

Northwestern | THE GRADUATE SCHOOL

Resources for Assisting and Referring Graduate Students

Situation	Recommended Action(s)	Contact/Resources
<p>Concern that a student is a threat to others or self</p>	<p>If you believe that you and or someone else may be in any kind of immediate physical danger at any time, call 911 or NUPD at 847-491-3456.</p> <p>If safety not an immediate concern, contact CAPS for further consultation. The CAPS counselor on call should help you determine next steps. (see below)</p>	<p>If immediate danger: Call 911 (or 847-491-3456)</p>
<p>Concern about a student's psychological well-being</p>	<p>Ensure student knows that CAPS is a resource; call CAPS for consultation, if necessary. Refer to the resources listed above in the case of threat/danger.</p>	<p>CAPS Services for Students: http://www.northwestern.edu/counseling/</p> <p>Consult with a member of the CAPS staff, call 847-491-2151: CAPS staff will consult with faculty/staff re: students in distress, how to suggest counseling, and what resources are available for students.</p> <p>QPR Suicide Prevention Gatekeeper Training Program: www.northwestern.edu/counseling/outreach-education/suicide-prevention/</p>
<p>Program is unable to get in touch with student despite repeated efforts.</p>	<p>In the case that there is concern for the student's well-being and you have made attempts to get a response (email, phone, and text) contact Student Assistance and Support Services in Dean of Students office for guidance.</p> <p>If there is not concern for student's safety/well-being, follow protocol for notifying student of possible unsatisfactory academic progress; consult TGS Student Services as needed.</p>	<p>Dean of Students Office: During business hours: 847-491-8430 Outside of business hours for Dean on Call: 847-467-3022</p> <p>Satisfactory Academic Progress Policy: www.tgs.northwestern.edu/about/policies/satisfactory-academic-progress.html</p> <p>TGS Student Services: gradservices@northwestern.edu; 847-491-5279</p>
<p>Student reports discrimination</p>	<p>If the discrimination is not gender based, submit an incident report via RespectNU. A member of the Bias Incident Response Team will follow up with you.</p> <p>If the discrimination is gender based and the person who is responsible for the discrimination is a student, contact the Deputy Title IX Coordinator for complaints against students.</p> <p>For all types of discrimination, if the person responsible is faculty or staff, contact the Office of Equal Opportunity and Access and refer the student.</p>	<p>Respect NU: www.northwestern.edu/studentaffairs/dos/programs-and-services/respect/index.html</p> <p>Deputy Title IX Coordinator for complaints against students Tara Sullivan, tara.sullivan@northwestern.edu or 847-467-5078</p> <p>Office of Equal Opportunity and Access: www.northwestern.edu/hr/equolopp-access/index.html or call 847-491-7458</p>

Resources for Assisting and Referring Graduate Students, continued

<p>Student reports sexual misconduct (including sexual assault, sexual exploitation, stalking, dating/domestic violence, and sexual harassment)</p>	<p>If the allegation is of sexual misconduct by faculty, staff, or a third party, contact the Title IX Coordinator (Sexual Harassment Prevention Office)</p> <p>If the allegation is of sexual misconduct by a student, contact the Deputy Title IX Coordinator for complaints against students</p> <p><i>* Please note, contacting one of the above resources is required any time a faculty or staff member becomes aware of sexual misconduct experienced by a student. It is also ideal to refer student to appropriate emergency service and Center for Awareness, Response and Education (CARE); report to Sexual Harassment Prevention Office</i></p>	<p>Title IX Coordinator (Sexual Harassment Prevention Office): www.northwestern.edu/sexual-harassment/index.html</p> <p>Deputy Title IX Coordinator for complaints against students Tara Sullivan, tara.sullivan@northwestern.edu or 847-467-5078</p> <p>CARE: www.northwestern.edu/care/</p> <p>Sexual Misconduct Policy: http://www.northwestern.edu/provost/policies/title-ix/sexual_misconduct_policy.pdf</p>
<p>Student has conflict with an advisor/faculty member</p>	<p>Refer student to the DGS. If conflict with DGS then refer student to Department Chair. If conflict with Chair, then refer student to TGS Associate Dean for Student Affairs.</p>	<p>The Graduate School's Conflict Resolution Resources: www.tgs.northwestern.edu/campus-life/dealing-with-conflict.html</p> <p>Associate Dean of Student Affairs, The Graduate School: Hank Seifert, h-seifert@northwestern.edu</p>
<p>Student is accused of academic misconduct (cheating, plagiarism)</p>	<p>Contact The Graduate School's Associate Dean for Student Affairs</p>	<p>TGS Academic Misconduct Policy/Procedure: www.tgs.northwestern.edu/about/policies/academic-integrity.html</p>
<p>Accusation is made re: research misconduct</p>	<p>Contact the Office for Research Integrity</p>	<p>Office for Research Integrity www.research.northwestern.edu/ori/misconduct/index.html or call 312-503-0054</p>
<p>Student requests accommodations related to a disability</p>	<p>Refer the student to AccessibleNU to evaluate if the student is eligible to register and receive reasonable accommodations.</p>	<p>AccessibleNU: http://www.northwestern.edu/accessiblenu/ or call 847-467-5530</p>
<p>Student is romantically involved with faculty or staff member or with another student who has evaluative authority over them</p>	<p>Refer to policy on "Consensual Romantic or Sexual Relationships Between Faculty, Staff And Students." If you perceive that the relationship is a violation of this policy, contact the Title IX Coordinator (Sexual Harassment Prevention Office)</p>	<p>http://policies.northwestern.edu/docs/Consensual_Relations_011314.pdf</p> <p>Title IX Coordinator (Sexual Harassment Prevention Office): www.northwestern.edu/sexual-harassment/index.html</p>
<p>International student has questions about visa status, work authorization, or resources for international students.</p>	<p>Refer to International Office advisor for visa issues or questions/concerns re: acculturation, workshops/events, and other resources.</p> <p>For ESL questions, contact Program for English Language Learners</p>	<p>International Office: www.northwestern.edu/international/about/staff.html or call 847-491-5613</p> <p>Program for English Language Learners: groups.linguistics.northwestern.edu/esl/</p>