



Determining the appropriate interventions and referrals for student services

Scenario	Faculty Intervention	Referral Options
<p><u>Reported Disability</u> Student reports having a disability but does not have their accommodation paperwork. ("I used to have an IEP, I had a 504, I have voc rehab.")</p>	<ul style="list-style-type: none"> • Fill out the confidential referral form to refer the student to Student Accessibility Services (SAS). • Send a direct email to SAS with student information in order to have them follow up with the student. 	<p><u>Student Accessibility Services (SAS)</u> - sas@nu.edu https://www.nu.edu/studentsservices/accessibility/</p> <p><u>SAS Confidential Referral Form</u> https://form.jotform.com/62797714093971</p>
<p><u>Conduct Violations/ Concerning Behavior</u></p> <ul style="list-style-type: none"> • Multiple issues impede student's success • Disruptive/threatening comments in online course communications • Inappropriate behavior • Academic dishonesty 	<ul style="list-style-type: none"> • Email the student to schedule a time to discuss the tone/language choice of the comments (with multiple occurrences - refer the student to the Student Code of Conduct and give them a written warning). • Include an instructor response directly within the threaded discussion, post an announcement, or send an email to all students reminding them of the Student Code of Conduct on civility. • The Office of Student Conduct may need to be notified of a breach of Code of Conduct if disruption is significant or persistent. <p>**Report escalated or persistent incidences by filling out Report It form.</p>	<p><u>NU Faculty Guide for Disruptive Behavior</u> https://teachingandlearningstrategies.org/documents/268/Guide_for_Disruptive_Behavior_in_the_Classroom_J1SPHG8.pdf</p> <p><u>Student Code of Conduct</u> https://www.nu.edu/wp-content/uploads/2019/02/Student_Code_of_Conduct_for_GC_82_-_FINAL.pdf</p> <p><u>Office of Student Conduct</u> https://www.nu.edu/studentsservices/studentconduct/</p> <p><u>Report It Form</u> https://cm.maxient.com/reportingform.php?NationalUniv&layout_id=0</p>
<p><u>ESL/International Students</u></p> <ul style="list-style-type: none"> • Student who speaks English as a second language and is struggling with writing. • Struggling student discloses that they are an International Student. 	<ul style="list-style-type: none"> • Contact the student directly to provide the student the opportunity to resubmit the assignment with (or without) verification of a consultation with NU Student Success or the Writing Center. • Post an announcement or send an email to the class giving everyone the equal opportunity to resubmit their assignment with (or without) verification of a Writing Center or tutoring consultation. • Refer the student to International Student Services (ISS). 	<p><u>NU Student Success</u> - studentsuccess@nu.edu https://teachingandlearningstrategies.org/documents/270/NU_Student_Success.pdf</p> <p><u>Writing Center</u> - WritingCenter@nu.edu https://www.nu.edu/studentsservices/writingcenter/</p> <p><u>International Student Services</u> https://www.nu.edu/international-students/international-student-services/</p>
<p><u>Academic Challenges/ Welfare Concerns</u></p> <ul style="list-style-type: none"> • Low or no engagement • Poor performance in assignments • In jeopardy of failing the course • Skill building: studying, writing, communication, time management • Overall struggle with the rigors of college • Mental health concerns • Event of personal crisis 	<ul style="list-style-type: none"> • Respond in a compassionate manner. Follow-up with email to student to ensure NU paper trail. • Permit student to submit work late with minor penalty with (or without) verification of a consult with NU Student Success or NU Writing Center. Extend grace period to all students, if needed. • For writing concerns, refer the student to the NU Writing Center. • For academic assistance, refer the student to NU Student Success. • For assistance with student welfare concerns (mental health, personal crisis, etc.), refer the student to the NU Student Wellness. • If the student is active duty military, a veteran, or a military spouse, you can refer them to the National University Veteran Center. • Email the appropriate department on behalf of the student, if appropriate. 	<p><u>NU Student Success</u> - studentsuccess@nu.edu https://teachingandlearningstrategies.org/documents/270/NU_Student_Success.pdf</p> <p><u>Writing Center</u> - WritingCenter@nu.edu https://www.nu.edu/studentsservices/writingcenter/</p> <p><u>Student Wellness</u> - studentwellness@nu.edu https://www.nu.edu/studentsservices/nu-wellness/</p> <p><u>Veteran Center</u> - VeteranCenter@nu.edu https://www.nu.edu/studentsservices/sasveteranstudentsuccess/</p>