

Matanuska-Susitna College Communication Procedure

Students

Sources: Board of Regents Policies/Procedures 2006/2007 and Vice Chancellor for Student Affairs, UAA

1. Student: → Instructor Assigning Grade → Coordinator → Academic Affairs
Grade Dispute
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MSC Academic Dispute Resolution Committee (Formal Hearing)
2. Student with → Faculty Member → Coordinator → Academic Affairs → Director
Faculty Issue
3. Student: → Student Services → Academic → Director
Harassment Affairs
4. Student: → Student Services
Discrimination or
Disability Support Services → Academic → Director
Affairs

Part-Time Faculty

Sources: Matanuska-Susitna College Faculty Handbook, page 5-6; MSC Coordinators' Description of Duties & Responsibilities, page 1

1. Part-Time Faculty → Coordinator → Academic Affairs
Teaching Schedules (Scheduling Disputes)
2. Part-Time Faculty → Coordinator → Appropriate Area
General Questions /
Mentoring
3. Part-Time Faculty → Academic Affairs
Canceling Class Due to Absence
4. Substitute Teacher → Coordinator → Business Office
Approval
5. Supervision & → Academic Affairs
Disciplinary Action

Full-Time Faculty

Sources: Matanuska-Susitna College Faculty Handbook, page 5-6; MSC Coordinators' Description of Duties & Responsibilities, page 1

1. Full-Time Faculty Teaching Schedules → Coordinator (Submission of Preferred Schedule) → Director (Scheduling Disputes)
2. Full-Time Faculty General Questions / Mentoring → Coordinator, Academic Affairs, or Director
3. Full-Time Faculty Canceling Course → Coordinator → Academic Affairs
4. Substitute Teacher Approval → Coordinator → Business Office
5. Supervision & Disciplinary Action → Director

Student Services Staff & Counselors

Sources: MSC Coordinators' Description of Duties & Responsibilities, page 1

1. Full-Time Faculty General Issues → Faculty Member → Director
2. Full-Time Faculty Academic Issues → Faculty Member → Coordinator → Academic Affairs
3. Part-Time Faculty General Issues → Faculty Member → Academic Affairs
4. Part-Time Faculty Academic Issues → Faculty Member → Coordinator → Academic Affairs