

# Dean of Student Affairs Office

Student Affairs Office  
Joyal Administration, Room 224  
(209) 294-2541  
William H. Corcoran, Dean



The Dean of Student Affairs Office provides leadership, support and resources to the many offices and programs in the Division of Student Affairs. Included in the Division are offices that deal with student activities, intramurals, international student counseling, advising and orientation, testing, health services, financial aid, and career planning and placement. (Detailed descriptions of these programs are described in the following pages.) The Dean of Student Affairs Office is also responsible for administering student grievance procedures, student discipline, and

maintaining liaison with other administrative and academic areas of the university.

## Student Conduct

The Student Code of Conduct (*see full text in University Administration and Policies Section*) is designed to insure that the normal process—both instructional and administrative—can occur unhindered. In addition to the code, there are a number of local policies that apply to specific groups of students—such as those living in the residence halls. University, Trustee, and State regulations governing student conduct are described in the *Handbook for Student Organizations* and the *Student Rights and Responsibilities Manual*. Copies of these, as well as the faculty policy statements relating to cheating and plagiarism, are available from the Dean's Office.

## Student Grievance Procedures

A grievance would arise out of a decision or action reached in the course of official duty by a member of the faculty, staff or Administration of CSU, Fresno which is alleged to be discriminatory, contrary to accepted academic relationships and procedures, or restrictive of the rights of any student of the university to fair treatment. The purpose of the grievance procedures is to provide a mechanism for students to have a third party review of the situation.

The student must first make a good faith effort to solve the dilemma informally by talking directly with the individual concerned, the individual's direct supervisor (or department chair) and the director of the unit (or school dean). If resolution is not effected through the informal procedures, students should contact the Office of the Dean for assistance and for a copy of the formal procedures for filing a grievance.

## Cheating and Plagiarism

Also available from the Office of the Dean is the full text of the university Policy on Cheating and Plagiarism. Definitions of what is considered cheating and/or plagiarism are found in the *University Administration and Policies Section* of this Catalog.

## Student Absences

Students are expected to maintain regular attendance at classes. Extended absences (more than one week) due to illness, death in the immediate family, or other extraordinary emergencies, may be reported to the Counseling Center (294-2732), which will notify the faculty concerned. When any absence occurs, however, the student should contact the instructors involved concerning the possibility of making up the work missed.