REPORTING

INVESTIGATION

RESULT

Student Mistreatment Incident

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).

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

Yes

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.

No

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

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.

No