



POLICY NUMBER: SLCC-IS-113

POLICY AND PROCEDURES MEMORANDUM

Title:	Course Repeat Policy
Effective Date:	August 1, 2012
Date of Last Revision:	
Cancellation:	
Office:	

Course Repeat Policy

After a third attempt at the course, students must obtain approval to repeat the class from the designated Vice Chancellor. Once approval is obtained, students will be required to enroll in tutoring through the Student Success Center for the duration of the term. The last grade earned will be used to determine acceptability of the course for prerequisite and degree requirements. Prior grades 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. This repeat policy applies only to courses taken at South Louisiana Community College.

Students are permitted to repeat courses according to the following provisions:

- Course Repeat option may NOT be applied more than two (2) times to the same course without special permission from the Vice Chancellor.
- After the third attempt of a course, the student will be required to attend tutoring through the Student Success Center and obtain approval from the designated Vice Chancellor before enrolling in the course again.
- The letter grade earned in the most recent attempt will be included in the cumulative credits earned, attempted cumulative credit totals, and grade point average, even if that grade is lower than the previous grade.
- All subsequently repeated courses and grades will be recorded on the SLCC transcript and noted that the course has been repeated.
- All courses designated with a repeat note will not be included in cumulative credit totals and grade point averages and are not applicable toward graduation requirements.
- Course Repeat option does not apply to courses which have an alternative repeat policy stated in their course descriptions. Academic programs may also restrict the use of Course Repeat option.
- Course Repeat option does not apply to courses graded S/U. Only courses for which a letter grade can be earned are covered by this policy.

The original course will remain on the official transcript for historical purposes only. All courses attempted and all grades earned are included on the student's transcript.

Note: If receiving financial aid, the student should verify with the Office of Financial Assistance how repeating a course will impact eligibility.


Reference:

Policy Reference:

Review Process:

<i>x</i>	Reviewing Council/Entity	Approval Date	Effective Date
<i>x</i>	<i>Cabinet Approval</i>	<i>7/2/12</i>	<i>8/1/12</i>
<i>x</i>	<i>Executive Committee Approval</i>	<i>8/1/12</i>	<i>8/1/12</i>
<i>x</i>	<i>Chancellor Approval</i>	<i>8/1/12</i>	<i>8/1/12</i>

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