



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 by listed telephone numbers.
2. The need to confer with a student about financial, social, or organizational, or is not normally considered to be an emergency. Academic offices are typically not 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 designated to perform these functions.

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 Young Hyatt
Vice President for Student Affairs

3/17/2022
Date

/s/ Tracey N. Baham
Assistant Vice President, Institutional Strategy & Effectiveness

3/17/2022
Date

/s/ Joan Lucas
General Counsel

3/24/2022
Date

APPROVED BY

/s/ Mark E. Keenum
President

6/27/2022
Date