

Creative Ways to Use Incident Reporting Forms

(Is 127 really enough?)

Learning Objectives

- Participants will be able identify 5 ways Lehigh University uses multiple IR's across campus departments.
- Participants will understand IR functionality outside of reporting disciplinary incidents.
- Participants will identify three ways that their campus could develop an IR for use in another area.



Lehigh at a Glance

Lehigh is a premier residential research university, ranked in the top tier of national research universities each year. We are a coeducational, nondenominational, private university that offers a distinct academic environment of undergraduate and graduate students from across the globe.

- **FOUNDED:** 1865 by Asa Packer, an industrial pioneer, entrepreneur and philanthropist
- **TYPE OF UNIVERSITY:** Coeducational, nondenominational, private
- **UNDERGRADUATE STUDENTS:** 5,054
- **GRADUATE STUDENTS:** 1,979
- **LOCATION:** Bethlehem, PA, Philadelphia (50 mi south) and NYC (75 mi east).

Lehigh and Maxient

- Maxient Users since 2011
 - 85 users
 - Areas using maxient:
 - Dean of Students (conduct, academic support, general records)
 - Residential Life and Residential Services
 - Graduate Student Life
 - General Counsel (Title IX/Harassment)
 - Study Abroad
 - Police (lookup)

Lehigh and Maxient

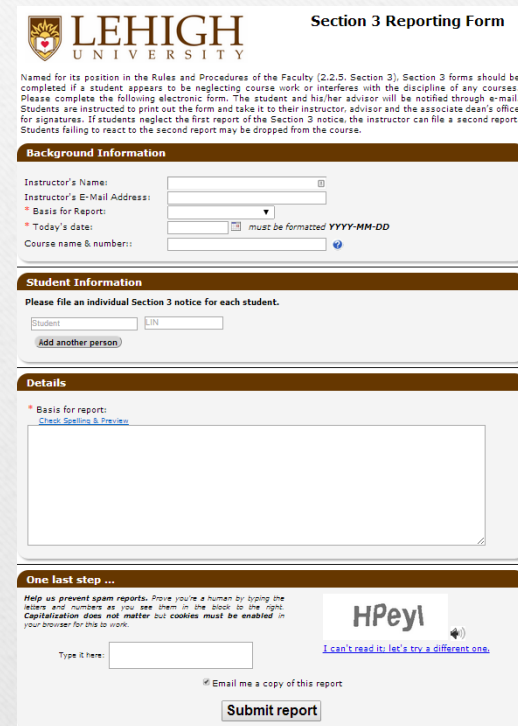
- Conduct/Housing Violations
- Academic Support
- Students of Concern (BIT)
- Academic Petitions
- Student Records Requests
- Fraternity and Sorority Affairs Liaison Reports
- General Student Communication
- Lockouts
- Room Inspections,
- Student Conduct Board Applications
- Study Abroad Records checks, etc.

Incident Reports –

- An easy way to get information into Maxient.
 - Flexible IR layouts.
 - Multiple IR layouts (up to 127).
 - Routing Rules based on layout.

Incident Report Example 1 (lehigh.edu/go/section3)

- Section “3” Reporting
 - A section 3 is a report filed by a faculty member when a student is under-performing. When a Section 3 is filed, the student is required to have the faculty member sign it and then return the signed form to our academic support office (thereby forcing communication). Failure to do so will result in the student being dropped from the class.



LEHIGH UNIVERSITY Section 3 Reporting Form

Named for its position in the Rules and Procedures of the Faculty (2.2.5, Section 3), Section 3 forms should be completed if a student appears to be neglecting course work or interfering with the discipline of any courses. Please complete the following electronic form. The student and his/her advisor will be notified through e-mail. Students are instructed to print out the form and take it to their instructor, advisor and the associate dean's office for signatures. If students neglect the first report of the Section 3 notice, the instructor can file a second report. Students failing to react to the second report may be dropped from the course.

Background Information

Instructor's Name:

Instructor's E-Mail Address:

* Basis for Report:

* Today's date: must be formatted YYYY-MM-DD

Course name & number:

Student Information

Please file an individual Section 3 notice for each student.

Student LIN

[Add another person](#)

Details

* Basis for report:

[Click Spelling & Preview](#)

One last step ...

Help us prevent spam reports. Prove you're a human by typing the letters and numbers as you see them in the block to the right. Capitalization does not matter but cookies must be enabled in your browser for this to work.

Type it here:

[I can't read it, let's try a different one.](#)

☒ Email me a copy of this report

Submit report

Incident Report Example 2

(lehigh.edu/go/witnessform)

- Witness Form / Statement Form
 - Prior to using this form we had a paper statement form that caused numerous problems. Using this form has increased our ability to get accurate, legible, statements from involved parties. It helps us to streamline investigations that can be complex (e.g. Hazing, Sexual Misconduct).
 - Added benefit of having a hard copy to send to students for review in investigations.

Incident Report Example 2

(lehigh.edu/go/witnessform)



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Witness Statement Form

* indicates a required field

Please provide detailed information regarding the incident you are reporting.

Your Information

Your full name:

Your phone number:

Your email address:

Your physical address:

* Date of incident: must be formatted YYYY-MM-DD

Time of incident: : :

* Location of incident:

Specific location:

Involved Parties

Name or Organization Gender Individuals Role

Phone number Email address

[Add another person](#)

Incident Report Example 3

(lehigh.edu/go/witnessform)

Your Statement

LEHIGH UNIVERSITY HONESTY STATEMENT

Lehigh University expects that all the information you present will be true, complete, and correct. If you intentionally provide false or misleading information to the investigator or the hearing panel in this case, you will be in violation of the Lehigh University "Expectations of Conduct"; specifically, Expectation IV: "Respect for the Lehigh University Community", and you will be subject to disciplinary action for providing false information.

The accused student or organization will receive a copy of this statement prior to any hearing or resolution of a disciplinary case. The Conduct Officer, a University Hearing Panel, and members of the Dean of Students Office may have access to this statement as part of a judicial case. You may be contacted to meet with a member of the staff and you may be called as a witness at a hearing

If you are being accused of violating the code of conduct you are not required to provide a written statement

* Please provide a detailed description of the incident that explains what you saw, heard, and experienced directly.

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Incident Report Example 2

(lehigh.edu/go/witnessform)

Is there other information (e.g., a background story that explains the context, information you have come to learn since this incident, etc.) that you would like to provide?

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* What is your relationship to the people involved in this situation (e.g., friend of the accused, roommate of the victim, do not know any of the people involved personally, etc.)?

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Incident Report Example 3

(lehigh.edu/go/discappeals)

- Appeals Form
 - Prior to using this form appeals were filed on paper. Using this makes the process more accessible and easier to access for students and less time consuming to administer.
 - SECTION 1 – Instructions.



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Disciplinary Appeals Form

Any student found responsible for a violation of the Code of Conduct, shall have the right to appeal his/her case (based on the grounds below) to the Disciplinary Appeals Committee.

- (1) Information was not available at the time of the hearing, is now available, and could reasonably be expected to have altered the outcome of the case.
- (2) The university disciplinary procedures were violated in a way that probably adversely affected the outcome of the case.
- (3) The sanction was unduly harsh.

The appeals process is explained in full in the [Lehigh University Code of Conduct](#).

Students have three business days from the date of their sanction letter to submit an appeal. No late submissions can be accepted

Incident Report Example 3

(lehigh.edu/go/discappeals)

Your Information

Your full name:

Your phone number:

Your email address:

Case Number:

* Date on Sanction letter: must be formatted **YYYY-MM-DD**

Appeal Information

- * On which ground(s) are you appealing:
- ☐ Information was not available at the time of the hearing, is now available, and could reasonably be expected to have altered the outcome of the case
 - ☐ The university disciplinary procedures were violated in a way that probably adversely affected the outcome of the case
 - ☐ The sanction was unduly harsh

Please provide a detailed explanation as to why you believe your appeal should be granted. This explanation can also be submitted in the form of a letter using the supporting information link below.

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Supporting Documentation

Incident Report Example 4

(lehigh.edu/go/blueprintquestions)

- bLUeprint Questions
 - Lehigh started a program with all incoming students called “bLUeprint”
 - *bLUeprint is a seamless, integrative learning experience for all Lehigh students in which they are asked critical questions and receive coaching across their various involvements. Students discover, explore, connect, and apply the 5 Foundations for Student Success: Creative Curiosity, Identity Development, Collaborative Connections, Inclusive Leadership, and Professional Growth & Success to their every day life.*
 - Any conduct cases result in self reflection questions being assigned.
 - The questions are answered on this IR.
 - This used some complex HTML coding and required assistance from Maxient

Incident Report Example 4

(lehigh.edu/go/blueprintquestions)








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Blueprint Questions



bLUeprint's 5 Foundations

Creative Curiosity	Identity Development	Collaborative Connections	Inclusive Leadership	Professional Growth & Success
				
Ask big questions, seek mindful solutions, and develop an overall inquisitive outlook on the world	Continue to develop into your own unique person, become grounded in your multiple identities, and live out your carefully chosen values and beliefs.	Learn to build positive relationships and engage in dialogue, utilizing your personal values, and creative and curious outlook as a guide.	Make decisions, take action, and contribute positively to your communities in ways that are purposeful, socially just and built on integrity.	Utilize your intellectual passions and talents to create and enact a personal definition of success that positively represents themselves, your profession, and your communities.

You were recently found responsible for violating the Lehigh University Code of Conduct. Lehigh's Conduct system is educational in nature and is meant to assist students in making good decisions and learning from behavior that is in violation of our community standards. As part of the educational nature of our system, these questions, based on the areas you have been exploring with your bLUeprint, are designed to help you evaluate your actions and assist you in making better decisions in the future.

The questions asked should be answered in full by the due date listed and the corresponding answers should comply with the, "INSTRUCTIONS FOR WRITTEN ASSIGNMENTS" which were attached to your sanction letter. They can also be found on the Office of Student Conduct & Community Standards website. Completed sanctions should be emailed to the Office of Student Conduct & Community Expectations at inosc@lehigh.edu.

Incident Report Example 4

(lehigh.edu/go/blueprintquestions)

- Different questions based on academic standing.
 - First year: lehigh.edu/go/blueprintquestions
 - Sophomore: lehigh.edu/go/blueprintsoph
 - Junior: lehigh.edu/go/blueprintjunior
 - Senior: lehigh.edu/go/blueprintseniors

Incident Report Example 5

(lehigh.edu/go/hearing)

- Hearing outcome form
 - A hearing panel / hearing officer uses this form at the conclusion of the hearing to report outcomes.
 - A separate forms is used for organizational hearings.

Incident Report Example 5

(lehigh.edu/go/hearing)

Findings and Sanctions

Findings (Refer to the Hearing Information Sheet for the details of the Charges)

* Charge 1

☐ Responsible ☐ Not Responsible

Charge 2

☐ Responsible ☐ Not Responsible

Charge 3

☐ Responsible ☐ Not Responsible

Charge 4

☐ Responsible ☐ Not Responsible

Charge 5

☐ Responsible ☐ Not Responsible

Charge 6

☐ Responsible ☐ Not Responsible

* **Rationale for Finding.** (What lead the panel to the decision they made regarding the accused student's responsibility)

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* **Key Facts:** (What were the most important pieces of information that lead to the decision)

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Incident Report Example 5

(lehigh.edu/go/hearing)

SANCTIONS

PRIMARY SANCTION #1

If a student is found responsible for any charges, at least one primary sanction must be imposed
(Please refer to the sanctioning information document for descriptions of each primary sanction)

===== ▼

Duration of Primary Sanction #1

please list starting date and ending date, if required

=====

PRIMARY SANCTION #2

(Please refer to the sanctioning information document for descriptions of each primary sanction)

===== ▼

Duration of Primary Sanction #2

please list starting date and ending date, if required

=====

ACADEMIC DISHONESTY SANCTIONS In Academic Dishonesty Cases the hearing panel may impose a course grade of **E**, which would remain on the transcript permanently. In the event that the student had already voluntarily withdrawn from the course in question, the **E** grade would replace the **W**. If the hearing panel does not assign a grade of **E** in the course, it may provide recommendations to the course instructor regarding grading (e.g., lowering the course grade by some amount.). In any case in which a student is found responsible and a grade of **E** is not assigned, the grading of all exercises and the determination of the course grade are left to the sole discretion of the course instructor and could result in an F being assigned.

===== ▼

Course Number or Recommended change in grade

=====

ALCOHOL AND DRUG SANCTIONS In cases involving drugs and alcohol the following secondary sanctions will be imposed:

Counseling (Level 1, 2, or 3)

===== ▼

Parental Notification (If the student is under 21 years of age). Is the student under 21?

☐ Yes ☐ No

Incident Report Example 5

(lehigh.edu/go/hearing)

Was this a serious offense with alcohol?

A serious offense can be defined as creating a risk to self or others which includes, but is not limited to, physical violence, serious property destruction, or other serious infractions.

☐ Yes ☐ No

Greek Affiliation: First year students who are found responsible for a serious violation involving drugs or alcohol will be prohibited for affiliating with a fraternity or sorority during the semester in which the infraction occurred and the following semester.

Is this student a first year student?

☐ Yes ☐ No

OTHER SECONDARY SANCTIONS

DOS Monitoring

regular meetings with a member of the Dean of Students staff. (Staff member and frequency to be determined by OSC&CE)

☐ Yes ☐ No

Proof of Counseling Required

(this is generally imposed after a period of suspension or before being readmitted)

☐ Yes ☐ No

Educational Sanction #1

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Educational Sanction #2

[Check Spelling & Preview](#)

Incident Report Example 5

(lehigh.edu/go/hearing)

Educational Sanction #5

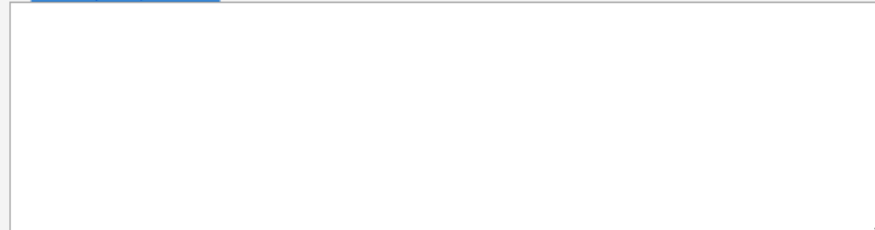
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Rationale for Sanctions:

What are the reasons the panel imposed the sanctions that they did?

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One last step ...

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mpHpB

Tips and Caveats

- Begin by writing out a list of questions you want answered and what you will do with each answer.
- Make sure you check your owner/routing rules before implementing a form.
- Once you get a handle on IR layouts, you can expand your use of Maxient. Ensure that you understand **groups and how to control access**.
- When you use an IR to bring information into the system, the text will be in PDF format so you may have to adjust the formatting before putting the information into letters.
- As always the staff is incredibly helpful and more than willing to assist.

List of Current Forms

- Absence Reporting Form
- Academic Dishonesty Reporting Form
- Academic Integrity Conference - Outcome Form
- Academic Year Room Check-Out Form
- Appeals Committee Results Form
- ARTICLE V Hearing Outcome Form
- Blueprint Questions
- Blueprint Questions - Juniors
- Blueprint Questions - Seniors
- Blueprint Questions – Sophmores
- Community Restoration Report
- Dean's Certifications & Disciplinary Records Request
- Disability Housing Accommodation Request Form
- Disability Housing Accommodation Request Form
- Disciplinary Appeals Form
- Discrimination, Harassment, Retaliation or Bias Incident Reporting Form
- Discrimination, Harassment, Retaliation or Bias Incident Update Form
- DOS Monitoring / Exit Interview Report
- Fraternity and Sorority Governing Body Sanction Approval Form
- Gender Violence Incident Notification Form
- General IR

List of Current Forms

- Graduate Leave of Absence Form
- Graduate Readmission Form
- Gryphon Data Entry
- Hazing Reporting Form
- Hearing Outcome Form (Corporate Only)
- Hearing Outcome Form
- Informal Resolution Reporting Form
- Leave of Absence Request Form
- LOCKOUT LOG
- Non-Return or Withdraw Form
- Office of Fraternity and Sorority Affairs - Faculty / Staff Accreditation Liaison Reporting Form
- Office of Fraternity and Sorority Affairs - Sanction Update Form
- Office of Fraternity and Sorority Affairs - Student Accreditation Liaison Reporting Form
- OSC&CE Program Request Form
- Professor Notification and Accommodation Form
- Readmission Form
- Request for Changes to Forms or Letters in Maxient
- ROOM INSPECTIONS
- Sanction Submission Form
- Section 3 Reporting Form
- Self Reflection Questions
- University Committee on Discipline Application
- Witness Statement Form

URL Redirect

- Lehigh has a campus run URL redirect.
(Lehigh.edu/go/)
- Check with your IT department.
- If not there are many URL shortners available for free on the internet.

Questions and Answers?

CHRIS MULVIHILL

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This Powerpoint and work flow charts available online at Lehigh.edu/go/maxient