**Student of Concern Quick Sheet**

**PROCESS**

*Initial Incident:* If you feel you, the student of concern, or other students may be in immediate danger, contact University Police at 912.344.3333. Do not dial 911, as this will get directed to Savannah Metro and re-directed to Armstrong University Police. If you are not able to call University Police, direct a student in your class or a colleague in your office to do so.

For behaviors you would consider minor, you can: pull the student aside after class, tell them what you observed, and ask them if everything is ok. You may also remind them of your behavior expectations and those expectations of the Code of Student Integrity. You may also try just generally addressing the entire class rather than pulling a specific student aside.

For more serious behaviors, you should: remain firm, but professional. Inform the student if they have questions or concerns, then you will speak with them after class. If the observed behavior continues and it disrupts your teaching or the class, you may ask the student to leave for that one class period. If the student refuses to leave or the behavior escalates, you should contact University Police.

**Reporting:**

If you have concerns about a student or if you ask a student to leave your class, you should contact that Office of Student Integrity at 912.344.3300 or the Dean of Students at 912.344.2519. Reporting something does not mean the student is “in trouble.” You will be asked what preferred response you want from the Office of Student Integrity. Often times faculty will report students of concern, but want no action by the Office of Student Integrity. We can also work with you to strategize ways to talk with the student. We can come and be present at a meeting with you and the student to help facilitate the conversation.

In rare and extreme circumstances, the Vice President for Student Affairs can issue an interim suspension for a student for a specific class. The student would not be able to return to the class until he or she meets with the Office of Student Integrity.

Your report may be forwarded on to the Behavioral Assessment Team for further strategizing on how to manage and work with the student. You will be asked to submit a report in writing to the Office of Student Integrity.

**Follow-up**

As the reporting faculty member, it is important for you to know what is being done with the report you submitted. As much as allowed by law, the Office of Student Integrity will keep you informed on the status of the report you submitted and any action that may or may not be taken on the information submitted. You may also be contacted for additional follow-up information as necessary.