

Responding to Student Situations

This quick guide directs you to relevant policies and appropriate individuals to contact for guidance when working with students.

If this happens	Immediate/First step	Contact with questions	More information	Mistakes to avoid
You receive an accommodations notice from Office of Student Affairs	Read the accommodations letter provided to you by the Office of Student Affairs. Contact the individuals listed on right with questions, concerns, clarification.	Chris Chamberlin , Dean of Students, for Medical/ADA accommodations Ruben Savizky , Associate Dean, Academic Affairs, for all other accommodations	Disability Support Services	Mistakes: Failing to provide accommodations without discussing with Office of Student Affairs or the Associate Dean, Academic Affairs. Asking the student directly about the disability.
Student asks you for accommodations (e.g., more time for exams) due to ADA/medical situation	Direct the student to Office of Student Affairs	Chris Chamberlin , Dean of Students, for Medical/ADA accommodations	Disability Support Services	Mistake: Providing accommodations without direction from Office of Student Affairs or Associate Dean, Academic Affairs
You believe student violated the Academic Standards Regulations – either academic (cheating, academic dishonesty, plagiarism) or other community violation	Report the potential violation to Ruben Savizky , Associate Dean, Academic Affairs	Ruben Savizky , Associate Dean, Academic Affairs	Cooper Code of Conduct	Mistakes: Not reporting potential violation and handling situation externally from, and in direct violation to, our published policies. Assigning a grade prior to adjudication.
You notice that a student stops attending class regularly.	Reach out to Ruben Savizky , Associate Dean, Academic Affairs	Ruben Savizky , Associate Dean, Academic Affairs	Attendance Policy in Academic Standards and Regulations	Mistake: Not notifying the Associate Dean, Academic Affairs or the Dean’s Office.
Parent seeks information about student grades/academic performance	Confirm with the student VP, Enrollment that the student has signed a FERPA waiver.	Mark Campbell , Vice President, Enrollment-Office of Enrollment Services	FERPA Policy	Mistakes: Assuming student signed a FERPA waiver. Taking verbal permission as authorization to share information with family or others.

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Student communicates to you that the student or other CU community member experienced sexual harassment	Inform the student that you are legally obligated to report the incident to the Title IX coordinator	Grace Kendall , Title IX Coordinator	Sexual Misconduct (Title IX)	Mistakes: Promising to keep the conversation confidential. Not reporting to the Title IX official.
Suicidal ideation	If emergency, call 911 and Campus Safety & Security ; Next, contact Chris Chamberlin , Dean of Students or Ruben Savizky , Associate Dean, Academic Affairs	Foundation building: x180 41 Cooper Square: x270 Residence Hall: x050	Campus Safety and Security Emergency Information	Mistake: Doing nothing.
Medical emergency	Call 911 and Campus Safety & Security	Foundation building: x180 41 Cooper Square: x270 Residence Hall: x050	Campus Safety and Security Emergency Information	Mistake: Doing nothing.
Violent/suspicious activity	Call 911 and Campus Safety & Security	Foundation building: x180 41 Cooper Square: x270 Residence Hall: x050	Campus Safety and Security Emergency Information	Mistake: Not reporting unusual, unsafe, or violent behavior.
Disruptive and Demanding Student Behavior	Call 911 and Campus Safety & Security	Foundation building: x180 41 Cooper Square: x270 Residence Hall: x050	Campus Safety and Security Emergency Information	Mistake: Not reporting disruptive behavior.

ADA/Medical Accommodations



Violation of Academic Integrity Policy



Title IX

