Student of Concern Committee Protocol

How to submit a concern:

- Faculty, staff or students concerned about the behavior of a student may report the behavior via an online confidential form that will be sent to the committee at [www.uc.edu/conduct](http://www.uc.edu/conduct)
- The form should require a detailed account of why the person is concerned with specific examples of troubling behavior
- Person submitting the form should include information about whether they tried to engage the person before reporting the concern
- Person submitting the form should be provided with information for when to refer students (website include a “when to refer” section)

How to investigate/ascertain information:

- Committee should either as a group or assign a person to determine whether the situation is an emergency
- If it is an emergency the committee should contact the appropriate personnel whether that be Campus Police or psychiatric facilities:
  - Conduct a mandatory threat/safety assessment
  - Involuntary/Voluntary psychiatric hospitalization
  - Criminal charges
- If it is not an emergency, a member of the Committee should schedule a meeting with the student
- At the meeting with the student the Committee member should discuss possible solutions with the student to determine what is the best course of action

Steps, practices and response the committee would implement:

- Evaluation should be done an a student-by-student basis
- Committee should develop a coordinated strategy for this specific student which can include actions such as:
  - Referrals to Counseling and Psychological Services
  - Voluntary withdrawal from classes
  - Referral to disciplinary process
  - Interim suspension
  - Parental involvement
- Committee should have the initial team member conduct follow-up with the student
- Keep records for the students duration at the university

Link: To Submit a Student of Concern referral [www.uc.edu/conduct](http://www.uc.edu/conduct)

*Modeled after Seattle University, UC Berkley, Illinois College, and University of Tampa*