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| <p style="text-align: center;">HAYWOOD COMMUNITY COLLEGE</p> | <p style="text-align: center;">STUDENT SERVICES REPEATING COURSES AND COURSE SUBSTITUTES</p> | <p style="text-align: center;">Policy 5.2.8</p> |
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I. REPEATING COURSES

1. Curriculum Courses

A student may attempt a course three times. Courses with an earned grade of “C” or better may be repeated only by permission of the Dean of the department in which the course is offered. Consideration, when seeking permission, will be given for students attempting to be more competitive for college transfer. Additionally, a grade of W or WF, count as course attempts. An academic program may have a more restrictive policy regarding the number of permissible attempts to fulfill a program requirement as required by program accreditation. Any additional program-specific restrictions will be published in the college catalog. The exception to the three-attempt maximum may be granted if the student has not completed the course with a grade of A, B, or C and the student provides approved documented evidence of mitigating circumstances. Students wishing to petition for an exception must complete the Permission to Repeat/Audit form and direct it to the Vice President of Instruction for approval.

Students failing curriculum prerequisite/co-requisite courses must repeat and pass the prerequisite/co-requisite prior to undertaking the next course in the sequence. Students must pass all required courses in their curriculum prior to graduation.

The following apply to students enrolled in RISE courses:

- i. Students who fail or withdraw from the co-requisite course but pass the gateway course do not need to retake the co-requisite course.**
- ii. Students who pass the co-requisite course but fail the gateway course may elect to retake either the gateway course or gateway and co- requisite course.**

When a course is repeated, the highest grade is recorded as the grade of record with the grades of the other attempts remaining on the transcript, but not being calculated in the student’s grade point average. Upon completion of the repeated course, the student must notify the Director of Enrollment Management if a higher grade was earned.

Students receiving Veteran’s Education benefits and/or federal financial aid should refer to the College financial aid policies and procedures before considering repeating a course.

2. Workforce Continuing Education Courses

Students may enroll in workforce continuing 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. Workforce continuing 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 and Vice President of Instruction. 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 department Dean and Vice President of Instruction. The Dean must notify the Registrar's Office in writing of all applicable course substitutions on an individual student basis.

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