POLICIES & PROCEDURES

Title: Degree Awarding Policy
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Department: Academic Affairs

PURPOSE

Students are awarded every term upon completion of their program requirements.

SCOPE

All Louisiana Delta Community College students.

POLICY

In accordance with LCTCS policy #1.001, Louisiana Delta Community College has authority to grant degrees, diplomas and certificates to students who are enrolled with and earn at least 25% of the respective programmatic coursework through Louisiana Delta Community College.

All courses in degree, diploma, and certificate programs of study require a grade of "C" or higher in order to satisfy program requirements. Students must have a minimum cumulative 2.0 GPA in his/her program of study and earn a minimum of 25% of credit hour requirements at LDCC. Students must meet any other program specific requirements, which have been approved by the Vice Chancellor of Education and Student Services.

The Office of the Registrar will review the student's records and will approve the student for graduation if all program requirements have been met.

Concurrent Credentials

The College does not allow students to enroll in two majors; however, students can receive two credentials, a degree or technical diploma, awarded at the same time.

To earn concurrent credentials, student must meet the graduation requirements for each credential. If the two credentials are associate degrees, students must earn at least

15 additional semester hours to earn a second associate degree in a second major. If the two credentials are technical diplomas, students must earn at least 9 additional semester hours.

For degree programs where several concentrations exist, a different concentration is not considered a second degree and therefore cannot be used to earn a degree twice.

Note that students completing the requirements for an associate degree in which a technical diploma and/or certificate credentials are embedded, or a technical diploma in which certificate credentials are embedded, will be awarded each certificate, technical diploma and/or associate degree in the term that program requirements are met.

Graduation with Honors

~~Delta~~ Louisiana Delta Community College encourages students to achieve at their highest ability to attain their educational and career goals. All courses used to fulfill graduation requirements, including courses from other accredited institutions, will be used to calculate the cumulative grade point average for honors designations. Students who have earned an associate degree or a technical diploma and maintained a cumulative grade-point average of 3.5 or above will receive honors recognition in the commencement program as noted below:

Technical Graduate:

3.50-3.74	Honors
3.75-4.0	Honors with Distinction

Academic Graduate:

3.50 – 3.69	Cum Laude
3.70 – 3.89	Magna Cum Laude
3.90 – 4.0	Summa Cum Laude

Delta also recognizes students earning a grade point average of 3.0 - 3.49.

PROCEDURE:

All awarded credentials are identified through Degree Works, approved, and conferred by the Office of the Registrar.

Terminal: Student enrolled in program awarded.
Nonterminal: Student not enrolled in program awarded. (Additional Certification)

Terminal Awarding:

- The Office of the Registrar identifies the terminal graduates who have completed 85-100% of the program in Degree Works by running a Cognos report. (Report: Degree Progress)

- Review Terminal degree audits and verify the student's eligibility for graduation.
- After final grades have rolled for that term, all final grades are inputted into the audits and all Terminal completers are verified at 100%.
- Inputting of audits into SHADEGR in Banner.
- Rolling of awards in SHAMDEG.
- All terminal completers are notified via email if they were successful or unsuccessful in their program.
- All Honor Codes are placed on student's academic record within SHADEGR.
- Diplomas will be mailed to the graduate's preferred mailing address. If there is a hold on the graduate's record, the diploma will be shipped to the Monroe campus until hold is lifted.

Nonterminal Awarding (after Terminal awarding has completed):

- The Office of the Registrar identifies all nonterminal completers who have completed 85-100% of additional award in Degree Works through the LCTCS Auto Award portal in LoLA.
- Review nonterminal degree audits and verify the student's eligibility for graduation.
- All students who have successfully completed are inputted into SHADEGR in Banner.
- Roling of awards in SHAMDEG.
- All nonterminal completers are notified via email if they were successful or unsuccessful in their program.