# Guidelines for Referrals to the Community Care Committee

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| **Identify the Behavior**  
(your observations) | **Speak with the Student**  
(in private or request an appointment) | **Make a Follow-up Appointment with the Student** | **Report Your Concern** | **Committee Follow-up** |

**Behavioral Classifications**  
(adapted, Sokolow & Lewis, 2007)

- **Disruptive**: Behaviors that cause concern or keep you from performing your duties. If in doubt, call for support and clarification.
- **Distressed**: Emotionally troubled; impacted by situational stressors and/or traumatic events; may be moving to crisis; possible psychiatric symptoms.
- **Disturbed**: Unusual, bizarre; lack of touch with reality; harmful to others; lack of social norms; erratic behavior; possible substance abuse.
- **Dysregulated**: Suicidal; self-injurious, eating disordered; substance abusing; hostile and unable to self-regulate.

- **Request an appointment with the student.**
- **Approach with a calm demeanor, non-confrontational and non-judgmental.**
- **Be specific regarding the observed behavior and/or writings of concern.**
- **Ask another colleague to be in the area or even in the room with you.**
- **Engage in solution-finding and formulate a plan with the student.**
- **Schedule a follow-up appointment.**
- **Unable to plan? High-risk student? Make a referral to the Community Care Committee and inform the student.**

- **Discuss progress or lack thereof with the student.**
- **Progress noted? Decide for one more appointment or commend the student without further follow-up.**
- **Some progress noted? Discuss areas of concern and schedule another meeting.**
- **No progress noted? On a case by case basis, and if appropriate, discuss alternate options and another possible plan.**
- **If the behavior is high risk, inform the student that you are making a referral to the Community Care Committee.**
- **Inform your department Supervisor/Chair as soon as possible if you have not already done so.**

- **Report your concern to a member of the Community Care Committee to initiate campus resources and referrals:**
  - Dr. Karen Fasanella  
    Associate Dean for Academic Success  
    **201-355-1146**
  - Mary Reilly, LPC  
    Counseling Center  
    **201-559-3587**
  - Laura Barry  
    Residence Life  
    **201-559-3504**
  - Sr. Mary Rosita  
    Provost  
    **201-559-6096**
- **Off-Campus Resources and After Hours Help**  
  Bergen County Psychiatric Emergency Services  
  (available 24/7)  
  **201-262-HELP (4357)**

- **Possible options after a referral.** Depending on the risk level and frequency of the behavior, the student…
  - may be required to meet with a Vice President or Dean to discuss the behavior and/or make a behavioral contract for appropriate behavior and/or civility.
  - may be charged with a violation of the Student Code of Conduct.
  - may be recommended or referred for counseling services.
  - may be connected with off-campus support systems.

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*Updated 8/2012*