



## **OP 91.130: Contacting Students**

### **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.

**REVIEWED BY:**

/s/ Regina Y. Hyatt  
Vice President for Student Affairs

07/20/2016  
Date

/s/ Timothy N. Chamblee  
Assistant Vice President & Director  
Institutional Research and Effectiveness

07/25/2016  
Date

/s/ Joan Lucas  
General Counsel

07/25/2016  
Date

**APPROVED BY:**

/s/ Mark Keenum  
President

07/25/2016  
Date