

# STUDENT AFFAIRS GUIDE TO WORKING WITH STUDENT CONCERNS

## STUDENT AFFAIRS LEADERSHIP TEAM



### A MESSAGE FROM THE Vice President for Student Affairs

## Nathan Thomas

Thank you for taking the time to review this Quick Reference Guide, a resource designed to help you work with students about whom you have concerns. The Division of Student Affairs is here to partner with you in this work.

The Division of Student Affairs' mission is to connect and prepare students through co-curricular learning and extracurricular engagement to foster student success. Alongside our commitment to students, we embrace collaboration with our university and community partners.

We foster a commitment to the University's core values of student success, knowledge and discovery, inclusiveness and connectivity, and excellence. The environment shaped by Student Affairs provides opportunities for the intentional development of the whole student, encompassing experiences beyond the classroom and addressing the complexity of the myriad environments they may face. Our goal is to ensure an enriched environment for learning, personal growth, and positive outcomes for our students.

There are a wide variety of services and activities available to enhance students' Bradley Experience. With these in mind, please refer to this resource and reach out to the staff members who can best help you address student concerns.

*Student Affairs | 100 Sisson Hall | [nthomas@bradley.edu](mailto:nthomas@bradley.edu) | (309) 677-3148*



**Ryan Bair** Executive Director  
RESIDENTIAL LIVING AND STUDENT CONDUCT  
135 Sisson Hall  
[rbair@bradley.edu](mailto:rbair@bradley.edu)  
(309) 677-3221



**Norris Chase** Executive Director  
DIVERSITY AND INCLUSION  
210 Garrett Cultural Center  
[nchase@bradley.edu](mailto:nchase@bradley.edu)  
(309) 677-2646



**Tom Coy** Executive Director  
STUDENT INVOLVEMENT  
120 Markin Recreation Center  
[tcoy@bradley.edu](mailto:tcoy@bradley.edu)  
(309) 677-2890



**Anne Hollis** Executive Director  
STUDENT SUPPORT SERVICES  
101 Sisson Hall  
[ahollis@bradley.edu](mailto:ahollis@bradley.edu)  
(309) 677-3910



**Jon C. Neidy** Assistant Vice President,  
STUDENT AFFAIRS & Executive Director,  
SMITH CAREER CENTER  
104 Burgess Hall  
[neidy@bradley.edu](mailto:neidy@bradley.edu)  
(309) 677-2515



**Tina Welsh** Administrative Assistant  
STUDENT AFFAIRS  
100 Sisson Hall  
[twelsh@bradley.edu](mailto:twelsh@bradley.edu)  
(309) 677-3148

## EMERGENCY

In an emergency, call Bradley University Police from campus extensions or your cell phone: **911 or (309) 677-2000**

An emergency is when a student experiences an immediate medical situation, poses imminent danger to self or others, demonstrates behavior that makes you feel unsafe, or is a victim of a crime. A Bradley University police officer will be dispatched to the scene.

### SEE SOMETHING.

Bradley University faculty and staff are in a unique position to demonstrate compassion for Bradley students in distress. Since you have frequent and prolonged contact with them, you may be the first person to SEE SOMETHING such as signs of loneliness, isolation, and even hopelessness in students facing academic and life challenges. These feelings can easily disrupt academic performance and may lead to difficulties coping and other serious consequences.

### SAY SOMETHING.

If a student interaction is making you feel worried, alarmed, or threatened trust your instincts and SAY SOMETHING. Students exhibiting troubling behaviors in your presence may be having difficulties in various settings including the classroom, or with roommates, family, and/or social settings.

### DO SOMETHING.

Your expression of concern may be a critical factor in saving a student's academic career or even their life. The purpose of this folder is to help you DO SOMETHING by referring students to the appropriate campus resources.

## STUDENT CONCERNS

### Academic Difficulty

- Missing classes and/or low or no engagement in the classroom
- Poor performance early in the term
- Expressing need for tutoring
- Math or writing difficulty
- Difficulty managing time/workload

### Mental Health

- Anxiety
- Depression
- Suicidal thoughts
- Emotional disturbances

### Personal Crisis

- Personal tragedy
- Significant life event
- Complex issues that impede success
- Desire to transfer or withdraw
- Extended medical absence

## RESOURCES

### Academic Success Center

(309) 677-2416  
success@bradley.edu  
or **Issue an Alert in Navigate**  
bradley.edu/navigate

### Counseling Services

(309) 677-2700  
bradleyhealthservices@bradley.edu

### Student Support Services

(309) 677-3910  
studentsupport@bradley.edu

# STUDENT CONCERNS

# RESOURCES

## Assault & Harassment (Title IX)

- Violence (including assault, dating or domestic partner violence)
- Stalking, harassment, and sexual harassment
- Sex or gender based discrimination

Involving ONLY Students:

**Student Support Services**  
(309) 677-3910  
studentsupport@bradley.edu

FACULTY or STAFF:

**Human Resources | Title IX Coordinator**  
(309) 677-3223  
nena@bradley.edu

## Physical Health

- General physical health and illness
- Minor injuries
- Allergy issues
- Medication management

## Health Services

(309) 677-2700  
bradleyhealthservices@bradley.edu

## Disabilities and Accommodations

- Requesting academic or testing accommodations (short or long term)
- Confirmation of approval for accommodations

## Student Access Services

(309) 677-3654  
sas@bradley.edu

## Diversity and Inclusion

- Services for historically underrepresented students
- Incidents of bias or discrimination based on race or ethnicity
- Services for lesbian, gay, bisexual, transgender & questioning students

## Office of Diversity and Inclusion

(309) 677-2646  
odi@bradley.edu

## Classroom Disruption, Discipline & Academic Misconduct

- Disruption to a class, residence hall, or campus event
- Alleged student code of conduct violations
- Plagiarism, or other forms of academic misconduct
- Alcohol and drug use and misuse
- Bullying

## Residential Living and Student Conduct

(309) 677-3221  
housing@bradley.edu

## Housing & Residential Living

- Roommate concerns and issues
- Residence hall facility concerns
- Homesickness and other transition concerns

## Residential Living and Student Conduct

(309) 677-3221  
housing@bradley.edu

## St. James Complex

(309) 677-2100  
stjamesinfo@bradley.edu

## Internships and Careers

- Part-time job (on-campus or off-campus)
- How to get an internship
- Concerns about career preparation and planning
- Need for a résumé review, mock interview, salary negotiation

## Smith Career Center Springer Center for Internships

(309) 677-2510  
careers@bradley.edu

## Campus and Community Involvement

- Lack of connection
- Desire to be engaged in activities outside of classroom
- Interest in or concern about fraternity or sorority life
- Seeking opportunities to volunteer in the greater Peoria community

## Student Involvement

(309) 677-2890  
involvement@bradley.edu

## Money or Finances

- Billing and bill payment
- Financial aid
- Scholarships
- Student and parent borrowing

## Financial Assistance

Swords Hall 100  
(309) 677-3089  
bufinaid@bradley.edu

## Student Fees

Swords Hall 100  
(309) 677-3120  
stufees@bradley.edu

## Cheating & Plagiarism Policy

The Bradley University Cheating and Plagiarism Policy applies to all undergraduate and graduate students participating in academic classes, programs, and research projects offered by the University, including online and distance learning.

For more information contact Ryan Bair, Executive Director of Residential Living and Student Conduct, at (309) 677-3221 or [rbair@bradley.edu](mailto:rbair@bradley.edu).

The complete policy is available at:  
[bradley.edu/campuslife/studenthandbook](http://bradley.edu/campuslife/studenthandbook)

## University Alcohol and Drug Policies

Students are responsible for obtaining and adhering to the University's alcohol and drug policies, which conform to state and federal laws and enhance the health, safety and educational interests of our community.

For more information, training, and support, contact Ryan Bair, Executive Director of Residential Living and Student Conduct, at (309) 677-3221.

The complete policy is available at:  
[bradley.edu/conduct](http://bradley.edu/conduct)

## ADA (Americans with Disabilities Act)

Under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, instructors must provide *reasonable academic accommodations* for qualified students with disabilities.

For more information contact Liz Gorman, Director of Student Access Services, at (309) 677-3654 or [eagorman@bradley.edu](mailto:eagorman@bradley.edu).

The complete policy is available at:  
[bradley.edu/offices/student/sas/](http://bradley.edu/offices/student/sas/)

## Title IX

Any employee or contractor who becomes aware of a potential incident of sexual assault, sexual harassment, relationship violence or other assault or harassment involving a student at Bradley University — either as reporting party or responding party — on or off campus must promptly report the matter to the Title IX Coordinator, Nena Peplow, Director of Human Resources or the Title IX Deputy Coordinator for Student Affairs, Anne Hollis.

For more information, training, and support, contact Nena Peplow, Title IX Coordinator, at (309) 677-3223 or [nenape@bradley.edu](mailto:nenape@bradley.edu).

The complete policy is available at:  
[bradley.edu/campuslife/studenthandbook](http://bradley.edu/campuslife/studenthandbook)  
and see the *Statement on Sexual Misconduct*.

## Family Educational Rights & Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that allows present and former students access to their educational records and provides basic privacy protection. Educational records are defined as those directly related to a student and maintained by an educational agency or institution. FERPA permits disclosure of personal identifiable information from a student's educational record to parents, police or others to protect the health and safety of the student or other individuals. The Registrar's Office provides FERPA certification for faculty and staff.

For more information, training, and support, contact Andy Kindler, University Registrar, at (309) 677-3101.

The complete policy is available at:  
[bradley.edu/offices/academic/registrar/ferpa/](http://bradley.edu/offices/academic/registrar/ferpa/)

## Student Code of Conduct | Student Grievance

Students who violate University regulations may be subject to disciplinary sanctions as outlined in the Student Handbook. Students may also be subject to disciplinary sanctions for conduct that occurs off campus.

For more information contact Ryan Bair, Executive Director of Residential Living and Student Conduct, at (309) 677-3221 or [rbair@bradley.edu](mailto:rbair@bradley.edu).

The Bradley University Standards of Conduct, Residential Life regulations, and other administrative policies impacting students are available at:  
[bradley.edu/campuslife/studenthandbook](http://bradley.edu/campuslife/studenthandbook)

## Nondiscrimination Statement

Bradley University is committed to a policy of non-discrimination and the promotion of equal opportunities for all persons regardless of age, color, creed, disability, ethnicity, marital status, national origin, race, religion, sex, sexual orientation, gender identity and expression or veteran status. The University also is committed to compliance with all applicable laws regarding non-discrimination, harassment and affirmative action.

For more information and support, contact the Office of Human Resources, at (309) 677-3223.

This statement is available at:  
[bradley.edu/legal/nondiscrimination](http://bradley.edu/legal/nondiscrimination)



**BRADLEY** University  
Student Affairs