6.16.1 Course Repetition – Continuing Education

Last Revised: July 2012

Policy: Piedmont Community College (PCC) provides Continuing Education students with the opportunity to repeat courses under certain situations in order to achieve individual goals.

Purpose/Definitions: Students may repeat a course under prescribed procedures in order to achieve individual goals.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Continuing Education has monitoring authority for this policy.

Procedure:
PCC complies with the North Carolina State Board of Community Colleges on course repetition regulations. PCC regulations require:

a. A statement on occupational extension course repetitions consistent with the requirements of this rule must be included in College advertisements, schedules and catalogs. Students will be notified during registration that they will be charged the full cost of courses which they have taken twice within a five-year period and in which they wish to enroll. Students will be primarily responsible for monitoring course repetitions; however, PCC will review records and charge students full cost for courses taken more than twice.

b. Senior citizens who are legal residents of North Carolina and who wish to enroll in an occupational extension course will not be required to pay for taking the course twice. Senior citizens who take an occupational extension course more than twice within a five-year period will pay their cost for the course based on the amount of funds generated by a student membership hour for occupational extension multiplied by the number of actual hours the class is to be taught. These senior citizens will not generate budget/FTE. The funds collected from these senior citizens will be used by PCC to offer additional educational courses.

c. Students may repeat occupational extension courses more than once if the repetitions are required for certification, licensure, or recertification. PCC will submit annual reports to the State Board of Community Colleges naming the students and the certification, licensure or recertification requirements that necessitated the repetition.

d. Self-supporting classes will not be reported for regular budget purposes (those classes supported by student fees or a class in which instruction is provided gratis); all recreational extension classes fall in this category.

e. Occupational extension instruction will not be offered in sheltered workshops and adult developmental activity program centers (ADAP) except sheltered workshops and ADAP centers may contract with the community college to provide occupational extension courses on a self-supporting basis.
f. Educational programs offered in a correctional department setting shall report full-time equivalent (FTE) student hours on the basis of contact hours.

**Legal Citation:** 23 SBCCC 02D .0325, NCGS 115D-5

**History:** Effective July 2012