

POLICY & PROCEDURES MEMORANDUM

TITLE:	REPAIR OF PERSONAL PROPERTY
EFFECTIVE DATE:	March 17, 1995* (*Title Updates 4/18/07)
CANCELLATION:	DCI 1410.1 (4/2/90)
CATEGORY:	Administrative (AD)

POLICY STATEMENT

No operating unit of the College may perform repairs to personal property. This does not apply, however, to student property that is used in a course in which a student is enrolled and is used with the knowledge and consent of his/her instructor. Student property is defined as property owned by a student or property for which a student claims responsibility.

PROCEDURES & SPECIFIC INFORMATION

1. **Purpose**

To describe Delgado's policy prohibiting the repair of personal property through or by College operating units.

2. **Scope and Applicability**

This policy and procedures memorandum applies to all employees and operating units of Delgado Community College.

3. **Specific Information**

Repairs will not be performed on any personal property which may include, but may not be limited to, automobiles, air conditioners, televisions, and video equipment, regardless of whether the repair is for training purposes or personal benefit. This does not apply, however, to student property that is used in a course in which a student is enrolled and is used with the knowledge and consent of his/her instructor. Student property is defined as property owned by a student or property for which a student claims responsibility.

4. **Agreement to Use Student Property for Educational Purposes**

Student property may be used only for a course in which a student is enrolled with the knowledge and consent of the instructor. If student property is used in a course, the College is not responsible for the property. The property must be removed from the College no later than the last day of class. The student releases the College of any liability associated with the property and any liability associated with the student's failure to remove the property by this time. After the last day of class, the College may dispose of the property as the College sees fit.

In order to use student property as part of his/her course work, the student must complete the Agreement to Use Student Property for Educational Purposes Form (Form 1410/001). This form must be signed by both the student and the instructor of the course. The instructor must file the original of the form in the Division Dean's office.

5. **Cancellation**

This policy and procedures memorandum cancels DCI 1410.1, *Repair of Personal Property*, dated April 2, 1990.

Policy Reference:

Louisiana Constitution, Article 7, §14(A), Donation, Loan or Pledge of Public Credit:
Prohibited Uses

Review Process:

Ad Hoc Repair of Personal Property Committee 1/19/95
Executive Council 3/7/95

Distribution:

Distributed Electronically on the College's Intranet

Attachment A:

Agreement to Use Student Property for Educational Purposes Form (Form 1410/001)



AGREEMENT TO USE STUDENT PROPERTY FOR EDUCATIONAL PURPOSES

Division _____
Semester _____ Year _____

I, _____, Student ID # _____, acknowledge that I own or claim responsibility for the property listed below which will be used in the following course for the following purpose(s):

<u>Description of Property</u> <i>(Please include serial number, if applicable)</i>	<u>Course</u> <i>(include name/number of course and section number)</i>	<u>Purpose(s)</u> <i>(specific project(s), please describe)</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

This course is taught by _____ (name of Instructor) in the _____ (Division). I release the College of any responsibility associated with this property and I assume full liability for any damages associated with the use of this property. I understand that I must remove the property from the College no later than the last day of class and that if I fail to remove the property by the last day of class, I allow the College to dispose of the property as the College sees fit.

Student's Signature Date

I approve the student's use of this property in the course listed above.

Course Instructor's Signature Date

**Instructor must file the original of this form in the Division Dean's office.*