

## **Policy 5.2.8 Student Services: Repeating Courses and Course Substitutes**

**TRI-COUNTY  
COMMUNITY COLLEGE**

**STUDENT SERVICES  
REPEATING COURSES AND  
COURSE SUBSTITUTES**

**POLICY  
5.2.8**

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### **I. REPEATING COURSES**

#### **A. Curriculum Courses**

Students may repeat a course; however, students may not repeat a course for which an Incomplete (I) has been awarded until the grade of (I) has been removed.

When a course is taken more than once, all occurrences of that course with the final grade earned each attempt will remain on the student's permanent transcript. Only the course with the highest grade will calculate into the student's cumulative GPA. If a student withdraws from a course, that is not considered repeating, and the student's previous grade for the course is still calculated into the cumulative GPA, depending on the withdrawal grade.

Students should consult with the Financial Aid office about the possible consequences of retaking courses.

#### **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 the approval of 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 be approved by the appropriate dean and/or the Vice President for Instruction. The Dean must notify the Registrar's Office in writing of all applicable course substitutions on an individual student basis with the completion of appropriate Substitution Forms.

Adopted: 5/24/18 BOT