



department chairs to assess concerns and to determine what, if any, next steps should be taken, including making contact with the Office of Student Affairs and Campus Life (SACL).

**If you are a staff member**, you may contact the Office of Student Affairs and Campus Life (SACL) at 607-274-3374 or complete the reporting form. Completed reporting forms can be faxed to 607-274-1728.

**If you are a student**, speak to a professional staff member such as an academic advisor, residence director, or with the Office of Public Safety about your concern.

**A Quick Guide** to reporting is at [ithaca.edu/sacl/counseling/assisting/](http://ithaca.edu/sacl/counseling/assisting/)

**Reporting forms** are available at:

[http://www.ithaca.edu/sacl/services/docs/Students\\_at\\_Risk/atriskreporting/](http://www.ithaca.edu/sacl/services/docs/Students_at_Risk/atriskreporting/)

Completed reporting forms can be faxed to 607-274-1728 (SACL). Hard copies of the form are available upon request (390 Egbert Hall).

***In An Emergency***, if the safety of a student or someone on the campus is at stake, OR, if you are dealing with someone who is extremely disruptive, bizarre or irrational, ***Call the Office of Public Safety at 607-274-3333***. If you are using an on-campus phone, you may dial 911.

### **What happens when a concern about a student is reported to ASR?**

The SACL AVP will review reports, look for patterns of behavior, and may gather a group for further consultation to determine an appropriate response or intervention.

### **Will someone contact a student when a report is submitted?**

Yes. The AVP, sometimes in consultation with the academic Dean's office, will decide who is in the best position or who has the best relationship for follow-up contact with the student. That person could be the student's academic advisor, another faculty member, residence life staff, or someone from Public Safety. Sometimes, it could be the person who made the report.

Follow-up contact involves expressing concern about the student, trying to understand what's causing the concern, and offering resources for helping. Even if others are asked to follow-up with the student, people who report concerns can often help by having ongoing discussion with any student at risk.

Reports are evaluated in the context of other information that is available to the AVP at the time (from sources such as the Office of Public Safety or Judicial Affairs). The content of reports and the apparent severity of the problem help determine what kind of response is needed. Reports indicating a consistent pattern of behaviors or continued decline in functioning may suggest a different response than a report about a single behavior, such as sadness or occasional withdrawal from others. Repeated outreach or contacts to the student may be made if there are further reports indicating that risk is increasing.

### **How will I know something is being done to address my concern?**

The AVP or the Dean's office will contact you to indicate that the report was received and the

next steps to be taken.

**Will I know what is being done to support the student?**

Typically, any person who makes a report to the ASR will be alerted as to what form the follow-up will take.

**What happens to the reported information?**

Information gathered about a student and the actions taken are documented and maintained separately from academic records in accordance with established record-keeping norms. The information gathered also provides background information in the event concerns persist or the situation worsens.

**What should I do if a report has already been submitted and the student's level of distress appears to be getting worse?**

Occasionally, a student who has been reported to ASR may exhibit symptoms of distress that increase. In this case, an enhanced level of intervention may be needed to prevent further distress. Communicate your ongoing concern in the same manner you communicated your initial concern. By doing so, you create an opportunity for identifying another means of supporting the student and diminishing the likelihood of a crisis.

*This information is provided by The Center for Counseling and Psychological Services in collaboration with the Division of Student Affairs and Campus Life. For additional resources and for information about the Assisting Students at Risk Initiative, go to: <http://www.ithaca.edu/sacl/services/assist>  
For information about CAPS services, go to: <http://www.ithaca.edu/sacl/counseling>*