

**Employee and
Student Travel
Arrangements**

Travel Arrangements

College District employees ~~shall~~will not transport student(s) in a personal vehicle or in a College District vehicle for College District-sponsored functions without advanced written approval from the appropriate administrator. Travel arrangements for student groups ~~shall~~will be made in accordance with administrative regulations.

Driver Requirements

Only College District employees or contracted transportation company drivers of the College District ~~shall~~will be authorized as drivers for College District vehicles.

A driver who is transporting students in College District-owned or -leased vehicles must:

1. Be an employee of the College District or be a contracted transportation company driver of the College District.
2. Hold a valid driver's license appropriate for the vehicle to be driven. A driver of a commercial motor vehicle must have a commercial driver's license.
3. Have an acceptable driving record.

Safety Standards

An individual on College District business, whether in a personal vehicle or in a College District-owned or -leased vehicle, ~~shall~~will:

1. Adhere to all rules and regulations concerning the proper operation of the vehicle.
2. Abide by all federal, state, and local motor vehicle regulations, laws, and ordinances.
3. Ensure that the number of passengers does not exceed the designed capacity of the vehicle and that all passengers are secured by safety belts, if provided.
4. Not operate a vehicle when the ability of the driver is impaired, affected, or influenced by alcohol, illegal drugs, medication, illness, fatigue, or injury.
5. Not text on a mobile device while operating a vehicle.

Driver Fatigue

If a driver experiences any signs of fatigue, he or she must take a break or be replaced by another qualified driver. Driving breaks are required at reasonable intervals.

**Limitation on
Number of Dropped
Courses**

A College District student will not be permitted to drop more than six courses taken while enrolled at the College District or another public 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 from the College District.

**Exceptions for
Good Cause**

A student will 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 a sick, injured, or needy person if providing that care 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 a sufficiently close relationship to the student as defined by law;
5. The student's active military duty service;
6. The active military service of a member of the student's family;
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;
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, to~~that~~ significantly af-~~fect~~affects the student's ability to participate in coursework; or
9. Any other significant issue affecting the ability of the student to satisfactorily complete the course, as determined upon review by the College District registrar.

[For definitions of "student's family" and "a person who has a sufficiently close relationship to the student," see Definitions for Good Cause Exemption in ECC(LEGAL).]

INSTRUCTIONAL ARRANGEMENTS
COURSE LOAD AND SCHEDULES

ECC
(LOCAL)

Exception for Reenrolled Students	A qualifying reenrolled student may drop a seventh course in accordance with law.
Exception for COVID-19 Pandemic	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 District President will develop procedures to implement this policy.

**Curriculum
Development
Process**

The process for curriculum development used by the College District is prescribed by several different but connected procedures. At all times the guidelines prescribed by the Texas Higher Education Coordinating Board (THECB) shall/will be followed.

The College District shall/will have a faculty peer review process to review courses and program additions, deletions, or revisions. The Board shall/will approve all new programs and program deletions.

The Board will approve the degrees and certificates to be awarded by the College District. The degrees and certificates offered by the College District as developed by faculty, and the associated recommended course sequences approved by the College District administration will be described in the College District catalog and on the College District website.