

# Northwestern

## Faculty & Advisers Undergraduate Action Guide

### Emergency Concerns

Behavior or Concern	Immediate Step	Follow-Up Step
<ul style="list-style-type: none"> <li>Active suicide attempt</li> <li>States intent to harm others</li> </ul>	Call 911 or NUPD (847-491-3456)	Inform <a href="#">Admin on Call</a> (Business hours: 847-491-8430;

### Urgent Concerns

Behavior or Concern	Immediate Step	Follow-Up Step
<ul style="list-style-type: none"> <li>Self-injurious or suicidal statements</li> </ul>	Sit with student while they call <a href="#">CAPS</a> to request crisis appointment (847-491-2151); If they will not call CAPS, contact <a href="#">Admin on Call</a> (Business hours: 847-491-8430; After hours: 847-467-3022)	Notify <a href="#">School Advising Leadership</a> point of contact
<ul style="list-style-type: none"> <li>Non-emergency concerns regarding statements or behaviors that are threatening toward others</li> </ul>	Notify <a href="#">Behavioral Consultation Team</a> by submitting the <a href="#">Wildcats Aware Form</a>	Notify <a href="#">School Advising Leadership</a> point of contact

### Non-Academic Concerns

Behavior or Concern	Immediate Step	Follow-Up Step
<ul style="list-style-type: none"> <li>Student discloses assault, sexual misconduct, discrimination, or harassment</li> </ul>	Notify <a href="#">Office of Civil Rights and Title IX Compliance</a> via the appropriate form on their website	This information should not be shared outside of the report to Office of Civil Rights and Title IX Compliance
<ul style="list-style-type: none"> <li>Disruptive classroom behavior that cannot be managed through direct communication with the student</li> </ul>	Notify <a href="#">Office of Community Standards</a> by submitting the <a href="#">General Concern Form</a>	Notify <a href="#">School Advising Leadership</a> point of contact
<ul style="list-style-type: none"> <li>Student shares feeling depressed, anxious, etc.</li> <li>General wellbeing concerns</li> </ul>	Recommend the student call <a href="#">CAPS</a> (847-491-2151); if reluctant, recommend <a href="#">Timely-Care</a>	If situation has ongoing impact on student's course engagement, notify <a href="#">School Advising Leadership</a> point of contact
<ul style="list-style-type: none"> <li>Student shares financial challenges</li> </ul>	Recommend the student contact <a href="#">Undergraduate Financial Aid</a>	If situation has ongoing impact on student's course engagement, notify <a href="#">School Advising Leadership</a> point of contact

## Academic Concerns

Behavior or Concern	Immediate Step	Follow-Up Step
<ul style="list-style-type: none"> <li>• Stops attending class for a week</li> <li>• Misses major assignment or milestone with no communication</li> <li>• Unresponsive to outreach for one week or unresponsive after two attempts to contact</li> <li>• Misses enough classes in attendance-based course where performance is becoming impacted</li> <li>• Misses multiple small assignments without communication</li> <li>• Discloses struggles with motivation, time management, or keeping up with academic load</li> <li>• Ongoing wellbeing concerns that impact academics</li> <li>• Presents set of concerns where immediate next point of contact is unclear</li> </ul>	Notify <a href="#">School Advising Leadership</a> point of contact or, if known, academic adviser	Keep School Advising Leadership point of contact informed of any changes/new information once initial concern is shared

## Potential Concerns to Monitor

Behavior or Concern	Immediate Step	Follow-Up Step
<ul style="list-style-type: none"> <li>• Misses one class in attendance-based course without communicating</li> <li>• Misses one smaller assignment without communicating</li> <li>• Misses one appointment without communicating</li> </ul>	Monitor for ongoing signs of disengagement rising to level of "Academic Concerns" above	If concerns escalate, follow next steps as indicated in this guide