initiated by students or faculty and withdrawals from courses at other Texas public institutions. This policy does not apply to courses dropped prior to census day or to complete withdrawals from the college.

When You Register

- See your advisor
- Choose your courses carefully

Before You Drop

- Discuss options with your professor
- See your faculty or staff advisor

For more information, contact the Student Success Center, Lerma Pena building, room 201 (Fort McIntosh Campus) and at the Billy Hall Student Center, room 131 (South Campus)

Students may petition the College for an exemption to the six drop limit. Students may seek an exemption by providing the reasons for dropping via written documentation to the Office of the Registrar and Admissions. Possible exclusions are listed below.

Exclusions from the Six Drop Rule

Drops from the following types of courses are excluded from the course drop limit. Students are not impacted by the six drop rule if the drops from classes meet the following criteria:

- A student is considered to have withdrawn from the institution when the student drops all courses during the semester.
- Courses taken by students while enrolled in high school – whether for dual credit, early college credit, or for college credit alone.
- Courses dropped at private or out-of-state institutions.
- Remedial or developmental courses, or other courses that would not generate academic credit that could be applied to a degree.
- Severe illness or other debilitating condition(s) that impacts the ability for the student to complete a course successfully.

- The student's sudden responsibility to care for a sick, injured, or needy person, if the care affects student's ability to complete a course in a satisfactory manner.
- Military duty where a student gets called to active service duty in the United States Armed Forces, or is deployed with the national or Texas Guard.
- First responders that are called away for extended periods of time for large scale emergencies that are not able to complete a course in a satisfactory manner.
- Student removal from class may occur if it is determined that an error was made in the academic assessment resulting in placement at a level too advanced or far below the student's ability.
- Student removal may be required to address a disciplinary issue or a difficult incompatibility between the student and instructor or between students.
- Highly individualized circumstances in a student's life, not covered by legislated exceptions, may be allowable. For instance, a student may become homeless due to financial hardships after a financial set-back or natural disaster.
- The death of a person who:
 - is considered to be a member of the student's family
 - is otherwise considered to have a sufficiently close relationship to the student.

Other Items for Consideration by the Student Before Dropping a Class

Courses taken as required co-requisites such as a lecture class with a required laboratory are counted as one drop whether or not identified as separate courses or as separate sections of a course.