

Instructors' Policy and Mandated Obligations Pertaining to Students

Below please find information regarding various PSU policies and obligations that pertain to instructors' interaction with students.

Student Conduct and Academic Integrity

The Dean of Student Life administers the University's Student Code of Conduct. The Code outlines the process used to investigate and adjudicate allegations of misconduct against students, including academic dishonesty. An instructor may report an incident to the Assistant Dean of Student Life and Director of Community Standards in the Office, [Dana Walton-Macaulay](#), to determine if a student violated [the Student Code of Conduct](#). You may [contact the DOSL's office](#) at conduct@pdx.edu, 503.725.4422 or file [a written complaint](#).

Consensual Relationship Policy

If a faculty member/instructor and a student (or any supervisor/supervisee with direct or indirect supervision) engage in a consensual relationship that is intimate, romantic, or sexual in nature, the faculty member or employee must report the relationship to their Chair, supervisor, [Office of Academic Affairs](#) (OAA) or [Human Resources](#) (HR) respectively. The parties will then enter into a Consensual Relationship agreement to remove conflicts of interest and supervision/evaluation duties. Failure to report can result in discipline. The office of [Equity and Compliance \(OEC\)](#) investigates violations of the Consensual Relationship Policy. Anyone who believes there is a violation of the policy should contact OEC at oeac@pdx.edu or by calling 503.725.5919. See the [Consensual Relationship Policy](#) for more information.

Student Disability Accommodations: Disability Resource Center (DRC)

Students have to be registered with the DRC in order to be given accommodations. If a student's accommodation has been approved by the DRC, the instructor will receive an email from the DRC listing those accommodations. The DRC also facilitates accommodations for students' field placements, student teaching, clinical practices, internships, trainings, clinic, co-op or work experience conducted for academic credit. The student and instructor should discuss the accommodations to best determine how they will be provided. If an instructor does not believe the accommodations that have been granted by the DRC are feasible for the course, the instructor should immediately contact the DRC directly to discuss.

If students request new accommodations or request assistance in their academics due to a medical condition, refer the student to the DRC. Instructors may not ask students if they have a disability and may not inquire about details of students' disabilities. If a student is requesting an absence or extensions due to a minor illness such as the flu, instructors should use their discretion on how to assist the student without contacting the DRC. For more information see [the DRC faculty/staff resources webpage](#) and [PSU's Reasonable Accommodations/Access Policy](#)

Instructors should include a [DRC statement](#) on their syllabi.

Employment Disability Accommodations

Employment accommodations for disability are coordinated through Human Resources (HR). If employees request accommodations or any medical leave, please contact the [Leaves/Accommodations team in HR](#).

The Family Educational Right and Privacy Act of 1974 (FERPA)

Protects the privacy of all students' "education records", in any medium (paper or electronic including emails), maintained by Portland State University. The term "education records" is broadly defined to include any records identifying the student. Only employees with an **educational need to know** based on a **legitimate educational interest** may access student records, and then only those records necessary for the performance of their professional responsibilities. FERPA applies to student records even after a student graduates and applies regardless of the student's age. This means that you may only discuss a student, disclose a student record to another PSU employee or to a "school official" where that person has an educational need to know the information. This means you need a FERPA release to discuss a student with a parent or guardian or anyone else who does not have a need to know. Please note that there are few people on campus who are not PSU employees or designated as "school officials," including [the VetSuccess Representative](#), and you should obtain a FERPA release from the student to talk to or provide documentation to the representative. You can find more information about FERPA and how it relates to your work as an instructor by viewing links below to the Registrar's website that includes [FAQs](#), [a FERPA tutorial](#) or [Guidelines for Release of Student Records](#) or you may contact the Registrar's Office at 503-725-3220 or at registrar@pdx.edu

Global Diversity and Inclusion (GDI): Equity and Compliance (OEC)

Consults on and investigates complaints against faculty and staff and assists with complaints against third parties pertaining to PSU's [Prohibited Discrimination and Harassment Policy](#), [Religious Accommodations Policy](#), [Reasonable Accommodation/Access Policy](#), and other policies. Faculty members/instructors are obligated to report any form of discrimination or discriminatory harassment to either [Julie Caron](#), Associate Vice President, Title IX and ADA/504 Coordinator or [Yesenia Gutierrez](#), Director of Equal Opportunity/Affirmative Action. Faculty may also consult with

OEC for their own concerns. To file a complaint see the [Equity and Compliance Complaint web page](#).

Student Pregnancy Accommodations

Instructors may work out adjustments in a student's academics due to pregnancy with the student directly. However, if the student and the instructor are not able to come to an agreement, Lisa Wittoff, the Director of Services of Students with Children (SSWC), will assist with the interactive process. An instructor may contact the [Director of SSWC](#) or refer the student to [Services for Students with Children](#). See the [Student Pregnancy and Postpartum Assistance and Accommodations Policy](#).

Students with Children Needing Childcare or Other Assistance

If students are bringing children with them to class or missing class due to lack of childcare, instructors may guide them toward [Services for Students with Children](#), which provides a childcare subsidy, childcare referrals, administers all the lactation spaces on campus, and provides a wide variety of other supports, programs, events and services for students with children.

Student Religious Accommodations

If a student requests a religious accommodation, the instructor and student can work collaboratively to determine a reasonable solution that meets the need of the student, while maintaining the learning objectives of the course. If the student and instructor are not able to agree on an appropriate solution, [Brian Paez](#), in the Office of the Dean of Student Life, can assist with an interactive process to determine the appropriate solution that meets the criteria described within [PSU Religious Accommodation Policy](#). Please check the religious observance [academic calendar](#) when scheduling events and exams to attempt to avoid scheduling on the days of religious observance.

Employment Religious Accommodations

Religious employment accommodations are coordinated through Human Resources (HR). If employees request religious accommodations, please contact the [Leaves/Accommodations team](#) in HR.

Title IX of the Educational Act of 1972: *Disclosure of sexual violence, relationship violence, sexual harassment or other sex-based discrimination*

[Faculty members/instructors are required](#) to report any disclosed Title IX incident, which includes sexual harassment, sexual assault, stalking, sexual exploitation or dating/domestic violence, to either [PSU's Title IX Coordinator](#) or the Office of the [Dean of Student Life](#). It is important that you let students know you cannot keep the information confidential but will be kept it private by sharing their disclosure with only those who have a need to know. Provide students with the

[resource page](#) and let students know that it is their right to speak with a [confidential advocate](#). Title IX disclosures include incidents between students, between students and faculty/instructors or between employees.

You are obligated to report the full details that are disclosed to you. If a student starts to disclose information about a Title IX incident, kindly interrupt the student and let them now you are obligated to report. For example:

“Thank you for coming to talk to me. Before you start talking to me about anything that you want to keep confidential, I want to make sure you know that I have certain reporting obligations as an instructor/staff member. I am obligated to report to university officials any information I receive about discrimination or harassment, including sexual harassment and sexual misconduct/assault. If you would like to speak to someone confidentially at PSU, then you can speak with a Confidential Advocate in the Women’s Resource Center or at one of the other resource centers. The Title IX Coordinator and other university officials will keep this matter private but will also make sure you get the right support. I am providing you with a [list of resources](#) available on campus.”

Instructors should include a Title IX statement on their syllabi. For more information, please see [Faculty and Staff Resources page](#) and the syllabi statement is at the end of the full first paragraph of this webpage.

Illuminate:

PSU’s student sexual and relationship violence prevention programming, uses the power of prevention education to promote healthy relationships and sexuality by addressing the underlying social determinants of violence and to create equal and respectful relationships [SHAC’s Health Promotion](#) and [Illuminate](#) hope you consider utilizing [Don’t Cancel Class](#), with a workshop on a variety of health topics that directly influence student academic and personal success, rather than canceling a class.

CARE Team

Located within the Office of the Dean of Student Life. The CARE Team receives reports from PSU instructors and members of the academic community when students are in distress or exhibiting concerning behavior that is not strictly conduct related. Instructors and other stakeholders should always report information to the PSU CARE Team if a student is in crisis, including physical or mental health emergencies, concerning changes in behavior, or any reports relating to individual or community safety.

If you are unsure about the level of concern that a student is experiencing, it is important to contact the CARE Team, who may assist you in assessing the situation and provide guidance regarding next steps. When communicating with students in crisis, it is recommended to use an empathetic response informing the student that you are connecting them with support. An example of appropriate language is: "I am sorry you are experiencing this. I am going to refer you to a campus resource that is experienced in working with students in distress, and they be reaching out to you to connect you with the appropriate resources"

For information about the various student resources and services across campus please see [Student Life Resources](#).