



Office of Wellness and Community Responsibility Instructor Guidelines

Incident Report Protocol

Office of Wellness and Community Responsibility (WCR):

Location
250 Student Center

Phone
(734) 487-2157

Email
student.conduct@emich.edu



WCR Instructor Guidelines: Incident Report Protocol

Statement of Purpose:

Eastern Michigan University's Student Conduct Code was designed for the purpose of maintaining a campus environment that is conducive to learning, protects the university's educational purposes, maintains reasonable order on campus, and protects the rights of all members of the University community. Eastern Michigan University's Student Conduct Code and the accompanying student disciplinary processes are intended to foster ethical development, academic integrity, personal accountability, and civility toward others.

Eastern Michigan University is an institution dedicated to the success of all constituents. Students, as well as Instructors, have a responsibility to create and maintain a learning environment that is conducive to educational growth and development. The following Instructor guidelines are intended to clarify and simplify current methods of addressing student conduct in the classroom as well as in electronic learning environments.

University instruction varies greatly as does human behavior. Instructors should exercise their best judgement in setting clear standards of behavior in their courses as well as taking a reasonable approach when responding to disruptive behavior(s) they may face.

Instructors as well as staff in the Office of Wellness and Community Responsibility (WCR) can collaborate more effectively in order to preserve a positive academic and classroom experience for all members of the Eastern Michigan University community.

Staff Interactions:

The Office of Wellness and Community Responsibility (WCR) is comprised of student affairs professionals, graduate student staff, and student employees whom you may have contact with when going through the WCR process.

Associate Director

Maintains student conduct policies, procedures, and functions. Investigates academic misconduct and behavior, supervises and trains support staff, programming, etc. The Associate Director reports to and collaborates with the Assistant Vice President of Student Affairs.

Judicial Specialist

Assists the Associate Director in maintaining student conduct policies, procedures, and functions. Additionally, maintains sanction deadlines, administrative duties, supervises student employees, coordinates judicial board schedules, etc.

Health Education Coordinator

Develops and maintains prevention and outreach programs for high-risk behavior. Supervises the Wellness Graduate Assistant. Consults with students, faculty, and staff regarding high-risk behaviors. Manages referral/sanction-based programs.

Graduate Assistant

Adjudicates and maintains a case load, assists in training when needed, performs administrative tasks as needed, etc.



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Services WCR Provides to Instructors:

The Office of Wellness and Community Responsibility offers Instructors three services to assist them with alleged academic dishonesty and classroom behaviors. The three paths offer Instructors different approaches to solving potential situations they may face.

Consultation

WCR will serve Instructors by providing information and assisting Instructors with exploring various options including but not limited to, options available for initiating a formal process, Student Conduct Code clarification, resources to diffuse behavior, etc. In a consultation, WCR only speaks with Instructors about their questions and/or concerns; no formal action will be taken by WCR unless a decision is made by an instructor to request formal investigation by WCR through filing an updated WCR Incident Report and selecting the Formal Investigation request type. An Instructor might also call the WCR office for consultation at 734.487.2157. **To submit a request for consultation click [HERE](#) and select the consultation option.**

Submit Complaint w/ No Investigation

For cases involving academic dishonesty, Instructors also have the option to submit an Incident Report through the WCR office and request that no investigation be conducted. This service is provided to instructors who feel as though the academic sanctions given in the classroom (e.g. giving a zero, failing, or resubmitting an assignment) are sufficient for the alleged violation. However, WCR may determine that disciplinary action is necessary based on the student's conduct history and may open an investigation. **To submit a request for consultation click [HERE](#) and select the consultation option.**

Formal Complaint and Request for Investigation

The formal complaint and request for investigation service provides the Instructor with an option to submit a request for action and to investigate potential violations of the EMU Student Conduct Code. When an Instructor submits an WCR Incident Report, the office will begin a formal investigation into the reported incident within 24 business hours as outlined in WCR policy. **To submit an WCR Incident Report, click [HERE](#) and select the formal complaint investigation option.**

Removal of Students from the Classroom (pending investigation)

There may be occasions where a student's behavior warrants removal from the classroom/online course while a potential Student Conduct Code violation is being investigated. In such situations, Instructors must submit a WCR Incident Report online and select the option indicating they are requesting to have a student removed from the class and immediately notify the Department Head/School Director of the report. WCR and the Assistant Vice President of Student Affairs will perform an appropriate investigation and make a final determination as to the student's return and/or permanent removal from a class and/or the campus as a result of conduct code violations and sanctioning.

Please Note: Upon notification by WCR of temporary removal of a student from a class or classes, it is the responsibility of the course instructor(s) in collaboration with respective Department Head(s) and Dean(s) and/or their designee(s), to determine appropriate academic accommodations in all cases. Please be advised that academic accommodations must be made for the student to continue their academic endeavors outside of the classroom environment, and without penalty, regardless of the pending SCCS investigation.



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Additionally, when a student is removed from an online course, all student data, information, responses, Gradebook entries, etc. are deleted and no longer accessible.

The Office of Wellness and Community Responsibility will confirm receipt of the submitted WCR Incident Report as dictated in WCR policy. Many cases of academic dishonesty and classroom disruption will require follow up with the Instructor. Instructors are strongly encouraged to maintain records of the actions that are taken, as well as all supporting documents such as class syllabi, plagiarism database results, course material, etc.

Instructor interactions and engagement in the community responsibility process is vital for success. Please contact the Office of Wellness and Community Responsibility for any questions relating to services, programs, and processes.

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