

Many DePauw University students face different challenges during their time on campus. This guide is a resource from the Office of Student Academic Life to assist faculty and staff members as they support students in difficult situations.

*What student behaviors should I bring to the attention of others and how?*

If you have a concern but do not know where to start, general concerns about students can be reported to the Office of Student Academic Life at 765-658-4270 for referral to a Class Dean or other resource, or directly to the appropriate Class Dean, as listed at the bottom of this document.

A small group of Student Academic Life staff members (CARE team) meet weekly to consult about students of significant concern. The purpose of this group is to share information provided by faculty or staff members during the week and determine if any interventions should be made with an individual student. Information shared during this meeting is private and often no action is taken on a single piece of knowledge. To share a concern about a student with this administrative group, contact the appropriate class dean or the Office of Student Academic Life.

Urgent and time-sensitive concerns should be reported to the Office of Student Academic Life at 765-658-4270. Emergencies should be reported to Public Safety at 765-658-5555 or to 911.

Examples of behaviors to share with the Office of Student Academic Life or a Class Dean could include:

- Change in behavior, such as becoming withdrawn
- Appearing extremely down or depressed
- Significant anxiety or crying in class
- Prolonged physical health issues
- Potential alcohol or drug abuse
- Unusual difficulty transitioning to college
- Poor academic preparation
- Failing or in danger of failing a course
- Consistently sleeping in class
- Missing class excessively or for an extended time

*How should I respond when a student is disrupting my class?*

For other inappropriate behavior that does not involve physical violence, consult the classroom atmosphere policy in the Academic Handbook. Faculty members should warn the student in writing that the behavior is unacceptable. If the disruption continues, stronger measures may be needed. Consult with Dave Berque, Associate Vice President for Student Academic Life and Dean of Academic Life at 765-658-6267.

*Severely troubling or disruptive behaviors*

If a student is extremely agitated, screaming, actively making threats of harm to self or others, or engaging in aggressive or dangerous behaviors, do not try to handle the situation on your own and risk harming yourself or others. Call Public Safety at 765-658-5555 or call 911 immediately.

*What should I do if a student comes to me with a personal concern that worries me?*

A faculty or staff member is often the first person in whom a student confides. When a student shares a personal concern with you, do not promise confidentiality. More often than not, you will need to pass on the information to someone else or involve others in assisting the student. Rather, assure the student of their privacy, meaning you will only share information with others if necessary. It is important in respecting the student's privacy that you not share information among colleagues, but with the appropriate staff who can help you support the student. It is also important to remember your limitations. While some of our staff and faculty members have extensive training in responding to student concerns, most of us are not licensed counselors and should not attempt to act as such. Never hesitate to seek consultation from staff members in the Office of Student Academic Life. We welcome your calls.

*What if that personal concern involves sexual assault or sexual harassment?*

If a student or colleague shares with you that they have been victim of sexual violence or sexual harassment, your first step is to ensure that person is referred to campus and/or local resources. Next, you are legally obligated to report incidents of sexual violence or sexual harassment to the Title IX coordinator or campus law enforcement, unless you are designated a "confidential source" by the University. Confidentiality has a particular legal meaning and only a handful of DePauw employees are designated as confidential including health care providers (medical doctors, licensed counselors) and ordained clergy providing pastoral care. DePauw Sexual Assault Survivor Advocates (SASAs) and advocates from Family Support Services also have *limited confidentiality*. While you cannot promise confidentiality, you can assure the person disclosing to you that you will respect their privacy. Please inform the student that you are obligated to report the concern to the Title IX Coordinator. Often this is enough to allay their concerns.

If a student shares with you that they have been accused of violating the sexual misconduct policy, they should be connected to a campus advisor. The Office of Student Academic Life and the Title IX Office have resource materials and trained staff who can answer many of your questions and provide assistance. Renee Madison, the Title IX Coordinator, can be reached at 765-658-4914.

#### *Financial hardships*

If students confide in you about difficulty purchasing books, refer them to the Financial Aid Office at 765-658-4030. There is a book purchasing procedure between Financial Aid and Eli's Books. For difficulties with tuition costs, refer students to the Financial Aid Office to discuss possible loan options or to the Business Office at 765-658-4015 to discuss payment plans. If a student has an emergency expense and needs assistance, refer them to the Office of Student Academic Life to inquire about a short-term emergency loan.

#### *Illness and injury*

For illness or injury, students may visit DePauw Health (first floor of Hogate Hall) for student health services. Health Services is staffed by a medical doctors and other medical staff from Hendricks Regional Health. Hours for students can be accessed on their webpage (<http://depauwhealth.org/wellness-center-hours-for-students/>). Outside of office hours, on-call staff may be contacted for emergencies through Public Safety.

#### *Emotional challenges*

If a student confides an emotional challenge to you – depression, anxiety, substance abuse, eating disorder, or other mental health concerns – suggest scheduling an appointment to see a counselor at Counseling Services (765-658-4268). If you would like to consult with a counselor about a student, call Counseling Services during business hours (Monday - Friday, 8:00 a.m. - 5:00 p.m.). After hours (evening, weekend) support for students is available by calling the office line, where they will be transferred to the clinician on-call. Be aware that Counseling Services cannot verify whether or not a student has sought counseling. If your concerns about a student continue, and you want to make sure the student is getting appropriate help, you should contact the Office of Student Academic Life.

#### *If I refer a student to the Wellness Center, can I call to learn if they attended?*

No. Information regarding a student's use of Counseling or Health Services is confidential. The services at DePauw Health and with Counseling Services cannot confirm or deny that any student is using or has used services. Additionally, DePauw Health and Counseling Services do not write notes for students regarding missed classes. Students are expected to communicate with their instructors about making up work if they have been sick. Class Deans and other Student Academic Life staff members will sometimes share information about a student with faculty and staff members.

#### *Academic challenges and student resources*

The Office of Student Academic Life can answer questions about University policies concerning attendance, missed assignments, final exams, grade complaints, academic integrity violations, general academic assistance (study/organizational skills, test anxiety, note taking, learning styles, etc.), and other academic issues or concerns. If you have a student who is not meeting attendance expectations, please use the Alerts system in SSC. Complete instructions for using this alert can be found at [www.depauw.edu/ssc](http://www.depauw.edu/ssc)

The Academic Resource Center (ARC) in Asbury Hall includes the Speaking and Listening Center, Writing Center, and Quantitative Reasoning Center. Each center has trained student consultants who work one-on-one with their peers.

Academic Success services include a part-time Academic Coach, Marian Abowitz. She is available for individual consultations to help student develop individualized strategies in the areas of study skill development, time management, goal setting, and learning strategies. In addition, the Academic Success Peer Tutors are available to provide peer tutoring on these and similar topics. For more information visit the Academic Success page, <https://tinyurl.com/AcadSuccessDPU>

Student Disability Services (SDS) assists students seeking accommodations for documented disabilities and can also assist students in exploring the documentation process should they suspect they have a disability. Students needing assistance with temporary impairments (i.e. concussion, broken leg, surgery), can seek temporary impairment accommodations through SDS. For students with documented health conditions, SDS can assist both the student and faculty member in navigating topics such as attendance, assignment deadlines, and course expectations. Please call SDS for questions or guidance (765-658-6267).

International Student Services offers academic and social support to DePauw's international students (765-658-4850). For English language support contact the Office of Student Academic Life.

For students seeking support concerning bias-related incidents, please direct them to the Bias Incident Response Hotline (765-658-6641) or the Office of Student Academic Life.

Students who have personal or family immigration concerns and need assistance with academic issues, financial aid or other University issues should contact Aliza Frame in her role as student immigration advocate.

## Important Phone Numbers and Offices

<i>Office of Student Academic Life Memorial Student Union Building, Room 210</i>	<i>765-658-4270</i>
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Cara Setchell, First-Year Class Dean (for students whose email address ends in 2021)  
Kelley Hall, Sophomore Class Dean (for students whose email address ends in 2020)  
Jeannette Johnson-Licon, Junior Class Dean (for students whose email address ends in 2019)  
Julianne Miranda, Senior Class Dean (for students whose email address ends in 2018 or earlier)  
Dave Berque, Associate Vice President for Student Academic Life, Dean of Academic Life, and Executive Director of the Hubbard Center  
Myrna Hernandez, Dean of Students

<i>Bias Incident Response Hotline</i>	<i>765-658-6641</i>
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Available 24/7 for students

<i>DACA &amp; Undocumented Student Resources</i>	<i>756-658-4850</i>
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Aliza Frame, Director of International Student Services

<i>Counseling Services Hogate Hall, first floor</i>	<i>765-658-4268</i>
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Julie D'Argent, Director of Counseling Services

<i>DePauw Health (medical) Hogate Hall, first floor</i>	<i>765-658-4555</i>
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Dr. David Harsha, DePauw Health

<i>DePauw Public Safety 101 E. Seminary Street, lower level</i>	<i>765-658-5555</i>
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Angie Nally, Director of Public Safety

<i>Sexual Assault Survivor Advocate Hotline</i>	<i>765-658-4650</i>
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Available 24/7 for students

<i>Title IX Office Administration Building</i>	<i>765-658-4914</i>
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Renee Madison, Senior Advisor to the President for Diversity and Compliance and Title IX Coordinator