A. Purpose

To establish a policy on course repeats.

B. Responsibility

The Chief Student Services Officer, with the aid of the Chief Academic Officer, will ensure that this course repeat policy is not violated.

C. Procedures

1. A student may repeat a Gaston College curriculum course for credit up to, but not more than three times within a five-year period. Counting the first attempt and three repeated attempts allowed by policy, a student may take the same class a maximum of four times. Courses may be repeated in order to improve one’s cumulative grade point average, to achieve mastery of the course content, or to meet graduation requirements. Students with extenuating circumstances may contact the academic dean and request that an exception to the policy be made. The academic dean must approve all policy exceptions, and the justification for the exception must be filed in the student’s permanent record. A denial of a request for a policy exception may be appealed to the President.

2. All repeated courses and course attempts will appear on the student’s transcript. The cumulative grade point average will be computed to count only the course with the highest grade. Repeated courses include those with grades, audits, withdrawals, and incompletes. A student may not re-enroll for a course in which an incomplete (I) was awarded until that “I” is removed. A student may not re-enroll for a course where credit by examination (CE) has been awarded. Students should also refer to catalog information about repeating courses in the Financial Aid section. In addition, students should read information about repeating courses as it pertains to separate program admission standards, especially in the health sciences. Upon completion of the repeated course, the student must notify the Office of the Records and Registration.
D. Purpose

The purpose of this procedure is to provide guidelines for acquiring approval for a new curriculum program.

E. Responsibility

It is the responsibility of the Chief Academic Officer and other appropriate college personnel to plan, develop, and implement curriculum programs consistent with the College mission and to submit an application for approval of a new program. The President makes a recommendation for approval to the Board of Trustees.