

Dean on Duty/Emergency Dean

The Office of the Dean of Students facilitates interactions among students, faculty and staff to promote a campus climate which supports students' academic success and their personal and professional development. The Dean on Duty can assist faculty and staff with a variety of issues ranging from absence letters to dealing with health and safety issues. The Dean on Duty acts as a resource to faculty/staff, students/families, community and University law enforcement, hospitals and crisis centers.

Disruptive Student

A student whose conduct is disruptive or dangerous, verbal or physical threats, active threats of suicide and resisting assistance.

Distressed Student

A student who is troubled, confused, very sad, highly anxious, irritable, lacks in motivation and/or concentration, demonstrating bizarre behavior or thinking about suicide.



Imminent Harm to Self or Others

Emergency Assistance	911 (non-campus phone) 9.911 (campus phone)
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or

Potential Harm to Self and Others

Counseling Center	217.333.3704
Dean on Duty	217.333.0050
McKinley Health Center Mental Health	217.333.2705

or

Consultation or Questions

Counseling Center	217.333.3704
Dean on Duty	217.333.0050
McKinley Health Center Mental Health	217.333.2705

Contact Information

Emergency Assistance	911 (non-campus phone) 9.911 (campus phone)
Office of the Dean of Students After 5pm (Emergency Dean)	217.333.0050 217.333.0050
Alcohol & Other Drug Office	217.333.7557
Disability Resources and Educational Services	217.333.1970
Counseling Center After 5pm	217.333.3704 217.359.4141
McKinley Health Center	217.333.2701
McKinley Health Center Mental Health	217.333.2705
Office for Student Conflict Resolution	217.333.3680
Rape Crisis Services— 24 hour hotline	217.344.6298
Women's Resources Center	217.333.3137
University Police Non-Emergency	217.333.1216

Student Behavior

The Student Code outlines the Rules of Conduct standards and expectations for students at the University of Illinois.
<http://admin.illinois.edu/policy/code/>



created by the Office of the Dean of Students
Connect. Learn. Achieve. **Student Affairs at Illinois.**

Parts of this publication adapted with permission from the
University of Florida Faculty and Staff "911" Guide.



Faculty & Staff Guide

for helping students



Getting Help

How To Make a Referral

While many students go to counseling or to the Dean of Students Office on their own, your involvement with students increases the likelihood you will identify signs or behaviors of distress and/or disruption in a student.

What can you do?

- Recommend campus resources to your student.
- Determine the student's willingness to go obtain assistance.
Reassure the student that it is an act of strength to ask for help.
- Dispute the myth that only "weak or crazy" people go for counseling or use others for help.
- Offer to make the initial contact with the campus resources.

Absence Letters from the Office of the Dean of Students

Regular class attendance is expected of all students at the University. There are situations, however, that may require a student to miss class. In general, acceptable reasons for absence from class may include physical and/or mental illness, serious family emergencies, court-imposed legal obligations, military obligations, severe weather conditions, religious holidays and participation in official university activities.

Students who will be missing class should notify the instructor and the Office of the Dean of Students. If warranted and with the appropriate documentation from the student, the Office of the Dean of Students will issue an absence letter to the student who then provides this letter to instructors. Students are discouraged from providing medical documentation directly to instructors due to confidentiality and records-keeping issues.

Behavioral Intervention Team

This team consisting of University professionals from the Counseling Center, the Office for Student Conflict Resolution, the Office of the Dean of Students, McKinley Health Center, University Housing, and University Police review and intervene in cases where students have been harmful/disruptive to themselves and/or the University community. This team reaches out to students to provide supportive resources, as necessary, in an attempt to have them manage their problematic behavior.

Student Death Notification

In the event of the death of a student, contact the Office of the Dean of Students immediately. Our office will verify such reports with appropriate officials and issue official notifications to the campus community. We will also provide support and resource information to the student's family, friends and academic department.

Frequently Asked Questions

Disruptive Student

What are the Warning Signs of a Disruptive Student?

1. Highly disruptive behavior (e.g. hostility, aggression, violence).
2. Inability to communicate clearly (garbled, slurred speech; unconnected, disjointed, or rambling thoughts).
3. Loss of contact with reality (seeing or hearing things which others cannot see or hear; beliefs or actions greatly at odds with reality or probability).
4. Inappropriate communications (including threatening letters, e-mail messages, harassment).
5. Overtly suicidal thoughts (including referring to suicide as a current option or in a written assignment).
6. Threats to harm others.
7. Stalking behaviors.

How Should I Respond When A Student Is Disrupting My Class?

Faculty members have broad authority to manage their classrooms and establish reasonable guidelines for class discussions that ensure everyone has an opportunity to participate in an orderly manner. If you believe a student's behavior is inappropriate, consider a general word of caution rather than singling a student out or embarrassing the student. "If the behavior in question is irritating, but not disruptive, try speaking with the student after class. Most students are unaware of distracting habits or mannerisms, and have no intent to be offensive or disruptive. There may be rare circumstances where it is necessary to speak to a student during class about his or her behavior. Correct the student in a manner, indicating that further discussion can occur after class." (Pavela, 2001).

If a student's behavior reaches the point that it interferes with your ability to conduct the class or the ability of other students to benefit from the class, the student should be asked to leave the room for the remainder of the class period. The student should be provided with a reason for this action and an opportunity to discuss this matter with you as soon as is practical. In such situations, consultation and referral to the Office of the Dean of Students may be appropriate.

This item adapted from ASJA Law & Policy Report, No. 26, ASJA & Gary Pavela, 2001.

Distressed Student

What are some Signs that a Student may be in Distress?

1. Serious grade problems or a change from consistently passing grades to unaccountably poor performance.
2. Excessive absences, especially if the student has previously demonstrated consistent attendance.
3. Unusual or markedly changed patterns of interaction, i.e., avoidance of participation, excessive anxiety when called upon, domination of discussions, etc.
4. Other characteristics that suggest the student is having trouble managing stress successfully e.g., a depressed, lethargic mood; very rapid speech; swollen, red eyes; marked change in personal dress and hygiene; falling asleep during class.
5. Repeated requests for special consideration, such as deadline extensions, especially if the student appears uncomfortable or highly emotional while disclosing the circumstances prompting the request.
6. New or repeated behavior which pushes the limits of decorum and which interferes with effective management of the immediate environment.
7. Unusual or exaggerated emotional responses which are obviously inappropriate to the situation.

How Should I Respond?

Distressed Student

1. Deal directly with the behavior/problem according to classroom protocol.
2. Address the situation on a more personal level.
3. Consult with a colleague, department head, Dean of Students professional, or a campus counseling professional at the Counseling Center or McKinley Mental Health Center.
4. Refer the student to one of the University resources as listed on this brochure.

Disruptive Student

1. Remain calm and call for help, if necessary. Find someone to stay with the student while calls to the appropriate resources are made.
2. Remember: it is NOT your responsibility to provide professional help—you only need to make the necessary call for assistance.
3. When a student expresses a direct threat to themselves or others, call for Emergency Assistance at 911 (or 9.911 from a campus phone).