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## ASUN Operating Procedure – 4024

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### Operating Procedure Synopsis

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**Title:** Incident Reports

**Approval Date/Revision Date(s):**

**Review Date(s):** 4/2018, 5/2019, 6/2020, 6/2021, 6/2022

**Executive Cabinet Liaison:** Vice Chancellor for Student Affairs

**Responsible Manager:** Vice Chancellor for Student Affairs

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### A. Purpose and Scope

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This procedure outlines the process for receiving, processing and resolving of student and campus related incidents. Individuals involved in fulfilling the requirements of this operating procedure include the Administrative Assistant for the Vice Chancellor for Student Affairs, Vice Chancellor for Student Affairs, Student Affairs Deans, staff, advisors, and students.

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### B. Definitions

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### C. Procedures

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When a member of the ASU-Newport campus community or guest would like to report an observation that is campus or student related, they will do so via the appropriate incident report form.

### Types of Incident Reports

#### **Campus (Safety/Incident)**

Purpose: This form will be used for issues related to campus safety, accidents, facilities, and any other external threats to campus well-being.

Department: Student Affairs-Campus Police

#### **Campus (Environmental)**

Purpose: This form will be used for issues related to campus facilities, accidents, facilities, and any other environmental threats to campus well-being.

Department: Finance and Administration-Facilities

\*All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.

**CARE Team**

Purpose: This form will be used to link at-risk individuals with campus and community resources for support. By reporting areas of concern, the CARE Team will be able to reach out to students to intervene, provide support, and connect them with resources that can best assist them.

Department: Student Affairs-Campus Police, Student Support and Engagement, and Counseling/  
Academic Affairs-Academic Dean (Varies based on incident report)

**Academic Misconduct**

Purpose: This form will be used for grade issues, academic dishonesty, quality of instruction issues, and class/program policy violation issues.

Department: Academic Affairs

**Non-Academic Misconduct**

Purpose: This form will be used for anything that violates ASU-Newport's non-academic misconduct standards as defined in the student handbook.

Department: Student Affairs-Director for Student Support and Engagement (Student Conduct)

**Sexual Discrimination (Title IX)**

Purpose: The Title IX Incident Reporting Form will be used for allegations of sexual discrimination including sexual harassment, sexual assault, sexual violence, stalking, domestic violence, and dating violence.

Department: STUDENTS: Student Affairs-Director for Student Support and Engagement/  
FACULTY and STAFF: Finance and Administration-Human Resources

**Basic Steps of Filing an Incident Report****Step 1**

ASUN faculty, staff, students, or guests submit an appropriate incident report form via the links listed at <https://www.asun.edu/report-incident>.

**Step 2**

The appropriate Vice Chancellor (or designee) receive the report via ASUN email. The email is reviewed and shared with any necessary departments or outside entities within 24 hours.

**Step 3**

The outcome on the incident is logged in the appropriate department. All incidents are reviewed annually to ensure a safe campus environment.

**Step 4**

At the end of each fiscal year, each department will send a list of the campus incidents for their area and the resolutions. The lists will be reviewed by the ASUN Executive Cabinet.

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**D. Related Information**

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**Campus (Safety/Incident)**

Incident Report Form: <https://hermes.asun.edu/eforms/incident-report-form-v1-2017/56/>

**Campus (Environmental)**

Incident Report Form: <https://hermes.asun.edu/eforms/incident-report-form-v1-2017/56/>

**CARE Team (Student Behavioral Referral)**

Incident Report Form: <https://hermes.asun.edu/eforms/care-team-report/96/>

**Academic Misconduct**

Incident Report Form: <https://hermes.asun.edu/eforms/academic-conduct-referral-form-v1-2017/57/>

**Non-Academic Misconduct**

Incident Report Form: <https://hermes.asun.edu/eforms/student-conduct-referral-form/58/>

**Sexual Discrimination or Harassment (Title IX)**

Incident Report Form: <http://hermes.asun.edu/eforms/title-ix-incidentreporting-form/59/>