




CONDUCT SYMPLICITY

How to Create a Public Incident Report

Go to:

Navigate to the [Montclair State University Public Incident Report](https://montclair-advocate.symlicity.com/public_report/) site
(https://montclair-advocate.symlicity.com/public_report/)

Public Incident Report Welcome Page:

 MONTCLAIR STATE UNIVERSITY

Public Incident Report

③ Welcome to the Montclair State University Public Incident Report form.

This secure online report submits information to Montclair State so that we may investigate alleged violations of University policy. Please use this application to inform the University regarding the concerns you may have. Further, as you fill out the form, please provide our office with as much detail about the incident as possible.

If you have any questions about this form, please contact Montclair State University Office of the Dean of Students/Student Conduct at 973-655-4118 or via email at studentconduct@montclair.edu. Please note that due to contact volume and University policy, email is the recommended method.

For your convenience, a copy of the Montclair State University Code of Conduct is available [online via our website](#).

If this is an emergency, please contact [University Police](#) immediately at 973-655-5222.

Please note that the system may refresh depending on your selection

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

1. **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...)

MONTCLAIR STATE UNIVERSITY

Please note that the system may refresh depending on your selection

* indicates a required field

Reporter Type

I am a *

Please indicate your relationship to Montclair State University:
Faculty/Staff- employed as a professional or Faculty role at the University.
Student- currently registered student.
Community Member- an individual who is not Faculty, Staff nor Student of Montclair State University (i.e. parents, alumni, etc.).

Faculty/Staff
Student
Community Member

MONTCLAIR STATE UNIVERSITY

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

Reporter Type

I am a *

Please indicate your relationship to Montclair State University.

Faculty/Staff

Reporter Information

Your Name *

Please provide your full name.

Your Email *

If you are University-affiliated (Faculty, Administration or Student), please ensure you use your Montclair State University email address. If not, please provide your email address so that we can contact you if we have follow up questions about this report.

Your Phone Number

Please provide your phone number so that we can contact you if we have follow up questions about this report.

Academic Dishonesty: Please choose **Yes** or **No** (required)

Academic Dishonesty

Please note that if you are reporting a case of Academic Dishonesty, you may continue to the "Descriptive information" and omit/skip the sections on Title IX and Bias incident.

Academic Dishonesty *

Are you reporting a case of Academic Dishonesty at Montclair State University?

Yes No

NO- Academic Dishonesty

Yes No

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

Yes No

Faculty Department *

Please provide your academic department's name (i.e. Writing Studies; Psychology; etc...)

Term *

Please enter the term and year that this course was held (e.g. Fall 2018).

Course *

Please use the full course code (i.e. WRIT-105-01)

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 [Title IX Public Report Form](#) to report an incident related to Title IX.

Bias Incident/Concern:

Bias Incident/Concern

Bias incidents include incidents of intolerance and bias with respect to race, ethnicity, gender, sexual orientation, disability, religion and national origin.

Please note that the University will determine final review if the incident is a violation of University policy.

Bias Incident

Are you reporting an incident of Bias behavior?

Yes No

Based on the situation choose one (optional)

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)

Descriptive Information

Please provide as much information as you can about the concern/incident that you are reporting.

Date/Time of Incident *

Please provide the date and time of the incident using the boxes provided.

If Academic Dishonesty related, this can be when you witnessed the incident; discovered the incident; reported the incident; etc...

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

Location of Incident *

Please provide the location of the incident. Please use the side arrows for refined results with provided with the option.

If the incident is Academic Dishonesty, please use the classroom/lab address or Faculty's office location. If this occurred on-line, you can select "Off-Campus" and add "online" to the Additional Location Information section.


If the incident occurred on-campus, but is not listed, please select "Other-On Campus" and then provide the location details in "Additional Location Information".

If the incident occurred off-campus, please select "Off-Campus" then provide the location details in "Additional Location Information".

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

Additional Location Information


Please provide as much detail about the location of this incident as possible. This is also where you may place the room number if the incident occurred with a residence hall; classroom location; or off-campus address.



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

Incident Description *

Please describe what occurred and provide as much information as possible about the incident.



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)

Parties Involved

Students Involved *

Please list the names (First and Last) of the individuals involved. If you are able, the following details are helpful in identifying the correct individuals involved: University CWID; University emails; Address; Class status (Freshman, Sophomore, etc.); age/D.O.B, etc..

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

Attach documents/Upload

Please upload any supporting documentation that you have for this incident.

ADD ITEM

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

Verification *

Please check the box.

I'm not a robot



reCAPTCHA
Privacy - Terms

SUBMIT

Click Submit