



CHANGE OF STUDENT RECORD FORM PROCEDURES

The [Change of Student Record Form \(Form 1442/002\)](#) is used to add or drop a course, to change sections, or to reinstate a student into a dropped course. It may be completed by the student, the Department Chair, Assistant Dean, or Division Dean. This form is used only when adds, drops, and/or reinstatements are processed in the Registrar's Office.

A. OFFICIAL "ADD/DROP" PERIOD

During the official add/drop period, all course changes are processed in the Registrar's Office.

Each transaction processed *must be signed* by the student and college staff member. All add/drops are official when entered in the student's record via Banner Student Information System. Use the drop code of "D1" if the student is changing the same course or sections, and the drop code of "DC" if the student is reducing the total number of hours taken.

B. CANCELLED COURSE DROPS

When rosters are received for cancelled courses, each student is to be dropped from the course using the reason code "DD." Students enrolled only in a cancelled course must be withdrawn in the Registrar's Office.

C. STUDENT-INITIATED DROPS

All changes in the student's schedule are processed online via LoLA. If the student has a hold on their record, the drop must be processed in the Registrar's Office.

D. ADDS AFTER OFFICIAL ADD PERIOD

Adds processed after the official add period must have the permission of the Division Dean, Assistant Dean, or Department Chair for the courses requested. These changes are processed in the Registrar's Office after the student secures the appropriate signatures.

E. ADMINISTRATIVE CHANGES

Administrative changes are made when it can be determined that a Delgado employee has made a mistake, when students are incorrectly allowed to enroll contrary to placement test results or when classroom testing indicates incorrect course placement. These changes must be approved by the Instructor and Division Dean and are processed in the Registrar's Office after the official add/drop period ends. Use a drop code of "D1" if the student is entitled to a 100% refund or if the student is adding another course or section.

F. **REINSTATEMENT**

A reinstatement request may be initiated by:

1. **Student-** The student submits a written request and reason to the Instructor. Example: doctor or hospital notification. The Instructor decides if a reinstatement is warranted. The Instructor is to consider the number of absences and whether the student can successfully complete the course. If reinstatement is warranted, the Instructor completes and signs the form, states the rationale for reinstatement, attaches the student's explanation, and forwards it to the Department Chair for approval. The approved form is then sent to the Division Dean or designee for approval. If approved, the form is forwarded to the Registrar's Office for processing.
2. **Student-** A student successfully appeals a drop due to non-attendance.
3. **Administration-** This category is used when a student has been dropped in error by the Instructor. The Instructor, Department Chair, and Division Dean's signatures are necessary. The form is forwarded to the Registrar's Office for processing.

G. **PROCEDURE FOR TRANSFERRING TO SAME COURSE AT DIFFERENT TIME DUE TO WORK SCHEDULE CHANGES**

A transfer may be initiated prior to the last three weeks of the semester by the student.

The student submits a written request to the Department Chair or designee with a letter from the student's employer attached verifying the student's change of work schedule. Example: a student employed on the night shift, enrolled in day classes, has been changed to work the day shift. If the day course is offered at night and both Instructors are agreeable, the student may transfer to the night class.

The Instructor of the course section being dropped attaches the student's request and a recap of the student's grades and attendance record, signs the form, and submits it to the Instructor gaining the student. (NOTE: The student is not allowed to deliver the form because grades and attendance records are attached.)

The Instructor gaining the student signs the "Section Change" part of the form, and forwards the form to the Department Chair and Division Dean for approval. The form is forwarded to the Registrar's Office for processing.

Policy Review:

Academic Affairs Council 9/30/2004

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