



DELGADO COMMUNITY COLLEGE

NUMBER:	DCI 2122.3A
EFFECTIVE DATE:	March 21, 1990
ORIGINATING ORGANIZATION:	AA01

MANAGEMENT INSTRUCTION

SUBJECT: END-OF-SEMESTER CHECKOUT

PURPOSE

To promulgate the policy and procedure for end-of-semester checkout by instructional personnel.

SCOPE AND APPLICABILITY

This instruction applies to all instructional personnel of Delgado Community College.

POLICY

Requirements for end-of-semester checkout contained in this issuance must be fulfilled before instructional personnel are issued their final pay checks.

GENERAL PROVISIONS

In the past, at the end of each semester or term, many instructors have failed to submit certain academic records or to return audio-visual equipment and library books on loan to them. Consequently, the College has experienced difficulty in maintaining proper academic and property accountability records. To rectify this situation, at the end of each semester or term, instructional personnel will use the End-of-Semester Checkout Form, DC 2122/001, to certify that they have turned in all records and equipment and have cleared all College parking tickets.


RESPONSIBILITIES AND PROCEDURES

At the end of each semester or term, instructional personnel will turn in records and equipment as indicated below.

March 21, 1990

- a. **All Instructional Personnel** will submit to the Campus Dean through the division chairman a completed End-of-Semester Checkout Form, DC 2122/001, certifying that they have:
 - (1) Turned in original Class Record Books (Gradebooks) and Final Grade Rosters;
 - (2) Returned all library books and audio-visual equipment;
 - (3) Paid or cleared all Delgado parking tickets.

- b. **All Parttime Instructors**, in addition to completing End-of-Semester Checkout Form, will:
 - (1) Submit completed Request for Payment, Parttime Agreements, Form DC 3242/003, to the Accounting Office through the division chairman
 - (2) If not teaching during the following semester, turn in all keys, tools, instructor manuals and departmental books (other than class texts) to the division chairman.


James A. Caillier
President

Attachments:

- A - End-of-Semester Checkout Form
DC 2122/001
- B - Request for Payment, Parttime
Agreements, Form DC 3242/003

*
See Provost Office
for current forms.

Distribution:

SDL A, B, C, D, E, F

cc: President, Faculty Senate