# Resources for Assisting and Referring Graduate Students

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<tr>
<th>Situation</th>
<th>Recommended Action(s)</th>
<th>Contact/Resources</th>
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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 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/  
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/ |
| **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  
**TGS Student Services:**
gradservices@northwestern.edu: 847-491-5279 |
| **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 involves a student, contact the Deputy Title IX Coordinator. 
For all types of discrimination, if the person responsible is faculty or staff, contact the Office of Equal Opportunity and Access and refer the student. | **Respect NU:**
https://www.northwestern.edu/inclusion/respectnu/our-community/index.html  
**Deputy Title IX Coordinator for complaints involving students**
Amanda DaSilva, 
Amanda.dasilva@northwestern.edu or 847-467-6571  
**Office of Equity**
https://www.northwestern.edu/equity/ or call 847-467-6165 |
| **Student reports sexual misconduct (including sexual assault, sexual exploitation, stalking, dating/domestic violence, and sexual harassment)** | Contact the Office of Equity and visit the Sexual Misconduct Response & Prevention website for additional guidance.  
*Please note, contacting The Office of Equity 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)* | **Title IX Coordinators (Office of Equity)**
https://www.northwestern.edu/sexual-misconduct/get-help/title-ix-coordinators/index.html or call or call 847-467-6165  
**CARE:**
www.northwestern.edu/care/  
**Sexual Misconduct Policy:**
http://www.northwestern.edu/provost/policies/title-ix sexual misconduct policy.pdf |
| Student has conflict with an advisor/faculty member | Refer student to the DGS and/or Department Chair. If conflict with program leadership, refer student to the appropriate school dean of the home school (or their designee) or to the Associate Dean for Graduate Student and Postdoctoral Affairs at TGS. | 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: Gayle Woloschak, TGS-ADSA@northwestern.edu |
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<td>Student is accused of academic misconduct (cheating, plagiarism)</td>
<td>Alleged academic misconduct involving a student in The Graduate School (TGS) must be reported by the complainant to the appropriate Assistant or Associate Dean.</td>
<td>TGS Academic Misconduct Policy/Procedure: <a href="http://www.tgs.northwestern.edu/about/policies/academic-integrity.html">www.tgs.northwestern.edu/about/policies/academic-integrity.html</a></td>
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<td>Accusation is made re: research misconduct</td>
<td>Contact the Office for Research Integrity</td>
<td>Office for Research Integrity <a href="http://www.researchintegrity.northwestern.edu/research-misconduct/">http://www.researchintegrity.northwestern.edu/research-misconduct/</a> or call 312-503-0054</td>
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<td>Student requests accommodations related to a disability</td>
<td>Refer the student to AccessibleNU to evaluate if the student is eligible to register and receive reasonable accommodations.</td>
<td>AccessibleNU: <a href="http://www.northwestern.edu/accessiblenu/">http://www.northwestern.edu/accessiblenu/</a> or call 847-467-5530</td>
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<td>Student requests accommodations related to pregnancy, lactation or parenting.</td>
<td>Refer to policy on “Accommodations for Pregnant and Parenting Students”. Students who wish to discuss or request accommodations based on pregnancy, childbirth, or related conditions, should contact the Title IX Coordinator or the Deputy Title IX Coordinator for Students.</td>
<td>Title IX Coordinators: (<a href="http://www.northwestern.edu/sexual-misconduct/get-help/title-ix-coordinators/index.html">http://www.northwestern.edu/sexual-misconduct/get-help/title-ix-coordinators/index.html</a>)</td>
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<td>Student is romantically involved with faculty or staff member or with another student who has evaluative authority over them</td>
<td>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)</td>
<td><a href="http://policies.northwestern.edu/docs/Consensual_Relations_011314.pdf">http://policies.northwestern.edu/docs/Consensual_Relations_011314.pdf</a></td>
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| 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. | International Office: www.northwestern.edu/international/about/staff.html  
Program for English Language Learners: https://www.elp.northwestern.edu/ |
| Student has questions about child and family resources such as parental leave, child care, dependent health insurance or other work/life issues. | Refer to the TGS Family Resource Liaison. | TGS Child and Family Resources: www.tgs.northwestern.edu/campus-life/child-and-family-resources/index.html or call 847-467-1460 |