



UNIVERSITY POLICY

SUBJECT:	STUDENT AFFAIRS	TITLE:	STUDENT INTERVENTION COORDINATION		
CATEGORY: Check One	Board of Trustees <input type="checkbox"/>	Presidential <input checked="" type="checkbox"/>	Functional <input type="checkbox"/>	School/Unit <input type="checkbox"/>	
Responsible Executive:	Vice President for Academic Affairs		Responsible Office:	Academic Affairs	
CODING:	00-01-25-35:05	ADOPTED:	01/27/09	AMENDED:	02/03/11

LAST REVIEWED: 02/03/11

I. PURPOSE

To set UMDNJ policy concerning communication and coordination among University officials to provide support to the Deans, faculty, staff and students who observe conduct or statements of concern by students; to provide information to University officials with a legitimate educational interest in the conduct or statements of concern by students; and to contribute to the protection of the health and safety of students, employees and patients of UMDNJ.

II. ACCOUNTABILITY

Under the President, the Executive Vice President for Academic and Clinical Affairs, the Vice President for Academic Affairs, the Deans, the Office of Legal Management, the Department of Public Safety, and Unit Heads shall implement and ensure compliance with this policy.

III. REFERENCES

- A. Disabilities and UMDNJ Students/Applicants [00-01-20-91:00](#)
- B. Student Essential Functions [00-01-20-96:00](#)
- C. Family Educational Rights and Privacy Act [00-01-25-05:00](#)
- D. Students with Impairments [00-01-25-35:00](#)
- E. Student Involuntary Leave of Absence and
 Involuntary Withdrawal [00-01-25-36:00](#)
- F. Student Rights, Responsibilities and Disciplinary
 Procedures [00-01-25-50:00](#)
- G. Individuals with Handicaps/Disabilities [00-01-35-40:00](#)

IV. APPLICABILITY

This policy shall apply to all UMDNJ "students," defined as individuals enrolled in UMDNJ educational programs, attending UMDNJ classes or other academic activities, or otherwise participating in the UMDNJ academic community as learners.

V. DEFINITIONS

- A. Conduct or statements of concern include behavior or statements by students that are disruptive, threatening, inappropriate, unlawful, unprofessional, or reasonably likely to result in fear or anxiety concerning the safety of the student and/or members of the University community.
- B. Dean means the Dean of any School or the Dean's designee.
- C. A School official has a legitimate educational interest if he/she is:
 - 1. performing a task in order to fulfill his or her professional responsibility;
 - 2. performing a task related to a student's education, or
 - 3. performing a task related to a disciplinary action involving a student.
- D. Unit head means the UMDNJ official responsible for administration of any UMDNJ facility other than a School.

VI. POLICY

Conduct or statements of concern by students are sometimes precursors to more serious incidents. Review of serious incidents involving students throughout the country indicates the need to establish communication protocols so that the University's response to conduct or statements of concern observed by individuals in disparate functional or physical locations may be coordinated and considered by the appropriate group of University officials. Those officials will consider the cumulative import of the reports in order to identify potential student behavioral problems before they escalate and provide support and direction to the Deans, faculty, staff and students regarding possible action involving the student. Members of the University community are instructed to report to the appropriate Dean any conduct or statement of concern by a student. The Dean shall maintain a record of all such reports. In addition, in order to facilitate coordination of all information of concern regarding students which may reside in various offices within the University, the Dean shall transmit such reports to the departments or individuals indicated in the procedures below and take appropriate action in accordance with UMDNJ and School policies.

VII. PROCEDURES

- A. The Deans shall instruct their School's administration, faculty, staff and students through publication in catalogs and handbooks, as well as targeted annual communications that
 - 1. conduct or statements of concern by students which result in fear of imminent harm to any person (including the student him- or herself) or property must be communicated immediately to the Department of Public Safety, and
 - 2. all conduct or statements of concern by students should be communicated to the Dean, so that such information can be shared with those University departments and individuals with a legitimate educational interest in the matter.
- B. Unit heads shall instruct their unit's employees that
 - 1. conduct or statements of concern by students which result in fear of imminent harm to any person (including the student him- or herself) or property must be communicated immediately to the Department of Public Safety, and
 - 2. all conduct or statements of concern by students should be communicated to the appropriate Dean, so that such information can be shared with those University departments and individuals with a legitimate educational interest in the matter.
- C. When the Dean receives a communication about conduct or statements of concern by a student, the Dean shall first inquire as to the surrounding circumstances to assess whether the conduct or

statements have been accurately reported and meet this policy's definition of conduct or statements of concern.

D. If the Dean concludes that the information constitutes conduct or statements of concern, the Dean shall, in addition to other actions the Dean deems appropriate, contact the following offices or individuals by telephone or in person to constitute a Behavioral Intervention Team:

1. Executive Vice President for Academic and Clinical Affairs
2. Director of Public Safety
3. Director of Student Wellness Program and/or Director of Campus Student Health Center

E. The above individuals shall collect appropriate information, including any reports involving the student maintained by the Dean or other University offices, and consider whether the information warrants action and/or further consultation with other University or non-University individuals. If the situation is deemed to require action, the Dean will initiate the action pursuant to any applicable University or School policy or procedure (see VII.G.). If the situation is deemed to require further communication or consultation, the Dean, Executive Vice President for Academic and Clinical Affairs, Director of Public Safety, Director of Student Wellness Programs and/or Director of Campus Student Health Center, as appropriate, will contact the appropriate offices or individuals, which may include:

1. UMDNJ President
2. Vice President for Academic Affairs
3. Police or other law enforcement officials
4. Student Wellness Program
5. Office of Legal Management
6. Student Assistance Facilitator
7. County Psychiatric Screening Center or Psychiatric Emergency Department of a local health care facility
8. Campus Student Health Center or Emergency Department of a local health care facility.
9. UMDNJ Office of Emergency Management and Occupational Health and Safety
10. UMDNJ Office of Advancement & Communications
11. UMDNJ unit heads, in cases in which the student may be expected to appear in that unit's facilities
12. Affiliated clinical facilities in which the student is scheduled to appear for training
13. Faculty, staff and/or students of the unit in which the student participates
14. New Jersey Professional Assistance Program
15. The student's parents, guardian or next-of-kin, in cases of a health or safety emergency or other situation where such communication is permitted by law
16. Vice President for Academic and Clinical Initiatives (student housing)
17. Any other office or individual with a legitimate educational interest in the information.

- F. Whenever possible, the actions and communications initiated by the Dean in VII.E. above will include participation by the Office of Legal Management so that such actions and communications will be guided by legal advice.
- G. Actions initiated by the Dean, following communication and consultation pursuant to this policy, may include but are not limited to:
1. Referral for evaluation for fitness to perform the essential functions of the program in which the student participates. (See Essential Functions, 00-01-20-96:00)
 2. Disciplinary action (See Students Rights, Responsibilities and Disciplinary Procedures, 00-01-25-50:00)
 3. Approving a voluntary leave of absence or withdrawal or requiring an involuntary leave of absence or withdrawal (See Student Involuntary Leave of Absence and Withdrawal, 00-01-25-36:00)
 4. Referral to health care resources, including the Campus Student Health Center, UMDNJ Student Wellness Program, New Jersey Professional Assistance Program, County Psychiatric Screening Service, and/or private health care providers
 5. Communications with offices or individuals whose safety or ability to function appropriately might be affected
- H. When referring a student to health care resources, the Dean shall transmit to the provider information describing conduct or statements of concern by the student, accompanied by a description of the essential functions required of the student, including any patient care responsibilities. The Dean may require the student to consent to disclosure by the health care resource of any diagnosis, treatment recommendations and evaluation of fitness to perform the essential functions of the program to the School, either through the UMDNJ Student Wellness Program, Campus Student Health Center, Student Assistance Facilitator or directly to the Dean. If the student refuses to consent to disclosure, the Dean may take other actions pursuant to UMDNJ or School policies (e.g. VII. G. above) to protect the health and safety of the student and/or the University community and/or to uphold the academic standards of the School.
- The Deans shall maintain confidential records of all reports received of conduct or statements of concern and any actions taken concerning them. To the extent permitted by law, these records shall be provided by the Deans to offices and individuals who are authorized by this policy to receive and consider such information.
- I. Except for reports and communications made pursuant to this policy, and to the extent permitted by Family Educational Rights and Privacy Act (FERPA) and other applicable laws, all proceedings and deliberations conducted pursuant to this policy and procedure will be considered confidential and may not be released or disclosed by any participant without permission from the affected student or without valid subpoena or court order.

By Direction of the President:

Signature on file

Vice President for Academic Affairs