

College of The Albemarle Procedure

Procedure Number: 5.2.8.1

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Title: Repeating Courses and Course Substitutes

Related Policy: 5.2.8 Repeating Courses and Course Substitutes

Division of Responsibility: Learning; Student Success and Enrollment Management

I. REPEATING COURSES

Curriculum courses with earned grades of “C”, “D” or “F” may be repeated to improve grades. Special permission is required by the vice president of learning if the earned grade is a “B” or higher and/or the student is attempting to enroll in a course more than three times for credit or audit. All grades, including the record of an audit, will appear on the student’s official transcript. Only the highest grade will be used for computing total credit hours attempted, total quality points earned, and grade point average (GPA).

II. COURSE SUBSTITUTES

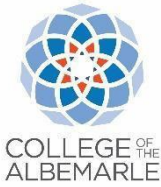
If it is necessary for the student to request a course substitution for a stated graduation requirement, the course used as a substitute must have (1) credit hours that are at least equal to the number of credit hours of the original course; (2) relevance to the curriculum; (3) congruency to the course for which the substitution is made; and, (4) meet program requirements set forth by the North Carolina Community College System.

The student will initiate this process for course substitution with an academic advisor by jointly completing the Course Substitution form, obtaining required signatures, and submitting the form to the appropriate department chair/program coordinator for approval. Course substitutions for general education courses within a program of study must also be approved by the appropriate general education department chair/program coordinator or content expert in the subject area. Final approval for all course substitutions must be granted by the academic dean for the student's program of study. The academic dean, after signing, will forward the completed form to the registrar. Approved course substitutions will be documented on the student’s program evaluation. Denied course substitutions will be returned to the student’s academic advisor.

III. ACA 111 COLLEGE STUDENT SUCCESS COURSE SUBSTITUTION

A degree or diploma seeking student may be waived from completing ACA 111, College Student Success, for one of the following reasons:

- A. Completion of ACA 118, College Study Skills or completion of ACA 122, College Transfer Success.
- B. Completion, with a grade of C or better, of a one-semester credit hour course (or more) with similar competencies from a regionally accredited college. This is a normal course transfer as listed in the College catalog under Transfer Students.



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- C. Prior completion of a diploma, associate's degree, or higher from a regionally accredited college. The hour must be made up with an elective. A Course Substitution Form will be completed by the advisor and forwarded to the registrar.
- D. Students meeting one of the above requirements may still enroll in ACA 111, College Student Success. Students are required to attain the minimum credit hours for completion of a degree or diploma program.

IV. ACA 122 COLLEGE TRANSFER SUCCESS

ACA 122 is a required course in college transfer programs as mandated by the North Carolina Comprehensive Articulation Agreement.

June 13, 2023

June 13, 2023

N/A

Date Approved by President's Leadership Team

Date of Last Review

Date of Last Revision