


Are you concerned about a Suffolk student?

The Student Affairs Office is available to help



This brochure has been designed to assist faculty, staff and students who may be concerned about a student.

It contains information about:

- How to consult with the Student Affairs Office when a student may be experiencing difficulties
- Who to call if you have concerns about a student
- Students of Concern Advisory Group

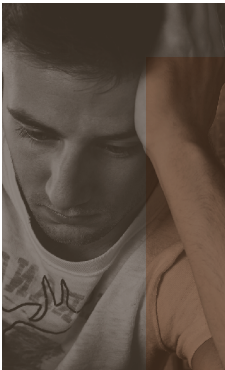


The Student Affairs Office We're Here to Help

Deans in the Student Affairs Office are available to consult with faculty, staff and students who may be concerned about a student for any reason.

Student difficulties may appear in a variety of ways while students are enrolled in school, including sporadic attendance at classes, work-study jobs or extracurricular activities, difficulties with roommates or classmates, distressed writings in homework assignments, or changes in behavior, appearance or personal habits.

The Student Affairs Office strives to ensure that *all members of the campus community* are able to learn, study, teach and live in an environment that supports academic and personal success.



Making a Referral to the Student Affairs Office

Among appropriate referrals to the Student Affairs Office are:

- Students who experience personal or academic difficulties that interfere with classroom success
- Students who do not attend class(es) regularly or submit homework assignments in a timely fashion
- Students who exhibit a poor attitude or behavior of students that warrants concern and/or whose behavior affects classroom decorum or the rights of other students
- Students who have a personal or family concern that may be interfering with their classes
- Students who may benefit from campus or community referrals or resources

Students of Concern Advisory Group

To more effectively respond to concerns raised about individual students and/or to balance concerns for individual students with those of other members of the campus community, the Student Affairs Office meets regularly with the **Students of Concern Advisory Group** and consults with representatives from campus offices with frequent and direct access to students, including members of the faculty. With input from group members, efforts will be made to ensure that students can continue to successfully pursue their academic goals while not infringing on the rights of others to do the same.

Interventions may occur in a variety of ways, including:

- the identification of campus and community resources
- referrals for medical care and mental health support
- tutoring assistance or accommodations for students with documented disabilities
- consultation with family members and/or legal guardians with students' prior written consent

Contact Us

Please let us know if you have a concern about a student so we can follow-up with the student and/or work with you to address the concern. There are several ways to contact the Student Affairs Office:

- Call the Student Affairs Office at 617.573.8239 and ask to speak with Dean Ann Coyne or Associate Dean Rich DeCapua
- Email Dean Ann Coyne at acoyne@suffolk.edu or Associate Dean Rich DeCapua at rdecapua@suffolk.edu
- Complete the online **Student of Concern Form** which is available at www.suffolk.edu/studentsofconcern

Online submissions will be reviewed by Dean Ann Coyne. In order to develop effective responses for at-risk students, you may be contacted for additional information. It is our hope and expectation that the electronic format will allow us to receive and respond to reports more rapidly and, ultimately, lead to more effective early interventions.

You will be informed when action is taken, although full disclosure concerning the intervention may be limited by the student's privacy rights.

Counseling Center

Staff in the **Suffolk University Counseling Center** are available for consultation about students of concern. Contact Dr. Wilma Busse, Counseling Center Director, at 617.573.8226 or visit the Counseling Center at 73 Tremont Street, 5th floor to discuss any concerns you may have. Due to FERPA and HIPAA regulations, as well as Massachusetts State Laws, the Center will only share confidential information about students with their prior written consent or if it is determined that they are at risk to harm self or others.



Important Suffolk University Contact Information

The Student Affairs Office, Counseling Center and Health and Wellness Services are closed in the evening, on weekends and holidays.

University Police

617.573.8111

Available 24-hours a day

Student Affairs Office

Ann Coyne, Dean of Students

Rich DeCapua, Associate Dean of Students

12th Floor, 73 Tremont Street

617.573.8239

Open M – F: 8:45am – 4:45pm

Counseling Center

Wilma Busse, Director

5th Floor, 73 Tremont Street

617.573.8226

Open M – F: 9am – 4:30pm

