

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 5.9.1

Title: Student Academic Referrals	
Originated by: Kim Kickhaefer, VPSS	
Signature	Date
Approved by:	
Signature	Date
Reviewed on:	Revised on:

Policy Statement: The Vice President of Student Services, as the President’s designee, will respond to and resolve student referrals made on the basis of repeated patterns of observed unacceptable behavior(s).

Rationale: This guideline will increase the efficiency and effectiveness for addressing the unacceptable behaviors resulting in a disciplinary referral by detailing the process to be followed and clarifying instructor expectations with regard to that process.

Procedure:

1. Instructors should make clear to students via lecture, course syllabi, and reference to the Student Policies & Procedures Handbook (See *Conduct.*) what constitutes acceptable vs. unacceptable behavior.

2. An instructor who observes any instance(s) of unacceptable behavior should immediately address the behavior(s) with the student responsible. If the instructor who witnesses the behavior(s) does not have the student in a class but merely was a witness to the behavior(s), that instructor should then report the behaviors to the necessary instructor. The instructors should then address the unacceptable behavior(s) with the student.

3. If there is a second observed incident of the same behavior(s), the instructor should forward a completed Counselor Referral form to the MATC Counselor and the student should be referred to the Counselor for follow-up.

4. If a third observed incident of the same behavior(s) occurs, the instructor should complete an Administrative Referral form and send it and the student to the Vice President of Student Services for action as necessary.