

ADMINISTRATIVE DIRECTIVES AND ADMINISTRATIVE SUMMONS

Administrative Directives

An administrative directive is an official request from a College employee to a student that the student attend a meeting or activity, provide information, respond to an inquiry, or take some other action related to the student's education, conduct, or participation in a College activity or otherwise related to College operations. Students must comply with lawfully issued directives of College employees acting in the performance of their official duties.

Administrative Summons

Occasionally, College personnel with an administrative office will need to meet with students at various times to discuss College matters. When a student receives an administrative summons, the student is expected to report to the designated office at the time and date or within the time frame stated in the notice or schedule an appointment with the designated office.