

Resources for Faculty and Staff

The Office of the Dean of Students serves as a connection point to a wealth of resources for faculty, staff and students. Our office provides support and assistance through consultation, advisement, and direct services regarding a wide array of issues, questions, and concerns in an effort to ensure a positive, rewarding and safe educational environment and experience for all members of the University community.

Student Assistance

Emergency Notification

The Office of the Dean of Students notifies instructors on behalf of students who experience verified personal or medical emergencies that might prevent their attendance in class for a period of time. *(Please note: Students are advised to contact their instructors as soon as they are able to arrange any make-up work.)*

Hardship Withdrawals

When non-academic emergency situations (medical, personal, or financial) cause a student to miss numerous classes and prevent him/her from completing his/her coursework, he/she may be eligible for a hardship withdrawal. Students can be referred to the Office of the Dean of Students for more information and assistance in completing a hardship withdrawal application. Additional information about the Hardship Withdrawal Policy and Procedures can be found on the Office of the Dean of Students' website: <http://www2.gsu.edu/~wwwdos/hardship.html>.

Victim Assistance

The Office of the Dean of Students provides victim assistance services to students who have been the victim of a crime or other traumatic event. The student centered support services include direct crisis intervention, making appropriate referrals (Counseling and Testing Center, Student Health Clinic, GSU Police, etc.), ensuring the student has appropriate support during all phases of legal/judicial proceedings, supplying information (victim rights, typical responses to trauma and victimization, safety planning, etc.), and providing on-going follow-up and support as needed.

Student of Concern Team

Occasionally, students exhibit behavior or communicate in a fashion that raises concern for their health and safety and/or for that of the campus community. The Office of the Dean of Students maintains and coordinates the activities of the Student of Concern Team, which addresses such concerns. In priority order, our office always focuses on: 1) protecting the safety of individuals and the community; 2) attending to the student's immediate medical/mental health needs (e.g., perhaps they are under the influence of a substance, expressing suicidal intent or exhibiting disordered thought processes); and, 3) addressing the behavior itself.

Procedures:

- 1) In the event of a **medical emergency** or if anyone (student, faculty, staff) is **concerned for their personal safety or the safety of others**, they should **immediately** call the Georgia State University Police Department at (404) 413-3333 or 3-3333.
- 2) Any behavior that is inappropriate, troubling, disruptive or otherwise cause for concern, should be reported to the Department Chair (or Dean's Office, per college preference), as well as whether or not the police have been notified. Consultation may result in a call to the Police particularly when an incident is underway.
- 3) The Department Chair, Dean's Office or faculty member (per college preference) should then contact the Office of the Dean of Students to report the behavior and to consult regarding the various options and most appropriate actions depending on the facts specific to the incident(s).

Follow-Up Options may include:

- 1) Voluntary referrals to on and off-campus resources (i.e., Counseling Center, Health Clinic, etc.)
- 2) The Office of the Dean of Students may require the student to participate in a Risk Screening administered in conjunction with the Counseling Center resulting in medical/mental health recommendations that are sometimes made conditions of continued enrollment and/or residence in University Housing;
- 3) The Office of the Dean of Students may initiate a hardship withdrawal for the student;
- 4) The Faculty/Department Chair/College may initiate the Disruptive Student Policy;
- 5) The Office of the Dean of Students may initiate judicial actions related to Code of Conduct violations or may place a student on interim suspension or initiate the non-academic withdrawal policy.

Student Judicial Affairs

Student Code of Conduct-General Conduct

The Office of the Dean of Students supports the mission of Georgia State University by administering the Student Code of Conduct, “the Code,” and serving as a campus resource. Alleged violations of the Code are adjudicated with a student development approach that considers the violation’s impact on campus climate and safety. A copy of the Student Code of Conduct and Policies is available on the Office of the Dean of Students’ website:

<http://www.gsu.edu/deanofstudents>.

Any member of the campus community may file an incident report against a student and/or student organization for alleged violations of the Code. Complaints must be filed in writing with the Dean of Students Office. Incident Report forms are available on the Office of the Dean of Students’ website: <http://www2.gsu.edu/~wwwdos/incident.html>.

Student Code of Conduct-Academic Honesty Policy

The Office of the Dean of Students supports the Senate Committee on Student Discipline’s administration of the Policy on Academic Honesty. All reported violations are maintained in the Office of the Dean of Students’ student judicial database. Penalties for violations are classified as academic or disciplinary. Academic sanctions include penalties such as a failing grade or the course itself. Examples of disciplinary sanctions are: suspension, expulsion and transcript notations. The Senate Committee hears cases that involve a request for a disciplinary penalty and/or a student’s second (or greater) violation of the Policy on Academic Honesty. The Policy on Academic Honesty is available on the Office of the Dean of Students’ website: <http://www.gsu.edu/deanofstudents>.

Other

Off-Campus Housing

The Office of the Dean of Students provides students with access to an off-campus housing website which allows them to enter a wide range of specifications such as price range, pets, MARTA access, distance from school, etc., to narrow their search and find off-campus housing that best meets their needs. The off-campus housing website is available on the web: <http://ochousing.gsu.edu>.

Faculty Drop Off Site for Scanning and Scoring Services

Scanning and Scoring Services are provided by the GSU Testing Center, which is on the 2nd Floor of 75 Piedmont Avenue located at the corner of John Wesley Dobbs and Piedmont Avenue and is presently identified as the Citizens Trust Bank. The Office of the Dean of Students also serves as a drop site for scanning and scoring services. Additional information about these services can be found on the web: http://www.gsu.edu/counseling/scanning_and_scoring.html.

Contact Us

Suite 300, Student Center
44 Courtland Street
Atlanta GA 30303-3973

Phone: 404/413-1515

Fax: 404/413-1526

Visit Us on the Web

<http://www.gsu.edu/deanofstudents>

Office Hours

Monday - Friday, 8:30 a.m. - 5:15 p.m.