Referral Process

**STEP ONE:** Gather information: facts, statements, observations, copies of email or a submitted paper. Be sure to record the “when, where, and how” of the information.

**STEP TWO:** Make a report to the committee:
1. Website: www.uwec.edu/dos
   Complete “Report a Student Concern” referral form online.
2. Email: deanofstudents@uwec.edu
3. Phone: 715-836-5626

Committee Procedures

The committee may request additional clarifying information, meet to review the concern, and do any of the following:

- Assess the concerning behavior in order to understand and be able to communicate the nature of and extent of the concern
- Design an individual intervention and/or response plan for each student of concern
- Work with all campus individuals who may be affected by the behavior and need support
- Collaborate with appropriate offices to support the student of concern and assure that services are available
- Provide follow-up and outreach as needed

Campus Resources

- Counseling Services: 715-836-5521
- Student Health Services: 715-836-4311
- Dean of Students: 715-836-5626
- Students with Disabilities: 715-836-4542
- University Police: 715-839-4972
- Veterans Services: 715-836-5912
- Housing and Residence Life: 715-836-3674
- International Education: 715-836-4411
- Center for Awareness of Sexual Assault Crisis Line: 715-836-HELP

Community Resources

- Sacred Heart Hospital: 715-839-4222
- Luther Midelfort Hospital: 715-838-3311
- Bolton Refuge House: 715-834-9578
- Family Support Center: 715-830-0188
- Ecumenical Religious Center: 715-834-7781
- Crisis Call Center: 800-362-8255

For more information:

**Dean of Students Office**
University of Wisconsin-Eau Claire
106 Garfield Avenue
Room 240 Schofield Hall
Eau Claire, WI 54702-4004
715-836-5626
deanofstudents@uwec.edu

→ The goal of the committee is to identify individuals who need assistance in order to avert crisis and keep both the student and campus community safe and healthy.
**Students of Concern Committee**

The purpose of the Students of Concern Committee is to assist in maintaining a safe and healthy campus environment and support student retention by working with students who may exhibit behaviors of concern. The goal of the committee is to identify students who appear to be in distress and provide supportive intervention and guidance before the student reaches crisis level. The committee also assesses and coordinates the response to student crises.

The committee is composed of representatives from the following offices:
- Dean of Students
- Counseling Services
- Student Health Services
- University Police
- Services for Students with Disabilities
- Multicultural Affairs
- Housing and Residence Life
- Undergraduate Studies
- Other offices as appropriate

**How to Help**

Distressing behavior may sometimes be a “cry for help.” Every member of the campus community can offer assistance to a student in distress. Here are some tips to help you approach a student you are concerned about.

**LISTEN**
- Stop what you are doing and genuinely listen to what the student is saying
- If appropriate, speak with the student privately to minimize embarrassment

**ACKNOWLEDGE**
- Be sure the student is aware that you cannot keep expressions of harm to self or others confidential
- Express concern and interest, and let the student know you understand
- Avoid criticizing or sounding judgmental
- Remember, although it may not seem like a crisis to you, it still feels like one to the student

**ASSESS**
- Ask open-ended questions to help you better understand and clarify the problem
- Consider questions like, “What have you thought about doing?” or “Have you had thoughts about suicide?”
- Explore options with the student, but don’t expect to have all the answers

**REFER**
- Don’t ignore comments about suicide, violence, or harm to self or others
- Clarify the limits of your ability to help
- Offer to accompany the student to Counseling Services or other support offices
- Do not agree to be secretive about the problem
- Help the student find appropriate resources

**What types of behavior should you be concerned about?**

Though not an exhaustive list, these behaviors may be warning signs of significant distress:
- Social isolation
- Nervousness, agitation, irritability, non-stop talking, nonsensical conversation
- Marked change in personal hygiene
- Sudden changes in typical behavior
- Paranoia
- Frequent allusions to violence
- Refusal to comply with classroom rules
- Irregular or missed assignments
- Sleeping, drinking heavily, or hangovers in class
- Alarming sentiments in a student’s writing
- Suicidal ideation expressed either directly or indirectly (examples: “I’m going to kill myself,” “It doesn’t matter what I get on the test, I won’t be around when the final grades come out”)
- Inability to control anger
- Depression — sadness, apathy, expressions of hopelessness and despair
- Dramatic weight change
- Significant decline in quality of work or participation in class

**Report a student to the committee**

To report a student of concern to the committee, please use one of the following:
- Email: deanofstudents@uwec.edu
- Phone: 715-836-5626
- Online: www.uwec.edu/dos “Report a Student Concern” referral form

If you feel threatened or encounter a situation that requires immediate attention, contact University Police at 911.