

From: [Dean of Students](#)
To: [Dean of Students](#)
Subject: Student Rights and Responsibilities: Helpful Information for Faculty and Staff
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Governors State University

Student Rights and Responsibilities

Dear Colleagues:

Navigating all of the moving parts that make up a university can be overwhelming – even intimidating – for students. The Office of the Dean of Students advocates with and for students to provide access across a wide spectrum of areas.

My office is currently distributing brochures to each college and student-facing office, but electronic versions are attached and may be printed on any laser printer. For your convenience, we will also be publishing emails sent to all student from the Dean of Students online: <https://www.govst.edu/dosletters/>.

I hope you will review this information and the information below so we can work together to support students.

In community,
Corey M. Williams
Associate Vice President of Student Affairs and Dean of Students

How can we help?

- **Non-Academic Grievances and Complaints:** Provides an opportunity for students to share their feedback, questions, or concerns. For more information, visit www.govst.edu/studentcomplaints
- **GSU4U:** Connects students, particularly those experiencing basic needs insecurity, to campus and community resources. For more information, visit www.govst.edu/gsu4u
- **Absence Notification:** Provides e-mail notification to university faculty/staff in the event of a student experiences a major documented illness/injury of three or more days. For more information, visit <https://www.govst.edu/studentabsence/>.
- **CARE Team (Student Concerns):** Responds to concerns about students and provides proactive intervention and timely outreach to students who are believed to be in distress or who are displaying concerning behaviors. For more information, visit www.govst.edu/care
- **Community Standards:** Helps students understand and navigate their rights and responsibilities, particularly those policies and procedures related to the university's expectations for student behavior. For more information, visit www.govst.edu/handbook
- **Emergency / Medical Leaves:** Reviews student leave requests when extraordinary circumstances prevent the individual from continuing coursework. For more information, visit www.govst.edu/emergencyleave

How you can help!

Refer a Student

As faculty and staff, you may come into contact with students who are struggling and/or in need of extra assistance. Not sure where to start? Refer students to the Office of the Dean of Students! Our team can help students navigate campus and community resources and find the best action plan for them.

Share Information

Most university employees, unless specifically exempted, must immediately report:

- Serious infractions of the Student Code of Conduct, including, but not limited to: the destruction of property; possession of a weapon; use, sale, or possession of controlled substances (drugs); or violations of local, state, or federal law;
- Allegations or disclosures of sexual misconduct, including but not limited to sexual assault, sexual harassment, dating/domestic violence, and stalking; and
- Other behavior that poses an imminent risk to the safety of any member of the university community, including but not limited to threats or acts of violence.

Reporting forms frequently used by faculty and staff:

Type of Concern / Issue	Web Form	Recipient
Academic Misconduct	www.govst.edu/academicIR	Office of the Dean of Students
Non-academic Misconduct	www.govst.edu/conductIR	Office of the Dean of Students
Title IX / Sexual Misconduct	www.govst.edu/titleixreport	Title IX Coordinator
CARE (Student Concern)	www.govst.edu/carereport	Office of the Dean of Students

What about Privacy?

The Family Education Rights and Privacy Act (FERPA) allows University faculty and staff to share observations about student behavior and/or concerns about students with personnel who have responsibility for student welfare. The Office of the Dean of Students maintains and takes student privacy rights seriously.

Questions?

For more information or to consult about a specific issue or student, please contact us at deanofstudents@govst.edu or 708.235.7595.



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