

Limitations to the Number of Withdrawals from Courses (Information for Trinity Valley Community College Faculty)

A new THECB Rule has been established to address a new law enacted by the legislature regarding the number of withdrawals (“W’s”) that a student may have during their academic career (THECB Rules: Chapter 4, Subchapter A, 4.10). The following provides you with an overview of the procedure that TVCC will utilize

to handle this law.

Any student whose first semester in college is Fall 2007 or later may not have more than six withdrawals (W’s) that are unexcused during their academic career. This applies to a student’s academic record from all higher education institutions that they may attend. If a student has six *unexcused withdrawals*, they will no longer be allowed to withdraw from a course without receiving a grade in the course (which will be an “F”).

Excused Withdrawals

If the student initiates a withdrawal through Guidance Services, then the counselor may determine whether the withdrawal is excused. Generally, a student-initiated withdrawal will be determined to be excused if there is a “good cause” for the withdrawal as determined by the professional judgment of the counselor. Examples of “good cause” include, but are not limited to, the following: (a) a student has or is caring for a dependent who has a severe illness or debilitating condition, (b) a student has a death in the family, (c) a student has a change in active military service, (d) a student’s family member has a change in active military service, or (e) a student experiences a change in work schedule beyond their control.

In some cases, a faculty member may initiate a withdrawal on the behalf of a student who may not be able to visit the Guidance Services Office (e.g. internet courses, some late night courses, etc.). Where this happens, the faculty member may use professional judgment to determine if there is “good cause” for the withdrawal to be excused. If good cause is found, the faculty member may write “excused” on the withdrawal slip. Faculty determination of whether a withdrawal is “excused” or “unexcused” should occur only in circumstances where the student is not able to go to the guidance office. In such cases, please make the student aware that it is their responsibility to make verify that the withdrawal has been posted to their transcript.

Unexcused Withdrawals

Withdrawals initiated by the instructor will be considered unexcused unless otherwise noted on the withdrawal slip (see above for guidance). Student-initiated withdrawals that are NOT deemed to be due to “good cause” by guidance office personnel will be considered unexcused.

After the sixth *unexcused withdrawal*, the student must receive a grade in the course regardless of whether a faculty member initiates a withdrawal. Therefore, if a faculty member initiates the seventh unexcused withdrawal the student will receive an “F” in the course unless another grade is earned.

Situations Regarding Prison (TDCJ) Courses

In the event that a student is withdrawn from a prison class, whether it will be excused or not will be determined by the faculty member and the Dean of Correctional Education. If the faculty member and the Dean of Correctional Education views that there is an excusable reason for the

withdrawal that is beyond their control (e.g. a TDCJ Administrative Drop, a Bench Warrant, etc...), then they may indicate that the withdrawal is “excused” by marking this on the withdrawal slip. Otherwise, all withdrawals will be considered unexcused.

Situations Regarding Total Withdrawal From College

Per this law, a student who is withdrawn from all courses for any reason will be given *excused withdrawals* since they are being withdrawn from college altogether.

Situations Regarding Developmental Drops

If a student is withdrawn from all courses based upon non-attendance in developmental courses, they will be given *excused withdrawals* per this law. Please note that students taking multiple developmental classes may drop one course without being dropped from the college.

INFORMING STUDENTS OF THE NEW LAW

The law states that we are obligated to let students know about this new law and our policy for dealing with it, as such, you are requested to place the following statement in your syllabus.

ALL FACULTY NEED TO ADD THIS TO SYLLABI FOR COURSES TAUGHT AT: Athens, Terrell, Palestine, Kaufman, and Dual Credit Courses

A new THECB Rule has been established to address a new law enacted by the legislature regarding the number of withdrawals (“W’s”) that a student may have during their academic career (THECB Rules: Chapter 4, Subchapter A, 4.10). The law states that any student whose first semester in college is Fall 2007 or later may not have more than six *unexcused withdrawals* (W’s) during their academic career. This applies to a student’s academic record from all higher education institutions attended. If a student has six *unexcused withdrawals*, they will no longer be allowed to withdraw from a course without receiving a grade in the course (which will be an “F”). To determine if a withdrawal is excused, a student must initiate a withdrawal request through the guidance services office or, in special circumstances, through the faculty member. **It is the student’s responsibility to officially withdraw from a course and to verify that the withdrawal has been posted to their transcript.**

Prison (TDCJ) Courses

No statement is necessary for syllabi; however, the following statement is being added to the TDCJ Guidebook that all prison students receive.

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