

SOUTHWESTERN COMMUNITY COLLEGE	STUDENT SERVICES REPEATING COURSES AND COURSE SUBSTITUTES	Policy 6.02.06
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I. REPEATING COURSES

A. Curriculum Courses

Curriculum courses with earned grades of “D” or “F” may be repeated. 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~~ **All attempted** (grades and hours) will be shown on the transcript ~~and will not be included in the cumulative grade point calculations.~~ If a student receives three “F” grades for the same course, the student must wait at least two academic terms before repeating the course. Exceptions may be made by the ~~instructor or~~ **appropriate Academic** Dean.

B. ~~Extension Education~~ **Occupational Extension** 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 student’s program coordinator/~~advsior~~ **or** ~~advisor~~ and the appropriate **Academic** 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 Dean of the Arts and Sciences Division. The **program coordinator**/~~advisor~~ must ~~notify~~ **submit to** the Director of Student Records/Registrar’s Office ~~in writing~~ **documentation** ~~of all applicable course substitutions~~ **on an individual student basis.**

Adopted: October 2001

Revised: October 28, 2014
April 28, 2015
January 26, 2021