Study Abroad Student Conduct Process

Contact:
Bonnie Taylor, Associate Dean/Director of Student Integrity
bonnie.taylor@studentlife.gatech.edu
404-894-2566
Incident Referral Link: http://osi.gatech.edu

Incident Checklist

☐ Incident Occurs – Speak to the student(s) about the situation, gather facts.

☐ Options:
  ☐ Complete an Incident Referral online at the time of the incident using the Incident Referral Link: http://osi.gatech.edu (be sure to include all contact information). This will generate a report to the Office of Student Integrity for investigation.

  OR

  ☐ If you do not have internet access or you are unsure if you want to submit the incident for investigation, complete a Study Abroad Incident Summary at the time of the incident, including all pertinent information and then fax or email to Bonnie Taylor.

☐ During non-business hours: Call GT Police at 404-894-2500, ask to be connected with the Dean on Duty. Speaking with the Dean on Duty will notify the Dean’s Office of the situation.

☐ During business hours for non-emergencies: Call the Office of the Dean of Students directly at 404-894-6367.

☐ After initial incident has passed, depending on the timing, you and the student must complete the Study Abroad Written Statement. Student MUST sign the statement of events, this is the student’s statement of the events & witnesses.

☐ After forms are complete, and you are ready to begin an investigation fax the Study Abroad Incident Summary and the Study Abroad Written Statement to the Office of the Dean of Students at 404-894-9928, Attention: Bonnie Taylor (OSI) or email to bonnie.taylor@studentlife.gatech.edu.

☐ A member of the Office of Student Integrity will contact you to discuss the incident further and the Office of the Dean of Students will consult on next steps in the conduct process.

☐ NOTE: Time needed for reviewing incidents and handling investigations can vary depending on many factors. It is recommended that Program Directors stay in regular contact with OSI as cases are being reviewed. Programs should work with OSI to handle non-emergency incidents that may evolve into emergencies needing more specific support.

☐ The Office of Student Integrity and/or the Study Abroad Program Director may recommend that the student be removed from the study abroad program.

☐ Students may appeal to the Dean of Students. A written statement must be submitted to Dean John Stein within 5 business days.
Case Studies

Student returns home intoxicated and is yelling in the lobby and hallways at staff members of the facility.

Unresponsive student returns home intoxicated and vomits in the hall bath or common area.

You are called by local authorities that a student in your program has been in a fight at a local bar/restaurant and is intoxicated and has been arrested.

You find out a student has been purchasing/using drugs.

Student has been arrested by local authorities for alcohol or drugs.

A student confronts you about a situation involving harassment.

A student confides in you that they have been sexually assaulted.

A student on your program takes a long weekend to another country by train and does not return as scheduled.

Students on your trip return from a weekend away and say they have been separated from a member of the group. The separated member did not have enough money to return and they left her at the ferry station.

You find when grading a paper that a student has plagiarized portions of the assignment.