

Protocol 1040 Addressing Concerns Regarding Students

Protocol Number: 1040

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Protocol

If someone is concerned about a GSSIMR student for any reason, they should share that concern with Graduate School staff. When a concern is shared, the following steps are followed:

1. Receive Concern

A concern is shared with the Assistant Dean for Academic Affairs (or, secondarily, Associate Dean for Administration). Concerns might include, but are not limited to, attendance; performance in courses, laboratory rotations, and thesis laboratories; possible policy infractions; physical and mental health, and stress. Concerns can be brought forth by faculty, students, staff, or others.

2. Assessment of Concern

An assessment is conducted by the Associate/Assistant Dean with whom the concern was shared during the original report. The goal of the assessment is to determine the next steps for addressing the concern and helping the student as appropriate. During the assessment, the Associate/Assistant Dean:

- a. Takes the original report into consideration.
- b. Reviews any available previously reported concerns and other known information.

3. Determine Next Steps

The Associate/Assistant Dean bases the next steps on the assessment. Next steps can include, but are not limited to:

- a. Monitoring the situation and communicating with original reporter.
- b. Consulting with relevant GSSIMR staff including the Human Resources Officer.
- c. Talking with the student.
- d. Informing the Dean for awareness and monitoring.
- e. Involving the Dean for further action.
- f. Involving the Human Resources Officer for further action.
- g. Contacting relevant faculty and communicating with them about the student.
- h. Determining if other policies or protocols need to be applied and following the appropriate steps in those policies or protocols.
- i. Contacting relevant departments as outlined in the Shared Services Agreement as appropriate.
- j. Referring the student to other resources, such as mentoring from the Dean and/or supervisory committee members; insurance benefits and the Employee Assistance Plan (EAP); benefits department; human resources department; travel allowance.

4. Take Action

Once the Associate/Assistant Dean determines what the appropriate next steps are, action is taken in order to help the student.

5. Additional Actions

Based on the results of the previous steps, the Associate/Assistant Dean, in consultation with the Human Resources Officer and/or the Dean, will determine if additional actions need to be taken.

Through this process, communication with appropriate people will continue.

The Associate/Assistant Dean logs the concern into the Concerns Log and updates it as information is available. The following information is included:

- a. Summary of concern
- b. Solution(s) sought
- c. Communication with student
- d. Response
- e. Outcome/Actions
- f. Closed date

Ongoing professional development of faculty and staff will occur to inform them about concerns that may arise as they interact with students. The identification of specific students will be kept confidential in any general discussion in accordance with Policy 930 (Education Records Privacy and Release).