Resources & Required Reporting for Student Concerns

*If you take any of the following actions, you must report it to the appropriate programmatic Dean:*
BSW Students: Vicki Packheiser, vpackheiser@mail.utexas.edu, 512-471-2364  
MSSW Students: Jane Kretzschmar, swjak@mail.utexas.edu, 512-471-8209  
PhD Students: Cynthia Franklin, cfranklin@mail.utexas.edu, 512-471-0533  
Field Related concerns: Tanya Voss, tnvoss@mail.utexas.edu, 512-471-0510

<table>
<thead>
<tr>
<th>The Student…</th>
<th>You can…</th>
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| **Is an immediate threat to self, others or property** | **Report**  
  Call APD: 9-1-1  
  If you call using a campus phone it will connect you to UTPD, if you call using an outside line, it will connect to APD.  
  **Support**  
  When safe, see below. |
| **Is in distress, not an immediate threat, but you’re not sure what to do or are concerned about a student acting out** | **Report**  
  Call the Behavioral Concerns Advice Line (BCAL). They will help refer you to the right place. 512-232-5050 (24/7)  
  **Support**  
  See below. |
| **Is in emotional distress** | **Report**  
  Unless related to a reportable incident, there is no required reporting.  
  **Support**  
  UT Counseling Mental Health Clinic (CMHC).  
  CMHC is located in SSB, 5th floor, and is open 8 a.m - 5 p.m. Students in immediate need can walk-in and request to see someone at during open hours. Their 24-hour counseling/referral line may be reached at 471-CALL (2255).  
  For more information visit: [http://www.cmhc.utexas.edu/studentindistress.html](http://www.cmhc.utexas.edu/studentindistress.html) |
| **Is experiencing sexual harassment or discrimination, sexual misconduct, relationship violence or stalking** | **Report:**  
  • (Harasser is a Student) Ms. Christa Lopez, Associate Director, Student Emergency Services, Office of the Dean of Students (512) 471-5017, christa.sandelier@austin.utexas.edu  
  • (Harasser is an Employee) Mr. Travis Gill, Director of Investigations, Office of Institutional Equity (512) 471-1849, travis.gill@austin.utexas.edu  
  • Dr. Jennifer Hammat, Assistant Vice President, University Compliance Services, Institutional Title IX & Clery Act Coordinator (512) 232-3992, j.hammat@austin.utexas.edu  
  Every supervisor, administrator, and University official is responsible for promptly reporting incidents of sex discrimination and sexual harassment that come to his or her attention to the Office of the Dean of Students, the Office of Institutional Equity (for employees and campus visitors), or the Title IX Coordinator.  
  For more information: [http://www.utexas.edu/student-affairs/policies/title-ix](http://www.utexas.edu/student-affairs/policies/title-ix)  
  **Support**  
  24/7 resources:  
  • UT Counseling Mental Health Clinic (512) 471-2255  
  • Voices against Violence (512) 471-2255  
  • Safe Place (512) 263-7233 |
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<td></td>
<td>• National Domestic Violence Hotline 1-800-799-7233</td>
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<tr>
<td></td>
<td>• National Sexual Assault Hotline 1-800-656-4673</td>
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### Has been sexually assaulted

**Report**
- Ms. Christa Lopez, Associate Director, Student Emergency Services, Deputy Title IX Coordinator, Office of the Dean of Students (512) 471-5017, christa.sandelier@austin.utexas.edu
- Dr. Jennifer Hammat, Assistant Vice President, University Compliance Services, Institutional Title IX & Clery Act Coordinator (512) 232-3992, j.hammat@austin.utexas.edu

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**Support**
If the students asks you to contact the police, they can report to:
- If assault occurred on-campus, UTPD (512) 471-4441
- If assault occurred off-campus, APD 9-1-1

A Title IX Coordinator or Deputy will go with a student to report or can be present when the police come out to take statements.

See below for more resources.

### Is experiencing discrimination or believes he/she is experiencing discrimination

**Report**
You must call the Office of Institutional Equity (512) 471-1849

More information: [http://www.utexas.edu/equity](http://www.utexas.edu/equity)

**Support**
Encourage them to fill out a Bias Incident Report.

### Is/Could be dealing with a temporary or permanent disability

**Report**
Unless related to a reportable incident, there is no required reporting.

**Support**
Services for Students with Disabilities
Can make appointment to discuss their needs.
(Voice) (512) 471-6259, (Video) (512) 410-6644, ssd@austin.utexas.edu

### Is a veteran and needs support

**Report**
Unless related to a reportable incident, there is no required reporting.

**Support**
Student Veteran Services UTVeterans@austin.utexas.edu, (512) 471-5017

### Is experiencing a financial

**Report**
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<td>emergency</td>
<td>Unless related to a reportable incident, there is no required reporting.</td>
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<tr>
<td>Support</td>
<td>Social Work Student Emergency Assistance Fund. The fund is a resource for students in emergencies that result in a loss of income or in other situations that might hinder the ability to complete their academic program. The amount given in emergency cases, up to a maximum of $300, is at the discretion of the Dean’s Office. Funds do not need to be repaid. To apply for emergency assistance, students should contact their Academic Adviser.</td>
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<tr>
<td>Voices Against Violence Survivor’s Emergency Fund. (512) 471-3515 For survivors of sexual violence, relationship violence, and/or stalking.</td>
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<tr>
<td>Is an international student looking for support</td>
<td>Report Unless related to a reportable incident, there is no required reporting Support International Student &amp; Scholar Services (ISSS). (512) 471-2477, <a href="mailto:hotline@austin.utexas.edu">hotline@austin.utexas.edu</a> <a href="http://world.utexas.edu/isson">http://world.utexas.edu/isson</a></td>
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<tr>
<td>Is suspected of being academically dishonest</td>
<td>Report • If the student admits responsibility, resolve the issue between you and the student in a Faculty Disposition. • Refer the incident to Student Judicial Services for review. • With either method, report the incident: <a href="http://deanofstudents.utexas.edu/sjs/downloads/DispositionReferralForm.pdf">http://deanofstudents.utexas.edu/sjs/downloads/DispositionReferralForm.pdf</a> • Refer to full procedures at: <a href="http://deanofstudents.utexas.edu/sjs/forFaculty.php">http://deanofstudents.utexas.edu/sjs/forFaculty.php</a> Support Refer above if related to another issue.</td>
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| Wants to file an academic grievance | Report Support Undergraduates: • Encourage student to resolve the issue with their professor. • If the issue cannot be resolved, refer them to the Dean’s Office. • Review the grievance process: [http://catalog.utexas.edu/general-](http://catalog.utexas.edu/general-)](http://catalog.utexas.edu/general-)
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When do I refer a student to Student Ombuds Services?
- They would like to talk confidentially about a situation
- They need help communicating with someone with the University
- They are unsure of the policies or procedures that apply to their specific problem or issue
- They would like to know what resources or options are available
- They want information about how to file a complaint, appeal, or grievance
- They feel a policy or procedure is not being followed properly
- They are not sure where else to turn for help

Where can a student contact Student Ombuds Services?
http://www.utexas.edu/students/ombuds
(512) 471-3825
Student Services Building, Room G1.404