We appreciate the opportunity to share some information about how Academic Services partners with faculty to support students. Please feel free to reach out to us should additional information be of help to you.

**Academic Services Mission Statement**

Academic Services upholds a culture of inclusivity as we engage a diverse community of students, faculty, and campus partners. We promote the growth of students as scholars and citizens through comprehensive advising and support over the course of their academic journey. We provide resources and opportunities that strengthen students’ ability to define and achieve their academic goals, develop resilience, and lead meaningful lives.

**Faculty Partnerships with Academic Services**

Faculty work with Academic Services in the following capacities:

Serve as

- first-year advisors
- members of the Committee on Academic Standing
- members of the Pre-Health Board of Advisors
- selection committee members for the Fulbright, Goldwater, Carnegie, and Truman scholarship competitions, and the Giumette Academic Achievement Award
- mentors for the Schiff research fellowship
- members of the Independent Interdisciplinary Major (IIM) Committee

Participate in

- trainings with Student Accessibility Support
- mock interviews for Rhodes, Mitchell, Marshall, Truman, and Schwarzman competitions
- the annual “I Am” celebration for first generation college students and the Student Support Services Program (SSSP) Faculty Mixer
Students of Concern
We also serve as liaisons when concern for a student is conveyed to us. The Dean of Academic Services is a member of the campus Care Team. We recommend that concerns about students be shared with us in three ways:

<table>
<thead>
<tr>
<th>Level of Concern</th>
<th>Behaviors Experienced</th>
<th>How to Share</th>
<th>Expected Follow-up</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low</td>
<td>Student misses a small number of classes or assignments, assignment quality is low or declines. The main concern in this case would be that the student’s grade is becoming compromised, and some coaching around time management, tutoring, or encouragement to attend class would help.</td>
<td>Academic Performance Report (linked in your courses via LATTE)</td>
<td>The appropriate advisor will be notified and respond to the concern within 48 hours</td>
</tr>
<tr>
<td>Medium</td>
<td>Student has missed a significant amount of class, and has become unresponsive.</td>
<td>Contact the academic advisor or call Laura Parrillo at our front desk x63470.</td>
<td>Advisor will connect with Community Living for a wellness check -Advisor will meet with the student to determine whether remaining in courses is advisable, or whether the student should withdraw from the semester -Advisor will respond to the faculty member with an update within 48 hours</td>
</tr>
<tr>
<td>High</td>
<td>Student displays behavior that causes immediate concern for their safety and well-being.</td>
<td>Care Report</td>
<td>This report will go directly to the campus Care Team, and it will be determined whether intervention by Public Safety or other emergency/triaging personnel would be most appropriate</td>
</tr>
</tbody>
</table>

We do ask that if you do email us with concern about a student that you use their initials rather than their names in the subject line of your email.
Reaching out to an advisor
Please feel free to begin your outreach to a staff advisor using the alpha-split breakdown below by student’s last name. Students in the Student Support Services Program (SSSP), Myra Kraft Transitional Year Program (MKTYP), and Martin Luther King (MLK) Fellows are assigned a staff advisor from their respective cohort program. We can make connections to the appropriate advisor internally within our department as needed. This does mean, you may hear back from a different advisor than the one to whom you reached out.

<table>
<thead>
<tr>
<th>A-C</th>
<th>Erin Flood</th>
<th><a href="mailto:eflood@brandeis.edu">eflood@brandeis.edu</a></th>
<th>6-3471</th>
</tr>
</thead>
<tbody>
<tr>
<td>D-G</td>
<td>Katy McLaughlin</td>
<td><a href="mailto:kmclaun@brandeis.edu">kmclaun@brandeis.edu</a></td>
<td>6-3455</td>
</tr>
<tr>
<td>H-K</td>
<td>Julia Mani</td>
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<td>6-3460</td>
</tr>
<tr>
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<td>6-3452</td>
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<tr>
<td>N-R</td>
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<td><a href="mailto:bkoslow@brandeis.edu">bkoslow@brandeis.edu</a></td>
<td>6-3468</td>
</tr>
<tr>
<td>S-V</td>
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<td><a href="mailto:kdunn@brandeis.edu">kdunn@brandeis.edu</a></td>
<td>6-3448</td>
</tr>
<tr>
<td>W-Z</td>
<td>Michelle Thomas</td>
<td><a href="mailto:mthomasog@brandeis.edu">mthomasog@brandeis.edu</a></td>
<td>6-3473</td>
</tr>
</tbody>
</table>

SSSP Director
Elena Lewis

SSSP Asst Director
Chelsea Walker

SSSP Advisor
Patrice Chalot

MKTYP Director
Kathryn Bethea-Rivera

MLK Advisor
Elizabeth Rotolo

Reasons Faculty may hear from us
- Routine Faculty Queries: When Academic Services is notified of a single instance of difficulty in a course, we seek to determine whether the issue is simply in that course or whether there might be a larger set of difficulties confronting the student. Faculty will receive a message from the advisor inquiring about attendance, assignments, and engagement. We are not implying that there is or should be an issue, simply seeking more information.
- Death in the family/health or other emergency: For confidentiality reasons, we often cannot share the details of a student’s absence, but will reach out to faculty indicating that the student will miss some classes or needs some other type of support. We want faculty to know that we are aware of the situation and supporting the student in making appropriate decisions about their semester.
- Management around disciplinary issues: if students are involved in a disciplinary situation, and there is a “no contact order” issued, we may be in touch to help students find alternative classes to fulfill requirements.