

Student
Mistreatment
Incident

REPORTING

Formal Report
Online reporting tool or end-of-course evaluation

Informal Report
Telling college administration

Alternate Report
If a conflict of interest exists, the student may directly report the incident to the Executive Vice Dean

Mistreatment report is received by the **Ombudsperson** and **Director of the Learning Environment**.
One will serve as the **Intake Officer (IO)**.

INVESTIGATION

Is this an issue protected under Title IX or anti-discrimination policy?

Yes

No

As a mandatory reporter, the IO will **acknowledge receipt of the report, offer support to the student, and submit a report** to the Campus Title IX Coordinator.
The college will then work with the **Title IX office** and/or the **Office of Access and Equity** to address the situation.

The IO will **acknowledge receipt of the report** within 2 days.
They will **provide a status update** to the student within 10 business days.

After investigating, the IO determines if the **mistreatment definition** was met:

Yes

No

RESULTS

Assuming the environment is safe for students/patients, the harmed individual can choose to:
Hold the report until a time of their choosing, or request immediate intervention.

The student will be notified.
They have the **right to appeal** the finding to the **Associate Dean of Student Affairs** within 14 days.