

A large, light gray graphic of the number '10' is positioned on the left side of the page. The '1' is a simple vertical bar, and the '0' is a rounded shape. The text 'TOP TEN TIPS' is overlaid on the right side of the '0' in a bold, dark gray font.

TOP TEN TIPS

SUPPORTING FACULTY IN UNDERSTANDING ESSENTIAL
INFORMATION TO PROMOTE STUDENT SUCCESS

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Avoiding Trouble

Faculty are being asked to take on more and more responsibilities, some which may be federally mandated. Student Affairs staff members can assist with training for situations that may arise. This booklet highlights information regarding 10 student situations faculty may encounter.

Training

Student Affairs staff are available to attend a staff meeting, faculty meeting, department meeting, or committee meeting to conduct a training on any of the topics outlined. One on one coaching is also available.

To schedule training, contact Rachel Brinley at 785.628.5824 or rbrinley@fhsu.edu. When requesting training, please include the date/time/location, type of training, and the amount of time allotted for training. We suggest a minimum of 15 minutes for the presentation and 15-30 minutes for questions and answers.

1 Reporting Concerning Behavior Immediate Concerns: Dial 911

Questions: Dr. Keegan Nichols | 785.628.5824 | knnichols@fhsu.edu

Behavior Intervention Team

Designed for early detection and engagement. The key principle is that by being proactive, the tiger community can prevent violence. Nearly 80% of campus shooters shared their entire, or parts of their plans, with others prior to their shooting.

Reporting Opportunities

It's essential to know where to go to report different student behaviors. Illustrated below are different examples of items to report and how you can report them.

* Maxient / Concerning Student Behaviors

A conduct software for faculty and staff to report concerning student behavior. This information is used in discipline hearings and monitoring concerning behaviors to better assist students.

How to Report

- > fhsu.edu
- > Tiger Central
- > Log-in
- > Information
- > Concerning Behavior
- > Report-It Form
- > Complete the Form
- * Student Affairs will notify faculty within 24-48 hours that the form was received

Items to Report (not limited to)

- > Disrupting Class
- > Bullying
- > Drug/Alcohol Abuse
- > Eating Disorder
- > Writing/mentions suicidal thoughts
- > Self-destructive patterns

* StarFish / Tiger IQ

A retention tool.

How to Report

- > fhsu.edu
- > Tiger Central
- > Log-in
- > Information
- > TigerIQ
- > Complete the Form

Items to Report (not limited to)

- > Not attending class
- > Kudos for job well-done
- > In danger of failing the course

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Gender-Based Violence (GBV)

Violence that is directed against a person on the basis of gender. It constitutes a breach of the fundamental right to life, liberty, security, dignity, equality between women and men, non-discrimination, and physical and mental integrity.

Faculty/staff who are considered employees responsible for reporting must report gender-based violence which occurs in a class, training program, at a conference or school sponsored trip (student traveling to conferences and studying abroad included). Anyone who advises student organizations or has otherwise been appointed is considered a responsible party and is required to report. Reports must be made to Dr. Keegan Nichols, Title IX Coordinator, at 785.628.5824 or knnichols@fhsu.edu.

Types of Reports

★ Police Report

Criminal Process | x911 OR 785.682.5304

> Partial confidentiality- witnesses, accused, and few others will be contacted.

★ AVPSA/Title IX Report

Administrative Process | 785.628.5827

> Partial confidentiality- must conduct an investigation where the accused party and responsible employees will be notified.

★ Kelly Center, Student Health Center, or Options Domestic and Sexual Violence Services Inc.

Confidential Process | 785.628.4401

> Confidential- will not expose details to any party.

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Virtual and On-Campus Student Misconduct in the Classroom

Questions: Dr. Keegan Nichols | 785.628.5824 | knnichols@fhsu.edu

Prevention Measures and Key Points

- > As soon as the unwanted behavior begins, stop the situation and speak to the student privately. If the behavior continues, you may ask the student to leave the class and speak to you at a later time.
- > Explain to the student that the behavior is not acceptable and that if it continues there could be possible consequences.
- > Set boundaries for students. If you give personal contact information, inform students of appropriate methods, frequency, time, etc. of contacting you. If a student breaks that boundary, inform him or her immediately.
- > If the unwanted behavior continues after boundaries have been set, contact the Office of Student Affairs at 785.628.5824 immediately. The sooner the office is contacted the better we can assist you with addressing the unwanted behaviors.
- * Remember that students have rights -- right to be strange, odd, and annoying. They also have the right to due process; the Office of Student Affairs can assist you through this process.
- * Concerning behaviors can be reported through TigerCentral > Information > Concerning behavior report.

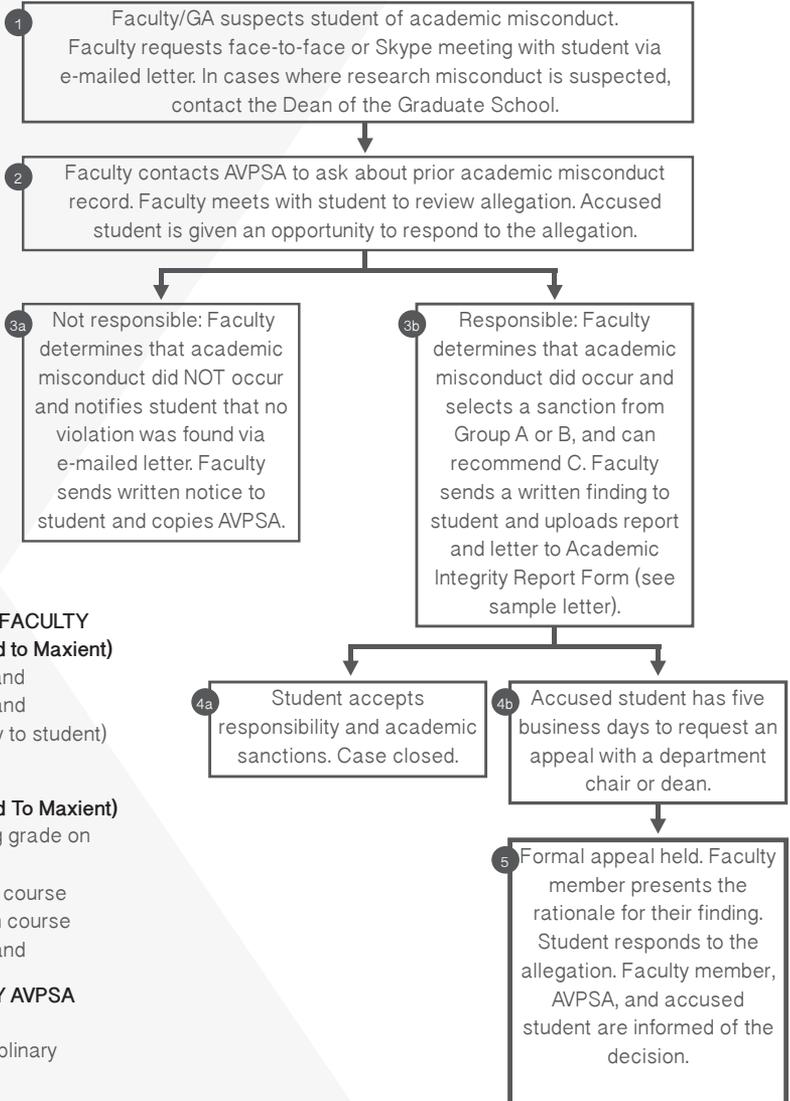
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Academic Misconduct

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Questions: Dr. Keegan Nichols | 785.628.5824 | knnichols@fhsu.edu

Academic Misconduct Procedure



Legend

DETERMINED BY FACULTY

Group A (Reported to Maxient)

- > An oral reprimand
- > Written reprimand (presented only to student)
- > Repeat work

Group B (Reported To Maxient)

- > Lower or failing grade on work
- > Lower grade in course
- > Failing grade in course
- > Written reprimand

DETERMINED BY AVPSA

Group C

- > University disciplinary probation
- > Removal from course
- > Suspension
- * Example cases:
 - Fraud/Lying
 - False Representation

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Disability Services

Questions: Kathryn Mayes | 785.628.4401 | krmayes@fhsu.edu

Providing Accommodations

Students seeking academic accommodations need to register with the Office of Disability Student Services (DSS). These accommodations are based upon their disability and are determined by documentation provided to the DSS Office. Registering with the DSS Office is important for several reasons; it eliminates the need for the faculty member to assess the student's needs on an individual basis, it provides equity for the student for their entire course schedule, and helps faculty focus their time and energy on teaching subject material, rather than determining accommodations. Registering with the DSS Office may also be important for students planning to take any standardized test with accommodations during their college career. Testing companies often require the DSS Office to provide support and verify the student has been registered and is receiving accommodations.

Information regarding accommodations is sent each semester to the student, the advisor, and the instructors via e-mail. Students may choose to use or not to use their accommodations. If a student chooses to use an accommodation, the student is responsible for talking with their instructor. Approved accommodations must be provided. Should a professor feel the accommodation alters the fundamental nature of the course or program, please contact the DSS Office.

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Medical Withdrawal

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Questions: Chris Gist | 785.628.4277 | cgist@fhsu.edu

Procedures

- > Students may initiate withdrawal from the University for medical or psychological reasons (for self or due to a family emergency) demonstrated to the Vice President for Student Affairs in consultation with the Medical Withdrawal Committee.
- > To request a medical withdrawal, a written request is to be submitted to the Vice President for Student Affairs outlining the nature of the medical/psychological/family emergency, how the situation created challenges for successfully completing the semester, the date(s) of last participation/activity in the class, verification of the medical/psychological/family emergency, and whether the request is for a withdrawal, a refund, or both.
- > Upon review of the request and supporting documentation, arrangements can be made for tuition refunds, financial aid suspension processes, or other academic accommodations to ease the transition of the student to resources better able to support their medical, psychological, and/or family needs. Modifications to housing contracts may also be possible.
- > The withdrawal decision will specify whether or not the withdrawal is for a specified period and whether or not there are any conditions for return. If the withdrawal is for a specific period or if there are any conditions for return, a hold will be placed on the student's registration status until the student is eligible for reinstatement.
- > Students should be aware that withdrawal from the University may impact Financial Aid repayment and future distributions and as such should consult with Student Fiscal Services.
- > Involuntary withdrawal of a student for medical or psychological reasons may be initiated by the Vice-President for Student Affairs, upon the determination that the best interests of the student and the University would be served by the withdrawal.
- > In no case will an involuntary withdrawal be implemented in violation of any applicable law relating to disability discrimination. Any involuntary withdrawal issued pursuant to policy shall specify all requirements the student needs to meet prior to return to the University, and the length of the withdrawal shall be specifically identified and be no longer than necessary to protect the interests of the University and student.

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Emergency Management Immediate Concerns: Dial 911

Questions: General Counsel | 785.628.4233

Useful Links

FHSU Emergency Management Plan

<http://www.fhsu.edu/crisis/>

Run. Hide. Fight: Surviving an Active Shooter Event Video

<https://www.youtube.com/watch?v=5VcSwejU2D0>

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Recognizing and Assisting Troubled Students

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Questions: Dr. Kenton Olliff | 785.628.4401 | klolliff@fhsu.edu

Specific Student Concern Training

* **Kognito**

An online suicide prevention training that can help faculty/staff recognize and assist with concerning student behaviors.

* **Military Green Zone**

An online training that helps faculty/staff assist veterans with assimilating to the classroom.

* **LGBTQ Kognito**

An online training that helps faculty/staff assist students who identify as LGBTQ with assimilating to the classroom.

* **Cultural Competence**

Faculty will work with students from many cultures and backgrounds. One presentation will walk faculty through many scenarios of working with diverse student populations.

For more information contact the Coordinator of Diversity Affairs in the Center for Student Involvement, Amber White, at 786.628.4661 or amwhite7@fhsu.edu.

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Family Education Rights & Privacy Act (FERPA)

Questions: Dr. Joey Linn | 785.628.5824 | jlinn@fhsu.edu

Handling Confidential Information

- > The protection of educational records is a priority for all FHSU faculty, staff, and administration. We do our best to protect FHSU students. The law, Family Educational Rights and Privacy Act of 1974 (FERPA), was designed to establish the rights of students to inspect and review their educational records and provides control over the release of educational record information.
- > Students have the right to inspect, review, and seek to amend educational records. Students have the right to have some control over the disclosure of educational records and the right to file a complaint for alleged violation of FERPA rights.
- > Faculty notes, e-mails, etc. are considered part of a student's educational record. Students may request those, so please be cautious of what you maintain and document.
- > FHSU faculty, staff, and administration may not release student academic information such as grades or academic standing (GPA, academic transcript, academic warning, academic probation, or discipline records) to anyone except the student (including parents). College students are considered responsible adults who may determine who will receive information about them.
- > The FHSU Registrar's Office maintains a waiver which students can sign allowing records to be released to parents or college representatives, such as faculty members. A student may, or may not, wish to sign this release. If a parent claims a release has been signed, inform the parent that you will get back to them and contact the Registrar's Office.

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Academic Advising

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Questions: Dr. Patti Griffin | 785.628.5577 | pgriffin@fhsu.edu

Development Sessions

The Academic Advising and Career Exploration (AACE) center schedule professional development sessions for advisors (professional and faculty) which include the following certificates.

- > Getting Ready to Advise
- > Technology in Advising
- > Career Advising
- > Advising Special Populations
- > Ethics, Policy and Law in Advising
 - * Each certificate has four sessions

Early in the fall, AACE will offer session(s) in conjunction with the Financial Aid Office and Student Fiscal Services regarding changes in policy.

TEN

Dr. Joey Linn

Associate Vice President | Enrollment Management

785.628.4223 | jlinn@fhsu.edu | Picken Hall

Admissions, Financial Aid, Kansas Academy of Mathematics &
Science, Registrar

Dr. Kenton Olliff

Assistant Vice President | Student Support Services

785.628.4401 | klolliff@fhsu.edu | Picken Hall

Academic Advising/Career Exploration, Career Services, Academic
Counseling/Tutoring, Disability Student Services, Personal and
Substance Abuse Counseling, Student Health Services

Dr. Keegan Nichols

Assistant Vice President | Student Life

785.628.5824 | knnichols@fhsu.edu | Sheridan Hall

International Student Services, Memorial Union, Persistence &
Retention, Residential Life, Student Conduct, Student Government
Association, Title IX