



**INTERNAL POLICY AND PROCEDURE**

**TITLE:** Department of Education Title III Equipment Loans to Students for Educational Use

**EFFECTIVE DATE:** July 28, 2020

**CANCELLATION:** none

**DIVISION:** Academic Affairs

**CATEGORY:** Department of Education Title III Grant

**RESPONSIBLE DEPARTMENT:** Student Academic Success Center

1. **Purpose**

To establish procedures for loaning equipment purchased with Department of Education Title III Grant funds to students for educational purposes.

2. **Scope and Authority**

This policy applies to all eligible students, faculty, and staff involved in the loan of Department of Education Title III equipment to students for educational use.

3. **General Guidelines**

- A. In accordance with the College's [Management and Control of State Property policy](#), each Department Head designates a Property Location Supervisor to manage the inventory in an individual property location. The Department Head and the Property Location Supervisor are responsible for ensuring all movable property is maintained and transferred in accordance with the established [Property Management and Control Procedures](#).
- B. Property acquired with Department of Education Title III Grant are identified on Delgado's Master Inventory File, and are used, managed and disposed of in accordance with Louisiana Property Assistance Agency (LPAA) state guidelines and Department of Education regulations.
- C. In accordance with the College's [Property Management and Control Procedures](#), when Delgado property is loaned, temporarily relocated, or removed from the facility for use, this change in custody must be properly executed.

4. **Procedures for Loaning Department of Education Title III Equipment to Students for Educational Use:**
- A. Any loan or transfer of equipment purchased with Department of Education Title III funds to students for educational use will be housed in the City Park Campus Distance Learning and Instructional Technology Office and processed in accordance with the following procedures.
  - B. The Title III Project Director and the Distance Learning and Instructional Technology (DLIT) Office are responsible for confirming that the student has assumed responsibility for the loaned equipment by ensuring completion of the following:
    - (1) All necessary signatures and information must be included on the Property Control Office's [Custody Receipt-Property Removal Pass, Form 1352/001](#).
      - This form must indicate the reasons for loaning the equipment are for the student's educational use and when the equipment is to be returned.
      - All appropriate signatures must be received prior to the College releasing the equipment and the student receiving the equipment.
    - (2) The students accepting the loaned equipment must also electronically certify that they:
      - accept financial responsibility for the replacement of all damaged, lost, or stolen equipment and/or accessory parts (excluding normal wear and tear);
      - will only use the equipment for educational purposes to complete Delgado courses/coursework; and
      - will return the equipment to the designated authorized College representative by the required return date, or at any time requested by Delgado Community College.
  - C. A copy of the Custody Receipt-Property Removal Pass is sent to the Title III Project Director no later than ten (10) calendar days after the change in custody.
  - D. The Distance Learning and Instructional Technology Office is responsible for maintaining official record of the students' electronic certification and for administering an effective follow-up system to ensure equipment is returned promptly after use.
  - E. Upon receipt, the loaned equipment must be returned to the Distance Learning and Instructional Technology Office. The Title III Project Director has the authority to redirect the equipment for other meaningful use in accordance with federal regulations.
  - F. If equipment is lost, stolen, or damaged beyond economical repair, the student must immediately notify in writing to the Distance Learning and Instructional Technology Office and Campus Police.
  - G. Title III Project Director will request the Controller's Office to charge the student's account the full value of the equipment.

*Attachments:*

[Custody Receipt-Property Removal Pass, Form 1352/001](#)

*Policy and Procedures Reference:*

Delgado Policy and Procedures Memorandum, [Management and Control of State Property policy](#)

Delgado [Property Management and Control Procedures](#)

*Review Process:*

Ad Hoc Committee on Title III Equipment Loans to Students 7/27/2020  
Vice Chancellor for Business and Administrative Affairs 7/27/2020

*Approval:*

Vice Chancellor for Academic Affairs 7/28/2020