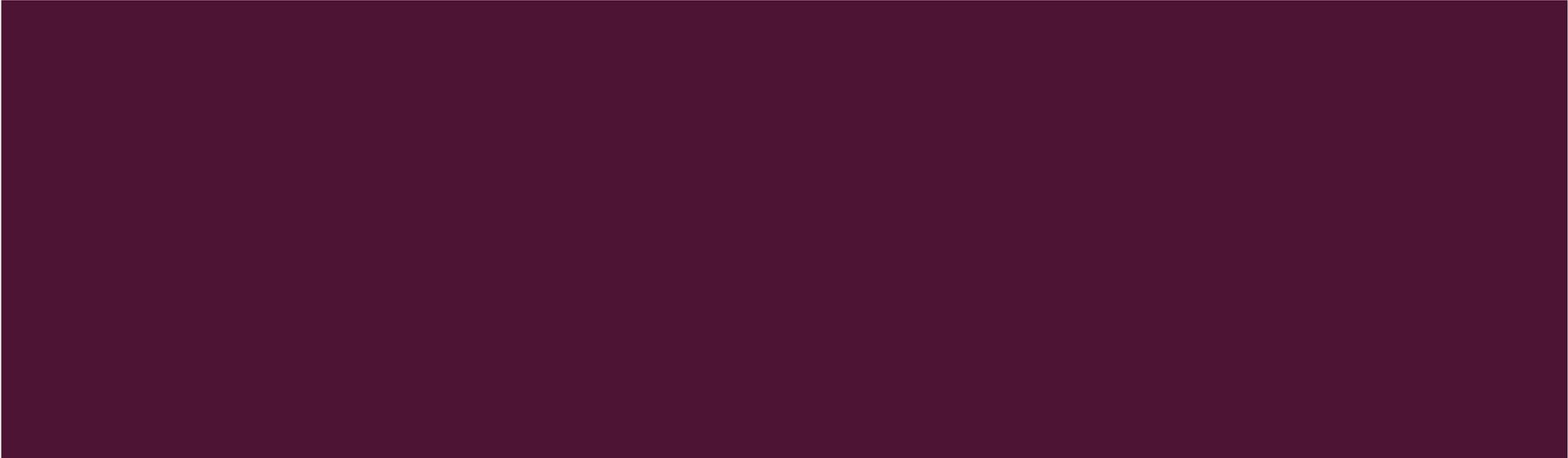




IMPORTANT STUDENT RESOURCES



PRESENTERS

- Undergraduate Studies- Ann Kenimer
- Aggie Honor System Office- Blair Alvarado
- Disability Resources-Kristie Orr
- Graduate Ombuds Office-Linda Castillo
- Offices of the Dean of Student Life-Anne Reber
- Counseling and Psychological Services (CAPS)- Mary Ann Covey
- Student Health Services-Martha Dannenbaum
- Undergraduate Studies Ombuds -Valerie Balester

SCENARIO I

All exams in your class will be online. You have clear rules on your syllabus and the exam about what the students may have out and you are proctoring using Zoom. One expectation is a prohibition from using or interacting with cell phones. You see a student using their cell phone while taking an exam online during a Zoom session. You place the student into a breakout room, ask the student about the cell phone use. The student responds that they were just texting their friend about where to go eat after the exam.

Do you:

- 1) Contact the Offices of the Dean of Student Life for student conduct issue
- 2) Contact the Aggie Honor System Office
- 3) Tell the student not to do it again or you will report it

SCENARIO I CHOICE I OFFICES OF THE DEAN OF STUDENT LIFE

The student's behavior in this scenario falls within the scope and responsibilities of the Aggie Honor System Office for review. While some schools have one office to address all student behavior that violates student rules, we are fortunate to have two offices of staff who specialize in academic misconduct and student life rules, respectively. If you are not sure which office would handle a situation involving potential student rule violation, you may contact either office and the staff will assist you in determining next steps.

SCENARIO 1 CHOICE 2 AGGIE HONOR SYSTEM OFFICE

You have two primary options as to submit the report to the AHSO:

- You can report autonomously after reaching out to the student and giving them some time to respond. Templates for communication are online and easily accessible to faculty. You can provide a minor sanction from a zero on the exam, to an F* in the course if the student has no prior interaction with the AHSO.
- You can submit directly to the AHSO as an Honor Council case. This option allows for an investigation and hearing on the matter to determine if the student is responsible for the charges alleged. The Honor Council has the full range of sanctions at their disposal.

Under either option, the usual penalty for a first violation is an F* in the course. All reports are assigned to an academic integrity administrator and they facilitate each case. The AHSO will walk both the student and faculty member through the process and answer any questions they may have.

SCENARIO I CHOICE 3

After talking to the student, the student becomes disruptive in class and in the Zoom environment, sends the professor 5-6 emails a day complaining about their teaching style and being treated unfairly by the professor, criticizes the professor on Social Media in very public ways, and begins recording lectures (without permission) to analyze and critique them on various social media platforms.

Do you:

- 1) Contact the Offices of the Dean of Student Life
- 2) Refer the student to the Ombuds
- 3) Call the University Police Department due to fears for your safety
- 4) Submit a Tell Somebody report

PART 2 CHOICE I

The Offices of the Dean of Student Life is home to two offices that can assist in this situation:

- Student Conduct Office – The instructor can file a report at <https://studentlife.tamu.edu/sco/> describing the behavior of the student. This report, called a Campus Community Incident Report, will be forwarded directly to the staff of the Student Conduct Office. The staff will confirm receipt of your report and follow up accordingly. In this particular situation, the student could be charged with violation of several university student rules.
- Student Assistance Services – Because of the nature of the student’s behaviors there may be concern about the student’s mental health. Either the instructor or the Student Conduct Office staff may contact the staff of Student Assistance Services to reach out to the student. This outreach is intended to offer support to the student and provide referral to appropriate University resources while the Student Conduct Office proceeds with its process.
- It is important that either of these offices be notified as soon as possible so that staff can formalize a plan to involve the appropriate offices and resources to assist in stopping the student’s behaviors, providing appropriate resources to instructor and student, and carrying out the student conduct process.

CHOICE 2 UNDERGRADUATE OMBUDS

- If the faculty member wants to get this issue resolved, they should contact the Ombuds directly, not just refer the student. The ombuds would connect the faculty member to the appropriate person at the Offices of the Dean of Student Life.
- Referring a student to contact the ombuds means that only one side of the story would be heard. In that case, the ombuds would hear the student's side of the story and advise the student on constructive ways to express dissatisfaction and the consequences of being reported for misconduct.

But what if the student is a graduate student? See the next slide...

OFFICE OF GRADUATE AND PROFESSIONAL STUDENTS OMBUDS

The OGAPS Ombuds office is a neutral and confidential resource for students, faculty, and staff to discuss questions and concerns related to graduate education.

The Ombuds will help you:

- achieve a greater understanding of the problem.
- find information applicable to your situation and identify possible solutions to your problem.
- identify options for resolving conflicts.
- achieve fair and equitable solutions to problems.

CHOICE 3 OR 4 CALL UPD OR REPORT THROUGH TELL SOMEBODY

- The Tell Somebody reporting site (<https://tellsomebody.tamu.edu/>) is a mechanism to report behaviors of our campus community members—faculty, staff, students—that may be concerning for a variety of reasons. Anyone (e.g., faculty, staff, students, families, community members) may use the online reporting form to submit reports. Reports may be submitted anonymously but this may limit the response and ability to follow up on the incident or behavior.
- Reports submitted to this site are received by members of the Special Situations Team (SST). The charge of this team is to “assess circumstances, enhance communication, and initiate appropriate responses to specific behavioral problems that may involve threats to the safety and security of the University community.”
- Members of the SST include representatives from many offices across the university (e.g., student health, student counseling, police, academic representatives, general counsel, human resources).

SCENARIO 2

A student in your F2F class comes to class sporadically. You have Zoom class meetings once a week to supplement and the student never has their video on during the meeting and you aren't sure how many times they have attended. They have turned in some small assignments, but did not turn in a major project. You emailed the student when they didn't turn in the project but didn't hear back.

Do you

- 1) Do nothing. Students are responsible for attending class.
- 2) Contact the advisor for your department for advice.

SCENARIO 2 CHOICE 1

You do nothing. The student stops attending altogether and doesn't do any of the work. At the end of the semester they get an F in the class and you don't ever hear anything back from them.

SCENARIO 2 CHOICE 2

The academic advisor attempts to contact the student since they are in your department. The student responds and says “I am just not good at school I am failing all my classes. My parents hate me and I just can’t do this anymore. My depression and anxiety are out of control and my ADHD isn’t helping.” The advisor sends this response to you and asks what to do.

Do you:

- 1) Tell them to call Counseling and Psychological Services (CAPS)
- 2) Tell them to tell the student to call CAPS
- 3) Tell the advisor to call Disability Resources
- 4) Tell the advisor to send the student to Student Health Services for medication

CHOICE 1 OR 2 CAPS

What does CAPS do?

- Individual and group counseling
- Short-term, confidential, non-judgmental setting
- Wellness Initiatives
- Suicide Awareness & Prevention
- Diversity & Inclusion Programs
- HelpLine

CHOICE 3 DISABILITY RESOURCES

- Disability Services can tell the advisor if the student is affiliated with the office and can reach out to the student if so.
- If the student is not affiliated with DR, they can be referred to DR
- Students may have accommodations like extended testing time, reduced distraction, assistive technology, modified attendance, and many others
- Students with approved accommodations should provide a letter to their instructors with those accommodations listed

CHOICE 4 STUDENT HEALTH SERVICES

Sometimes students will have an underlying health issue that is contributing to their inability to perform academically. The student can be seen by an SHS physician/PA/NP, discuss their symptoms, medical history, current medications and consider additional testing or medication changes. Some students with symptoms of mental health conditions will feel more comfortable accessing a traditional healthcare provider before seeking counseling services. Students can make appointments with SHS medical staff members online or by phone. Walk in availability is limited due to the pandemic and all individuals entering the health center undergo COVID-19 screening. We see students both in person and with telemedicine. SHS has integrated behavioral health professionals (psychologists) who assist the clinicians with diagnosis and management of students presenting in acute distress or crisis to ensure the most appropriate disposition.

SCENARIO 3

A student in your class misses an exam. Two days after the exam, the student emails you and explains that they were absent because their grandmother died. To document their absence, the student sends you a link to a brief online obituary that mentions “many grandchildren” but does not provide specific names.

Do you:

- 1) Accept their documentation and provide an opportunity to take a make-up exam.
- 2) Contact the dean’s office of the student’s college for help validating the student’s documentation.
- 3) Refuse to provide the student with a make-up exam because they are not specifically named in the obituary.

CHOICE 1 OR 2

- University policy regarding attendance are published in Student Rule 7 (student-rules.tamu.edu) and provides a list of excused absences
- If an absence is excused, the instructor must provide an opportunity to make up missed work
- Instructors may confirm a student's documentation for an excused absence
- If an instructor is not sure or wishes to defer confirmation to someone else, they should contact the dean's designee in the student's college

CHOICE 3

- The student may appeal a decision that an absence is not excused.
- Student Rules provide helpful definitions and detailed processes for handling grievances
- Academic grievances may involve unexcused absence determinations, final grades, and dismissal from a major or college

RESOURCES

- Aggie Honor System Office-<https://aggiehonor.tamu.edu/>
- Disability Resources- <http://disability.tamu.edu/>
- Graduate Ombuds Office- <https://ogaps.tamu.edu/New-Current-Students/Ombudsperson>
- Offices of the Dean of Student Life-<https://studentlife.tamu.edu/>
- Counseling and Psychological Services-<https://caps.tamu.edu/>
- Student Health Services-<https://shs.tamu.edu/>
- Undergraduate Studies-<https://us.tamu.edu/>