

Mid-Atlantic Christian University Institutional Policy #9

SUBJECT: Informing Faculty/Staff of departing students

DATE: November 1998

REVISED: March 2010; April 2020

NEXT SCHEDULED REVIEW: February of even-numbered years

APPROVED BY BOARD OF TRUSTEES: October 18, 2013

Policy for: VP Academic Affairs, VP Student Life, Registrar

Procedure for: VP Academic Affairs, VP Student Life, Registrar

Authorized by: President

Issued by: Board of Trustees

I. Purpose

To establish protocol for informing faculty and staff when a student is no longer enrolled.

II. Policy

It is the responsibility of the Vice President for Student Life to inform faculty and staff concerning the departure of students for disciplinary reasons, the responsibility of the Vice President for Academic Affairs to inform faculty and staff concerning the departure of students for academic reasons, and the responsibility of the Registrar to inform faculty and staff concerning the departure of students for personal reasons. Faculty and staff will be informed of said action by the appropriate person within 24 hours of the administrator's knowledge of the action.

III. Procedure

- A. Generally speaking, academic decisions are made at semester breaks and usually more than one student is affected. The note informing faculty and staff of the departure can simply say, "The following students have been suspended from MACU for academic reasons."
- B. Disciplinary decisions are made in Disciplinary Committee meetings. The note can simply say, "_____ has withdrawn from MACU for disciplinary reasons."
- C. Students who withdraw for personal reasons usually fill out a form at the Registrar's office; when this form is filled out, a note to the faculty and staff can state, "_____ has withdrawn from MACU for personal reasons."

- D. Faculty and staff shall receive the news (via email, note, or other appropriate medium) within 24 hours of the Disciplinary Committee meeting, the notification to the student of his suspension for academic reasons, or, in the case of withdrawal for personal reasons, the filling out of the withdrawal form.
- E. Any MACU faculty or staff who become aware through other means that a student has departed, even though the student has not formally withdrawn, will notify the Registrar, who will notify all faculty and staff.

IV. Published: Policy Manual

V. Reason for Revision

VI. Appendices