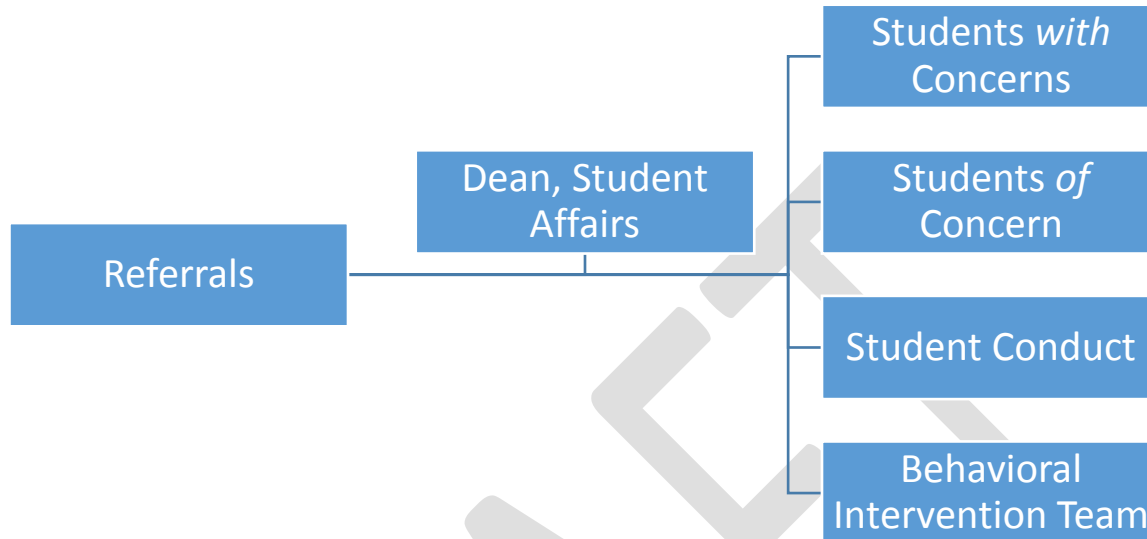


Dean of Student Affairs – Conduct/BIT Work Flow

When our memory fails us, it is our incident notes that can save the day.



Dean of Student Affairs Referral Procedures

1. **Record** – Incident notes. What occurred: Date, time, course, student name/ID number, witnesses, communication with other students, attempts to redirect, etc. (See Supporting Students in Distress document for behavior intervention recommendations.)
2. **Report** – Send a comprehensive written recollection of incident(s) and behavior(s) as they occurred to the Dean of Student Affairs. The report should include all interventions or disciplinary action that has already occurred. Title IX and threatening behaviors should be reported immediately.
3. **Provide** – supporting documentation and statements that substantiate the desired outcome or course of action. Witness statements must be in writing.

Lastly, all referrals should explicitly articulate a desired outcome or course of action. This information is essential for determining next steps, as well as for consultation, investigation, and/or adjudication processes. Details are important.