Dean of Students Office
a part of the Division of Student Affairs

“Educating Leaders for the Global Community”

University of Florida
202 Peabody Hall
392-1261
What are some of the things we do?

• Support for students (and other community members) in distress
  - students in distress
  - disruptive students
  - faculty, parents/families and others with concerns about students

• Crisis management
  - Emergency Deans
  - Behavioral Consultation Team
  - Crisis Response Team
  - Sideline Safety Zone, etc.

• New Student Programs
  - Convocation
  - Preview
  - Weeks of Welcome
  - First Year Florida
  - Family Weekend

• Disability Resource Center
  - accommodations for registered students
  - proctored testing
  - assistive technology

• Student Conduct and Conflict Resolution
  - Student Code of Conduct
  - Honor Code
  - Mediation and other alternate dispute resolution
Students in Distress

- Talk to the student privately
- Consult with the Counseling and Wellness Center
- Consult with and notify the Dean of Students Office
- Inform your supervisor
Disruptive Students

- Address the behavior
- Consult and inform the Dean of Students Office
- Inform your supervisor
- May ask student to leave for one class session
- Must refer to Student Conduct for course removal
HELPING STUDENTS IN DISTRESS:
Faculty and Staff Resource Guide

Students in Distress
The Division of Student Affairs has developed this informational guide to aid faculty and staff in assisting students experiencing difficulties.

- In an emergency, and safety is an immediate concern, call 911.
- For non-emergency safety concerns call UFPD at 352-392-1111.
- The Counseling & Wellness Center and Dean of Students Office are available for consultation. The Behavioral Consultation Team, chaired by the Dean of Students, can facilitate campus efforts to assist the student and provide support for faculty/staff.
  If in doubt, call the UF Police Department.
- All numbers below are available 24 hours a day unless otherwise indicated.

Emergency 911
UF Police Department 352-392-1111
Dean of Students Office* 352-392-1261
Counseling & Wellness Center 352-392-1575
Student Health Care Center 352-392-1161
Office of Victim Services* 352-392-5648
Housing & Residence Education* 352-392-2161

*After office hours, call 352-392-1111 and request the on-call staff person for the office you are calling.

For persons with print-related disabilities, this publication is available upon request in alternative formats. For more information contact the Office of the Vice President for Student Affairs at 352.392.1265, 711 (TTY), (155 Tigert Hall.)

Dangerous Student
Safety is an immediate concern; Verbal or physical threats to harm others; Active threats of suicide and resists help.

If Student is Dangerous or Threatening Harm to Self or Others
Call 911

Disruptive or Disturbing Student
Safety is not an immediate concern; Threatens harm to self or others, but will accept help; Demonstrates bizarre behavior or communication; Disruptive to the living/learning environment

For Mental Health Consultation or Referral
Counseling & Wellness Center 352-392-1575
After Office Hours 352-392-1575

For Student Affairs Consultation
Dean of Students Office 352-392-1261
After Office Hours Request On Call Staff 352-392-1111

Troubled Student
A student who is troubled, confused, very sad, highly anxious, irritable, lacks motivation and/or concentration; has thoughts about not wanting to live; difficulties in interactions with others.

For Mental Health Consultation or Referral
Counseling & Wellness Center 352-392-1575
After Office Hours 352-392-1575

For Student Affairs Consultation
Dean of Students Office 352-392-1261
After Office Hours Request On Call Staff 352-392-1111

For Academic Concerns
Department Chair or Program Coordinator or Associate Dean of College
Disability Resources

Over 1500 students with:

- Physical
- Visual
- Hearing
- Psychiatric
- Learning Disabilities

Disability Resources provides:

- Accommodated testing – 5095 exams administered during the academic year
- One to one counseling
- Technology training
- Sign language interpreters
- Learning Specialists
- Textbooks in alternative formats (Vocal Eyes)
- Note-takers
- Educational Assistants
- Large print / CCTV / Braille presentation for students with visual disabilities
- Support to faculty in providing academic accommodations
Student Population Overview

1500 students with disabilities registered with the DRC during FY2008-09

Categories of disability, by primary disability:

- 31% Students with AD/HD
- 30% Learning Disabilities
- 17% Psychiatric Impairments
- 10% Medical/Chronic Health Conditions
- 6% Physical/Mobility Impairments
- 6% Other: Hearing, Vision, TBI, Aspergers
Common Accommodations

- Note-Taking Services
- Accommodated Testing (e.g. access to extended time, low distraction location, use of assistive technology, access to a reader and/or a scribe)
- Access to course materials in an alternative format
- Reduced Course Load
- Services for students with Hearing Impairments
- Educational/Lab Assistants
The Accommodation Process

- A student self-identifies to the DRC and provides documentation of disability
- The DRC reviews a student’s documentation
- The DRC conducts a collaborative interview with the student regarding accommodations
- The DRC prepares accommodation letters for the student to provide to his/her instructor(s)
Documentation requirements

• Statement of diagnosis
• Summary of information gathered from clinical interview, rating scales, and/or test instruments
• Description of symptoms
• Description of current severity
• Medications or other treatments
• Description of accommodations
• Signed by license professional

Documentation Guidelines can be found at
http://dso.ufl.edu/drc/getstarted.php
Faculty Responsibilities

• Inform students of procedures for accessing accommodations (e.g. syllabus statement)
• Provide and arrange for accommodations specified in the accommodation letter
• Consult with the student to ensure there is a clear understanding of requested accommodations
• Ensure all disability-related information regarding a student is kept confidential
• Ensure instructional materials (e.g. syllabus, handouts) are available in alternative format, if required
Concerns

• Instructors are not obligated to provide accommodations until they receive an accommodation letter from the DRC
• The DRC will not provide copies of classroom notes to students who are not registered with the DRC
• Only DRC registered students can take tests at the DRC Testing Center
Contact Information

Disability Resource Center (DRC)
001 Building 0020 (Reid Hall)
P.O. Box 114085
352-392-8565
352-392-8570 (fax)
www.dso.ufl.edu/drc/
Student Conduct and Conflict Resolution

• Students Conduct Cases
  – Approximately 1400 cases per year
• Coordinate Student Educational Seminars
  – Anger Management, Alcohol and the Law, Alcohol Education, Ethical Decision Making, Academic Honesty
• Dean Certification and Admissions Conduct Review
  – Review approximately 3,500 Dean certifications and 400 Admission conduct files.
• Train, Advise, Schedule Student/Staff Conduct Committees
  – Greek Conduct Committee, Student Conduct Committee, Honor Court.
• Educate Campus Community
  – Speak to students, faculty and staff about academic honesty, disruptive students, student code of conduct
Honor Code- the faculty role

• Gather detailed documentation of academic dishonesty.
• Call Student Conduct and Conflict Resolution (2-1261) to determine if student has a prior academic honesty violation. If the student has a prior, you will automatically forward the case and any evidence along with an explanation of the case to Student Conduct and Conflict Resolution. If there are no priors, you will proceed to meet with the student. Additionally, if you would like advice as to how to have the meeting, please feel free to ask our staff.
• Schedule a meeting with the student to discuss allegations. You may choose to have your supervisor in the room with you when meeting with the student.
• Instructors should meet with the student to explain the nature of their suspicions and listen to the student's account of the incident. If the instructor still believes the student is responsible for an honor code violation, then he/she can recommend a sanction to the student. This sanction can include a grade penalty and an educational seminar.

• If the student accepts the grade penalty and sanction, then he/she will admit responsibility and complete the Faculty/Student Resolution Form as appropriate. After discussion, have student sign form. Student has 24 hours to decide whether or not to accept responsibility and your proposed outcome.
• The instructor should send the form with recommended sanction to the Office for Student Conduct and Conflict Resolution in P202 Peabody Hall within 24 hours of being completed. A conduct file will be created for that student.
• Give copy of the completed form to student.
• If the student does not accept responsibility or your sanction, he/she may choose to have the case heard by the Student Conduct Committee.
• Send the form along with all evidence to the Office for Student Conduct and Conflict Resolution in P202 Peabody Hall within 24 hours of being completed.
• If the student disagrees with the allegation(s) brought forth, he/she will have an informational meeting with Student Conduct and Conflict Resolution to learn more about a Student Conduct Committee Hearing.
• Instructor will be called as a witness to the Student Conduct Committee Hearing. Staff from Student Conduct and Conflict Resolution will be in contact to schedule the hearing.
• Follow up letters will be sent to the student and faculty member referencing the outcome.
• **Student should be given an "I" until the matter is resolved. Once the matter is resolved, faculty will be directed to submit the appropriate grade.**
Questions or concerns?

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