

TYPES OF REPORTS

DOCUMENTING
STUDENT CONCERNS



Emergency Calls & Urgent Concerns:
Call UIW Police Department at
(210) 829-6030



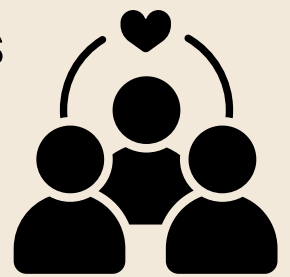
Academic Integrity Report

- Cheating on a test, plagiarism or unauthorized use of another's work. Including the student's own work previously submitted
- Upload pictures, emails, documentation or any related communication. Include facts, such as, date, time, name(s), student ID numbers



CARE Report

- Direct statements indicating distress
- Injury, illness, or hospitalization
- Exaggerated personality traits
- Upload related facts and emails



Incident Report

- Inappropriate and/or disruptive conduct
- Violations of Student Code of Conduct
- Fill out incident report with all facts, such as, date, time, name(s), student ID numbers



Title IX Report

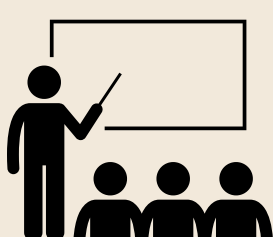
- Sexual harassment
- Sexual assault, exploitation
- Stalking
- Relationship violence (including dating and domestic violence)



Classroom Management

Do not submit classroom management concerns:

- Poor quality coursework
- Not paying attention, excessive talking and/or lack of respect in class



OFFICE OF STUDENT ADVOCACY AND ACCOUNTABILITY

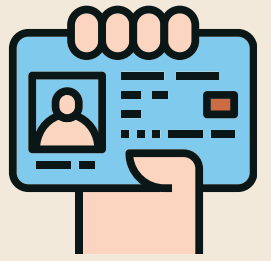
1 Role of Staff and Faculty



- Advocate & Educate
- Report Policy Violations
- Document the student concern or incident

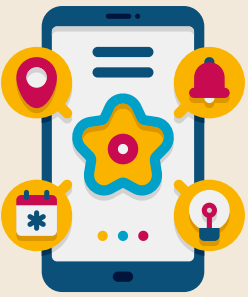
2 Identify the student(s)

- Get the names of individual(s) involved
- Record important information
- Identify student(s) with a student ID, State ID, or Driver's license, and contact phone number



3 Record the Facts

Use your cell phone to take notes for reporting concern or incident:



- Timeline, location, witnesses
- Describe in detail the behavior, scene or situation with facts only
- Include pictures, emails, documentation and/or any related communication

4 Report Location Link



5 After Report is Submitted

- Report is reviewed by Office of Student Advocacy and Accountability (OSAA)
- Action is taken by OSAA, or CARE Team
- Student is contacted to address the concern
- OSAA does not contact faculty/staff with updates
- Faculty/ Staff may be contacted only if additional information is needed

