

# STUDENT OF CONCERN REFERRALS

If you are a faculty member, staff member, or peer concerned about an LGS student, you can work with your Director of Graduate Studies (DGS) or Program Director (PD) to report your concerns.

## STEP 01

### Identify the type of concern and take the appropriate action.



**CONCERN:** The student has missed assignments, stopped communicating with instructors, or is experiencing personal/family emergencies, food insecurity, housing insecurity, etc.

**ACTION:** Notify the DGS/PD for the program and an LGS Student Support Team Member OR complete a [Student of Concern \(SOC\) Form](#).

**B CONCERN:** The student has spoken about self harm or harming others, or appears to be in a real-time emergency  
**ACTION:** Call the Student Intervention Services (SIS) Line at 404-430-1120 IMMEDIATELY, and Dr. Jennifer Cason, Assistant Dean of Student Affairs, at 404-430-9527 (voice or text).

## STEP 02

### Understand what to do before you file an SOC Form.

■ Use the [Recognize, Relate, and Refer approach](#) and share [Student Wellness and Support Resources](#) when contacting a student.

■ If this is not a real-time emergency and it has been 48 hours since anyone has heard from the student, speak with your DGS/PD.

■ The DGS/PD should contact a member of the LGS Student Support Team with as much information about the student as possible, including:

- (i) Student lab, resource group, or course schedule; etc. (ii) The last time faculty or staff communicated with the student.
- (iii) Relevant information related to the referral (e.g., history of concerns).

■ LGS will determine if the case is resolved internally or make a recommendation to complete a Student of Concern Form (SOC Form).

## STEP 03

### What happens when the SOC Form is submitted?

■ The SOC Form submission prompts Student Case Management and Intervention Services (SCMIS) and LGS to collaborate.

■ LGS and SCMIS review the case and follow up with the individual who submitted the SOC.

**NOTE:** DUE TO CONFIDENTIALITY, only the Emory Student Support Team may be aware of the details of the case.

■ LGS Student Affairs or SCMIS contacts the student to discuss the concern and identifies members of an Emory Student Support Team. This includes an LGS team member, SCMIS, and faculty who the student identifies as individuals who should be aware of case details.

## STEP 04

### Resolution or Amendment of Concern

■ LGS and SCIMS work cases until follow-up is no longer necessary, and the case is closed.

■ While addressing the concern, flexibility is appreciated while maintaining standard policies, but faculty should continue to implement written policies. For example, if a student has not turned in enough work to justify a passing grade, they should not pass the class, but an incomplete should be considered.

■ If accommodations or alterations of academic plans are needed, consult an LGS member below before implementing. Accommodation or alternation to plans should not be discussed or implemented with a student without LGS consultation.

#### LGS STUDENT SUPPORT CONTACTS

**DR. JENNIFER M. CASON**  
Assistant Dean of Student Affairs

**EMILY NEUTENS**  
Assistant Director of Student Affairs  
for GDBBS

**DR. AMANDA MARIE JAMES**  
Associate Dean, Diversity, Inclusion,  
& Community Engagement