

Student Resources

<p style="text-align: center;">Aggression or Threats of Violence</p> <p style="text-align: center;">Monmouth University Police Department (MUPD)</p> <p style="text-align: center;">732.571.4444</p>	<p style="text-align: center;">Alcohol or Drug Concern</p> <p style="text-align: center;"><u>Emergency</u> MUPD 732.571.4444.</p> <p style="text-align: center;"><u>Non-urgent concern</u> Substance Awareness 732.263.5804</p>	<p style="text-align: center;">Anxiety, Depression, or Intense Emotion</p> <p style="text-align: center;">Counseling & Psychological Services (CPS)</p> <p style="text-align: center;">732.571.7517</p>	<p style="text-align: center;">Disability or Special Learning Needs</p> <p style="text-align: center;">Department of Disability Services (DDS)</p> <p style="text-align: center;">732.571.3460</p>
<p style="text-align: center;">Discrimination and/or Harassment</p> <p style="text-align: center;">Office of Equity & Diversity</p> <p style="text-align: center;">732.571.7577</p>	<p style="text-align: center;">FERPA-related Questions</p> <p style="text-align: center;">Office of the General Counsel</p> <p style="text-align: center;">732.571.3598</p>	<p style="text-align: center;">Food Insecurity</p> <p style="text-align: center;">The Nest Food Pantry: Student Government Association</p> <p style="text-align: center;">732.571.3484</p>	<p style="text-align: center;">Nutrition</p> <p style="text-align: center;">Registered Dietitian of Gourmet Dining 732.263.5608</p> <p style="text-align: center;">Health Services 732.571.3464</p>
<p style="text-align: center;">Physical Health, Illness, or Injury</p> <p style="text-align: center;"><u>Medical Emergency</u> MUPD 732.571.4444</p> <p style="text-align: center;"><u>Non-urgent matter</u> Health Services 732.571.3464</p>	<p style="text-align: center;">Sexual Misconduct*</p> <p style="text-align: center;">Office of Equity & Diversity- Title IX Coordinator 732.571.7577</p> <p style="text-align: center;">Office of Judicial Affairs 732.263.5218</p> <p style="text-align: center;">MUPD 732.571.4444</p>	<p style="text-align: center;">Student Employee Issue</p> <p style="text-align: center;">Student Employment Office 732.263.5381</p> <p style="text-align: center;">Human Resources 732.571.3470</p>	<p style="text-align: center;">Suicidal Thoughts</p> <p style="text-align: center;"><u>Emergency</u> MUPD 732.571.4444</p> <p style="text-align: center;"><u>Non-urgent matter</u> Counseling & Psychological Services 732.571.7517</p>

*University employees, except those in Counseling & Psychological Services and Health Services, are mandated reporters and MUST report incidents of sexual misconduct, which can be done anonymously to protect the identity of the survivor, to the Title IX Coordinator.

MUPD is available 24-hours a day, every day. If there is an urgent issue and an above referenced department is closed, call 732.571.4444. and they can assist in supporting you and/or the student.

IMMEDIATE and DIRECT THREAT to SAFETY
-or-
LIFE THREATENING EMERGENCY?

Yes

No

Are you and/or the student on campus?

Current concern is happening between 8:45A-5:00P,
Monday-Friday when University is open?

Yes

No

Yes

No

Immediately call
MUPD
732.571.4444

Immediately call
911
Then MUPD
732.571.4444

Are you currently with the student?

Call
MUPD
732.571.4444

Yes

No

Will the student agree to walk with you to
CPS?

Call
CPS
732.571.7517

Yes

No

Walk with the
student to CPS for
an immediate
consultation

At CPS, introduce yourself and the
student to the staff.
Hello, I'm [your name] and
[student's name] would like to talk
to someone as soon as possible.

Encourage student to
walk to CPS and
consult with a
counselor

Provide the student
contact information
for CPS

Call CPS to apprise
them of the
circumstances
732.571.7517

REFERRING A STUDENT TO CPS

Recognizing Behaviors of Concern	
Signs of Concerning Behavior	Example
Bizarre behavior or speech	Talking incoherently or seeing things that are not actually there
Marked decline in personal hygiene	Dirty clothing, disheveled hair, etc.
Repetitive requests for accommodations	Rescheduling exams multiple times without explanation
Dramatic change in weight and/or eating habits	Rapid weight gain or loss
Reports of change in student's sleeping patterns	Student shared they have not slept in days Student has difficulty staying awake in class
Content of the student's work describes concerning behavior	Work features depression, suicide, abusive relationships, excessive anger, violence, or other behaviors of concern
Direct or indirect talk of suicide	I want to die.... It doesn't matter because I won't be here anyway....

Communicating your concerns with the student	
Action	Example
Address the observable behavior	I have noticed a change in the quality of work
Communicate your care for the student's success	As your professor, I care about you and your success
Identify your concern related to recent events	I am worried about how [inset behavior] is affecting you
Encourage the student to consult with a counselor	I am wondering if you would be willing to consult with CPS
Destigmatize help seeking and counseling utilization	Students often find it helpful to speak with an objective listener
Remind the student they can access CPS	CPS is a free and confidential resource for University students
Offer to connect student with CPS	We can call CPS now or I can walk with you to their office

FERPA

The Family Educational Rights and Privacy Act allows disclosure of personal identifiable information from an educational file to appropriate individuals due to concerns for healthy and/or safety emergencies.

Observable behavior, statements, and/or conduct is NOT a part of an educational file and, therefore, can be shared with appropriate personnel of the University.

Confidentiality

All CPS records are private and confidential. Information gathered does not become a part of the student's educational record. No one in the University or any other individual will be given information about a student without the student's consent, except in special circumstances, as required by law.

As such, CPS is unable to give information back to the referring person without the student's permission.

When recommending a student to CPS

Give contact information about CPS to the student
 Invite the student to call CPS from your office
 Offer to accompany the student to CPS
 Contact CPS and provide information about the referral
 Normalize help-seeking behaviors

What if a student refuses your referral

Except in cases of emergencies, the decision to accept a referral rests with the student. If the student declines your recommendation and there is NO immediate and direct threat to safety, communicate your concern to CPS at 732.571.7517. If there is an immediate threat to safety, contact MUPD at 732.571.4444.

Phone:
732.571.7517

Email:
MUcounseling@monmouth.edu

Location:
**3rd Floor
Student Center**

**MONMOUTH
UNIVERSITY**

COUNSELING *and*
PSYCHOLOGICAL
SERVICES

What if a disruptive student claims the observable behavior is the result of a disability?

The fact that a student might have a disability should not inhibit you from notifying appropriate authorities (including the campus police, as needed) about disruptive behavior. All students, regardless of abilities, must adhere to reasonable behavioral standards, as per the University's Student Code of Conduct. Setting and enforcing such standards might encourage students with disabilities to obtain an array of services from professionals to meet these behavioral standards.

Student issues and accommodation requests should be discussed with the Department of Disability Services (x3460). There is an established procedure students should follow if they have a disability and need to seek a reasonable accommodation.

Institutions of higher education do not have to tolerate or excuse violent, dangerous, or disruptive behavior, especially when that behavior interferes with the educational opportunities of other students. Universities may discipline a student with a disability for engaging in misconduct if it would impose the same discipline on a student without a disability.

When should I call the police?

You should call the MUPD at x4444 whenever you believe there is any threat of violence to self and/or others or if unlawful behavior, including a student's refusal to leave a class after being told to do so, is occurring. Any threat of violence should be taken seriously. Err on the side of caution and notify the police as soon as you can. You should also call MUPD at x4444 if you believe a student is a threat to themselves or others.

Should I act immediately or wait for a pattern of behavior to occur?

It is often a mistake to assume disruptive behavior will stop on its own. A fundamental tenet of progressive discipline is to document and respond to "small" incidents sooner rather than later. Generally, faculty, staff, and administrators who state reasonable expectations early, and enforce them consistently, help students avoid harsher consequences as a result of more serious infractions later. Contact CPS at 732.571.7517, if you would like to apprise them of the situation and/or consult with them.

What if I, as an employee, need assistance to personal matters that are affecting my abilities?

While most of the resources included on this folder are specific for student usage, contact Human Resources at 732.571.3470 to explore the Employee Assistant Program, benefits, and other services available to you during your employment at the University.

What if I, as an employee, need assistance responding to a student due to a concern not listed?

Counseling & Psychological Services is happy to consult regarding matters. Give them a call at 732.571.7517 and they will either explore ways to address the concern or connect you to the campus agent that can best assist.

Connect to Wellness

Monmouth University received a Garrett Lee Smith Campus Suicide Prevention Grant by the SAMHSA. Through this grant, Monmouth will continue to promote a competent community of wellness and resiliency with connecting students, faculty, and staff to key structures of wellness.