

**CONCERN REPORTED**

Concerns can be reported by submitting a Student Case Management and Intervention Services (SCMIS) Student of Concern form or verbally reporting it to the LGS, DGS, Faculty, and/or Program Leadership.

Concerns can also be submitted through the Office of Institutional Equity and Compliance (OIEC), ie, Title IX. OIEC follows a different flow than what this document provides.

If a concern is reported to the Director of Graduate Studies (DGS) or Program vs LGS directly, it is expected that the DGS/Program will consult LGS if the concern highly impacts the LGS community as soon as possible to ensure efforts are collaborative and not duplicated.

**INITIAL ASSESSMENT: DETERMINE TYPE OF CONCERN**

**Social and Well-Being**

SCMIS Student of Concern Form - SCMIS Lead with LGS Collaboration. Concerns include Food/Housing insecurity, Mental Health, and other barriers.

**Academic/Honor Code**

LGS Concern Form - Student Affairs Lead with Academic Partner Collaborations i.e. Program Faculty, Assessibility Services, etc..

**Behavioral/Conduct Code\***

LGS Concern Form- Student Affairs Lead with Campus Partners Collaborations i.e., OIEC, Title IX, Threat Assessment Team, SCMIS

**ACKNOWLEDGEMENT SENT TO PERSON SUBMITTING CONCERN**

**Collaborative Assessment**

Information is gathered, shared, reviewed, and concerns are discussed with appropriate collaborative partners and individual(s) involved in concern.

**\*Behavioral/Conduct** Potential Case Assessment Outcomes: OIEC/DEI & Title IX Retains Case or Hands Off to LGS Student Affairs. LGS will investigate and determine if the concern is substantiated or unsubstantiated per the LGS Code of Conduct and Honors.

**\*SUBSTANTIATED BEHAVIORAL ACKNOWLEDGEMENT SENT TO ACCUSED STUDENT**

A code of conduct committee hearing is convened.

The investigation continues, and the committee reviews evidence as appropriate.

The person (s) accused of the allegation is the only individual notified of a hearing.

The outcome is subject to committee recommendation to the LGS Dean.

**\*UNSUBSTANTIATED BEHAVIORAL**

LGS/DGS /Program leadership collaborates and communicates as they review allegations, monitor behavior, and address internally within the program.

Steps may include:

- DGS speaking with the accused individuals
- LGS and DGS speak with the accused individuals together
- LGS and DGS discuss findings and next steps
- Referral to Ombuds or other Campus Resource

**CASE CLOSURE ACKNOWLEDGEMENT SENT TO INDIVIDUALS INVOLVED IN CONCERN**

*for cases extending beyond 30 days, individuals are notified that the process is ongoing.*