



Quick Guide: Request for Student Support Services Form

Who should use: College of Graduate Studies Faculty

Purpose: To share concerns about any student who might benefit from additional academic or personal support. This form should be utilized *after* faculty have already attempted to reach out to the student and refer them to [university services](#).

For academic integrity concerns such as suspected cheating or plagiarism, please utilize the Academic Integrity Reporting Form.

How to submit:

1. Follow this link to the form: <https://www.uws.edu/request-for-student-support-services/>
2. **Password: student**

What happens next: Both faculty (submitting party) and the office of student services will receive a copy of the submitted form. Student services will review each submission **within one (1) business day** and reach out to the student accordingly. Student services may follow up with the faculty if more information is needed prior to contacting the student.

After submission, faculty *should not* expect to receive a follow up from student services unless there is pertinent information to share. Student services will work to connect students with appropriate support resources and, when applicable, encourage the student to directly communicate with faculty.

Important Reminders:

- Be sure you have the student's permission to disclose personal or sensitive information.
- The information submitted via this form is confidential and will only be shared with student services, the college dean and the program director.
- Information submitted via the comments section of the form should remain objective and relate only observable behaviors and facts.