

STUDENT AFFAIRS GUIDE TO WORKING WITH STUDENT CONCERNS

STUDENT AFFAIRS LEADERSHIP TEAM



A MESSAGE FROM THE Vice President for Student Affairs

Nathan Thomas

Thank you for taking the time to review this Quick Reference Guide, a resource designed to help you work with students about whom you have concerns. The Division of Student Affairs is here to partner with you in this work.

The Division of Student Affairs' mission is to connect and prepare students through co-curricular learning and extracurricular engagement to foster student success. Alongside our commitment to students, we embrace collaboration with our university and community partners.

We foster a commitment to the University's core values of student success, knowledge and discovery, inclusiveness and connectivity, and excellence. The environment shaped by Student Affairs provides opportunities for the intentional development of the whole student, encompassing experiences beyond the classroom and addressing the complexity of the myriad environments they may face. Our goal is to ensure an enriched environment for learning, personal growth, and positive outcomes for our students.

There are a wide variety of services and activities available to enhance students' Bradley Experience. With these in mind, please refer to this resource and reach out to the staff members who can best help you address student concerns.

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EMERGENCY

In an emergency, call Bradley University Police from campus extensions or your cell phone: **911 or (309) 677-2000**

An emergency is when a student experiences an immediate medical situation, poses imminent danger to self or others, demonstrates behavior that makes you feel unsafe, or is a victim of a crime. A Bradley University police officer will be dispatched to the scene.

SEE SOMETHING.

Bradley University faculty and staff are in a unique position to demonstrate compassion for Bradley students in distress. Since you have frequent and prolonged contact with them, you may be the first person to SEE SOMETHING such as signs of loneliness, isolation, and even hopelessness in students facing academic and life challenges. These feelings can easily disrupt academic performance and may lead to difficulties coping and other serious consequences.

SAY SOMETHING.

If a student interaction is making you feel worried, alarmed, or threatened trust your instincts and SAY SOMETHING. Students exhibiting troubling behaviors in your presence may be having difficulties in various settings including the classroom, or with roommates, family, and/or social settings.

DO SOMETHING.

Your expression of concern may be a critical factor in saving a student's academic career or even their life. The purpose of this folder is to help you DO SOMETHING by referring students to the appropriate campus resources.

STUDENT CONCERNS

RESOURCES

Academic Difficulty

- Missing classes and/or low or no engagement in the classroom
- Poor performance early in the term
- Expressing need for tutoring
- Math or writing difficulty
- Difficulty managing time/workload

Academic Success Center

(309) 677-2416
success@bradley.edu
or **Issue an Alert in Navigate**
bradley.edu/navigate

Mental Health

- Anxiety
- Depression
- Suicidal thoughts
- Emotional disturbances

Counseling Services

(309) 677-2700
bradleyhealthservices@bradley.edu

Personal Crisis

- Personal tragedy
- Significant life event
- Complex issues that impede success
- Desire to transfer or withdraw
- Extended medical absence

Student Support Services

(309) 677-3910
studentsupport@bradley.edu

STUDENT CONCERNS

RESOURCES

Assault & Harassment (Title IX)

- Violence (including assault, dating or domestic partner violence)
- Stalking, harassment, and sexual harassment
- Sex or gender based discrimination

Involving ONLY Students:

Student Support Services
(309) 677-3910
studentsupport@bradley.edu

FACULTY or STAFF:

Human Resources | Title IX Coordinator
(309) 677-3223
buhr@bradley.edu

Physical Health

- General physical health and illness
- Minor injuries
- Allergy issues
- Medication management

Health Services

(309) 677-2700
bradleyhealthservices@bradley.edu

Disabilities and Accommodations

- Requesting academic or testing accommodations (short or long term)
- Confirmation of approval for accommodations

Student Access Services

(309) 677-3654
sas@bradley.edu

Diversity and Inclusion

- Services for historically underrepresented students
- Incidents of bias or discrimination based on race or ethnicity
- Services for lesbian, gay, bisexual, transgender & questioning students

Office of Diversity and Inclusion

(309) 677-2646
odi@bradley.edu

Classroom Disruption, Discipline & Academic Misconduct

- Disruption to a class, residence hall, or campus event
- Alleged student code of conduct violations
- Plagiarism, or other forms of academic misconduct
- Alcohol and drug use and misuse
- Bullying

Residential Living and Student Conduct

(309) 677-3221
housing@bradley.edu

Housing & Residential Living

- Roommate concerns and issues
- Residence hall facility concerns
- Homesickness and other transition concerns

Residential Living and Student Conduct

(309) 677-3221
housing@bradley.edu

St. James Complex

(309) 677-2100
stjamesinfo@bradley.edu

Internships and Careers

- Part-time job (on-campus or off-campus)
- How to get an internship
- Concerns about career preparation and planning
- Need for a résumé review, mock interview, salary negotiation

Smith Career Center Springer Center for Internships

(309) 677-2510
careers@bradley.edu

Campus and Community Involvement

- Lack of connection
- Desire to be engaged in activities outside of classroom
- Interest in or concern about fraternity or sorority life
- Seeking opportunities to volunteer in the greater Peoria community

Student Involvement

(309) 677-2890
involvement@bradley.edu

Money or Finances

- Billing and bill payment
- Financial aid
- Scholarships
- Student and parent borrowing

Financial Assistance

Swords Hall 100
(309) 677-3089
bufinaid@bradley.edu

Student Fees

Swords Hall 100
(309) 677-3120
stufees@bradley.edu

Cheating & Plagiarism Policy

The Bradley University Cheating and Plagiarism Policy applies to all undergraduate and graduate students participating in academic classes, programs, and research projects offered by the University, including online and distance learning.

For more information contact Ryan Bair, Executive Director of Residential Living and Student Conduct, at (309) 677-3221 or rbair@bradley.edu.

The complete policy is available at:
bradley.edu/campuslife/studenthandbook

University Alcohol and Drug Policies

Students are responsible for obtaining and adhering to the University's alcohol and drug policies, which conform to state and federal laws and enhance the health, safety and educational interests of our community.

For more information, training, and support, contact Ryan Bair, Executive Director of Residential Living and Student Conduct, at (309) 677-3221.

The complete policy is available at:
bradley.edu/conduct

ADA (Americans with Disabilities Act)

Under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, instructors must provide *reasonable academic accommodations* for qualified students with disabilities.

For more information contact Liz Gorman, Director of Student Access Services, at (309) 677-3654 or eagorman@bradley.edu.

The complete policy is available at:
bradley.edu/offices/student/sas/

Title IX

Any employee or contractor who becomes aware of a potential incident of sexual assault, sexual harassment, relationship violence or other assault or harassment involving a student at Bradley University — either as reporting party or responding party — on or off campus must promptly report the matter to the Title IX Coordinator, Crystal Elliott, Director of Human Resources or the Title IX Deputy Coordinator for Student Affairs, Anne Hollis. For more information, training, and support, contact Crystal Elliott, Title IX Coordinator, at (309) 677-3223 or buhr@bradley.edu.

The complete policy is available at:
bradley.edu/campuslife/studenthandbook
and see the *Statement on Sexual Misconduct*.

Family Educational Rights & Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that allows present and former students access to their educational records and provides basic privacy protection. Educational records are defined as those directly related to a student and maintained by an educational agency or institution. FERPA permits disclosure of personal identifiable information from a student's educational record to parents, police or others to protect the health and safety of the student or other individuals. The Registrar's Office provides FERPA certification for faculty and staff.

For more information, training, and support, contact Andy Kindler, University Registrar, at (309) 677-3101.

The complete policy is available at:
bradley.edu/offices/academic/registrar/ferpa/

Student Code of Conduct | Student Grievance

Students who violate University regulations may be subject to disciplinary sanctions as outlined in the Student Handbook. Students may also be subject to disciplinary sanctions for conduct that occurs off campus.

For more information contact Ryan Bair, Executive Director of Residential Living and Student Conduct, at (309) 677-3221 or rbair@bradley.edu.

The Bradley University Standards of Conduct, Residential Life regulations, and other administrative policies impacting students are available at:
bradley.edu/campuslife/studenthandbook

Nondiscrimination Statement

Bradley University is committed to a policy of non-discrimination and the promotion of equal opportunities for all persons regardless of age, color, creed, disability, ethnicity, marital status, national origin, race, religion, sex, sexual orientation, gender identity and expression or veteran status. The University also is committed to compliance with all applicable laws regarding non-discrimination, harassment and affirmative action.

For more information and support, contact the Office of Human Resources, at (309) 677-3223.

This statement is available at:
bradley.edu/legal/nondiscrimination



BRADLEY University
Student Affairs