

**ACADEMIC PROCEDURES MANUAL
DM 1440.2G**

**DELGADO COMMUNITY COLLEGE
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**Cancellation:
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Distribution:

Standard Distribution Lists:

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SDL B: Campus Deans
SDL C: Associate Deans/Assistant Deans
SDL D: Division Chairs
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SDL F: Department Heads
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**cc: President, Faculty Senate
Board of Trustees
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CHANGE OF STUDENT RECORD FORM DC 1442/002

The Change of Student Record Form 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 Division Chairperson, or the Campus Dean. This form is used only when add/drops/reinstates are processed in the Registrar's Office.

A. OFFICIAL "ADD/DROP" PERIOD

During the official add/drop period (first week of class in fall and spring, first two days in summer), all course changes are processed in the Registration Area. The process takes place in the Division Office for the rest of the first week of class. Form DC 1442 is not used at this time. Students have the needed changes input on-line and receive a computer printout of the change. This printout serves as the official class schedule/receipt for the student.

Each transaction processed must be signed by the student and college staff member. All add/drops are official when input into the computer. The \$10 drop/change of Section fee, course fees, and any additional tuition are automatically added to the student's bill. Outstanding debts must be paid before grades will be released or transcripts issued. Use the drop code of "DA" if the student is changing courses or sections, and the drop code of "DR" 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 of "D2." Students enrolled only in a cancelled course must be withdrawn in the Registrar's Office.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 in the Registrar's Office after the first two weeks of class. The student must complete the Change of Student Record Form. There is a fee for all student-initiated drops or changes of section prior to the official enrollment date.

D. ADDS AFTER OFFICIAL ADD PERIOD

A very limited number of adds are processed after the official add period has ended. The permission of the Division Chairperson for the course is requested for these additions during the week following the add period. Both the Division Chairperson and the Campus Dean must approve any adds after that period. These changes are processed in the Registrar's Office after the student secures the appropriate signatures.

E. ADMINISTRATIVE CHANGES

Administrative changes are made where 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 Chairperson and are processed in the Division or in the Registrar's Office after the official add/drop periods ends. Use a drop code of "DC" if the student is entitled to a 100% refund or if the student is adding another course or section. Use "DB" to give the student a percentage refund, but not to charge the \$10 drop fee.

F. **REINSTATEMENT**

A reinstatement request may be initiated by:

1. *Student* - The student submits the written request and reason to the Instructor. Example: doctor or hospital notification. The Instructor decides if a reinstatement is warranted. He/she 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 and attaches the student's explanation, and forwards it to the Division Chairperson for approval. The approved form is then sent to the Campus Dean for approval. If approved, it is forwarded to the Registrar's Office for processing.
2. *Student* - A student successfully appeals an excessive absence drop (see section on excessive absences).
3. *Administration* - This category is used when a student has been dropped in error by the Instructor. The Instructor, the Division Chairperson and the Campus Dean's signatures are necessary. The form is forwarded to the Registrar's Office for processing.
4. *Admissions Office* - This category is used if the student has been dropped for failure to meet admission requirements and is being reinstated by the Admissions Office. If the student is reinstated by the Admissions Office, the form will be forwarded to the Instructor for consideration. He/she is to consider the number of absences and whether the student can successfully complete the course by the end of the semester. The Instructor signs if he/she approves. If the Instructor does not approve, he/she sends a memo of explanation. The form in both cases must be approved also by the Division Chairperson and the Campus Dean before it is returned to the Admissions Office. If approved, it is sent to the Registrar's Office for processing.

G. **PROCEDURE FOR TRANSFERRING TO SAME COURSE AT DIFFERENT TIME BECAUSE OF 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 Division Chairperson with a letter from his 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 the day work 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 his 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 Division Chairperson for approval. The Division Chairperson signs the form and forwards the form to the Campus Dean. The Campus Dean signs the form and forwards it to the Registrar's Office. The yellow copy is given to the Instructor gaining the student along with documents attached by the releasing Instructor.
