



## REFERRING A STUDENT TO THE DEAN OF STUDENTS OFFICE

### WHEN TO REFER

- If your efforts to manage a significant classroom behavioral issue have not resolved the problem.
- If you are concerned about the welfare of a student, yourself, and / or other students.
- If a student asks for help in dealing with personal issues that are outside your role as a faculty or staff member.
- If you have referred the student for assistance in the past and there seems to be no improvement or things seem to be worsening.

### WHAT ABOUT CONFIDENTIALITY?

The Family Educational Rights and Privacy Act (FERPA) does not prohibit the sharing of personal observations and knowledge about a student among campus officials when there is a legitimate concern related to campus safety.

If you are concerned about a student whom you have observed exhibiting one or more of the warning signs, do not hesitate to notify the Dean of Students Office.

All reports will be handled in a confidential manner whenever possible. We will take reasonable steps to maintain the privacy of those who make a referral, if requested. If the circumstances do not allow privacy to be maintained, this will

be discussed with the person making the referral. Information will be released on a need to-know basis within the campus community and in accordance with local, state, and federal laws and University policies.

### DOES THE REFERRAL NEED THE STUDENT'S PARTICIPATION?

Simply put, no it does not. There may be times when the student is not receptive to help or support, or when the student has long left your class or office and the link between your concern and making a referral occurs.

### HOW DOES THIS REFERRAL INTERFACE WITH THE BETA (Behavioral Evaluation & Threat Assessment) TEAM?

The Dean of Students serves as a member of the BETA Team and will interface with BETA as necessary regarding any students who are referred to the Dean of Students office.

## WHAT TO DO?

### Referrals can be made by:

Contacting the Dean of Students office at 256-824-6700 or by completing the online referral form at [uah.edu/student\\_affairs](http://uah.edu/student_affairs)

### Information for effective referral:

- Student's name and A- Number
- Best phone # (if known)
- Dates, times, & locations of events
- What was observed
- What was said and by whom
- What has been done so far to address concern and the student's response to those efforts

### If you are not sure if you should refer:

Remember that in any given situation, there are probably several "right ways" to address your concern for student's distress. Consult your Dean or Department Chair and please feel free to contact the Dean of Students office for consultation.