

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>Program is unable to get in touch with student who is studying/doing research abroad.</p>	<p>When there is concern for safety/wellness of a student who is studying or doing research abroad, contact the Office of Global Safety and Security (OGSS) M-F, 8:30am-5pm, or for urgent situations or during non-business hours, contact Northwestern University Police.</p>	<p>Northwestern University Police (24/7): 847-491-3456</p> <p>Global Safety and Security: http://www.northwestern.edu/global-safety-security/, 847-467-6400, globalsafety@northwestern.edu</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</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/equopp-access/index.html or call 847-491-7458</p>

	staff, contact the Office of Equal Opportunity and Access and refer the student.	
Student reports sexual misconduct (including sexual assault, sexual exploitation, stalking, dating/domestic violence, and sexual harassment)	<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>
Student has conflict with an advisor/faculty member	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>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>
Student is accused of academic misconduct (cheating, plagiarism)	Contact The Graduate School's Associate Dean for Student Affairs	TGS Academic Misconduct Policy/Procedure: www.tgs.northwestern.edu/about/policies/academic-integrity.html
Accusation is made re: research misconduct	Contact the Office for Research Integrity	Office for Research Integrity www.research.northwestern.edu/ori/misconduct/index.html or call 312-503-0054
Student requests accommodations related to a disability	Refer the student to AccessibleNU to evaluate if the student is eligible to register and receive reasonable accommodations.	AccessibleNU: http://www.northwestern.edu/accessiblenu/ or call 847-467-5530
Student is romantically involved with faculty or staff member or with another student who has evaluative authority over them	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>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>
International student has questions about visa status, work authorization, or resources for international students.	<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>