



# Report of Concern: Student Community Standards

Revised 7/11/19

Prior to completing this form, please work with your designated Faculty Support and Development Associate (FSDA) or Manager for awareness and support. Your FSDA or Manager can provide you with specific guidance and tools that can help you determine the best course of action to respond and attempt to de-escalate the situation. It is important to attempt to address the observed behavior and document those attempts. If a referral is deemed appropriate after a documented attempt at de-escalation, please complete and submit this form and all supporting documentation to the Office of Student Conduct & Community Standards at [SCS@ashford.edu](mailto:SCS@ashford.edu).

This referral should contain all the facts that form the basis of this allegation including specific name(s), date(s), location(s), and descriptions of the student's alleged violation(s). This form will become part of the student's record and information provided should only pertain to the current alleged violations(s).

## Background

1. Student behavior which appears to fall within the categories outlined in the Student Community Standards in the Student Rights and Responsibilities section of the [Ashford University Catalog](#).
2. Any member of the University academic community may submit a Report of Concern: Student Community Standards form to the Office of Student Conduct & Community Standards.
3. In most situations, wherein a member of the University community suspects a student of violating the Student Community Standards, he or she should first speak with their FSDA or Manager and attempt to de-escalate the situation. Clarify behavior expectations with the suspected party regarding the concerns and attempt to understand the root of the issue. If behavior persists it is important to inform the student of your intent to make a referral to student conduct and document all interactions. In situations where there may be a risk of harm, confrontation should be avoided and a referral should be made immediately.
4. Any allegation presented to the Office of Student Conduct & Community Standards must be submitted in writing, signed, and dated by the person submitting the allegation. The student alleged to have committed the violation and the person making the allegation shall be considered "parties" to the investigation. All documentation that may be relevant to the case should be provided at the time of the referral.

## Incident Information

Student First Name: \_\_\_\_\_ Student Last Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Date: \_\_\_\_\_ Current Course/Section Number (if applicable): \_\_\_\_\_ Incident Date/Time: \_\_\_\_\_

When and what action was taken prior to the completion of this form? Example: did you attempt to de-escalate and document those attempts prior to the submission of this form?

Please list name(s), address(es), and phone(s) of any witnesses to this event.

Description of the Incident:

I attest that the information reported is true and accurate. I am aware that an investigation will be conducted and I may be required to supply additional information as necessary.

Instructor / Staff / Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Local Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_