



CENTRAL CAROLINA COMMUNITY COLLEGE POLICY & PROCEDURE MANUAL

Student Services Section

Policy 5.2.7 - Repeating Courses & Course Substitutes

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I. REPEATING COURSES

A. Curriculum Courses

Students may repeat a course to eliminate a failing grade, to attempt to earn a higher grade, or to earn credit if transfer credit has not been granted. All course grades will be recorded on the transcript; however, the highest grade will be used for computing total credit hours attempted and passed, total grade points, and grade point averages. All grades will be counted for calculations of satisfactory academic progress ("SAP") for financial aid. No course may be counted more than once for graduation. No course may be attempted a third time without department chair approval. In exceptional circumstances, a course may be repeated a fourth time with academic dean approval. The fourth attempt is the student's final attempt. Courses transferred into the College do not count toward the number of attempts allowed, but may be considered in financial aid eligibility. Courses the student drops prior to or during the add/drop period do not count toward the number of attempts allowed. The College shall follow all state and federal requirements and policies related to course repetition.

B. Continuing Education Courses

Students may enroll in continuing education courses as many times as necessary to accomplish their individual educational or training goal, provided that they continue to show progress, do not prohibit others from participating, are willing to pay associated registration and course fees, and do not violate any external credentialing or North Carolina Community College System policies.

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, denoted by courses reflecting the prefix of the student's major curriculum, require the approval of the appropriate 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 over the respective curriculum area. All applicable course substitutions must be approved by the Chief Academic Officer and appropriately documented.

REFERENCES

Statutory References	None
Regulatory References	None
Relevant Guidance	None
Policy Manual Cross-References	None

POLICY HISTORY

February 4, 2026	Adopted.
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