



## Dean of Students Division | Faculty Concerns FAQ

Q1. How do I share **academic** concerns about a student? What happens when I send my concern?

A. Please use the "**Send Concerns**" function in **Faculty Services**. Concerns are

- emailed to the Associate Dean for Academic Affairs and, if selected (by clicking on the check box), the student's class dean and advisor(s) as well as the student
- collated and reviewed by the deans at our weekly concerns meeting

There are many factors that could impact a student's academic performance. We welcome faculty to share academic concerns so that we can provide students with support and connect them to resources as needed. We may not always be able to loop back to you regarding your concern, but we welcome your inquiries at any time. Please also don't hesitate to call or email us with your concerns.

Q2. What should I do when I have an **urgent** concern about a student's **well-being**?

A. Please contact **Public Safety** at extension x**8333** (610-328-8333). Public Safety will respond to the emergency and contact the Dean's Office staff on call.

Q3. What should I do when a parent or guardian contacts me about a student?

A. Please refer the parent or guardian to the Dean's Office at x**8365** (610-328-8365; weekday business hours) x**8333** (610-328-8333; in case of emergency)

Q4. When should I direct students to the Dean's Office?

A. Please suggest students to make an appointment with a dean if they are

- experiencing academic difficulties
- trying to find balance between academics and other responsibilities
- looking for mentors here or beyond
- having a serious medical problem and trying to figure out how to approach academics
- figuring out how to navigate Swarthmore and their communities (home, service, identity, adoptive, global)
- experiencing personal challenges that are affecting their academics
- considering taking a semester away from Swarthmore

Q5. Where can I find information on the Dean's Office staff?

A. <https://www.swarthmore.edu/deans-office/meet-deans>

Please also see next page for a diagram of Dean of Students Division resources.

Q6. Where can I find the Advising Handbook?

A. [www.swarthmore.edu/swatonly/advising-handbook](http://www.swarthmore.edu/swatonly/advising-handbook)

Q7. What is the policy on medical excuses?

A. [www.swarthmore.edu/student-health/medical-excuse-policy](http://www.swarthmore.edu/student-health/medical-excuse-policy)

Q8. What are the scheduling guidelines for academics and athletics?

A. Please see this link on Provost's Office webpage: [www.swarthmore.edu/provosts-office/guidelines-scheduling-conflictsfor-academics-and-athletics](http://www.swarthmore.edu/provosts-office/guidelines-scheduling-conflictsfor-academics-and-athletics)

