

POLICY & PROCEDURES MEMORANDUM

TITLE:	CHANGES TO APPROVED SCHEDULE OF CLASSES
EFFECTIVE DATE:	September 16, 2003 (*Title Updates 2/4/09)
CANCELLATION:	DCI 1271.1 (5/21/85)
OFFICE:	Academic Affairs (AA)

POLICY STATEMENT

Delgado Community College is committed to meeting the educational needs of its students and every attempt is made to adhere to the schedule of classes that is published in the semester *Class Schedule*. Changing logistical information after the schedule is in print may result in difficult situations and time conflicts for students. Whenever possible, changes to the *Class Schedule* are avoided; however, in the event changes are required, they are handled according to the specific procedures outlined in this memorandum.

PROCEDURES & SPECIFIC INFORMATION

1. **Purpose**

To publish the procedure for making changes to the schedule of classes after the *Class Schedule* has been submitted for publication.

2. **Scope and Applicability**

This policy applies to all campuses and sites of Delgado Community College.

3. **Procedures**

Changing times, days, and/or rooms after the *Class Schedule* is in print may result in students enrolling themselves in classes at times or in places other than those in the published schedule. It may also result in some students not being able to enroll in certain classes because of time conflicts. To avoid difficult consequences for students, the following procedures are followed:

- A. Whenever possible, no changes should be made to the *Class Schedule* between the time of publication and the end of the registration period with the exception of adding new sections of classes and canceling or merging low-enrollment sections of classes.
- B. If a course section is to be moved to a different time or day, the instructor of that section or the Dean for that division must meet with the students on the first day of class and inform them of the change. A sign notifying students of the change must also be posted in a prominent position outside of the room through the end of the 14th day of the semester (7th day for the summer session).
- C. When a course section is being moved to days and/or times other than those in the printed schedule, the division housing the course must make every effort to accommodate students whose schedules have been disrupted by the change even if it requires placing students in filled sections of classes.

4. **Cancellation**

This policy and procedures memorandum cancels DCI 1271.1, *Changes to Approved Schedule of Classes*, dated May 21, 1985.

SIGNATURE

Raymond J. Garrity
Interim Chancellor

Review Process:

Academic Affairs Council 8/28/03

Executive Council 9/16/03

Distribution:

Electronic Distribution Via Intranet and E-Mail Systems