

To: All Faculty and Staff

From: Donna Bialik, Dean of Students  
Robin Newman, Associate Dean of Students  
Eric Wagenfeld, Director of Services for Students with Disabilities and  
Assistant Dean of Students

Subject: Support for Faculty and Staff

Date: Fall 2009

The time has come again to remind you that the Dean of Students Office is here to support faculty and staff in a variety of ways. First, we are available to **consult** with you on any student issue about which you have questions or concerns. Examples of issues on which we are consulted include student conduct, grade appeal and student complaint procedures, and criteria for late full withdrawal from the University. We encourage you to consult with us and/or your department chair or supervisor for information about these and other student-related matters.

A relatively new consultative resource available to faculty and staff who are concerned about a student's behavior is the **IPFW Behavioral Intervention Team (BIT)**. The mission of BIT is to promote student success by addressing behavioral issues which may interfere with a student's academic progress. BIT is not meant to substitute for existing IPFW departments or offices that deal with student behavior. Instead, BIT is a consultative and advisory body the role of which is to assess inappropriate or unusual student behavior and recommend strategies for addressing such behavior before it becomes an emergency/crisis. Standing members of the team are the Dean of Students (team leader), the Associate Dean of Students, the Director of Student Housing, the Chief of University Police/CIT

Officer, the Director of Services for Students with Disabilities, and the Director of the Student Assistance Program. Incidents of troubled and/or troubling student behavior may be reported to BIT through the Dean of Students Office.

Assistance in dealing with incidents of **personal misconduct** is a second way in which the Dean of Students Office supports faculty and staff. If you believe that a student's behavior violates the Student Code, we will initiate disciplinary proceedings against the student at your request. To request initiation of disciplinary proceedings, we ask that you submit a disciplinary complaint form. Disciplinary complaint forms are available online at [www.ipfw.edu/dos](http://www.ipfw.edu/dos). Examples of the types of personal misconduct for which disciplinary action may be requested include dishonest conduct, disorderly or disruptive conduct, abusive language, and violation of the *Ethical Guidelines for Computer Users*. Alternatively, in some circumstances it may be possible to meet with you and/or your student to resolve a behavioral issue without initiating disciplinary action.

For certain student behavioral issues, e.g., grief, depression, or anxiety, you may wish to use services of the **IPFW/Parkview Student Assistance Program (SAP)**. SAP counselors are available to consult with faculty and staff about dealing with students who may be experiencing mental health issues. SAP counselors are also available for group presentations on a variety of mental health topics. The SAP office is located in Walb 210. SAP office hours are 8:00 a.m. to 4:30 p.m. Monday through Friday during the fall and spring semesters. In addition, evening appointments are available by request and walk-ins are accepted prior to 4:00 p.m. Office hours during the summer and times when classes are not in session are set to meet student needs. To schedule a consultation with an SAP counselor or to arrange for a group presentation call (260) 373-8060 or (800) 721-8809.

In order to more effectively meet campus needs for Dean of Students Office assistance, responsibilities for the various services we offer have been assigned as follows: for **consultations** about student issues contact Dean of Students, Donna Bialik; to request **disciplinary action** contact Associate Dean of Students, Robin Newman; for issues related to the **Student Assistance Program** contact Assistant Dean of Students/Liaison to SAP, Eric Wagenfeld.; and for **general information** about these and other office services (such as late full withdrawals and student health insurance) contact Laural Dailey, Administrative Assistant.

For detailed information about student rights, disciplinary procedures, and student complaint procedures please refer to the *IPFW Code of Student Rights, Responsibilities, and Conduct*. This Code is published in the IPFW graduate and undergraduate bulletins and in the *IPFW Student Handbook and Planner*. Copies of the Handbook are available in the Dean of Students Office, the Bookstore, and the rack by the Kettler Information Desk. The Handbook is also available online at [www.ipfw.edu/vcsa](http://www.ipfw.edu/vcsa). For information about dealing with difficult students, please refer to the brochure, *Guidelines for Dealing with Difficult Students*. This brochure contains tips for handling incidents of annoying or disruptive student behavior. Copies of the *Difficult Students* brochure and a BIT brochure are now available in the Dean of Students Office and will soon be available online under a faculty/staff resources tab at [www.ipfw.edu/dos](http://www.ipfw.edu/dos).

Thank you in advance for helping to create a caring campus environment for our students. Know that we welcome your reports and inquiries about any matter related to student rights, responsibilities, or conduct and that we are here to support and assist in dealing with any student issue that may arise. The Dean of Students Office is located in Walb 111. Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. We can be reached via email or by calling 481-6601.