

UNIVERSITY of HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Student Affairs
AREA: Campus Life

Number: 13.01.02

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| SUBJECT: Conduct Assessment and Response Team (CART) |
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I. PURPOSE AND SCOPE

The University of Houston is committed to providing a learning environment that promotes the safety and well-being of its students and that is conducive for its students to develop to their fullest potential. To this end, the university has established the [Conduct Assessment and Response Team \(CART\)](#) in order to provide a proactive, multidisciplinary, and collaborative approach to assessing and responding to students who exhibit threatening, concerning, and/or disruptive behaviors. The purpose of the CART is to provide a vehicle for communication across and among divisions and departments of the university regarding student conduct and to serve as the institutional gathering point for information related to students who exhibit threatening, concerning, and/or disruptive behaviors.

II. POLICY STATEMENT

This policy establishes the Conduct Assessment and Response Team (CART), identifies its membership, and enables the team to coordinate university assets and resources in order to assess and respond to university students who exhibit threatening, concerning, and/or disruptive behaviors. Specifically, the CART may execute actions such as, but not limited to, the following:

- A. Meet on a regular basis to conduct the business of the CART.
- B. Develop processes and procedures designed to facilitate the effective and efficient management of cases of threatening, concerning, and/or disruptive student behavior brought before the CART.
- C. Gather information and assess situations involving students who may pose potential risk of harm to self and/or persons or property in the university community or who may cause substantial disruption to the university activities as a result of their concerning behaviors.
- D. Consult with university community members affected by students who exhibit threatening, concerning, and/or disruptive behaviors.
- E. Mobilize university assets and resources in an effort to respond to situations involving threatening, concerning, and/or disruptive student behavior.
- F. Develop specific strategies to manage or intervene with threatening, concerning, and/or disruptive student behaviors in an effort to protect the rights of university community members and to minimize disruption to university activities.
- G. Make recommendations to appropriate university officials regarding actions that might be taken to protect the rights and safety of university community members and that are consistent with university policy as well as federal, state, and local laws.

- H. Develop and disseminate informational materials designed to assist university community members in the identification and prevention of potentially threatening, concerning, and/or disruptive student behavior.
- I. Develop and facilitate training programs which inform university community members of strategies designed to help them identify students in distress and interact with students who exhibit threatening, concerning, and/or disruptive behaviors.
- J. Develop and disseminate materials designed to inform the university community of the existence of the CART and identify contact information for the CART in order to facilitate the reporting of potentially threatening, concerning, and/or disruptive student behaviors.

III. MEMBERSHIP

A. Core group members:

1. Dean of Students, Chair
2. Associate Dean of Students
3. Assistant Dean of Students
4. Associate Director of Student Housing and Residential Life (SHRL)
5. Assistant Director of Student Housing and Residential Life
6. Assistant Dean, Undergraduate Academic Affairs
7. Representative of Counseling and Psychological Services (CAPS)
8. Representative of Equal Opportunity Services (EOS)
9. Representative of the University of Houston Police Department (UHPD)

B. Additional members:

1. An Attorney from the Office of the General Counsel will serve as an ex-officio member to provide legal advice.
2. Additional university community members may be added to the CART as necessary or as required by the situation.

IV. CONFIDENTIALITY

Records created by the CART related to students are considered educational records and are, therefore, subject to regulations set forth under the [Family Educational Records and Privacy Act of 1974 \(FERPA\)](#). All activities of the CART shall comply with FERPA and state and federal laws concerning the privacy of mental health records and information. All other information and the identities of individuals providing information will remain confidential to the extent allowed by law.

V. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice President for Student Affairs and Dean of Students

Review: Every five years on or before June 1

VI. APPROVAL

Richard Walker

Vice President for Student Affairs and Enrollment Services

Renu Khator

President

Date of President's Approval: March 15, 2019

VII. REFERENCES

[Family Educational Rights and Privacy Act \(FERPA\) Web Site](#)

[Conduct Assessment and Response Team \(CART\) Web Site](#)

[UH Family Educational Rights and Privacy Act \(FERPA\) Web Site](#)

REVISION LOG

| Revision Number | Approved Date | Description of Changes |
|-----------------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | 10/13/2010 | Initial version |
| 2 | 03/27/2015 | Added "and/or disruptive" to Sections I and II. Removed Assistant Dean of Students for Judicial Affairs and Director of Academic Program Management, and added Captain, University of Houston Police Department and Assistant Dean, Undergraduate Academic Affairs to the CART membership list in Section III. Activated web link for FERPA. Updated titles as needed. Removed Associate Vice President for Student Affairs from approval process. Added Section VII, References |
| 3 | 03/15/2019 | Removed Director of Counseling and Psychological Services (CAPS), the Psychiatrist from the University of Houston Health Center, and the Captain from University of Houston Police Department (UHPD) in Section III.A. Added Assistant Dean of Students, Assistant Director of Student Housing and Residential Life, and representatives from CAPS, Equal Opportunity Services (EOS), and UHPD to Section III.A. Changed review period from every three years to every five years on or before June 1 |