

I. REPEATING COURSES

A. Curriculum Courses

Curriculum courses with earned grades of “D” or “F” may be repeated twice. Courses with earned grades of “C” or higher may be repeated only by special permission from the appropriate Dean or Director. When courses are repeated, the highest earned grade and hours will be computed in the cumulative grade point average. The first course (grade and hours) will be shown on the transcript and will not be included in the cumulative grade point calculations. If a student receives two “F” grades for the same course, the student must wait at least two academic terms before repeating the course. Exception to the 2-attempt maximum may be granted if the student has not completed the course with a grade of A, B, C, P, P1, P2 or P3, and if the student provides documented evidence of extenuating circumstances, academic intervention which increases the likelihood of success in the course, or three year break in enrollment. Petition for exceptions should be directed to the Dean of Enrollment Management or designee.

B. Extension Education Courses

Students may enroll in extension education courses as many times as necessary to accomplish their individual educational/training goals provided they continue to show progress, do not prohibit others from participating, are willing to pay fees, and do not violate North Carolina Community College System policy. Extension Education programs/courses are designed to enable participants to progress, at their individual achievement rates, in gaining knowledge and skills in specific educational areas.

II. COURSE SUBSTITUTES

When it is determined to be in the best interest of the student’s declared educational objective, appropriate courses may be substituted for other courses for graduation purposes. Necessary course substitutions within the major field (courses reflecting the prefix of the student’s major curriculum) require submission by the department Dean. Course substitutions from curriculums outside the student’s major area, which have been made for the purpose of addressing the general education or related course requirements, must also be submitted by the department Dean. The Dean must notify the Registrar’s Office in writing of all applicable course substitutions on an individual student basis. The Registrar will approve all submitted course substitutions.

Adopted: August 26, 2022