

# Office of Student Conduct: Report of Concern

Revised 1/27/2021

## Submission Instructions

Prior to completing this form, please work with your designated Faculty Coach/Consultant or Manager for awareness and support. Your Faculty Coach/Consultant or Manager can provide you with specific guidance and tools that can help determine the best course of action to respond and attempt to de-escalate the situation. Please communicate clear expectations and document your attempts to provide support and resources. If behavior persists after a manager has intervened and/or support from a Faculty Coach or Consultant has been provided, it is important to inform the student of your intent to make a referral to student conduct. Submit this completed form and documentation of all interactions to the Office of Student Conduct at [scs@uagc.edu](mailto:scs@uagc.edu).

This referral should contain all the facts that form the basis of this allegation, including specific name(s), date(s), location(s), descriptions of the student's behavior/conduct and all communication associated with the concern. This form will become part of the student's record and information provided should only pertain to the current reported concern.

## Background

1. Information regarding the Student Community Standards are located in the [Student Rights and Responsibilities](#) section of the University of Arizona Global Campus Catalog.
2. In situations where there may be a risk of harm, confrontation should be avoided, and a referral should be made immediately.
3. Any reported information to the Office of Student Conduct must be submitted in writing, signed, and dated by the person submitting this form. The student of concern and the reporting person 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: what attempts were made to de-escalate and document those attempts prior to the submission of this form?):

Description of the Incident:

Any other relevant information? (Example: Witnesses, documentation, etc.):

I attest that the information reported is true and accurate. I have included documentation associated with the concerns. 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: \_\_\_\_\_