Faculty & Staff Guide to Reporting Student Conduct Issues
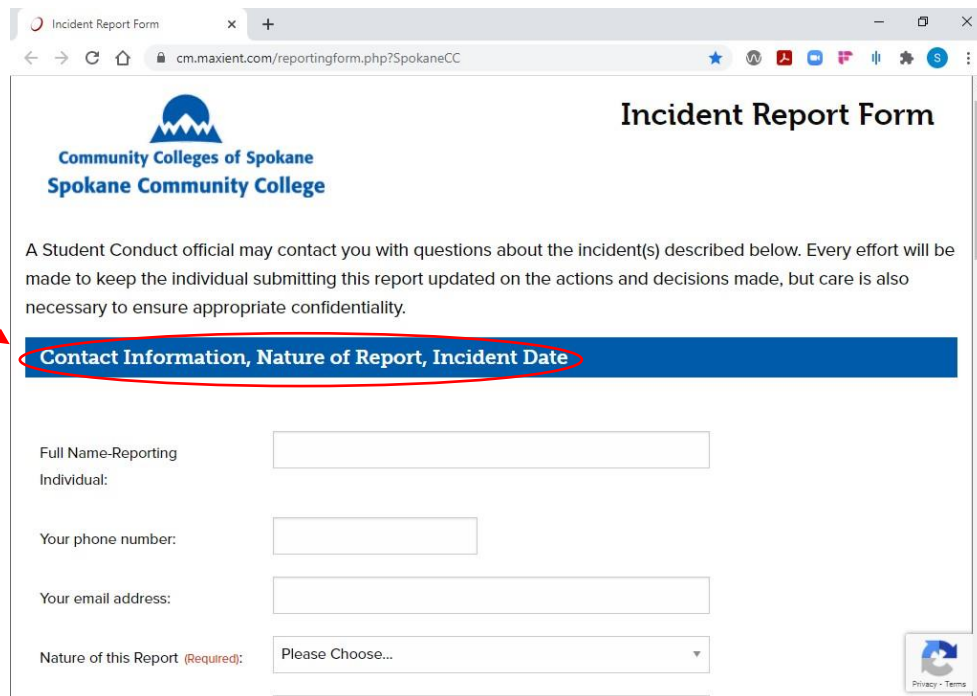
1. In the **Employee Portal** on the SCC Website, click on one of the following forms (depending on the nature of your report): **Behavioral Intervention Team** – SCC*; **Early Alert** (Student Support Referral); **Student Conduct Incident Report** (SCC)*
   *Form allows drop down option for BIT, Student Conduct, and Title IX/Sexual Harassment.

2. On the Incident Reporting Form, start by providing the **Contact Information, Nature of Report, & Incident Date** to identify the reporting party for follow up.
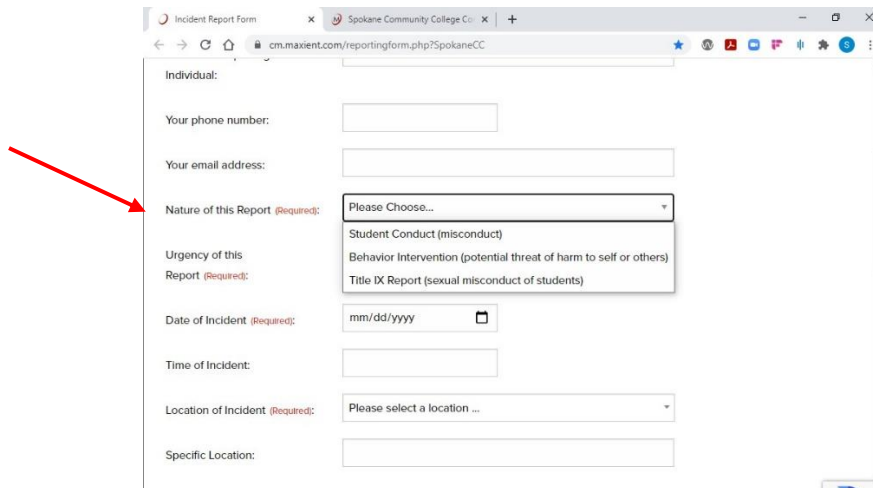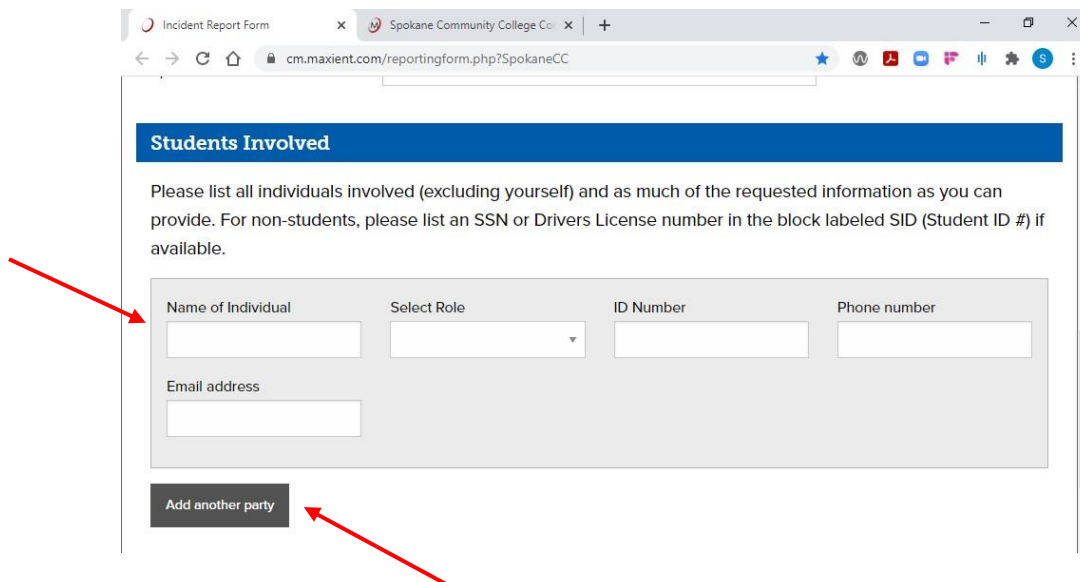
3. Under the **Nature of this Report** drop down, identify if the report is for student conduct, concerning or threatening behavior (BIT), or a Title IX Report regarding sexual misconduct of students. Please note: Use the separate form for [Early Alert](#) referrals.

4. Please identify <u>all</u> involved students in the reported incident. This form will allow you to "Add Another Party" if there is more than one student involved.

5. Complete the **Description of the Incident(s)** section to provide narrative, factual details, and specific behaviors of the reported incident.

6. If you have any supporting documentation (e.g. photos; screenshots; emails; etc.), please attach under **Supporting Documentation/Attachments**. Once you have completed all required fields, submit the report. You may also email yourself a copy of the report by checking "Email me a copy of this report".
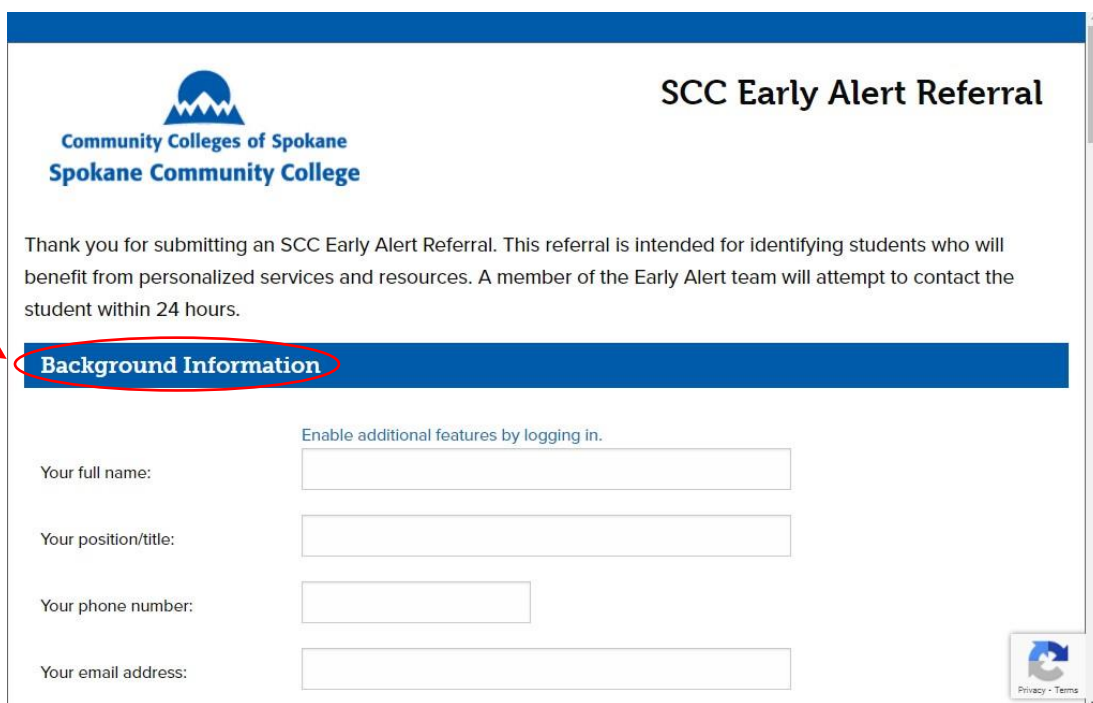
Faculty & Staff Guide to Referring Early Alert Issues

1. In the **Employee Portal** on the SCC Website, click on one of the following forms (depending on the nature of your report): **Behavioral Intervention Team** – SCC*; **Early Alert** (Student Support Referral); **Student Conduct Incident Report** (SCC)*
Form allows drop down option for BIT, Student Conduct, and Title IX/Sexual Harassment.

2. On the Early Alert Referral Form, please start by providing the **Background Information** so that we can identify the reporting or referring party for follow up.
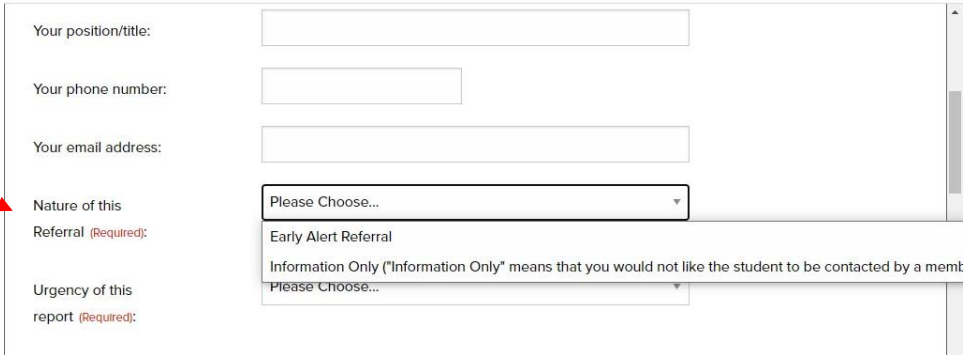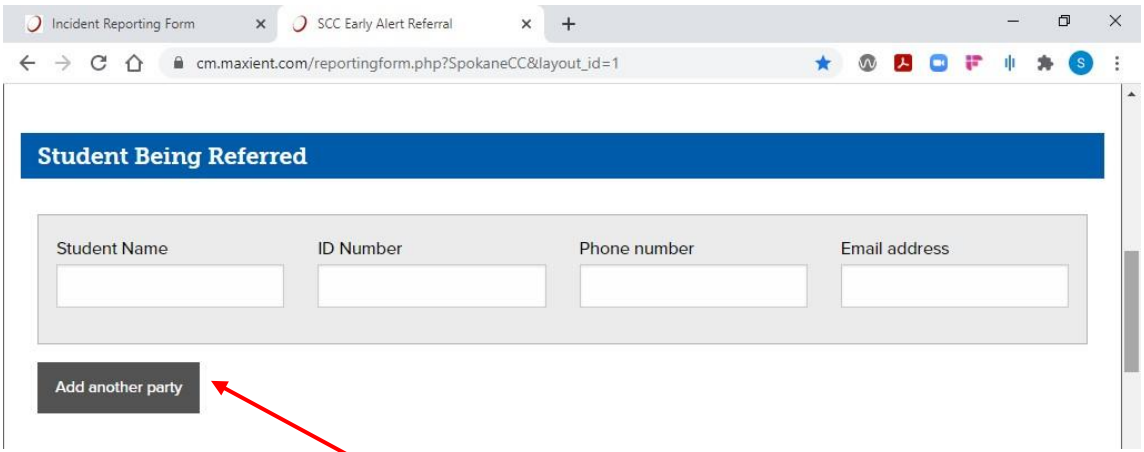
3. Under the **Nature of this Referral** drop down, identify if the report is for an Early Alert Referral (Follow Up Needed) or Information Only (No Action Needed/Student Should Not Be Contacted By Early Alert Team). If you need to report for student conduct issues, use the separate form for [Incident Reporting](#).

4. Please identify <u>all</u> involved parties in the referral. This form will allow you to "Add Another Party" if there is more than one student/party involved in the referral.

5. Complete the **Questions** section to provide narrative details and specific areas of concern as well as recommendations for support regarding the student being referred. If this is a "Course-Specific" referral, please identify the Course Name/Course ID information.

6. If you have any supporting documentation (e.g. photos; screenshots; emails; etc.), please attach under **Supporting Documentation**. Once you have completed all required fields, submit the referral. You may also email yourself a copy of the report by checking "Email me a copy of this report".