## Resources for Assisting and Referring Graduate Students

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| **Concern that a student is a threat to others or self** | 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**.  
If safety not an immediate concern, contact CAPS for further consultation. The CAPS counselor on call should help you determine next steps. (see below) | **If immediate danger:** Call 911 (or 847-491-3456) |
| **Concern about a student’s psychological well-being** | 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. | **CAPS Services for Students:** [http://www.northwestern.edu/counseling/](http://www.northwestern.edu/counseling/)  
**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.  
**QPR Suicide Prevention Gatekeeper Training Program:** [www.northwestern.edu/counseling/outreach-education/suicide-prevention/](http://www.northwestern.edu/counseling/outreach-education/suicide-prevention/) |
| **Program is unable to get in touch with student despite repeated efforts.** | 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.  
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. | **Dean of Students Office:** During business hours: 847-491-8430  
Outside of business hours for Dean on Call: 847-467-3022  
**Satisfactory Academic Progress Policy:** [www.tgs.northwestern.edu/about/policies/satisfactory-academic-progress.html](http://www.tgs.northwestern.edu/about/policies/satisfactory-academic-progress.html)  
**TGS Student Services:** gradservices@northwestern.edu; 847-491-5279 |
| **Program is unable to get in touch with student who is studying/doing research abroad.** | 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. | **Northwestern University Police (24/7):** 847-491-3456  
**Global Safety and Security:** [http://www.northwestern.edu/global-safety-security/](http://www.northwestern.edu/global-safety-security/), 847-467-6400, globalsafety@northwestern.edu |
| **Student reports discrimination** | 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.  
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.  
For all types of discrimination, if the person responsible is faculty or | **Respect NU:** [www.northwestern.edu/studentaffairs/dos/programs-and-services/respect/index.html](http://www.northwestern.edu/studentaffairs/dos/programs-and-services/respect/index.html)  
**Deputy Title IX Coordinator for complaints against students**  
Tara Sullivan, tara.sullivan@northwestern.edu or 847-467-5078  
**Office of Equal Opportunity and Access:** [www.northwestern.edu/hr/equalopp-access/index.html](http://www.northwestern.edu/hr/equalopp-access/index.html) or call 847-491-7458 |
| Student reports sexual misconduct (including sexual assault, sexual exploitation, stalking, dating/domestic violence, and sexual harassment) | If the allegation is of sexual misconduct by faculty, staff, or a third party, contact the Title IX Coordinator (Sexual Harassment Prevention Office)  
If the allegation is of sexual misconduct by a student, contact the Deputy Title IX Coordinator for complaints against students  
* 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 | Title IX Coordinator (Sexual Harassment Prevention Office):  
www.northwestern.edu/sexual-harassment/index.html  
Deputy Title IX Coordinator for complaints against students  
Tara Sullivan, tara.sullivan@northwestern.edu or 847-467-5078  
CARE: www.northwestern.edu/care/  
Sexual Misconduct Policy:  
http://www.northwestern.edu/provost/policies/title-ix/sexual_misconduct_policy.pdf |
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| 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. | The Graduate School's Conflict Resolution Resources:  
www.tgs.northwestern.edu/campus-life/dealing-with-conflict.html  
Associate Dean of Student Affairs, The Graduate School:  
Hank Seifert, h-seifert@northwestern.edu |
| 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) | Title IX Coordinator (Sexual Harassment Prevention Office):  
www.northwestern.edu/sexual-harassment/index.html  
http://policies.northwestern.edu/docs/Consensual_Relations_011314.pdf |
| International student has questions about visa status, work authorization, or resources for international students. | Refer to International Office advisor for visa issues or questions/concerns re: acculturation, workshops/events, and other resources.  
For ESL questions, contact Program for English Language Learners | International Office:  
www.northwestern.edu/international/about/staff.html or call 847-491-5613  
Program for English Language Learners:  
groups.linguistics.northwestern.edu/esl/ |