

CONDUCT SYMPLICITY

How to Create a Public Incident Report

Go to:

Navigate to the <u>Montclair State University Public Incident Report</u> site (https://montclair-advocate.symplicity.com/public_report/)

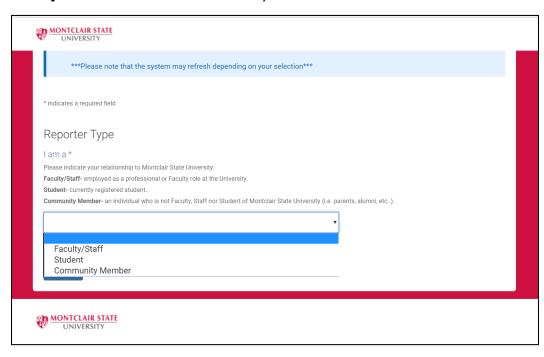
Public Incident Report Welcome Page:



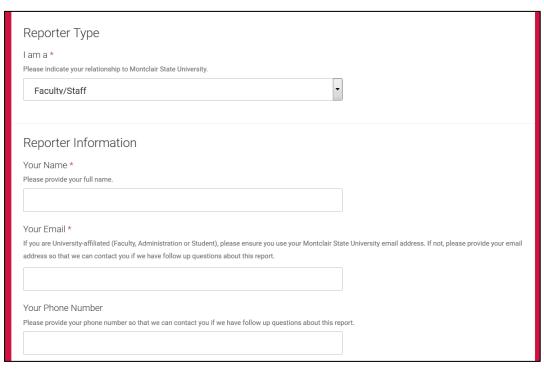
Reporter Type: I am a– Select your role from the drop down menu (required):

- Faculty/Staff (Employed as a professional or Faculty role at the University)
- 2. Student (Currently registered student)

3. **Community Member** (Community members may be neighbors; family members; alumni, etc...)



Reporter's Information: Please provide your name and email (required) and phone number (optional)



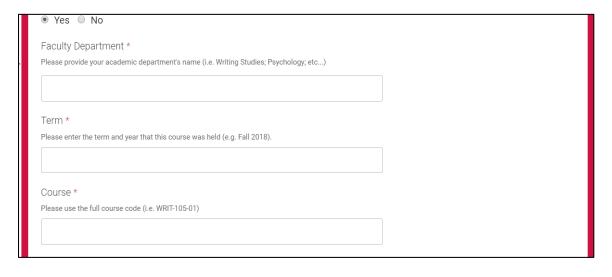
Academic Dishonesty: Please choose Yes or No (required)



NO- Academic Dishonesty



YES- Academic Dishonesty: Please provide Department, Term, and Course Code



Notice or Conduct

Per University policy, the reporting Faculty has the choice when reporting academic dishonesty regarding process.

1. Notice

If there is no prior documentation, the Faculty may have the student receive notice from the Office of the Dean of Student that we are aware of the act of academic dishonesty and if any report is submitted again, very severe outcomes will be rendered (university suspension/expulsion). It also provides a referral to the Center for Writing Excellence (CWE) and may result in a mandatory meeting with a member of the Office of the Dean of Students to discuss the incident/resources available/etc..

2. Conduct

Have the student be charged with Academic Dishonesty (and any additional applicable policies depending on the incident) and have sanctions ranging from University Probation to University Expulsion be levied against the student. The reporting Faculty would potentially have to be available to present findings at a Panel Hearing, if the student chose that path.

If it is found that the student has a prior report of academic dishonesty, it will become mandatory option 2. The reporting faculty will be informed of said action accordingly.

If Plagiarism, please ensure to attach the plagiarized documents/Turn-it-In reports/etc.. below where a portal is provided for you to attach documentation.

Faculty may also contact the Office of the Registrar regarding issuance of the grade.

- Notice only
- Conduct

Based on the situation choose one (optional)

Title IX Concern: If you are reporting a Title IX case, please use the link provided below:

TITLE IX Concern

If you are reporting a case involving alleged violations of Title IX, please use the link provided below.

Title IX involves:

Hostile Environment Sexual Harassment

Quid Pro Quo Sexual Harassment

Gender Discrimination

Sexual Violence

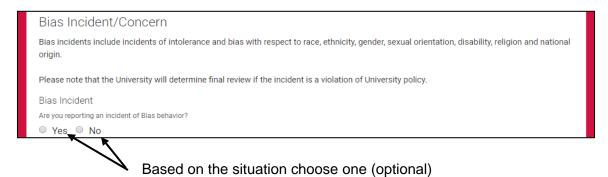
Retaliation

Marital, Parental or Pregnancy Status

Please use Title IX Report Form

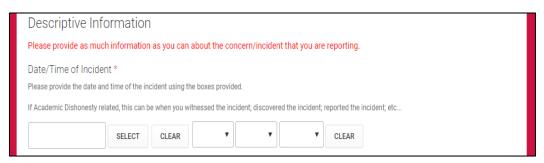
As indicated above, please use the <u>Title IX Public Report Form</u> to report an incident related to Title IX.

Bias Incident/Concern:

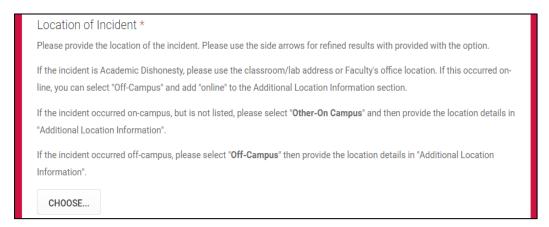


Descriptive Information:

Date and Time- Please provide the date and select the approximate time when the incident took place from the drop down menu (required)

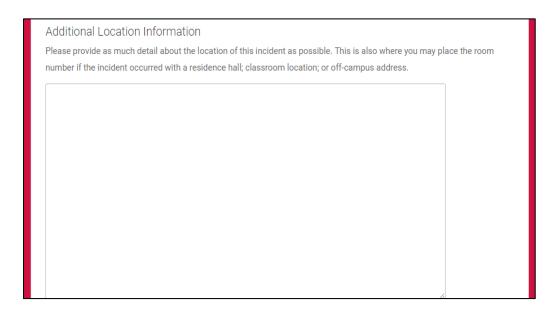


Location- To enter location of the incident click on <u>Choose</u> and select from the list of buildings and the name of the location where the incident took place (required)

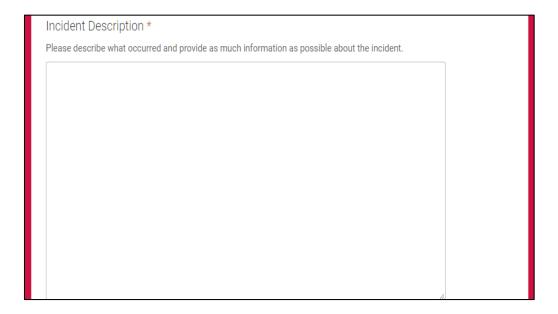


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Additional Location Information- If applicable, please provide any additional location details (for example: in the 3rd floor lobby).



Incident Description- Please provide a thorough description of the incident(s) (required)



Parties Involved: List the names of those who are involved. Please provide as much personal identification as possible (Names; CWID; Class Year; Emails; etc...) (required)

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Attach Documents: If you have any videos, pictures, etc... (Please attach them):



Click on the Verification Box: I'm not a robot (required)



Click Submit

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