**If you have a relationship with the student (Even the smallest degree of a connection)**

1. **Ask the student if you can schedule a 1 on 1 meeting with them**
2. **Let someone else in your department know so that they may be available if you need them**
3. **Let them know what you have been noticing**. (“I’ve noticed you haven’t been in class as much as you normally are” “I noticed that you have been having some outbursts of anger lately”
4. **Avoid blaming or using why statements** as these can be seen as judgmental
5. **Use open questions** “Tell me about how things have been going this semester” “What has been difficult or rewarding this semester”
6. **Listen to what the student is saying and remain calm.** Even if a student is in crisis, them telling you does not create the crisis. Remain calm and listen to what they are saying even if you know that you will be encouraging them to seek help.
7. **Talk directly to the issue without judgement.** Listen and do not interrupt silence if it occurs, this may be especially hard for a student to talk about.
8. **Reflect what you are hearing back to them.** This will help let them know that you are listening and trying to understand what they are going through.
9. **Ask them what they think would help them.**
10. **Let them know about campus resources that are available to them** **and encourage hope**
	* Counseling Services
	* Student Support Assistant
	* Health Services
11. **Know your boundaries and limitations:** you do not have to do this alone, and it is not your responsibility to “fix” this. Help the person find hope while offering them the resources that are available to you. Say “I know (name) in (department) who has helped students with this before, would it be okay if I gave them a call while you are still here with me?” If they do not want resources at this time, respect their decision.
12. **Call upon a campus resource** call a campus resource including the Student Support Assistant (814 393 2031), Counseling Services (814 393 2255), health services (814 393 2121) or public safety (814 393 2111) for consultations and advice about the next step.

**If you don’t have a relationship with the student** (e.g., student is in your large lecture class, is a resident in your building, but not on your floor), but notice signs of distress or are aware of a pattern of concerning behavior, it may be more comfortable or effective to contact a network resource who might be “closer” to the student.

1. Call the Student Support Assistant, counseling services, or health services.
2. Fill out a BART referral online by visiting counsligns webpage and going to the Behavior Assessment and Referral Team

**Your decision may also be affected by your:**

1. Comfort level
2. Severity of the topic
3. Ability to find time in your schedule
4. Personal factors associated with the topic