

ASSISTING STUDENTS IN DISTRESS

Does the student need immediate assistance?

YES

The student's conduct is suggestive of immediate harm to self or others in the community.



STEPS TO TAKE

1. **Immediately** call or text 9-1-1 OR dial "0" from a campus phone or 708-209-3039 for Public Safety (available 24/7).
2. Follow up with Dean of Students Office as soon as possible.

NOT SURE

Indicators of distress are observed but severity is unclear.



STEPS TO TAKE

1. Consult with Dean of Students Office during business hours.
2. After hours, refer to resources listed on back of folder. Then, contact Dean of Students Office as soon as possible.

No

There is no concern for student's immediate safety, but s/he is having significant academic and/or personal issues.



STEPS TO TAKE

Refer to appropriate campus resource:

- | | |
|---------------------|--------------------------|
| Behavioral | Academic |
| • Dean of Students | • CULearn |
| • Care Team | Health |
| Emotional | • Health Services Center |
| • Counseling Center | |

ASSISTING STUDENTS IN DISTRESS

See something: You may be the first person to see something distressing in a student since you have frequent and prolonged contact with them.

Say something: Trust your instincts and say something if a student leaves you feeling worried, alarmed or threatened.

Do something: Sometimes students cannot, or will not, turn to family or friends. Your expression of concern to do something may be a critical factor in saving a student's academic career or even his/her life.

Signs & symptoms to look for:

- Expressing thoughts/desire to harm self or others
- Persistent low mood
- Isolating from others
- Disheveled/tired appearance
- Restlessness/agitation
- Verbal aggression/hostility



KEEP IN MIND... FERPA

Family Educational Rights and Privacy Act (FERPA) permits communication about a student of concern in connection with a health and safety emergency. Observations of a student's conduct or statements made by a student are not FERPA protected. Such information should be shared with appropriate consideration for student privacy.

CUC Resources

The following practices, procedures and resources have been set in place in an effort to achieve the goal of 100% student success as well as establishing a caring and safe campus community.

RESPONDING TO EMERGENCIES

Emergency situations are rare; however, immediate and decisive action is necessary when they do occur. Generally an emergency involves one or more of the following:

- A suicidal attempt, gesture, threat or stated intention
- A homicidal attempt, gesture, threat or stated intention
- Behavior posing a threat to self
- Behavior posing a threat to others
- Loss of contact with reality
- Inability to care for oneself

If the student is aggressive, unmanageable or in immediate danger (dangerous to self or others) do not leave the student unattended. Call 9-1-1 or "0" from a campus phone for the Department of Public Safety. If unable to speak, text "911"

CUC STUDENT CODE OF CONDUCT

CUC takes very seriously its responsibility to provide a safe environment for its students and others who work and study within our campus community.

Some examples prohibited by the Code include:

- Physical abuse, verbal abuse, threats, intimidation, harassment, retaliation, coercion and/or conduct which threatens or endangers the health and safety of any person.
- Any act of sexual misconduct, including but not limited to: inappropriate sexual behavior, sexual harassment, sexual intercourse (or attempts to commit the same), sexual contact (or attempts to commit the same) and sexual exploitation.
- Disruption or obstruction of teaching, research, administration, disciplinary proceedings or other CUC activities.
- Any act which endangers the mental or physical health or safety of a student.
- Conduct that is disorderly, lewd or indecent.

ACADEMIC CONCERNS

Navigate 360 is an online platform that instructors are encouraged to use to submit academic alerts. The system can be accessed at the following link: <https://cuchicago.campus.eab.com>

After logging into Navigate 360 and accessing the Professor Home page, instructors can view their class rosters.

To submit an academic alert, instructors should select one or more students by checking the box next to the student's name. Next, click the "Actions" link located at the top of the class roster and select "Issue Alert." After choosing the appropriate reason for concern, instructors are encouraged to include additional comments before submitting the alert.

Once the alert is submitted, the student will receive an automatically generated email notification. A member of the CULearn staff will then follow up with the student and provide recommendations to support their academic success.

As a faculty or staff member, you are in a unique position to identify students who may be in need of help.

NON-ACADEMIC CONCERNS

As an educational institution centered in the Gospel of Jesus Christ, CUC is committed to caring for and supporting each and every member of our community. Therefore, faculty, staff, students and others are encouraged to refer a student who may be struggling with personal or emotional difficulties or who may be exhibiting concerning behavior. Referrals are most commonly submitted via the **Student of Concern Report**, which is listed within the Non-Emergency Online Reporting Forms section of this folder.

Soon after a report has been submitted, the **CUC Care Team** reviews it and develops a collaborative outreach plan with campus and community resources to address any identified risks.

Members of the Care Team include representatives from the following offices:

- Athletics
- CULearn
- Public Safety
- Counseling
- Dean of Students Office
- Residence Life
- Campus Pastor

Non-Emergency Online Reporting Forms



Non-Academic Misconduct

[CUChicago.edu/incidentreport](https://cuchicago.edu/incidentreport)

- For reporting non-academic misconduct such as concerning, worrisome or threatening behavior.
- The Dean of Students Office will respond to all submitted reports.



Sexual Misconduct

[CUChicago.edu/sexualmisconductreport](https://cuchicago.edu/sexualmisconductreport)

- For reporting sexual misconduct, which includes gender discrimination, sexual harassment and sexual assault.
- The Title IX Coordinator will respond to all submitted reports.

CUC Resources (cont.)

TITLE IX

Title IX of the Education Amendments of 1972 prohibits discrimination based on gender in higher education. This includes, but is not limited to, sexual harassment, sexual assault, domestic violence, dating violence, and stalking.

Everyone deserves to be safe. CUC does not tolerate sexual misconduct or gender-based discrimination of any kind per our Sexual Misconduct policy.

Most employees at CUC are trained Mandatory Reporters. When sexual misconduct is disclosed to a Mandatory Reporter by a student or another employee, the Mandatory Reporter is obligated to share that disclosure with a Title IX Coordinator. Once the University is on notice, the University takes steps to stop the behavior, correct its discriminatory effects, and prevent its recurrence. Without notice, the University may not be able to take action, but the reporting party has access to resources that he or she needs.

If you are informed of sexual misconduct:

- Be sure the reporting party is safe and alert them to resources listed on the back of this folder;
- Remind the reporting party it is not his or her fault;
- Believe and listen without bias to the reporting party or witness accounts of the incident;
- Privacy will be honored, but do not promise confidentiality. Information must be shared to the extent necessary to conduct an investigation and take any corrective action deemed appropriate by the University;
- Encourage the reporting party to preserve any evidence by refraining from oral, vaginal and personal hygiene until he/she can be seen by a medical professional; saving DNA evidence from clothing, sheets, blankets and towels; and/or retaining any digital media evidence (e.g. texts, emails, posts, photos). This will be important to have should the reporting party decide to file a police report later.
- **Report sexual misconduct directly to the Title IX Coordinator in person, by phone, email or via electronic report on the Title IX webpage (CUChicago.edu/sexualmisconductreport).**

Once a report is received by the Title IX office, an internal investigation into the matter will be initiated. The reporting party has a choice as to how or when he/she chooses to participate in the investigation. He/she also has a choice as to whether or not to report it to the local police department or the Office for Civil Rights. The Title IX Coordinator will serve as a resource about the process, which may include helping to file a police report.

By helping our students and employees in this process you are supporting CUC in its role to best serve and protect those in our community.

ACCESSIBILITY AND ACCOMMODATIONS OFFICE

Any CUC student with a documented disability has the opportunity to request reasonable and appropriate accommodations to provide access to courses, programs, activities, and housing offered by the University. Students with a documented disability seek accommodations in order to make sure they have equal access to both educational opportunities and on-campus residential opportunities. The coordination of disability services is a component of **CULearn**.

A student with a disability that substantially limits one or more major life activities or participation in programs of the university is eligible to request accommodations. This includes undergraduate, graduate, and Accelerated Degree Program (ADP) students.

The student must initiate the request for accommodations and should contact the **Director of Academic Support** as soon as possible. This will ensure that the student has enough time to gather adequate documentation of his/her disability. Accommodations cannot be implemented unless the student has finished the intake process. All students are encouraged to contact the **Director of Academic Support** at least 2 months prior to the start of the semester that they plan to enroll. All returning students who have approved accommodations are required to contact the Director each new semester to establish accommodations.

Examples of learning accommodations:

- Extended time for testing and separate testing area
- Exam proctoring
- Permission to audio-record class sessions

Examples of housing accommodations:

- First-floor room in residence hall
- ADA-accessible room



Director of Academic Support is located in CULearn
Christopher Center 248 | (708) 488-4109

Non-Emergency Online Reporting Forms (cont.)



Student of Concern Report

CUChicago.edu/care

- For referring a student who may be struggling with personal or emotional difficulties or who may be exhibiting concerning behavior.
- The Care Team will respond to all submitted reports.



Discrimination/Harassment Reporting Form

CUChicago.edu/discriminationreport

- For reporting incidents of discrimination, harassment, bullying or bias.
- The Dean of Students Office will respond to all submitted reports.

OFF-CAMPUS/ONLINE RESOURCES



On-Campus Resources

Monday-Friday
(during business hours)

Dean of Students
708-209-3498

Public Safety
708-209-3039

Counseling Center
708-209-3229

Title IX Coordinator
708-488-4112

Campus Pastor
708-209-3470

CULearn
708-209-3634

Residence Life
708-209-3505

**"WE LOVE BECAUSE
HE FIRST LOVED US."**

- 1 JOHN 4:19

Suicide Prevention

988 Suicide and Crisis Lifeline
<https://988lifeline.org/> Dial or Text: 988

Suicide Hotline (24/7) 800-273-8255

Suicide Text Line Text "Life" to 61222

Crisis Text Line
Text "HOME" or "START" to 741-741

Thrive Counseling Center (local)
24/7 Hotline 708-383-7500
Crisis Walk-in Hours: M-Th 9 a.m.-8 p.m.;
F 9 a.m.-5 p.m.; Sat 9 a.m.-2 p.m.

National Suicide Prevention Lifeline
suicidepreventionlifeline.org

Mental Health

Thrive Counseling Center
120 S. Marion St., Oak Park
708-383-7500
M-Th 9 a.m.-8 p.m.; F 9 a.m.-5 p.m.; Sat 9 a.m.-2 p.m.

Amita Behavioral Health
1820 S. 25th Ave., Broadview
855-383-2224

Chicago Christian Counseling Center
400 Lathrop Ave., Suite LL95, River Forest
800-361-6880
Some financial assistance options

Community Counseling Centers of Chicago
2542 West North Avenue, Chicago, IL 60647
773-365-7277

Psychologytoday.com - Nationwide Resource
Directory of Mental Health Providers
Type zip code and local providers will list additional info

Health Services

Loyola Center for Health at River Forest
7617 W. North Ave., River Forest
708-771-1300
MF 8 a.m.-8 p.m.; Sat & Sun 8 a.m.-3 p.m.

Midwest Express Clinic
7343 Lake Street, River Forest, IL 60305
708-231-8908

**Edward-Elmhurst Health Center and
Immediate Care**
932 Lake Street, Unit 300, Oak Park, IL 60301
331-5221-1700

Wellnow Urgent Care
600 West North Avenue, Melrose Park, IL 60160

CVS Clinic
345 Madison Street, Oak Park, IL 60302
866-389-2727

Substance Use

Substance Use/Eating Disorders

**Rosecrance: Substance Abuse and
Mental Health Treatment**
<https://www.rosecrance.org/>
866-330-8729
Provides free assessment in person (call ahead)
or over the phone, if needed.

**SAMHSA - Substance Abuse and
Mental Health Service Administration**
findtreatment.samhsa.gov
800-662-HELP (4357)
24-hour free and confidential referrals and
information about mental and/or substance
use disorders, prevention, treatment, and
recovery in English and Spanish.

Alcoholics Anonymous aa.org

Narcotics Anonymous na.org

National Eating Disorder Association
<https://www.nationaleatingdisorders.org/>

Sexual Assault / Domestic Violence

Greenlight Family Services
Confidential Helpline: 773-728-7800
20 free sessions of counseling with a local provider for
sexual assault survivors either during college or prior in
high school
greenlightfamilyservices.org

Pillars Social Services
708-PILLARS (745-5277)
24-hr Domestic Violence Hotline: (708) 485-5254
24-hr Sexual Assault Hotline: (708) 482-9600
pillarscommunity.org

Love is Respect
Call: 866-331-8453 / Text: "loveis" to 22522
loveisrespect.org

Sarah's Inn
24-hr Crisis Hotline: 708-386-4225
Text: 708-792-3120
sarahsinn.org

National Domestic Violence Hotline
24/7 Call: 800-799-7233
TDD: 800-787-3224
thehotline.org

**Rape, Abuse & Incest National Network
(RAINN)**
24/7 Call: 800-656-4673
rainn.org (Live chat option)

Rave Guardian Emergency Notification

(scan QR code for more info)

