

Faculty & Advisers Undergraduate Action Guide

Emergency Concerns

Behavior or Concern	Immediate Step	Follow-Up Step
<ul style="list-style-type: none"> Active suicide attempt States intent to harm others 	Call 911 or NUPD (847-491-3456)	Inform Admin on Call (Business hours: 847-491-8430; After hours: 847-467-3022)

Urgent Concerns

Behavior or Concern	Immediate Step	Follow-Up Step
<ul style="list-style-type: none"> Self-injurious or suicidal statements 	Sit with student while they call CAPS to request crisis appointment (847-491-2151); If they will not call CAPS, contact Admin on Call (Business hours: 847-491-8430; After hours: 847-467-3022)	Notify School Advising Leadership point of contact
<ul style="list-style-type: none"> Non-emergency concerns regarding statements or behaviors that are threatening toward others 	Notify Behavioral Consultation Team by submitting the Wildcats Aware Form	Notify School Advising Leadership point of contact

Non-Academic Concerns

Behavior or Concern	Immediate Step	Follow-Up Step
<ul style="list-style-type: none"> Student discloses assault, sexual misconduct, discrimination, or harassment 	Notify Office of Equity using the Sexual Misconduct Form or Discrimination and Harassment Form	This information should not be shared outside of the report to Office of Equity
<ul style="list-style-type: none"> Disruptive classroom behavior that cannot be managed through direct communication with the student 	Notify Office of Community Standards by submitting the General Concern Form	Notify School Advising Leadership point of contact
<ul style="list-style-type: none"> Student shares feeling depressed, anxious, etc. General wellbeing concerns 	Recommend the student call CAPS (847-491-2151); if reluctant, recommend TimelyCare	If situation has ongoing impact on student's course engagement, notify School Advising Leadership point of contact
<ul style="list-style-type: none"> Student shares financial challenges 	Recommend the student contact Undergraduate Financial Aid	If situation has ongoing impact on student's course engagement, notify School Advising Leadership point of contact

Academic Concerns

Behavior or Concern	Immediate Step	Follow-Up Step
<ul style="list-style-type: none"> • Stops attending class for a week • Misses major assignment or milestone with no communication • Unresponsive to outreach for one week or unresponsive after two attempts to contact • Misses enough classes in attendance-based course where performance is becoming impacted • Misses multiple small assignments without communication • Discloses struggles with motivation, time management, or keeping up with academic load • Ongoing wellbeing concerns that impact academics • Presents set of concerns where immediate next point of contact is unclear 	<p>Notify School Advising Leadership point of contact or, if known, academic adviser</p>	<p>Keep School Advising Leadership point of contact informed of any changes/new information once initial concern is shared</p>

Potential Concerns to Monitor

Behavior or Concern	Immediate Step	Follow-Up Step
<ul style="list-style-type: none"> • Misses one class in attendance-based course without communicating • Misses one smaller assignment without communicating • Misses one appointment without communicating 	<p>Monitor for ongoing signs of disengagement rising to level of “Academic Concerns” above</p>	<p>If concerns escalate, follow next steps as indicated in this guide</p>