PROCEDURE MANUAL

LOUISIANA DELTA COMMUNITY COLLEGE			Procedure ES_105
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			Last Revision Date: 12/15/14
			Effective Date: 01/02
Section		Subject	Title Repeat Course Work

Delta Repeat/ Delete Policy. Students will be allowed to repeat, one time, a course in which a grade of C or lower was earned. Special approval from the appropriate Division Chair or Academic Dean is required for a student to repeat a course more than once. The last grade earned will be used to determine acceptability of the course for pre-requisite and degree requirements. The first attempt will be flagged as repeated and maintained on the academic record, but only the last grade will be used to compute the student's grade point average for graduation. This repeat policy applies only to courses taken at Delta. Repeating an equivalent course at Delta cannot negate the grades earned for courses taken at another institution. When calculating Grade Point Average for awards and honors, an unadjusted GPA (cumulative) will be used.

The student must complete a Repeat Course Work Form at the Enrollment Services Office to assure that the previously attempted course will be identified and properly noted on the official transcript.

Professional programs within the College may set specific rules regarding the treatment of repeat courses in calculating the GPA necessary for entry into and graduation from these programs.

Developmental courses may be repeated up to three times. However, if a passing grade is not earned by the third attempt, special approval from the appropriate Division Chair or Academic Dean is required for a student to repeat the course a fourth time.

Students seeking a credential less than an associate degree will continue to enroll in developmental education each fall or spring semester until they accomplish one of the following: 1) master the competencies for the developmental education course as specified in the course syllabi; or 2) successfully complete all program-content specific course work required for the credential.