

When it becomes necessary to notify a student in a class, which is in session, that the student needs to address some immediate issue (i.e., family emergency, legal issue, safety issue, etc.), the following procedure should be used by any party, including security and law enforcement agencies, that needs to address the student.

The party seeking the student should go to the Offices of Human Resources, Student Services, or Safety and Security. If the department dean/chair is not available, the appropriate Vice President<sup>1</sup> should be notified.

The responsible party should go to the classroom, politely knock on the door, call the instructor into the hall and tell the instructor that the student needs to be excused from the class to deal with a critical issue. The instructor should call the student out of class and tell him/her that s/he needs to address the issue. If there is a safety issue or a legal issue, security may accompany the responsible party to the classroom but should remain in the background out of sight of the students in the classroom.

Every effort should be made to not embarrass the student. Also, any interruption or disruption of the class should be kept to a minimum. Once the student is out of class, all parties should return and address any issues pertaining to the student in a private setting.

Adopted: August 26, 2022