**Student Behavior Assessment Team UPPS No. 07.10.05**

**Issue No. 4**

**Effective Date: 07/31/2019**

**Next Review Date: 04/01/2023 (E4Y)**

**Sr. Reviewer: Associate Vice President for Student Success and Dean of Students**

**01. POLICY STATEMENTS**

01.01 The purpose of the Student Behavior Assessment Team is to provide consultation to Texas State University administration, faculty, and staff who have expressed concern about the behavior of a student who appears potentially dangerous to the university community or could be disruptive to the academic mission of the university.

01.02 This policy outlines procedures for the Student Behavior Assessment Team to assess and consult with university faculty and staff.

**02. TEAM COMPOSITION**

02.01 The Student Behavior Assessment Team reports to the vice president for Student Success through the associate vice president for Student Success and dean of Students.

02.02 The Student Behavior Assessment Team is chaired by the associate vice president for Student Success and dean of Students, or a designated representative. The core members will include:

a. associate vice president for Student Success and dean of Students;

b. assistant dean of Students and coordinator of Student Justice;

c. assistant dean of Students and coordinator of Student Emergency Services;

d. director of the Counseling Center, or designated representative;

e. director of the University Police Department (UPD), or designated representative;

f. director of the Office of Disability Services, or designated representative;

g. director of the Student Health Center, or designated representative;

h. Academic Affairs representative appointed each year by the provost and vice president for Academic Affairs (VPAA);

i. director of the Department of Housing and Residential Life, or designated representative; and

j. a representative from the Round Rock Campus.

02.03 The Student Behavior Assessment Team will consult with The Texas State University System (TSUS) Office of the General Counsel, as needed. A representative from the TSUS Office of the General Counsel will advise the Student Behavior Assessment Team in situations where there are legal issues and concerns.

02.04 Other university officials may be asked to serve on the Student Behavior Assessment Team, as needed.

**03. PROCEDURES FOR REPORTING CONCERNS**

03.01 Any student, faculty, or staff member can report concerns about student behavior that could be dangerous to the university community or disruptive to university operations. These behaviors may include, but are not limited to:

1. threatening verbal or written comments;
2. behaviorally disruptive or bizarre conduct;
3. hostile, aggressive, or abusive behavior;
4. preoccupation with weapons, killing, or death; and
5. sudden and persistent mood change including anger or thoughts of persecution, rejection, or hopelessness.

03.02 The preferred method of reporting a concern by any student, faculty, or staff member is to submit the online form through the [Student Behavior Assessment Team website](https://bat.dos.txstate.edu/). Alternative means for students, faculty, and staff to report concerns include contacting the following:

1. Office of the Dean of Students at 512.245.2124;
2. any member of the Student Behavior Assessment Team; or
3. University Police Department at 911 if imminent and immediate danger exists or if a criminal act has occurred.

03.03 At the beginning of each fall and spring semesters, the associate vice president for Student Success and dean of Students will send a notice to faculty and staff, to notify them that the Student Behavior Assessment Team is available for consultations when they are concerned about potentially harmful, threatening, or disruptive behavior of students.

**04. CASE MANAGEMENT PROCEDURES**

04.01 Upon receiving a reported concern about student behavior, the Student Behavior Assessment Team chair will review the report within two business days to begin the following process:

1. gather additional information that may be necessary to assess the level of risk;
2. determine the level of risk via an objective assessment tool;
3. provide initial recommendations for reducing the risk of disruptive and dangerous behavior to those affected; and
4. discuss cases, including reports and gathered information, with the Student Behavior Assessment Team.

04.02 The Student Behavior Assessment Team will meet to discuss cases on a regular basis as established by the core members. In time-sensitive, high-risk situations, a special Student Behavior Assessment Team meeting may be called by any member.

04.03 The Student Behavior Assessment Team will meet with affected members of the university community for consultation. These consultations will occur during regularly scheduled or emergency meetings of the Student Behavior Assessment Team.

04.04 The desired outcome of a consultation meeting is a recommended course of action based upon the [Code of Student Conduct](https://studenthandbook.txstate.edu/rules-and-policies/code-of-student-conduct.html) and appropriate university policy and procedures statements (UPPSs). Specific issues for consideration include:

a. assessment of potential violence;

b. consideration of possible causes of the behavior;

c. containment of disruption;

d. appropriate referral resources;

e. appropriate behavioral boundaries within existing university policies; and

f. specific departmental procedure or course of action.

04.05 Once a case has been reviewed, the Student Behavior Assessment Team will adhere to [Family Education Rights and Privacy Act (FERPA),](https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html) state and federal laws, and relevant university policies and procedures to take any of the following actions:

* 1. refer the case to the Office of the Dean of Students, if the behavior is considered a violation of the [Code of Student Conduct](https://studenthandbook.txstate.edu/rules-and-policies.html);
  2. refer the case to the academic unit where the concern originated if it is assessed to be a classroom management case;
  3. refer to the Counseling Center;
  4. refer to the Student Health Center;
  5. refer to the Office of Disability Services;
  6. recommend university housing staff meet with the student;
  7. recommend UPD action (e.g., civil standby, welfare check, and criminal trespass warning);
  8. recommend withdrawal from the university due to health or safety concerns;
  9. recommend interim suspension from the university; or
  10. recommend canceling the student’s housing contract.

04.06 Recommended departmental courses of action will be carried out only through appropriate administrative channels.

04.07 Courses of action recommended to departments are for consultation only. They are not binding and do not carry the force of university policy.

04.08 Following a case management situation and subsequent recommendation, the Student Behavior Assessment Team will meet to debrief and evaluate the outcome of the situation.

**05. CASE INFORMATION AND CONFIDENTIALITY PROCEDURES**

05.01 Members of the Student Behavior Assessment Team may provide each other or campus community members involved in a particular case, or outside parties in connection with the situation, with information as is necessary to protect the health, safety, and privacy of the student or other persons and to generate a recommendation for a course of action in accordance with applicable legal and professional standards of confidentiality and with [UPPS No. 01.04.30](http://www.txstate.edu/effective/upps/upps-01-04-30.html), Release of Information Pursuant to the Texas Public Information Act and [UPPS No. 01.04.31](http://www.txstate.edu/effective/upps/upps-01-04-31.html), Access to Student Records Pursuant to the Family Educational Rights Act and Privacy Act of 1974.

05.02 If the student involved in harmful, threatening, or disruptive conduct is already a client of the Counseling Center or a patient of the Student Health Center or a student registered with the Office of Disability Services, information about that student’s relationship may only be obtained by the Student Behavior Assessment Team from those departments with written authorization of the student in question or in accordance with federal and state law. Federal and state laws that govern the privacy and confidentiality of students’ health and mental health information and records include:

1. [Health Insurance Portability and Accountability Act](https://www.cdc.gov/phlp/publications/topic/hipaa.html) (federal);
2. [Psychologists Licensing Act](https://statutes.capitol.texas.gov/Docs/OC/pdf/OC.501.pdf) (Texas);
3. [Texas Health and Safety Code, Title 7, Ch. 611, Mental Health Records](https://statutes.capitol.texas.gov/Docs/HS/htm/HS.611.htm);
4. [Texas Health and Safety Code, Title 2, Ch. 181, Medical Records Privacy](https://statutes.capitol.texas.gov/Docs/HS/htm/HS.181.htm);
5. [Family Educational Rights and Privacy Act](https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html); and
6. [Americans with Disabilities Act](https://www.ada.gov/pubs/adastatute08.htm) and [ADA Amendments Act](https://www.eeoc.gov/laws/statutes/adaaa.cfm) (1990/2008).

05.03 The purpose of the Student Behavior Assessment Team meetings is to assess risk of threats to the university community, to provide consultation and a recommended course of action. To the extent that any documents are created, generated, or maintained by the Student Behavior Assessment Team for its consultation purposes, such documents are confidential, as permitted by law. Such documents will be maintained per Texas State’s records retention policy.

**06. REVIEWERS OF THIS UPPS**

06.01 Reviewers of this UPPS include the following:

Position Date

Associate Vice President for Student April 1 E4Y

Success and Dean of Students

Director, Counseling Center April 1 E4Y

Director, University Police Department April 1 E4Y

Director, Department of Housing and April 1 E4Y

Residential Life

Provost and Vice President for April 1 E4Y

Academic Affairs

**07. CERTIFICATION STATEMENT**

This UPPS has been approved by the following individuals in their official capacities and represents Texas State policy and procedures from the date of this document until superseded.

Associate Vice President for Student Success and Dean of Students; senior reviewer of this UPPS

Vice President for Student Success

President