



(LOCAL) Policy Comparison Packet

This packet is generated by an automated process that compares the updated policy to the district's current policy as found in TASB records.

In this packet, you will find:

- Policies being recommended for revision (annotated)
- New policies (not annotated)
- Policies recommended for deletion (annotated in PDF; omitted in Word)

Annotations are shown as follows.

- *Deletions* are shown in a red strike-through font: ~~deleted text~~.
- *Additions* are shown in a blue, bold font: **new text**.
- Blocks of text that have been *moved* without alteration are shown in green, with double underline and double strike-through formatting to distinguish the text's destination from its origin: ~~moved text~~ becomes moved text.
- *Revision bars* appear in the right margin, as above.

Note: While the annotation software competently identifies simple changes, large or complicated changes—as in an extensive rewrite—may be more difficult to follow. In addition, TASB's recent changes to the policy templates to facilitate accessibility sometimes makes formatting changes appear tracked, even though the text remains the same.

For further assistance in understanding policy changes, please refer to the explanatory notes in your Localized Policy Manual update packet or contact your policy consultant.

Contact:	School Districts and Education Service Centers	Community Colleges
	policy.service@tasb.org	colleges@tasb.org
	800.580.7529 512.467.0222	800.580.1488 512.467.3689

Statement of Ethics

As a member of the Board, I ~~shall~~^{will} strive to improve community college education, and to that end I shall adhere to all state and federal laws, College District policies, and the ~~following~~ ethical standards ~~set out in this policy.~~:

Service

1. I ~~shall attend~~^{Attend} all regularly scheduled Board meetings insofar as possible and ~~devote time, thought, and study~~^{become informed concerning issues} to the duties and responsibilities of a Board member, so that I may render effective and credible service~~be considered at those meetings.~~
2. I ~~shall bring~~^{Bring} about desired changes through legal and ethical procedures, upholding and enforcing all applicable statutes, regulations, and court decisions pertaining to community colleges.
- ~~3.—I shall establish~~^{Work with other Board members to establish effective Board policies and to delegate authority for the administration of the College District to the College President.}
- 4.3. ~~Establish~~ and adhere to policies and practices prohibiting unlawful discrimination, including harassment on the basis of sex, gender, race, color, national origin, religion, age, disability, or any other basis prohibited by law.

Collaboration

- ~~5.—Recognize that~~ I ~~shall work with my fellow~~^{should endeavor to make policy decisions only after full discussion at publicly held Board members in a spirit of harmony} meetings.
- ~~6.—Render all decisions based on the available facts and cooperation~~^{my independent judgment and encourage} ~~refuse to surrender that judgment to individuals or special interest groups.~~
- 7.4. ~~Encourage~~ the free expression of opinion ~~in spite of differences that arise during vigorous debates of points of issue~~^{by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community.}

I shall base my personal decisions upon all available facts in each situation; vote my honest conviction in every case, unswayed by partisan bias of any kind;~~Communicate to other Board members and abide by and uphold the final majority decisions~~^{College President expressions} of the Board.

Authority

- ~~8.5.~~ I shall remember at all times that as an individual I have no legal authority outside the meetings of the ~~public reaction to~~ Board, and to conduct my relationships with the ~~policies and~~ College District staff, the local citizenry, and all media of the community on the basis of this fact~~programs.~~

Roles

I shall resist every temptation and outside pressure to use my position as a Board member to benefit myself or any other individual or agency apart from the total interest of the College District.

I shall recognize that it is as important for the Board to understand and evaluate the ~~Inform myself about current~~ educational program of the College District as it is to plan for the business of College District operations.

I shall delegate the administrative matters of the College District to the College President and support the employment of qualified College District staff.

I shall welcome and encourage active cooperation by citizens, organizations, and the College District media by communicating with respect to policy on current College District operations and proposed future developments.

I shall speak with one voice as a Board member once a Board decision or policy is made.

Teamwork

~~9.6.~~ I shall support state and national organizations in their efforts to benefit Texas community colleges ~~issues by individual study and through participation in programs providing needed information, such as those sponsored by the~~ Community College Texas Association of Texas Trustees ~~Community Colleges,~~ the Texas ~~American~~ Association of School Boards ~~Community Colleges,~~ and the Association of Community College Trustees.

~~10.~~ I shall work step by step toward ideal conditions for ~~Support the most effective employment of those persons best qualified to serve as~~ College District Board service to my community, ~~staff and insist on a regular and impartial evaluation of all staff.~~

~~11.~~ ~~Avoid being placed in a spirit of teamwork and devotion to public education as~~ position of conflict of interest, and refrain from using my Board position for personal or partisan gain.

~~12.~~ ~~Take no private action that will compromise the Board or administration and respect the confidentiality of information that is privileged under applicable law.~~

~~13.7.~~ ~~Remember always that my first and greatest instrument for the preservation and concern must be the~~ perpetuation of our representative democracy ~~educational welfare of the students attending the College District.~~

Southwest Texas Junior College
232501

BOARD MEMBERS
ETHICS

BBF
(LOCAL)

REFERENCE: derived from ~~the National School Boards~~ *Association of Community College Trustees Guide to Ethical Governance*

DATE ISSUED: ~~12/5/14/2021~~2019
UPDATE 4137
BBF(LOCAL)-AJC

ADOPTED:

3 of 3

Note: For College District contribution to employee insurance during leave, see CKD(LOCAL). For additional provisions addressing the Family and Medical Leave Act (FMLA), see DECA(LEGAL).

Leave Administration

The College President or designee shall develop administrative regulations associated with employee leaves and absences and ensure the procedures are used to implement the provisions of this policy.

Definitions

The term “immediate family” is defined as:

Immediate Family

1. Spouse.
2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.
3. Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
4. Sibling, stepsibling, and sibling-in-law.
5. Grandparent and grandchild.
6. Any person residing in the employee’s household at the time of illness or death.

For purposes of the ~~Family and Medical Leave Act (FMLA)~~, the definitions of spouse, parent, son or daughter, and next of kin are found in DECA(LEGAL).

Family Emergency

The term “family emergency” shall be limited to disasters and life-threatening situations involving the employee or a member of the employee’s immediate family.

Leave Day

A “leave day” for purposes of earning, use, or recording of leave shall mean the number of hours per day equivalent to the employee’s usual assignment, whether full-time or part-time.

Academic Year

An “academic year” for purposes of earning, use, or recording of leave shall mean the term of an employee’s annual employment as set by the College District for the employee’s usual assignment, whether full-time or part-time.

Catastrophic Illness or Injury

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee’s immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned

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by that employee and to lose compensation from the College District. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Conditions relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.

Earning Leave

An employee shall not earn any form of paid leave when ~~the employee~~~~he or she~~ is in unpaid status. An employee using full or proportionate paid leave shall be considered to be in paid status.

Deductions

Leave Without Pay

The College District shall not approve paid leave for more leave days than have been accumulated in prior years plus leave currently available. Any unapproved absences or absences beyond accumulated and available paid leave shall result in deductions from the employee's pay.

Leave Proration

*Employed for
Less Than Full
Year*

If an employee separates from employment with the College District before ~~the employee's~~~~his or her~~ last scheduled workday, or begins employment after the first scheduled workday, paid leave shall be prorated based on the actual time employed.

If an employee separates from employment before the last scheduled workday of the academic year, the employee's final paycheck shall be reduced for paid leave the employee used, but had not earned, as of the date of separation.

*Employed for Full
Year*

If an employee uses more paid leave than he or she earned and remains employed with the College District through his or her last scheduled workday, the College District shall deduct the cost of the excess leave days from the employee's pay in accordance with administrative regulations.

~~**Order of Use**~~

~~Earned compensatory time shall be used before any available paid leave. {See DEA}~~

~~**Concurrent Use of
Leave**~~

~~When an absent employee is eligible for FMLA leave, the College District shall designate the absence as FMLA leave.~~

~~The College District shall require the employee to use paid leave, including compensatory time, concurrently with FMLA leave.~~

~~An employee receiving workers' compensation income benefits may be eligible for paid or unpaid leave. An absence due to a work-related injury or illness shall be designated as FMLA leave.~~

Medical Certification

An employee shall submit medical certification of the need for leave if:

1. The employee is absent more than three consecutive workdays because of personal illness or illness in the immediate family;

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2. The College District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or College President; or;
- ~~3.~~ The employee requests FMLA leave for the employee's serious health condition; for a serious health condition or that of the employee's spouse, parent, or child; or
- ~~4.3.~~ The employee requests FMLA leave for military caregiver leave purposes.

In each case, medical certification shall be made by a health-care provider as defined by the FMLA. [See DECA(LEGAL)]

~~Note: For College District contribution to employee insurance during leave, see CKD(LOCAL).~~

Sick Leave

Each All full-time employees shall earn one day of paid sick leave per month of the employee's their annual employment contract in accordance with administrative regulations.

Sick leave shall accumulate to a maximum of 90 days.

Sick leave shall only be used after any applicable compensatory time has been exhausted for the following:

1. Illness of the employee.
2. Illness of a member of the employee's immediate family.
3. Family emergency.
4. Birth or placement of a child when taken within the first year after the child's birth, adoption, or foster placement.
5. Contribution to the sick leave bank.

Sick Leave Bank

The College District shall establish a sick leave bank that employees may join through contribution of local leave. A full-time employee who is eligible for College District benefits and who has been continuously employed by the College District for 12 months shall be eligible to enroll and participate in the sick leave bank.

Leave contributed to the bank shall be solely for the use of participating employees. An employee who is a member of the bank may request leave from the bank if the employee experiences a catastrophic illness or injury and has exhausted all paid leave and any applicable compensatory time.

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~~If the employee is unable to request leave from the sick leave bank, a member of the employee's family or the employee's supervisor may submit the request.~~

The College President or designee shall develop regulations for the operation of the sick leave bank that address the following:

1. The number of days an employee must donate to become a member;
2. Procedures to request leave from the sick leave bank;
3. The maximum number of days per academic year a member employee may receive from the sick leave bank;
4. The committee or administrator authorized to consider requests for leave from the sick leave bank and criteria for granting requests; and
5. Other procedures deemed necessary for the operation of the sick leave bank.

Appeal

~~An employee may appeal a decision~~~~All decisions~~ regarding the sick leave bank ~~may be appealed~~ in accordance with DGBA(LOCAL), beginning with the College President or ~~appropriate administrator~~ ~~designee~~.

Family and Medical Leave

FMLA leave shall run concurrently with applicable paid leave or compensatory time, as applicable.

Twelve-Month Period

For purposes of an employee's entitlement to FMLA leave, the 12-month period shall begin on the first scheduled workday of the academic year.

Combined Leave for Spouses

~~When~~~~If~~ both spouses are employed by the College District, the College District shall limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks. The College District shall limit military caregiver leave to a combined total of 26 weeks. ~~{See DECA(LEGAL)}~~

Intermittent or Reduced Schedule Leave

The College District shall not permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee. ~~{See DECA(LEGAL) for use of intermittent or reduced schedule leave due to a medical necessity.}~~

Certification of Leave

~~When~~~~If~~ an employee requests leave, the employee shall provide certification, ~~in accordance with~~ ~~as required by~~ FMLA regulations, of the need for leave. ~~{See DECA(LEGAL)}~~

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Fitness-for-Duty Certification	<p>In accordance with administrative regulations, when an employee takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification. If the College District will require certification of the employee's ability to perform essential job functions, the College District shall provide a list of essential job functions to the employee with the FMLA designation notice.</p>
Failure to Return	<p>If, at the expiration of FMLA leave, the employee is able to return to work but chooses not to do so, the College District may require reimbursement of premiums paid by the College District during the leave. [See DECA(LEGAL), Recovery of Benefit Cost]</p>
Vacation Leave	<p>Each full-time, 12-month employee, except faculty, shall earn eight-tenths of a day times the number of months of service up to ten days of paid vacation leave per year in accordance with administrative regulations.</p> <p>Clerical, administrative assistants, maintenance, food service, and daycare workers shall earn one vacation day during the month of their birthdays. Scheduling of this day must be approved by the appropriate dean and shall be used in the month received.</p> <p>Employees may accumulate vacation leave, at year end, up to a maximum of 40 hours. -Accumulated vacation leave shall be forfeited unless used by November 30.- Any unused vacation leave in excess of this maximum roll-over shall be forfeited on August 31.</p>
Request for Vacation Leave	<p>The employee shall submit a written request for use of vacation leave to the employee's immediate supervisor or designee in advance in accordance with administrative regulations. In deciding whether to approve or deny vacation leave, the supervisor or designee shall consider the effect of the employee's absence on the educational program or College District operations.</p>
	<p>Earned compensatory time shall be used before any available vacation leave.</p>
Development Leave	<p>A faculty member [see definition at DEC(LEGAL) Development Leaves of Absence] may be granted faculty development leave for study, research, writing, field observations, or other suitable purpose. The leave shall be for one academic year at one-half of the faculty member's regular salary or for one-half academic year at full regular salary, unless the faculty member has held an administrative position at the College District for more than four years. In that case, the Board may grant development leave at the faculty member's full, regular salary for one year.</p>
Eligibility	
DATE ISSUED: 5/14/2021 UPDATE 41 DEC(LOCAL)-X	10/10/2017 LDU-2017.04

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To qualify for development leave, a faculty member must serve at least three consecutive academic years performing full-time academic duty as an instructor or as an assistant, associate, or full professor, or an equivalent rank. The work need not include teaching. ~~The applicant must also agree to return to the College District following the conclusion of the development leave to serve for a period of time equal to the amount of time the faculty member received for development leave and if not, to repay the College District for any benefits paid to or on behalf of the faculty member during the leave period.~~

Alternatively, the faculty member may qualify for development leave as an administrator if the faculty member has had significant administrative duties relating to the operation of the College District for more than four years.

Application

To be granted development leave for the subsequent academic year, a faculty member must apply to the College President by March 1 on a signed and dated form created by the administration. The application shall contain:

1. The requested effective date and duration of leave.
2. A description of the specific purpose for which the leave is requested.
3. An explanation as to how the leave is consistent with the mission and purpose of the College District and the benefit of the leave to the College District.
4. An assurance that the faculty member intends to return to the College District following the completion of the development leave to serve for a period ~~of time~~ equal to the amount of time the faculty member received for development leave, if approved, and that, if the faculty member does not return, the employee shall repay the College District for any benefits paid to or on behalf of the employee during the leave period.
5. Any other information deemed appropriate by the College President.

Approval Procedure

A development leave committee shall be elected annually from the general faculty membership on a date determined by the College President to be no later than the application deadline. The committee shall be composed of ten members and shall elect a chair during the first meeting. The chair shall be responsible for scheduling and presiding over each meeting of the committee.

After reviewing the applications for development leave, the committee chair shall forward the committee's recommendation to the Col-

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lege President. After review of the committee's recommendation, the College President shall make a recommendation as to which applications should be granted for consideration at a Board meeting to occur before the end of the spring semester. No more than six percent of the College District's faculty members may be on development leave at any one time.

The College President shall inform the applicants of the final determination by the Board.

Duration and
Compensation

Development leave shall be for one academic year at one-half of the faculty member's regular salary or for one-half academic year at full regular salary.

Exception

If the faculty member qualifies for development leave as an administrator, the Board may grant development leave at the faculty member's full, regular salary for one year.

Outside
Employment

A faculty member granted development leave is prohibited from accepting employment with another employer without permission of the Board.

Return to Work

The faculty member must agree to return to the College District following the conclusion of the development leave to serve for a period equal to the amount of time the faculty member received for development leave and if not, to repay the College District for any benefits paid to or on behalf of the faculty member during the leave period.

Report

Upon returning from development leave, the faculty member must report to the Board in writing regarding whether the purpose of the leave was fulfilled, with a description regarding the manner in which it was fulfilled or if it was not fulfilled, the reasons why the leave was not fulfilled.

Bereavement Leave

Each employee shall earn 0.333 days of paid bereavement leave for each month of his or her annual employment contract for use upon the death of a member of the employee's immediate family. ~~in accordance with administrative regulations.~~ An employee who is eligible for other types of leave may use other paid leave for additional time. Unused bereavement leave shall be noncumulative.

**Workers'
Compensation**

Note: Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the College District's contribution to health insurance. ~~[See CKD(LOCAL) regarding payment of insurance contribution during employee absences.]~~

An absence due to a work-related injury or illness shall be designated as FMLA leave.

No Paid Leave
Offset

The College District shall not permit the option ~~An employee eligible for paid leave offset in conjunction with workers' compensation income benefits may elect in writing to use paid leave.~~

Court Appearances

Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the College District and shall not be deducted from the employee's pay or leave balance.

Payment for
Accumulated ~~Reimbu~~
~~rsement of~~ Leave
Upon ~~upon~~
Retirement

The following leave provisions shall apply to sick leave earned beginning on the original effective date of this program.

An employee who retires from the College District with 20 or more years of service shall be eligible for ~~payment for accumulated reim-~~
~~bursement of~~ sick leave under the following conditions:

~~1. The employee's retirement from employment is voluntary, i.e., the employee is not being discharged or nonrenewed.~~

~~2. The employee provides advance written notice of intent to retire. Contract employees must provide written notice at least 90 days before the last day of employment. Non-contract employees must provide written notice at least two weeks before the last day of employment.~~

~~1. The employee's retirement from employment is voluntary, i.e., the employee is not being discharged or nonrenewed.~~

~~2.1. The employee provides advance written notice of intent to retire. Contract employees must provide written notice at least 90 days before the last day of employment. Non-contract employees must provide written notice at least two weeks before the last day of employment.~~

The employee shall ~~receive payment~~ ~~be reimbursed~~ for each day of sick leave, to a maximum of 30 days, at a rate established by the Board. If the employee is reemployed with the College District, days for which the employee received payment shall not be available to that employee.

An employee who retires from the College District with at least ten, but less than 20, years of service shall be eligible for ~~payment for accumulated reimbursement of~~ sick leave under the following conditions:

~~1. The employee's retirement from employment is voluntary, i.e., the employee is not being discharged or nonrenewed.~~

~~2.1. The employee provides advance written notice of intent to retire. Contract employees must provide written notice at least 90 days before the last day of employment. Non-contract employees must provide written notice at least two weeks before the last day of employment.~~

1. The employee's retirement from employment is voluntary, i.e., the employee is not being discharged or nonrenewed.

2. The employee provides advance written notice of intent to retire. Contract employees must provide written notice at least 90 days before the last day of employment. Non-contract employees must provide written notice at least two weeks before the last day of employment.

The employee shall receive payment of ~~be reimbursed~~ 75 percent of one month's salary for 30 or more days of unused sick leave or at a prorated rate if the employee has less than 30 unused sick days. If the employee is reemployed with the College District, days for which the employee received payment shall not be available to that employee.

The rate established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the academic year following the adoption of the rate change.

Faculty Leave of Absence

An instructor may request a leave of absence by presenting a letter to the administration and the Board requesting a leave of absence without pay. After Board consideration and the administration's recommendation, the faculty member may receive a leave of absence. A leave of absence granted by the College District shall guarantee a faculty member a position upon his or her return, and the leave of absence shall be of benefit to both the faculty member and the College District. The instructor must agree to return at the end of the leave time.

Community Service Leave

Through its programs and services, the College District strives to support the needs of its surrounding communities. The College District further realizes the importance of community service and therefore encourages its employees to be actively involved in community events and with community organizations. To enhance the involvement of its employees with the broader community, the College District endorses the following community service leave provisions.

These provisions outline the guidelines for full-time employees at the College District to take time away from work in order to participate in community service projects or events. A maximum of 16 hours is permitted each year with no carryover for unused hours. In

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addition, there shall be no payout to employees who do not use the 16 hours. The leave may be used for the services outlined below.

Use

Paid leave shall ~~is~~ not ~~be~~ granted to those individuals participating in community service activities outside of their work schedules. The types of services that qualify for this leave shall be:

- ~~Tutoring~~ ~~tutoring~~ and mentoring in schools;
- ~~Donating~~ blood, bone marrow, and ~~organs~~;
- ~~Participating in~~ ~~organ donation~~; any activity associated with a nonprofit organization; and

~~Assisting~~ ~~assisting~~ and responding to emergency situations.

Reporting

An employee shall complete the community service leave request form found at DEC(EXHIBIT). The hours used for this leave shall be reported on the employee's absence report for that month.

EMPLOYEE PERFORMANCE
SUSPENSION

DLB
(LOCAL)

At-Will Employees

An at-will employee may be suspended by the College President or designee during an investigation of alleged misconduct by the employee or at any time the College District determines that the College District's best interest will be served by the suspension.

An at-will employee shall not be paid while serving a suspension unless required by law.

**Term Contract
Employees**

Suspension with
Pay

A term contract employee may be suspended with pay and placed on administrative leave by the College President during an investigation of alleged misconduct by the employee or at any time the College President determines that the College District's best interest will be served by the suspension.

Suspension without
Pay

A term contract employee may be suspended without pay for good cause as determined by the Board following a hearing held for that purpose in accordance with the procedures applicable to the mid-contract termination of an employee [see DMAA(LEGAL)].

An employee may be terminated mid-contract for good cause as determined by the Board following a hearing held for that purpose in accordance with law.

Appeals

Appeals related to this policy may be submitted through DGBA(LOCAL) beginning at the appropriate level.

~~Faculty Members~~
~~Alternatively, a~~
~~faculty member, as~~
~~defined by~~
Suspension with Pay

~~A term contract employee may be suspended with pay and placed on administrative leave by the College President during an investigation of alleged misconduct by the employee or at any time the College President determines that the College District's best interest will be served by the suspension.~~

~~Grievance Filed~~
~~Under Education~~
~~Code 51.960,~~

~~The Board designates the director of administrative services as the person to whom a faculty member~~ may first present a grievance under ~~Section Education Code 51.960 to the director of administrative services on~~ an issue related to the faculty member's ~~his or her~~ dismissal. It is recommended that the faculty member file a request to present the grievance within ten business days after final action on the dismissal proceeding.

Once a request to present a grievance has been filed, the conference shall be scheduled within seven business days.

The faculty member may appeal the decision of the ~~director of administrative services~~ ~~director of administrative services in accordance with~~ ~~under~~ DGBA(LOCAL) beginning at the appropriate level.

An employee's contract expires at the end of the contract term.

Appeals

Appeals related to this policy may be submitted through DGBA(LOCAL) beginning at the appropriate level.

Faculty Members

Alternatively, a faculty member, as defined by Education Code 51.960, may first present a grievance under Section 51.960 to the director of administrative services on an issue related to the faculty member's nonrenewal. It is recommended that the faculty member file a request to present the grievance within ten business days after the expiration of the faculty member's contract.

Once a request to present a grievance has been filed, the conference shall be scheduled within seven business days.

The faculty member may appeal the decision of the director of administrative services in accordance with DGBA(LOCAL) beginning at the appropriate level.

Course Load

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

The normal course load for the summer session shall be ~~six~~^{six} semester hours for each six-week term or ~~12~~¹² semester hours for a full summer semester. Course loads in excess of ~~seven~~^{seven} semester hours per term or ~~14~~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~~^{eight} semester hours for one term or ~~16~~¹⁶ semester hours for a full summer semester.

**Limitation on
Number of Dropped
Courses**

A College District student shall 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 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 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 or a person who has a sufficiently close relationship to the student; or

INSTRUCTIONAL ARRANGEMENTS
COURSE LOAD AND SCHEDULES

ECC
(LOCAL)

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.

Exception for
Reenrolled
Students

A qualifying reenrolled student may drop a seventh course in accordance with law.

Procedures

The College President shall develop procedures to implement this policy and shall publish the procedures in the College District catalog.