Guide for Writing a Student Conduct Report

If you believe a student has violated the *Student Conduct Code* (non-academic or academic misconduct), we request that you submit an electronic report documenting your observations.

If you believe a student is a threat to themselves or others, please contact the CSU Channel Islands Police Department (805-437-8444 or 9-1-1) immediately.

Once a report is submitted, it is reviewed by a staff member from the Student Conduct & Community Responsibility office. A staff member will confirm receipt of the report and may contact you for follow up questions regarding the submitted report.

The information below provides a guide on writing a factual report. In the event you are referring a student, we rely on your observations, facts and objectivity. Please remember the "ABC's of Documentation" while writing a report.

The ABC's of Documentation:

About the Person (name, student identification, relationship to the University)

Behaviors Observed (body language, words, tone of voice, actions)

Context (when, what class did this take place in, where on campus, any unique factors of the setting)

Details (witnesses, times of incidents, anything else objective that is relevant, phrases stated)

Effect (impact to class, disruption, impact to others)

Follow-Up/Response (did anyone try to intervene, how did the individual receive that intervention, has the incident been reported to the police)

When to Report:

It is recommended that you file a report within 24 hours of the incident, observed behavior or concern. Depending on the reported issue it is important that we receive a timely notice so that we may address the behavior promptly.

Required Reports:

For cases involving sexual harassment, sexual misconduct, stalking, domestic/dating violence, discrimination, harassment or retaliation, you are mandated to report the information to the Title IX & Inclusion office via the Title IX & Inclusion Reporting Form for Discrimination and Harassment.

Where to Report:

Please report incidents at the following locations:

Non-academic Incident
Academic Dishonesty Incident
For students of concern: CARE Team Report Form

Tips for Writing Quality and Useful Referrals:

It is recommended that you first write your report in a word processor such as Microsoft Word before submitting a report.

1. ***Avoid language that labels, demeans or stereotypes the individual.***
   Instead of "he creeps me out" or "she is a freak," try "he exhibited behaviors that made me feel uncomfortable. He did not stay seated for more than a few minutes at a time and raised his voice three times in the course of our ten-minute conversation while standing over my desk."

2. ***Avoid generalizing and describe specific behaviors.***
   A statement like "she yelled for approximately 30 seconds about topics which I could not understand" is more helpful than "she went nutso."

3. ***Avoid providing diagnoses for someone; instead, describe the observed behaviors.***
   Instead of "he's a vet so he has PTSD," describe the observed behaviors: "he has written about having upsetting dreams and waking up screaming in the middle of the night. Some of his writings convey difficulty with his family and the transition back into civilian life." Please note, if the student self-identifies as having a medical or mental health diagnosis or other attributing reason for the described behavior, then you may consider including what the student self-disclosed with you if it is relative to the concern or observed behavior. For example, "Jacob has described that he has had difficulties transitioning back into civilian life within his written assignments. Earlier in the semester he disclosed to me that he has been diagnosed with PTSD as a result of his three tours in Iraq and Afghanistan."

4. ***Avoid exaggerating or embellishing.***
   While it is helpful to hear the impact or effect of an incident, exaggerating within the report does not change the CARE Team's level of responsiveness to the incident. For example, students in a class or fellow office mates might share that the person "concerns them" or that they feel uncomfortable around the person. This does not necessarily translate to "this person is a threat."

5. ***Write as if the individual may read the report.***
   Your communications may be subject to legal information requests, such as those under the Freedom of Information Act (FOIA), Public Records Act (PRA), Family Educational Rights and Privacy Act (FERPA) or subpoenas. Students have a right to review their records and a student may review the record. If you are concerned about writing information down, consult with the appropriate staff member rather than avoiding submitting a referral.

Contact Information:

If you have questions or concerns about reporting, please contact the Student Conduct & Community Responsibility office at:

Phone: 805-437-3332
Email: studentconduct@csuci.edu
Location: Bell Tower 2565
Non-academic Incident
Academic Dishonesty Incident