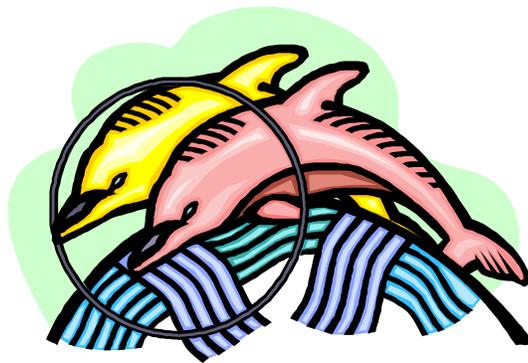




Academic Advising Procedures Guide



PREFACE

The *Academic Advising Procedures Guide* is divided into *two* major sections. These are:

- Procedures and Practices—information regarding policies, procedures, and practices related to academic advising, and
- SIS Screens—information related to accessing and using the Student Information System (SIS).

This Guide should be used as a supplement to information already available to you (the *Catalog* and PPMs, *Faculty Resource Guide*, and other policy and procedure documents). Its intent is to serve as a ready reference for common advising situations and problems. The Guide is to serve as a guideline to following existing policies and practices. As policies and practices are always in a process of evolution, the Guide will be updated on a continuing basis.

The *Policies* portion of the Guide is arranged *alphabetically* by subject. Page numbers bear the first letter of the subject to facilitate updating the Guide without the problem of repaginating the entire contents.

There are three tables of contents at the beginning of the Guide. The first table of contents covers the procedures portion of the Guide, the second table of contents covers the SIS screen portion of the Guide, and the third table of contents combines both sections.

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ACADEMIC AMNESTY

(ACADEMIC RENEWAL OR ACADEMIC BANKRUPTCY)

A-1

Students who have been out of college for at least 3 calendar years have the option of petitioning for academic amnesty *at the time they apply for re-admission*¹. If a student chooses academic amnesty, all previous coursework, including all credit hours and all grades (good grades *and* poor grades), will be eliminated from consideration in their current program.

The following should be considered before recommending to a student that he/she petition for academic amnesty.

- ⊙ Academic amnesty *must* be declared during the first semester of admission.
- ⊙ Students cannot be granted *selective* amnesty, that is, be allowed to use only the successful courses in their academic past toward a certificate or degree while eliminating their prior failing grades from their grade point average.
- ⊙ Students receiving academic amnesty do not have a “clean slate”, *per se*. Previous course work taken at Delgado will still be reflected on the transcript and academic records, and transcripts will clearly state that the student has chosen academic amnesty. However, the credit hours are excluded from the cumulative average computation.
- ⊙ Other colleges and universities may have admissions policies that don’t include academic amnesty. Thus, academic amnesty at Delgado may or may not be recognized by other colleges or universities.
- ⊙ A student may declare academic amnesty only once. A student who has used this option at another accredited college or university may not use it again at Delgado.
- ⊙ A former Delgado student who is now attending another institution can not request retroactive amnesty regarding his/her Delgado courses.
- ⊙ Be aware that limited admission programs (*e.g.*, Allied Health, Nursing) may consider overall G.P.A. without regard to the declared amnesty.

¹ The admissions application asks the student about his/her intention to declare academic amnesty. A student who chooses not to do so and begins attending college loses the opportunity.

² It has become routine to have students request retroactive amnesty of DCC courses in order to graduate with honors from a four-year institution.

ACADEMIC APPEALS

A-2

Academic Appeals can be categorized into the following areas.

- ⦿ Grade appeal—the student feels that the grade in a course was incorrect or unjust.
- ⦿ Late drop appeal—the student wishes to drop a course past the published deadline.
- ⦿ Late withdrawal appeal—the student wishes to withdraw from college past the published deadline.
- ⦿ Reinstatement appeal—the student who has been dropped for poor attendance wishes to be reinstated in the course.
- ⦿ Suspension appeal—the student wishes to return to school during a semester in which he/she is suspended.

Grade appeals must be filed in accordance with the College's [Academic Appeals Procedures](#). The student should first discuss the situation with the instructor who issued the grade. If the issue is not resolved at that level, the student should discuss the situation with the department head (if one exists for that course) or the dean of the division housing that course. If the issue cannot be resolved at those levels, the student can request an appeals hearing at the level of the division dean. The request for an academic appeal must be in writing and must be accompanied by any relevant documentation to support the student's claim. If there is no justification for an academic appeals hearing, the Academic Appeals Officer will notify the student in writing. Otherwise, an academic appeals hearing will be scheduled as described in the college catalog.

Late drop appeals must be based on extenuating circumstances that prevented a student from dropping the course by the published deadline. In general, this would be (1) severe illness that prevented the student from dropping the course, (2) military orders that required the student to be out of town during the published deadline date, (3) an extreme family emergency that prevented a student from dropping the class by the published date, or (4) incarceration at the time of the withdrawal date.

Late withdrawal from college is generally requested by students who either (1) had an unforeseen circumstance as described above, or (2) pre-registered for a semester, did not attend, and failed to withdraw from the courses.¹

Reinstatement appeals seldom reach the level of an appeals hearing. The most common exception is in cases that the student can demonstrate not having missed 10% of the scheduled classes.

Suspension appeals are heard by the academic appeals committee. If the appeal is granted, the student may take any course. However, in most cases, students who are allowed to return to class while on suspension are limited to a 6-hour course load and are given a schedule prescribed by the appeals committee.

¹ Students are often told that, if they don't pay for their courses by the deadline, they will *automatically be dropped from them*. Unfortunately, this is not true if the student is among the 60% of the student body on some sort of financial assistance.

ARTICULATION CROSSWALKS

A-3

Several states have been mandated by their respective legislatures to adopt a common course numbering system to facilitate transfer of courses between colleges and universities within their state. Current trends are leaning toward mandatory course transfer between public colleges and universities in some states. Such radical changes are extremely costly and time-consuming. In an initiative to avoid having common course numbering and mandatory transfer in Louisiana, the Board of Regents has called upon all state colleges and universities to develop a general education course crosswalk to facilitate as much seamless transfer as possible for students changing schools in-state. Representatives from all of Louisiana's 2-year and 4-year colleges and universities meet several times annually to update and renew the *General Education Articulation Matrix*.

The courses listed in the *General Education Articulation Matrix* are considered to be transferable; thus, they do not need to be approved by the dean of the division housing the courses. However, if a course was taken over 10 years ago, a division dean may require that the course be repeated due to the age of the transfer course. This must be negotiated with the dean of the appropriate division. The most common reasons for not accepting a course taken over ten years ago are: (1) that the information in the previous course is no longer current, or (2) that mastery of the course information is vital to the subsequent course work in the student's major.

If a course is not listed in the *General Education Articulation Matrix*, it should not be interpreted that the course does *not* transfer. If a certain course (e.g., World Literature) was not offered at a majority of the state colleges and universities in Louisiana, the course was not considered for inclusion in the crosswalk.

The most current version of the Board of Regents *General Education Articulation Matrix* is at the end of this guide as APPENDIX A. It is also available for downloading (in *Adobe Acrobat*® format) at <http://www.regents.state.la.us/Reports/datapub.htm>

If any of the courses in the *General Education Articulation Matrix* has an asterisk or end note number associated with it, you must refer to it as it may contain an important *caveat* regarding the transferability of that course.

The Louisiana Technical College campuses are not SACS-accredited. Thus, most of the course work taken at those campuses must be evaluated as non-traditional credit (see page N-1). As of this writing, the LCTCS is requesting that a core of general education courses from the Louisiana Technical Colleges be placed on the statewide articulation crosswalk. This core of general education courses is taught by faculty meeting SACS requirements and can be accepted as conventional credit.

Check the transfer institution website for more clarification; however, recommend to the student that final word on transferability for courses remains with the receiving institution.

AUDITING CLASSES

A-4

Auditing a course is best thought of as a “no risk and no gain” situation. The student is not obligated to fulfill any of the course requirements (exams, papers, attendance, *etc.*), but the student also gets *no credit* for having taken the course. Because the student is occupying a seat in the class, the tuition and fees for the course are the same as for a credit course, and the student must go through the registration process like a student taking a credit course. The following policies apply to students auditing courses.

- ⦿ A student must decide to take a course as audit or credit by the end of the regular registration period in the academic calendar.
- ⦿ A student who takes a course as audit cannot later request to have the course count as credit.
- ⦿ A student who takes a course as audit cannot later take a credit exam or use other non-traditional means to get credit for that course. However, the course can be taken later as a credit course.
- ⦿ No more than 9 hours per semester can be taken as audit.
- ⦿ Courses taken as audit will not count as part of the student’s course load for insurance purposes.

To register a course as an audit, type the usual R in the *Function* field, the course in the *Course ID* field, and an AU in the *GT* (grade type) field as shown below.

```

104 Reg/Drop/Add   FR BU ABS MNGT  DOE, JANE
Screen: ___ SID: 101398594 Course: _____ Term: 031  Printer Code: ___
Function: _                               Status: Registration
      S
* Course ID   e St Cred GT   Message           Course Title
      S
1 R MATH118101_____ (AU)
2 _____
3 _____
4 _____
5 _____
6 _____
7 _____
8 _____
9 _____
10 _____
11 _____
12 _____
13 _____
14 _____
15 _____
Total Registered:   Desired Load: 15.00  Max Load: 18.00
    
```

Note: Senior citizens (aged 60 or above) are allowed to take one 3-hour course per semester without paying tuition (they must still pay some fees). Senior citizens **may NOT audit** the free 3-hour course.

BASIC EDUCATION STUDENTS

B-1

Definition

Basic Education Student is defined as a student who has placed into any “0” level READ and/or ENGL course.

A student is *not* classified as a basic education student if all requirements for placement into READ 101 and ENGL 101 have been met or are not required based on placement/ACT scores. If MATH is the only developmental course required in the three placement courses, the student is *not* classified as a basic education student.

Advising Guidelines for Basic Education Students

1. Students will be coded as “Basic Education” when their Delgado Placement Test results place them into **one or more** of the following courses:

READ 070, 071, 072, 073 OR ENGL 060, 061, 062, 063
2. First time Basic Education Students may **only** enroll in the following courses:
 - ⦿ ENGL, MATH, OR READ courses indicated by an asterisk “*” on the Delgado Community College Placement Exam
 - ⦿ CCSS 107
 - ⦿ Any course on the “*Courses Available to Students in Developmental Courses*” list on page D-4
3. Students may not enroll in ENGL 101 if they place into developmental reading. However, if a student scores between 17 and 20 in reading and 6 or below in English, he/she places into READ 072. If a student scores between 17 and 20 in reading and 8 or above in English, he/she places into READ 101. Students placing into READ 101 are eligible to enroll concurrently in ENGL 101.
4. Basic Education students are advised by the Office of Advising and Testing’s advisors. The Office of Advising and Testing remains as the advising source until a student’s Basic Education status has ended (all requirements for placement into READ 101 and ENGL 101 have been completed). Upon completion of all Basic Education requirements, a student is referred to the divisional advisor for their major.

CATALOG CHANGE

C-1

When a student declares a major, he/she falls under the program curriculum in that catalog. However, the student may automatically be changed to a later catalog if any one of the following occurs during a subsequent academic year.

- ⦿ Sitting out for one or more regular (fall or spring) semesters
- ⦿ Changing majors
- ⦿ Changing degrees (*e.g.*, certificate to associate's, *etc.*)

A student's current major, degree, and catalog year can be seen on screen 681 in SIS (be sure to have the current semester at the upper right corner of the screen).

A student may be allowed to change back to his/her original catalog if (1) two-thirds of the required courses were taken under the old catalog, *and* (2) there has been a good faith effort by the student to stay in the program. Thus, a student who finishes 2/3 of the courses under an older catalog but sits out for five years before continuing in a program should use the catalog under which he/she returns.

A student is eligible to request changing from his/her catalog currently in force to any of the following catalogs.

- ⦿ The catalog under which the student began at Delgado.
- ⦿ The catalog under which the student returned to Delgado.
- ⦿ The catalog under which the student changed majors or degrees at Delgado.
- ⦿ The exit catalog (*i.e.*, the catalog for the academic year in which the student graduates).

Students must use a catalog that fits one of the four aforementioned situations.

All catalog changes must be approved by (1) the dean housing the student's program, and (2) the Vice Chancellor for Academic Affairs if the catalog requested is over five years old.

Common reasons why change of catalog forms are *disapproved* are:

- The student filled out the form (the *advisor* should type in the student's rationale)
- The student is already under the catalog year requested.
- The student is not eligible for the catalog year requested.
- The student has not finished 67% of the coursework under the catalog requested.
- The rationale does not indicate some *benefit* that the student would get from changing catalogs, like being able to graduate one semester sooner, *etc.*
- The curricula in both catalog years are exactly the same.
- The student has not shown a "good faith effort" to complete the program under the original catalog.
- The form is not typed. This is by far the most common initial reason for rejecting a change of catalog request. Any document that becomes part of the student's permanent academic record *must* be typed.

The usual reason for requesting a catalog change is to allow the student to use course work already taken when program requirements have changed in his/her current catalog. Thus, it is absolutely acceptable to submit a catalog change so that the student can take fewer courses than he/she would if staying under the current, newer catalog. Paradoxically, most catalog change requests have a rationale that does not reflect this, the assumption being that avoiding additional course work is a *verboten* rationale. It is probably the most common and most reasonable rationale.

COURSE SUBSTITUTIONS

C-2

In certain cases, a student may substitute a course in place of the course required in a curriculum. In each case, a rationale for the course substitution must be based on the substituted course being equal to or better than the required course in that curriculum. Examples of *acceptable* reasons are:

- ⊙ The substituted course is an acceptable general education elective. This often occurs when a student has taken a natural science, social science, fine arts, or humanities course at another institution. Despite the fact that it does not match a course in our catalog, it fits the category well and can be used. An example might be astronomy being used as a natural science course.
- ⊙ The substituted course was added to the curriculum in a year subsequent to the student's catalog, and is an acceptable course in the later catalog.
- ⊙ The substituted course is at a higher level than the required course (contains the same information but at a higher level, or that one would have to know the content of the required course to succeed in the course he/she actually took).
- ⊙ The substituted course would be a better choice for the particular student's expected occupation or future studies (exercise caution and logic).
- ⊙ The required course is no longer offered at Delgado Community College, and the substituted course is in the current catalog for that curriculum.

Examples of *unacceptable* reasons are:

- ⊙ "Required course was not offered this semester."
- ⊙ "Required course was not offered at a convenient time."
- ⊙ "Student objects to dissecting rats."
- ⊙ "Division Dean said it was okay."
- ⊙ "Student cannot pass the required course."

Please note that the acceptable reasons are based on the substituted course being as good or perhaps even better (in content or aim) than the required course. The unacceptable reasons are based on the student preferring not to take the required course or avoiding it until the last semester (when it may not be offered).

Inasmuch as the *Justification for Substitution of Graduation Requirements* has multiple signature lines, it is a good idea to use the check list below to ensure that it has been filled out correctly before submitting it.

- Has the form been **typed**?
- Is the form **filled out by the departmental advisor** (required) or the student (unacceptable). It is easy to spot this as forms filled out by the student are invariably written in first person tense.
- Is the **catalog year correct**? (check 681 with the current semester filled in at the top right of the screen)
- Is the student's **major correct**? (also on screen 681)
- Does the course information include **course prefix and number, course title, and course credit hours**?
- Is the **transfer institution** (if applicable) filled in?
- If a transfer course is involved, is the **course description from the catalog attached**?
- Did the student **fail the required course**? A failed course cannot be substituted.

COURSE SUBSTITUTION LIST

C-3

In many cases, a higher-level general education course can automatically be substituted for a lower-level course. In cases such as this, a course substitution form is not required. The deans have approved the following list of substitutions. Within each group, a course higher on the list can substitute for a course lower on the list.

American Sign Language Studies

ASLS 202 American Sign Language IV
ASLS 201 American Sign Language III
ASLS 102 American Sign Language II
ASLS 101 American Sign Language I

Anatomy & Physiology Lab

BIOL 253 & BIOL 254 Anatomy & Physiology I & II lab
BIOL 163 Introductory Anatomy & Physiology Lab

Anatomy & Physiology Lecture

BIOL 251 & BIOL 252 Anatomy & Physiology I & II lecture
BIOL 161 Introductory Anatomy & Physiology Lecture

Biology I Lab

BIOL 143 General Biology I Lab
BIOL 107 Introductory Biology I Lab

Biology I Lecture

BIOL 141 General Biology I Lecture
BIOL 101 Introductory Biology I Lecture

Biology II Lab

BIOL 144 General Biology II Lab
BIOL 108 Introductory Biology II Lab

Biology II Lecture

BIOL 142 General Biology II Lecture
BIOL 102 Introductory Biology II Lecture

CADD

CADD 205 CADD III
CADD 202 CADD II
CADD 201 Introduction to CADD

Ceramics

FNAR 225 Advanced Ceramics
FNAR 156 Ceramics II
FNAR 155 Ceramics I

Chemistry I Lab

CHEM 143 General Chemistry I Lab
CHEM 107 Introductory Chemistry I Lab

Chemistry I Lecture

CHEM 141 General Chemistry I Lecture
CHEM 101 Introductory Chemistry I Lecture

Computer Applications

CMIN 201 Computer Literacy
ADOT 105 Survey of Computer Applications

Computer Graphics

VISC 234 Computer Graphics IV
VISC 224 Computer Graphics III
VISC 214 Computer Graphics II
VISC 204 Computer Graphics I

Database Applications

CMIN 266 Advanced Database Applications
ADOT 264 Database Applications

Drafting

CADD 170 Drafting II
CADD 125 Drafting I

Drawing

FNAR 202 Advanced Drawing
FNAR 104 Drawing II
FNAR 103 Drawing I

French

FREN 202 Intermediate French II
FREN 201 Intermediate French I
FREN 102 Elementary French II
FREN 101 Elementary French I

Illustration

VISC 143 Illustration II
VISC 107 Illustration I

Interpreting

ASLS 262 Interpreting II
ASLS 261 Interpreting I

Jewelry

FNAR 154 Jewelry IV
FNAR 153 Jewelry III
FNAR 152 Jewelry II
FNAR 151 Jewelry I

Keyboarding

ADOT 102—Keyboarding II
ADOT 101—Keyboarding I

Math Survey

MATH 203 Statistics
MATH 120 Math Survey

Mathematics

MATH 223 Calculus III
MATH 222 Calculus II
MATH 221 Calculus I
MATH 203 Statistics, or MATH 151 Finite Math
MATH 130 Pre-Calculus Algebra

COURSE SUBSTITUTION LIST (CONT.)

C-4

Within each group, a course higher on the list can substitute for a course lower on the list.

MATH 128 Explorations in College Algebra
MATH 118 Algebra for College Students
MATH 113 Algebra for Technology

Medical Terminology

HESC 112 Advanced Medical Terminology
HESC 111 Medical Terminology

Microbiology

BIOL 210 General Microbiology
BIOL 211 Microbiology of Human Pathogens

Painting

FNAR 211 Advanced Painting
FNAR 209 Painting III
FNAR 114 Painting II
FNAR 113 Painting I

Physics I Lab

PHYS 143 General Physics I Lab
PHYS 107 Introductory Physics I Lab

Physics I Lecture

PHYS 141 General Physics I Lecture
PHYS 101 Introductory Physics I Lecture

Sculpture

FNAR 161 Sculpture II
FNAR 160 Sculpture I

Spanish

SPAN 202 Intermediate Spanish II
SPAN 201 Intermediate Spanish I
SPAN 102 Elementary Spanish II
SPAN 101 Elementary Spanish I

Spreadsheet Applications

ADOT 268 Advanced Spreadsheet Applications
ADOT 265 Spreadsheet Applications

Trigonometry

MATH 131 Pre-Calculus Trigonometry
MATH 129 Trigonometry
MATH 114 Geometry & Trigonometry for Technology

Visual BASIC

CMIN 212 Visual BASIC II
CMIN 211- Visual BASIC I

Word Processing

ADOT 205 Advanced Word Processing
ADOT 106 Word Processing

CROSS-ENROLLMENT

C-5

Delgado has a cross-enrollment agreement with several local colleges and universities, including:

- Nunez Community College
- Southeastern Louisiana University (Hammond, LA)
- Southern University at New Orleans
- University of New Orleans

Under this agreement, DCC students may enroll at the other institutions for courses not offered at Delgado. This refers to *courses not in Delgado's catalog*, not courses that are not being offered during a convenient time or semester. Under the agreement, students pay Delgado tuition to take the other institution's courses, but some fees may be charged at the host institution. Students who are taking classes at the other institution may use the library and other facilities of the host campus.

To be eligible for cross-enrollment, a student must:

1. Have completed at least 24 credit hours at Delgado.
2. Have at least a 2.5 cumulative GPA.
3. Have completed all developmental coursework (for SLU and SUNO only; this does not apply to UNO or Nunez)
4. Be enrolled in courses at Delgado during the same semester.

Students may not take more hours at the host institution than at Delgado during any semester. Students taking classes at other institutions through cross-enrollment must follow all policies and deadlines of that institution.

DEGREE AUDIT

D-1

Most degree audits are relatively straightforward and require little more than typing a **Y** after **Final Audit** and a **P** after **Select Primary or Secondary** (see below). Things become a bit more complicated if the student's major or division has changed names (*e.g.*, TE changed to OC, and CMAR changed to VISC in the mid-1990's, *etc.*). When this happens, you must change some of the fields to accommodate the name changes.

Steps in producing a degree audit:

1. Go to screen 681 and enter the student's ID in the SID field.
2. Enter the current term on the appropriate line.
3. Enter **Y** after *Final Audit*, and **P** after *Select Primary or Secondary*.
4. Press the [F9] key. If all necessary fields are filled, there will be a pause of several seconds followed by the appearance of a degree audit report.
5. The degree audit will appear as a series of pages. You can go through the pages by repeatedly pressing [Enter], or you may print the degree audit by pressing [F6] (if you had not previously entered the appropriate printer code, you can press [F6], enter the appropriate printer code at the upper right part of the screen, and press [F6] again).
6. If the degree audit does not appear after pressing [F9], you must do some troubleshooting.
7. To return to screen 681, press [F9] again.

681 Student Degree Audit Request	DOE, JOHN
Screen: ___ SID: 101957342	Term: 031
Academic Program as of 031	Final Audit: Y
	Select Primary or Secondary: P
	and supply any overrides
	or specify a program below:
Primary Secondary	___
Division: AH	___
Degree: AA	___
Majors: VISC	___
Concentration: ILST	___
Minors:	___
Catalog: 991	___
Plan Filed: Y	___
	-
	Double Degree: _
	Partial Record:
TERMS REGISTERED	
Undergraduate 921 951 962 961 972 973 971 982 981 992 991 002 001	

Troubleshooting

If pressing [F9] does not result in a degree audit, refer to the following suggestions.

- ⊙ If the student is in the Business and Technology division, the "Division" field may be **OC**, **CO**, **BT**, or **TE**, depending on when the student started at Delgado.
- ⊙ If the student's major is **VISC**, you may have to enter **CMAR** if the student started before 1997.
(continued on following page)

DEGREE AUDIT

(CONTINUED)

D-2

- ⦿ If the student's major is **CULA**, you may have to use **AH, OC, BU, BT or CO** as Culinary Arts has been in different divisions in past years.
- ⦿ If there is no concentration listed for some majors, you may have to enter that code in the "Concentration" field.

The completed degree audit has three major sections.

1. Section One is the **Academic Requirements Remaining**, which lists courses that the student must still complete in order to graduate.
2. Section Two is the **Academic Requirements Completed**, which lists the completed course work in the major you listed on screen 681. If course substitutions or transfer courses from other schools have been evaluated already, they may appear in this section with a notation on the right side of the page.
3. Section Three is the **Work Not Applicable to this Program**. This lists courses not applicable to the program, courses with unacceptable grades (F, W, *etc.*), repeated courses, and current courses that have not been completed. Some of the courses may be transfer courses that are applicable to the program but must be evaluated by the appropriate dean before being placed in Section 2. Some courses in Section 3 may also be relevant if evaluated for course substitution (*e.g.*, an oceanography or astronomy course that might be acceptable as a natural science general education requirement).

COURSES AVAILABLE TO STUDENTS IN DEVELOPMENTAL ENGLISH AND/OR READING

D-3

ACCT 111	Fund. of Accounting	3	MUSC143	Concert Band I	1
ADOT 101	Document Production	3	MUSC144	Concert Band II	1
ADOT 102	Keyboarding II	3	MUSC145	Jazz Ensemble I	1
ADOT 105	Survey of Computer App.	3	MUSC146	Jazz Ensemble II	1
ADOT 106	Word Processing	3	MUSC 205	Jazz Combo	1
ADOT 141	Fundamentals Desktop Publishing	3	MUSC241	Chorus III	1
ADOT 161	Fundamentals of 3DS Max	3	MUSC242	Chorus IV	1
ADOT 172	Spelling & Word Concepts	3	MUSC243	Concert Band III	1
ADOT 208	Pres. with PowerPoint	3	MUSC244	Concert Band IV	1
ASLS 101	American Sign Lang. I	3	MUSC245	Jazz Ensemble III	1
BIOL 072	Fund. Readings in Biology	3	MUSC246	Jazz Ensemble IV	1
BIOL 095	The Human Body	3	All Major & Minor Instrument		
BUSG 101	Orient. To General Bus.	3	(applied instrument) Courses		2-3
BUSG 102	Customer Service	3	NURS101	Nursing School Success	1
BUSG121	Business Math*	3	OCTA 201	Intro to Occupational Therapy	3
CADD125	Drafting I	3	SCIE 141	Environmental Science	3
CCSS107	College Success Skills	3	SPAL 105	Women's Health	3
CCSS 108	Career Success Skills	3	SPAL 200	Intro to Physical Therapy Careers	3
CIVT110	Const. Graphics & Blueprint Reading	3	TECH100	Orientation to Technology	3
CRPT XXX	Carpentry Courses	2-3	TECH 101	NCCER Technical Core Studies	3
ELEC XXX	Electrician Courses	1-4	TEVP124	Intro Tele/Film Prod. Process	3
ELST106	Shop Practices Lab	1	THEA103	Stagecraft I	3
EMTE 101	Emergency Medical Responder	3	THEA111	Fundamentals of Acting	3
FNAR103	Drawing I	3	THEA131	Movement for Theater	3
FNAR113	Painting I	3	THEA211	Acting II	3
FNAR151	Jewelry I	3	THEA241	Acting for the Camera	3
FNAR155	Ceramics I	3	VETT 101	Animal Health Careers	1
FNAR158	Three Dimensional Design	3	VETT 103	Veterinary Medical Terminology	3
FPTC101	Organ. For Fire Protection	3	WELD 111	Welder Training and Testing	3
FPTC120	Extinguishers & Alarm Systems	3	WELL XXX	Wellness Activity Courses	1
FPTC155	Building Materials	3	WLDG XXX	Welding Courses	2-4
FPTC160	Automatic Sprinklers	2			
GEOL 131	Natural Disasters	3			
HACR 115	Building Code & Licensing	3			
HACR 121	Electrical Fundamentals	3			
HESC 102	First Aid	3			
HESC 103	Intro to Medical Ethics and Comm.	3			
HESC111	Medical Terminology	3			
HESC118	Info. Mgt. for Allied Health Profession	3			
HESC151	Health Sci. Survey & Orient.	3			
HORT101	General Horticulture	3			
INTD131	Two-Dimensional Design	3			
MANG101	Human Relations in Bus.	3			
MOVH 101	Intro to Motor Vehicle Technology	3			
MOVH109	Automotive Gas Metal Arc Welding	2			
MOVH 130	Fund. Of Electricity	3			
MOVH 175	Auto Painting Techniques	3			
MOVH224	Collision Repair I	3			
MTTC XXX	Machine Tool Technology Courses	3-6			
MUSB105	Seminar in Record. Tech. I	3			
MUSC113	Beginning Piano I	2			
MUSC115	Beginning Voice I	2			
MUSC117	Beginning Guitar I	2			
MUSC141	Chorus I	1			
MUSC142	Chorus II	1			

*Student must be above MATH 092

Updated July 19, 2016

DISABILITY ISSUES

D-4

Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794, as amended 1992) and the *Americans with Disabilities Act (ADA) of 1990* (42 U.S.C. § 1201 *et seq*) are federal laws prohibiting discrimination based on disability. Students wishing to claim protection under these laws must provide documentation that they are qualified to meet the technical and academic requirements of the academic program. If reasonable accommodations can be provided for the student that would allow the student to successfully finish the program, the college should provide such accommodations. Provision of accommodations in a program does not imply that the college will guarantee student's future employment in that field. Thus, accommodations cannot be refused based on the lower likelihood of employment in his/her chosen field.

If the student has a valid, documented disability, the college must provide reasonable accommodations. Reasonable accommodations vary according to the disability, and may include interpreters, lab assistants, note takers, ramps, special parking, modified desks or chairs, textbooks on tape or in Braille, and extended time or quiet rooms for completing exams.

If accommodations would create an undue hardship on the college, lower the academic standards of a program, or significantly alter an academic program, they may possibly be considered unreasonable.

The *Rehabilitation Act of 1973* is a federal law. Neither the college nor its employees can elect to refuse compliance when a student requires reasonable accommodations.

DROP/ADD PROCEDURES

THE CDA SCREEN

D-5

There are several ways to add and drop classes in the Student Information System (SIS). During early registration (November and April), courses may be added and dropped using the appropriate codes on screen 104. Once regular registration begins, the CDA (Conditional Drop Add) screen must be used to avoid overcharging tuition and fees for even exchanges. This screen will also allow you to attempt a section change without actually withdrawing the student from the current class unless the desired course is available.

The CDA screen is shown below.

```

CDA Conditional Drop/Add SO AL X RADT DOE, JOHN

Screen: ___ SID: 101102103 Course: _____ Term: 031
                                         Status: Registration

  DROP REQUESTS      ADD REQUESTS
  Course ID  Call# Rsn * Course ID  Call# Ses St  Cred GT
1. _____  _____ 1. _____  _____  _____  _____
2. _____  _____ 2. _____  _____  _____  _____
3. _____  _____ 3. _____  _____  _____  _____

          CURRENT PROGRAM
  Course ID  Ses St  Cred GT Call#  Course ID  Ses St  Cred GT Call#
1 HESC-162-171 E 3.00
2 MANG-224-171 E 3.00
3 MANG-131-101 E 3.00
4 BIOL-254-102 E 1.00
5 MATH-130-103 E 3.00
6 BIOL-252-103 E 3.00

          Total Registered: 16.00          Max Load: 18.00
    
```

On this screen, the courses already in the student's schedule are listed at the bottom of the screen. To request a drop/add, (1) type the existing course in the first column (labeled "DROP REQUESTS"), (2) type an "r" below the asterisk under "ADD REQUESTS", and (3) type the course to add on the longer line to its right (under Course ID). Then press [Enter]. If the requested course is available, the drop/add will succeed and the new course will appear at the bottom of the screen in place of the old course. If not, the screen will notify you accordingly.

Call numbers and reason codes (Rsn) are not necessary on screen CDA.

If a student wishes to drop a course after the 100% refund period ends, but does not wish to add another course (reducing hours), you must use screen 104. If you do not use screen 104 for this situation, the student will not receive the appropriate refund.

DROPPING STUDENTS FOR NON-ATTENDANCE **D-6**

Faculty are allowed to drop students who have missed 10% of the scheduled class sessions. From a practical standpoint, this would be equal to 6 class sessions for a MWF class, 4 class sessions for a TTh class, and 2 sessions for a weekly lab. It is the prerogative of the faculty to determine what constitutes an “excused” absence.

To drop a student for lack of attendance, instructors are required to fill out an *Instructor Action Form* documenting the number of classes missed and the last date of attendance for that student. The last date allowable for dropping a student for non-attendance is the same deadline date for students voluntarily withdrawing from a class. Please refer to the academic calendar for the specific deadline date.

It is best to exercise logic and discretion when dropping students for lack of attendance. If a student has missed all class sessions during the first 14 days of the semester, faculty are encouraged to drop the student before the 14th day report is sent to Baton Rouge. If a student is performing well in a class despite having spotty attendance, a faculty may exercise the option to allow that student to remain on the roster. On the other hand, if a student is failing a course and the lack of attendance appears to be contributing to the failure, dropping the student if he/she has missed over 10% of the scheduled classes may be advisable.

Note: the number of absences cannot be extrapolated or prorated, *i.e.*, one cannot drop a student after one month and three absences based on the assumption that, at the current rate, the student *will have* missed 10% of the class sessions by the end of the next month. The student must have already missed 10% of the scheduled classes at the time the *Instructor Action Form* has been submitted.

One last note regarding absences during the first 3 weeks of class...

Some students sign up for courses during early registration and then decide not to attend the following semester. The assumption that not paying tuition will result in all courses being dropped is true only when a student is not receiving financial aid. A student receiving financial aid in fall will have his/her schedule “flagged” in the computer to prevent the courses from being dropped in spring. If this student does not attend any classes *and* is not dropped by instructors prior to the 14th day of class, the student will have those credit hours count as part of the total “hours attempted” for purposes of financial assistance despite the student never having attended a single class session.¹ If the same student is not dropped prior to the deadline in the academic calendar and receives an “F” in the class, the student cannot have his/her tuition balance cleared until those “F” grades are changed to “W”. Dropping total non-attendees prior to the 14th day of the semester considerably reduces the workload of the Academic Appeals Committee and the Refund Committee. It also prevents those hours from being counted among the total “attempted” hours for that student. Faculty are required to take attendance each day. If a student has not attended a single class session during the first three weeks of class, faculty are urged to drop the student for non-attendance before the official 14th day of the semester (or 7th day in summer).

¹ Students are also limited by the number of times they may “attempt” developmental classes. Currently, the number of attempts is *three*. If a student signs up for a developmental class but never attends and isn’t dropped prior to the 14th day, it will still count as an *attempt* to complete the class.

FERPA

F-1

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 OR BUCKLEY AMENDMENT (20 U.S.C. § 1232G)

The *Family Educational Rights and Privacy Act of 1974*, also known as *FERPA* or the *Buckley Amendment*, applies to any public or private institution receiving federal funds. The law covers currently enrolled and previously enrolled students. In essence, the employees of the college **may not release a student's educational records¹ to anyone but the student**. This also includes directory information (addresses, phone numbers, *etc.*) if the student has requested that it be suppressed. Within the college, student educational records can only be viewed by those employees having a "legitimate educational interest." To discuss or release a student's educational records to a third party requires either (1) written permission by the student, or (2) a court order. While exceptions may exist in the case of medical records in emergencies, or in cases of violations of law, it is best to err on the side of caution when handling any student's educational records.

Although it is relatively common to have a student's spouse or parent inquire about his/her educational records or performance, this information cannot be released without written permission from the student. It requires considerable tact and diplomacy to decline divulging a student's educational records or performance to a parent or spouse after a student has unofficially requested their intervention. Parents will often protest if the student is under the age of 18. However, if the student is attending a post-secondary institution, they are covered by FERPA regardless of age.

Potential situations that might lead to inadvertent violations of FERPA include:

- ⊙ remarking about a student's performance or status in the presence of others (regardless of whether the remark is complimentary or critical).
- ⊙ giving a student his/her grades over the phone or over e-mail when there is no means of identifying the recipient.
- ⊙ allowing others to see a student's transcripts during advising and registration.
- ⊙ discussing a student's performance to a concerned parent over the phone.
- ⊙ allowing a spouse or friend to register a student for classes without getting written permission from the student.
- ⊙ posting grades in public by name or social security number.
- ⊙ leaving exams or papers in the open where others can see the grades.
- ⊙ returning exams to students sorted by grade (*i.e.*, from highest to lowest grade).
- ⊙ providing student grades to employers without the student's permission.
- ⊙ leaving your computer unattended when logged into SIS, thus giving unauthorized individuals the opportunity to view student records.

Some advisors keep notes on students that are not part of the student's educational records. This is acceptable if no other person is allowed to view the advisor's notes.

¹ FERPA broadly defines "educational records" as "any record maintained by the institution about a student."

FINANCIAL ASSISTANCE (AID)

F-2

Financial Assistance comes in various forms including student loans, Pell grants, and scholarships. There are other resources available to some students to fund their education (*e.g.*, Veterans Upward Bound, Vocational Rehabilitation). All of the rules and regulations regarding financial aid are too numerous and complex to be included in this guide. The following points are important to know when advising students.

- ⦿ The amount of financial assistance awarded to a student depends on several factors, including the student's expected family contribution (EFC), the number of hours enrolled, and the student's academic year budget.
- ⦿ Students do not have to be enrolled in 12 hours to be eligible for financial assistance. However, they must be enrolled in at least 6 hours to receive a student loan.
- ⦿ Students must maintain satisfactory academic progress to receive financial assistance.
- ⦿ Students in a certificate program are eligible for financial assistance for up to 50 hours attempted. Students in an associate degree program are eligible to receive financial assistance for up to 99 hours attempted. Withdrawals are calculated into the total hours attempted. This underscores the importance of reconciling rosters before the 14th day of the semester. After the 14th day, students receive a W for dropping a course. That W represents attempted hours.
- ⦿ If a student withdraws from a class or is dropped for non-attendance before the 14th day of class, the amount of financial assistance awarded may be reduced.
- ⦿ A promissory note or financial assistance prevents a student's classes from being purged from the system. If a student on financial assistance who has registered for classes decides not to attend but doesn't officially withdraw from the college, he/she will be billed for tuition and fees assessed to his/her account.
- ⦿ Students who have applied for financial assistance but have not received an award letter must contact the Office of Financial Assistance to see if they are eligible for a promissory note.
- ⦿ If students on financial assistance change their schedule, they must submit a copy of the changes to the Financial Assistance Office.

GENERAL EDUCATION REQUIREMENTS

G-1

The General Education Requirements for fine arts, natural sciences, social sciences, and humanities are listed at the back of every Delgado catalog. Students seeking an associate's degree must also complete math and English requirements.

The acceptable general education courses are not listed in this guide as they have undergone frequent change in the past few years and will likely be changed again in the near future. Please refer to the most recent catalog for current General Education Requirements. Students who are following older catalogs won't lose credit for classes taken already as long as they manage to remain under their original catalog.

There is some latitude for transfer courses not equivalent to courses on the General Education Requirements list. For example, astronomy and general zoology are not offered at Delgado but could be considered as general education natural science courses. There is far less latitude in accepting a Delgado course not on the list (*i.e.*, if it were an acceptable DCC course, it should be on the list in the first place). When attempting to use a Delgado course *not on the list* as a general education requirement, it is always best to get the course substitution approved *before* the student takes it.

Many programs have *specific* general education courses that cannot be substituted. For example, nursing and allied health programs specify that the student *must* take anatomy and physiology as the general education natural science requirement. In cases such as this, the student may not choose other courses from the natural sciences list to fulfill their natural science general education requirements in place of the required course.

GENERAL STUDIES PROGRAM

G-2

The General Studies Program is the most flexible and sometimes the most complicated program to define at the College. In general, students must take courses in three major categories:

Area of Concentration - Eighteen semester hours of coursework in an approved area of concentration and not in one in which there is an already existing degree program.

Required Related - Eighteen semester hours with three pairs of courses in areas other than the area of concentration.

General Education - Core courses in the areas of: English, math, fine arts, natural science, humanities, social science, and computer literacy.

When a student selects General Studies as a major he/she is coded in the computer with an "X" in the degree field and remains classified as such until a degree plan is prepared and approved by a general studies advisor and submitted to the registrar's office. This notation can be viewed by examining the first line of Screen 136.

The General Studies Program is not intended for students to assemble a "last resort" degree plan using an assortment of courses taken during previous, unsuccessful enrollments in other programs. It is a program choice that has been carefully planned and prepared with the assistance of a general studies advisor. Therefore, *a student must officially declare a General Studies major prior to enrolling in the final fifteen (15) hours of course work.*

The specific area of concentration for a General Studies program must be approved at the time that the degree plan is drafted. A student may not choose an area of concentration for a general studies degree if there exists already an associate's degree in that area. Students should confer with a general studies advisor before taking coursework in an area of concentration.

Below are some examples of General Studies areas of concentration.

ENED········ English Education

ENGL········ English

FORL········ Foreign Language

HESC········ Health Science

HIST········ History

HUMA········ Humanities

NUMT········ Nuclear Medicine Technology

PHYE········ Physical Education

PYSC········ Psychology

SCIE········ Sciences (combination of chemistry and biology)

SOSC········ Social Sciences

SURG········ Surgical Technology

INCOMPLETES

I-1

When unforeseen circumstances prevent a student from completing the semester *prior to the published deadline for dropping a course*, the student should be advised to drop the course through the Registrar's Office (and tell the student to keep all copies of the paperwork documenting the drop).¹

When documented unforeseen circumstances preventing a student from completing the semester occur *after the published deadline for dropping a course*, the student may request receiving an *Incomplete* in the course. An *Incomplete* in a course carries with it a commitment from the student to finish the course requirements in the near future, generally by the end of the next regular semester. Typically this includes having the student take the missed final exam and/or final project. It is not an arrangement to allow the student to repeat the course free of charge during the following semester. Agreeing to give a student an *Incomplete* also carries with it a commitment on the part of the instructor to make arrangements for the student to complete those assignments during the following semester. Thus, an instructor who is (1) not willing to give a makeup exam, or (2) not planning to be available during the following semester should not award grades of "I" to students. Only when an I Contract cannot be arranged through the instructor of the course should a student seek a late drop for the course(s).

To award an *Incomplete* for a course, the instructor must complete an *I Contract* that stipulates (1) the work that must be completed during the following semester, and (2) the deadline for completing the requirements. If the student does not complete the requirements by the deadline listed on the *I Contract*, the "I" is changed to an "F". If the student completes the requirements to have the "I" changed to a passing grade but the instructor fails to file the appropriate grade change form by the end of the following semester, the "I" will be changed to an "F." Any grade change form filed thereafter must be to change the "F" to the actual grade and must have the instructor's grade book for that course attached.

A student who has received an "I" for a course may not enroll in the next course in a sequence until the "I" has been replaced with a passing grade.

An instructor may not change a student's posted grade from "F" to a designation of "W." To do so is the equivalent of extending the deadline for dropping the class. Both students and instructors have the same deadline for dropping with a designation of "W," that being the deadline posted in the academic calendar. If a student feels that he/she has sufficient extenuating circumstances to merit consideration for late withdrawal from a class, the case must be heard by an academic appeals committee with the Vice Chancellor for Academic Affairs having ultimate approval of such a change.

¹ If the course being dropped has a corequisite and these two courses are in Science and Mathematics, both the course and the corequisite will be dropped by the Registrar's Office. This is most common for lecture-lab pairs of courses numbered 141 or higher.

INTERNATIONAL STUDENTS

I-2

International students are those who are attending college on an F-1 visa (student visa). The Bureau of Immigration and Naturalization has certain restrictions that must be observed by international students. If students violate those restrictions and the college does not take measures to prevent such violations, the ability of Delgado to issue I-20 form (certificate of eligibility for nonimmigrant students) may be suspended or revoked. In addition, there are other considerations when advising international students, including cultural differences, language or communication barriers, difficulties in securing student trust and confidence, and possible feelings of alienation. Some international students may seek more frequent contact with academic advisors while others may be more reticent. The advisor should be aware of and sensitive to these potential cultural differences.

International students from non-English speaking countries may be required to take ESL (English as a Second Language) courses depending on their performance on the TOEFL (Test of English as a Foreign Language) exam or the Delgado English Proficiency Placement test.

Once they have completed their English proficiency requirements and submitted an evaluation of their high school diploma to the office of admissions, international students on an F-1 visa must pursue a program of study and must maintain a minimum of 12 hours to remain within compliance of their visa. A student who is no longer in compliance with F-1 visa may be required by the Bureau of INS to leave the country.

Students who have not provided proof of high school graduation (college students may submit evaluations of college transcripts instead) are not eligible to enroll in non-ESL courses. Students who cannot obtain copies of records from their country may opt to take the TABE, SABE, or Wonderlic test, which are given to non-high school graduates.

An F-1 visa does not permit an international student to work off campus in the United States. Programs that involve students working as part of their curriculum (Culinary Arts is a good example) must contact the international student advisor for specific procedures.

There have been instances when an international student appears to be deviating from a declared major or course of study. If you become aware this occurring, please contact the International Student Advisor immediately.

OVERRIDES

O-1

An override is not a means of waiving curriculum policies, and it is only *rarely* a means of solving a presumed computer glitch. Rather, it is a necessary procedure when the Student Information System (SIS) is blocking registration of a class because of one of the following situations.

- ⊙ A student's transcripts are not in the SIS system. An override is warranted with new transfer students whose transcripts have either not yet arrived or have not yet been input into SIS. If the student wishes to take a course having a prerequisite, an override can be performed if the student can provide a hard copy of a transcripts or grade reports demonstrating successful completion of the prerequisite(s).
- ⊙ A student wishes to *repeat* one course of a corequisite¹ pair to improve a grade. This is only done when it can be verified that the student has successfully passed the course's corequisite. An example would be using an override to allow a student to take a lab without the corequisite lecture when the student has already successfully passed the lecture.
- ⊙ A student wishes to take more than the allowable number of credit hours in a semester. The dean of the division housing the student's major must approve this. In cases of extraordinarily high loads (over 21 credit hours), the override will need to be approved by the Division Dean's Office. An override for excessive hours is approved only after viewing the student's previous academic performance and the nature of the courses being requested in the current semester.²
- ⊙ A student wishes to enroll in a time conflict. These are rarely approved, and then only when the course times are shown to be flexible (*i.e.*, an arrangement is made to allow a student to attend at alternative times).

If, while attempting to register a student, the SIS system blocks the student's enrollment in a course, do not use an override form unless you can demonstrate that a curriculum policy is not being violated (*i.e.*, unless you have seen a hard copy of a transcript demonstrating a prerequisite, *etc.*).

In cases where the prerequisite is on the VAX system, the Registrar's Office can do the override without prior approval.

One *caveat* about overrides is that they override *everything*. Thus, if a student has a registration hold for some reason and an override for a prerequisite is approved, the student will be placed in the course despite being not eligible to register. Whoever is signing the override needs to look at screen 104 to verify that there are not other issues that prompted the override.

¹ Corequisite courses are particularly problematic for SIS. If you have a course coded as a corequisite, that course must be taken during the same semester as its mate. Thus, MATH 131 must be taken during the same semester as PHYS 141. If the student has already successfully completed MATH 131, an override must be filled out to enable enrollment in PHYS 141 without MATH 131.

² If some courses are activity classes such as PHYE that require no homework, it is easier to justify an overload.

PREREQUISITES AND COREQUISITES

P-1

Prerequisites

A prerequisite is a course that must be successfully completed with a grade of “D” or above¹ before a student can move on to a higher-level course. The Student Information System (SIS) will automatically check for prerequisites completed since fall, 1992. SIS cannot check grades prior to fall, 1992 but can display grades from the VAX system on screen VTS.

In general, a specific prerequisite can be fulfilled if the student has taken a similar course that is at a higher level than the prerequisite. For example, if *Algebra for College Students* (MATH 118) is a prerequisite for a chemistry course, then *A Functions Approach to College Algebra* (MATH 130) will fulfill that prerequisite; both are algebra classes, with MATH 130 being at a higher level than MATH 118.

A withdrawal (W) or failing grade (F) in a class cannot be used as evidence that a student has fulfilled the prerequisite for that class. A student can register for a class during early registration if he/she is currently enrolled in the prerequisite course. If the student fails the prerequisite, he/she is not automatically dropped from the next course. Thus, a student’s ability to enroll in a course during early registration cannot be used as proof of successful completion of the prerequisite.

Despite the positive connotation that the letter “Y” may have, “Y” grades (YA, YB, YC, etc.) in developmental courses are not passing grades. A student receiving a “Y” grade must repeat the developmental course before moving to the next level.

Corequisites

A corequisite must be taken at the same time as another course. For example, some of the science lecture courses (chemistry, and physics) numbered 141 or above must be taken at the same time as their corresponding lab course (numbered 143 or 144). In the sciences, if a student drops a course with a corequisite (or is dropped by an instructor for lack of attendance), the corequisite of that course is dropped at the same time.

If a student passes a course but fails the course’s corequisite, it is not necessary for the student to enroll in both courses a second time; the student may simply repeat the course that was failed. Similarly, if a student passes both a course and its corequisite and wishes to improve a grade in one of the courses, he/she need not repeat both courses. A registration override must be approved by the division dean to enroll in a course without its corequisite.

¹ In the areas of math, chemistry, and biology, a student must earn a grade of “C” or above in order to move to the next level of math, chemistry, or biology, respectively.

REINSTATING STUDENTS

R-1

If a student is dropped by an instructor because of non-attendance¹ or if the student drops the course voluntarily, he/she may request to be reinstated into the class. In all candor, this often occurs when the student finds that dropping below a certain number of hours has jeopardized financial assistance (a grant or a scholarship, *etc.*) or a student discount on automobile insurance. It is the prerogative of the faculty to allow or refuse a reinstatement back into the class.

If an instructor chooses to allow a dropped student back into a class, he/she must complete a *Change of Student Record Form* and have the form signed by the appropriate division dean. The deadline for reinstating a student is published in the academic calendar. If the reinstatement being requested is after the published deadline, it must also be approved by the Division Dean.

If the faculty member does not wish to reinstate the student, the student may appeal this decision to the Academic Appeals Committee by way of the Division Dean. If a student chooses to appeal a case, he/she must be allowed to attend the class until the appeal is heard and a decision is made.

¹ See **Dropping Students** (page D-6)

REPEATING COURSES

R-2

Repeating Activity Courses

Most of the courses at Delgado cannot be repeated for additional credit. The exception is in certain “activity” courses that can be taken more than once. Nearly all of the activity courses in the fitness center have multiple course numbers to allow a student to take the course more than once for credit. For example, PHYE 102/162/202/262 are all “Physical Fitness” exercise class in the Fitness Center), but for the student to get multiple credit, he/she must enroll in them sequentially, *i.e.*, PHYE 102 followed by PHYE 162 followed by PHYE 202 followed by PHYE 262. A student may not take more than one of the same course (*e.g.*, PHYE 102 and 162) simultaneously in the same semester.

Courses having multiple course numbers to allow repetition for credit include the following course areas:

- ⦿ Several of the CULA (Culinary Arts) classes involving work experience (CULA 178-180 and CULA 281-286) allow a student to repeat the class for credit.
- ⦿ Most of the PHYE (Physical Fitness) activity courses may be taken 2 times or 4 times for credit.
- ⦿ Some of the THEA (Theatre) courses (Acting Workshop, Musical Theatre Workshop, Play Production Lab, and Movement Workshop) may be taken multiple times by enrolling in them in sequence (I, II, III, *etc.*)
- ⦿ Some seminar courses (*e.g.*, ELCO 151-152) may be repeated under a different course number.

In each of the aforementioned course sets, a student must enroll in a different-numbered course in order to receive credit for each; if the student is simply re-enrolled in the same course twice, the second grade will take the place of the first course, and the student will lose credit for the first course.

The Repeat-Delete Policy

A student may repeat up to 15 credit hours of course work numbered 100 and above at Delgado and have the second grade take the place of the first grade when computing the student’s GPA. *The first grade will still appear on the transcript with an “R” adjacent to the letter grade, and that grade will not be calculated into the grade point average.* Thus, if a student takes MATH 118 and earns a “D”, and then repeats the course and earns a “B”, the original “D” will be changed to “DR” and that grade will not be calculated into the GPA at Delgado. The following should be conveyed to a student wishing to repeat courses:

1. A “W” will not replace a previous grade in that course.
2. The Repeat-Delete policy can be applied to 15 hours only. There is no repeat-delete limit for courses numbered below 100 (developmental courses).
3. Other colleges or universities may not recognize Delgado’s repeat-delete policy when calculating grade point averages. Thus, a course taken twice with (for example) an “F” and a “C” for grades will likely have the two grades averaged (for a “D”) rather than repeat-deleted.
4. Repeating courses taken prior to fall, 1992 are not automatically changed by the SIS system. Students having repeated a class taken prior to fall, 1992 must *request* the Repeat-Delete at the Registrar’s Office.

SCREENS IN SIS

S-1

All advisors are given access to a variety of screens to aid in the advising process. Screens available to faculty advisors and counselors are listed below:

FAC FACULTY/COUNSELOR SCREEN ACCESS MENU

–STUDENT INFORMATION–

002 NAME SEARCH
003 ADDRESS, PHONE NO.
011 PRIVACY RESTRICTIONS
048 REG. HOLDS/COMMENTS
109 CLASS SCHEDULE
110 MATRICULATIONS
120 GRAPHIC CLASS SCHED.
136 UNOFFICIAL TRANSCRIPT
VTS VAX TRANSCRIPT
221 TEST SCORES
GRD SEMESTER GRADES
SP1 MIDTERM GRADES
114 STUDENT CERTIFICATION
118 ACADEMIC STATISTICS

–CLASS INFORMATION

105 SECTIONS OFFERED
107 CLASS ROSTER
1C9 SPECIAL EVENT SEARCH

–FACULTY–

040 OPERATOR ID
041 SCREEN ACCESS

–DEGREE AUDIT–

606 PROGRAMS
625 NULL AUDIT
651 INDIV. STUDENT PLAN
652 GSTD STUDENT PLAN
654 COURSE EXCEPTIONS
656 ADVISOR NOTATIONS
672 STUDENTS BY ADVISOR
681 STUDENT AUDIT

REGISTRATION–

104 REGISTRATION
105 SECTIONS AVAILABLE
109 STUDENT SCHEDULE
136 UNOFFICIAL TRANSCRIPT
VTS VAX TRANSCRIPT
221 TEST SCORES
139 REGISTRATION AUDIT
K05 OPEN SECTIONS
207 ADMISSION REQS.
CDA CONDITIONAL ADD/DROP
–TRANSFER CREDIT–
036 SCHOOL INDEX (SEARCH)
037 SCHOOL CODES BY STATE
140 TRANS EQUIVALENCIES
141 TRANS COURSE/GRADES
143 COURSES ACCEPTED

If you are not sure of which screens are available to you, go to screen 041 while you are logged in under your own ID number. Screen 041 shows a listing of all screens accessible under that ID.

The second half of this guide shows examples of each of the screens listed above, along with directions for using each screen.

The listing of screens above can be seen in SIS on the FAC screen.

Note: You may log onto SIS on any networked computer with *Extra* installed. Once you have logged onto SIS, anybody who has physical access to the computer may perform transactions and view student records. Therefore, **it is strongly suggested that you log off of SIS when you are not sitting at your computer, or use a password-protected screen saver to prevent unauthorized use of student records.**

SUSPENSION, ACADEMIC

S-2

Students who are on academic probation and who fail to achieve a semester grade point average of at least a 2.00 in the ensuing semester will be suspended for one semester. A student who is suspended for the first time at the end of the fall semester has the option of remaining out of school for the spring semester or auditing courses (maximum of nine hours), enrolling in required developmental courses, and/or CCSS 107.

A Delgado student who is suspended for the first time at the end of the spring semester may attend the summer session. If the student raises his/her Delgado cumulative average to 2.0 during the summer session, the student may attend the fall semester. If the cumulative average remains below 2.0, the student is suspended for the fall semester. If the student chooses not to attend the summer session, the student has the option of remaining out of school for the fall semester or auditing courses (maximum of nine hours), enrolling in required developmental courses, and/or CCSS 107.

A Delgado student may appeal to attend and enroll in college level courses during his/her suspension semester in accordance with the College's [Academic Appeals Procedures](#) policy.

Any Delgado student who is suspended for a second time for academic reasons during a fall semester must remain out of school for the following spring semester. Any Delgado student who is suspended for a second time for academic reasons during a spring semester must remain out of school for the following summer session and fall semester.

Transfer students who have been suspended for the first time from an accredited college or university may petition to be admitted to Delgado for fall or spring semesters only. If admitted, the student is on probation for the duration of the suspension from the previous college or university and his/her enrollment will be limited to auditing courses (maximum of nine hours), taking required developmental courses, and/or CCSS 107 only. Students must file the appeal ([Appeal for Transfer-Suspension Admission, Form 1411/008](#)) in the Office of Admissions seven (7) calendar days prior to the first day of regular registration.

Transfer students who are suspended for a second time for academic reasons from *other* accredited colleges or universities must remain out of school *and* will not be allowed to enroll in any coursework at Delgado for the entire duration of the suspension.

TRANSCRIPTS

T-1

The Student Information System (SIS) has transcript information in several locations:

1. **Screen 136** has transcript information from fall, 1992 to the present. Before you can view transcripts on this screen, you must fill in the Student Identification Number (SID), and enter the letter "U" in the field marked *Career*.
2. **Screen 140** and **Screen 141** have transfer course equivalency information for students transferring courses to Delgado. Refer to the SIS section of this guide for instructions on using these screens.
3. **Screen VTS** (for VAX Transcript Screen) has transcript information from the VAX system (used at Delgado from 1985 to 1992). These records cannot be read by the prerequisite check in SIS; thus, if a student's prerequisite course is viewed on screen VTS, a paper override form will have to be completed and approved before the student can be enrolled in the course.

Failing grades are not transferred from other colleges and universities and, thus, are not on our transcript screens. As a result, a student may enter Delgado on probation due to grades of "F" that don't appear on our transcript screens. You *can* find failing grades from other institutions on screen 141 (see page SIS-18)

First time transfer students may not have their transcripts entered into the computer at the time of registration. If prerequisites need to be verified for a student whose transcript does not appear on screen 136, the student may go to the Admissions Office to get a photocopy of the transcript. If the student has not had transcripts sent to the college yet, you may require that the student bring unofficial copies or previous report cards to verify that the prerequisite was successfully completed.

In rare instances, an older student may have DCC transcripts that predate the VAX system. Those transcripts are on microfilm and are available through the Registrar's Office.

WHEN PERSONAL PROBLEMS ARISE

W-1

Every semester, an advisor is likely to encounter a student who is unable to complete the semester for personal reasons (health, job conflicts, personal and family responsibilities, personal tragedy). The advice to give depends on the time of the semester and the nature of the problem.

Job Conflicts

If a change in job status creates a conflict, Delgado has a policy that allows students to be placed in an alternate section of the class if possible. The student should be directed (with documentation regarding the change in employment) to the dean of the academic division housing the course to be changed.

Illness or Injury

Before the Drop Date - If a student becomes ill or injured before the last day to drop classes, he/she should be notified of the deadline date and told to consider withdrawing from the college if the illness or injury is severe enough to prevent successfully completing course requirements. The student should also be advised that many faculty do NOT drop students for excessive absences, and that dropping classes or withdrawing from the college is solely the responsibility of the student. A student cannot drop all classes over the phone; thus, if the student cannot come to the campus to withdraw from college, a friend or family member may do so if he/she has a letter signed by the student giving permission to do so (see the FERPA page regarding privacy issues). A student may also send a letter requesting to be dropped. The letter must be received by the Registrar's Office prior to the final date to drop as published on the academic calendar.

After the Drop Date - If a serious illness or injury should occur after the last day to drop classes or withdraw from the college, a student wishing to complete the courses in progress should be advised to first confer with his/her faculty and request an I-Contract (grade of incomplete) for those courses. An I-Contract is not an agreement to allow the student to repeat the course free of charge during the following semester; it is an agreement to allow students to complete the final few days or weeks of work by the end of the next semester. If the student had no mathematical chance of passing the course before the illness or injury, there is no rationale for an I-Contract or a late withdrawal. In such a case, the student should be advised to repeat the courses in a subsequent semester.

Students who encounter personal problems such as illness or injury after the last day of class may also request late withdrawal from the college, but such requests must be accompanied by valid medical documentation stating the nature and duration of the illness. Photocopies of medical documentation will not be accepted.

Military Leave

If a student is called to active duty during the semester, he/she can withdraw at any time and be granted a full tuition refund. If active duty occurs at the end of the semester, provisions for an *Incomplete* should be considered.

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