


SWTJC MEMORANDUM

TO: SWTJC Board of Trustees
Dr. Hector Gonzales, President

FROM: Dr. Mark Underwood 
Vice President of Academic Affairs

DATE: February 13, 2020

SUBJ: Correction to SWTJC Policy ECC (LOCAL)

SWTJC Policy ECC (LOCAL) currently states an incorrect maximum number of credit hours that a student may enroll in without special permission. The corrections requested apply to long semesters as well as summer sessions. Explanation for the requested changes follows.

Policy ECC (LEGAL) defines the maximum number of credit hours a student may enroll in:

"To ensure the quality of student learning, institutions, including college districts, **should not allow** students to carry more courses in any term (that is, regular or shortened semester), that would allow them to earn **more than one semester credit hour per week over the course of the term**. Institutions should have a formal written policy for addressing any exceptions to this paragraph." 19 TAC 4.6 (b)-(c).

SWTJC ECC (LOCAL), which implements the provision of ECC (LEGAL), states:

For fall or spring semesters, "Course loads in **excess of 16 semester hours** shall require approval by the Vice President of Academic Affairs." And for summer sessions, "Course loads in excess of **six semester hours per term or 12 semester hours per summer semester** shall require approval by the Vice President of Academic Affairs."

ECC (LEGAL) permits enrollment in one semester hour per week beyond the length of a term/semester without special permission. Fall and spring terms comprise 16 weeks; summer terms comprise six weeks. Therefore, the correction requested of the SWTJC Board affects only the number of semester hours stated in ECC (LOCAL):

For fall or spring semesters, "Course loads in excess of **17** semester hours shall require approval by the Vice President of Academic Affairs." And for summer sessions, "Course loads in excess of **seven** semester hours per term or **14** semester hours per summer semester shall require approval by the Vice President of Academic Affairs."

Board Agenda Item # 8

Motion: Amend Policy ECC (LOCAL) from:

"The normal course load for all or spring semester shall be 15 semester hours. Course loads in excess of 16 semester hours shall require approval by the vice president of academic affairs. The maximum course load shall be no more than 21 semester hours."

"The normal course load for the summer session shall be six semester hours for each six-week term or 12 semester hours for a full summer semester. Course loads in excess of six semester hours per term or 12 semester hours per summer semester shall require approval by the vice president of academic affairs. The maximum summer credit hours earned shall be eight semester hours for one term or 16 semester hours for a full summer semester."

TO:

"The normal course load for all or spring semester shall be 15 semester hours. Course loads in excess of 17 semester hours shall require approval by the vice president of academic affairs. The maximum course load shall be no more than 21 semester hours."

"The normal course load for the summer session shall be six semester hours for each six-week term or 12 semester hours for a full summer semester. Course loads in excess of seven semester hours per term or 14 semester hours per summer semester shall require approval by the vice president of academic affairs. The maximum summer credit hours earned shall be eight semester hours for one term or 16 semester hours for a full summer semester."