

STUDENT AFFAIRS OP 91.13: Contacting Students

Date: September 25, 2006

Purpose

To provide guidelines for delivering messages to students while protecting the classroom process from disruption.

Policy

Students are not to be called from the classroom for any reason other than a dire emergency.

Procedure

1. The primary means of making contact with students are through the U.S. mail, electronic mail, or through telephone messages left with the officers, staff, or roommate(s) within a student's place of residence.
2. The need to confer with a student about financial, social, organizational, or conduct matters is not normally considered to be an emergency. Academic offices are not to be contacted for delivery of notices to students.
3. The University Police Department is not to be used as a messenger service except for extreme emergencies.
4. Whenever possible, death messages and other emergency messages will be delivered by professional staff.

Review

The Vice President for Student Affairs is responsible for the review of this operating policy every four years or as needed.

**DIVISION OF STUDENT AFFAIRS
OPERATING POLICIES AND PROCEDURES**

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REVIEWED BY:

/s/ William Kibler
Vice President for Student Affairs

9/8/2011
Date

/s/ Lesia Bryant
Internal Auditor

9/19/2011
Date

/s/ Joan L. Lucas
General Counsel

9/21/2011
Date

APPROVED BY:

/s/ Mark E. Keenum
President

9/26/2011
Date