

Class Schedule Revision

Course Cancellation

Frank Phillips College reserves the right to cancel or reschedule any course listed on the schedule for which the number of registered students is too small to justify the offering or for any other reasons in the best interest of the College. If students are unable to find a suitable course replacement, any tuition and fees paid by the students will be refunded at 100%. The College attempts to cancel classes as soon as it is evident that the enrollment is insufficient, but if the cancellation occurs after the first class day, the College will still refund 100% of the tuition and fees that the student paid.

Adding a Course

To add a course, a student must consult an academic advisor and complete a schedule revision form. After payment of appropriate fees, the student must submit the schedule revision form to Student Central or the main office of any other FPC site for final processing. Students should consult the calendar in the College *Catalog* for final dates for class changes and/or additions. Students enrolled only in online courses may contact the Office of Educational Services at (806) 457-4200, ext. 707 for assistance in schedule revisions.

Dropping a Course

To drop a course, a student should consult the instructor or the appropriate Administrator. The student must also consult an academic advisor and complete a schedule revision form. The student must also obtain clearance from the instructor or administrator before the schedule change form is taken to Student Central or the main office of any FPC site for final processing. Students enrolled only in online courses may contact the Office of Educational Services at (806) 457-4200, ext. 707 for assistance in dropping courses.

Students who are enrolled in college-preparatory courses for TSI purposes may not drop their only preparatory course unless they completely withdraw from college.

A grade of "W" will be given for drops processed on or before the last day to drop. It is the responsibility of the student to drop officially from a course. Failure to drop officially may result in the student receiving a grade of "F" in the course. Students must comply with the appropriate drop/add dates for each semester and should be aware that a final day to drop is posted in the academic calendar. Any exceptions to the posted dates must be approved by the Vice President for Academic Affairs.

State Limit on Dropped Courses

Students who enrolled in a Texas public institution of higher education as a first-time freshman in fall 2007 or later are permitted to drop no more than six courses during their entire undergraduate career. This limit includes all transfer work taken at a Texas institution of higher education and to second baccalaureate degrees. This student policy was enacted by the State of Texas in spring 2007 (Texas Education Code 51.907). Any course that a student drops is counted toward the six-course limit if:

1. The student was able to drop the course without receiving a grade or incurring an academic penalty;
2. The student's transcript indicate or will indicate that the student was enrolled in the course; and

3. The student is not dropping the course in order to withdraw from the institution.

Students affected by this statute that have attended or plan to attend another institution of higher education should become familiar with the institution's policies on dropping courses. This statute applies across all Texas public institutions, but procedures for implementation may vary between institutions. Students affected by this policy may request an exemption to the policy by submitting a "Petition for Exemption to 6-Course Drop Policy" form. Exemptions include: illness, family death, active duty service and other good cause as determined by the institution. This form is available in the Office of Educational Services. Students who enroll in coursework at more than one institution of higher education have an obligation to keep track of the number of dropped courses across all institutions and ensure that they do not exceed six dropped course limit.