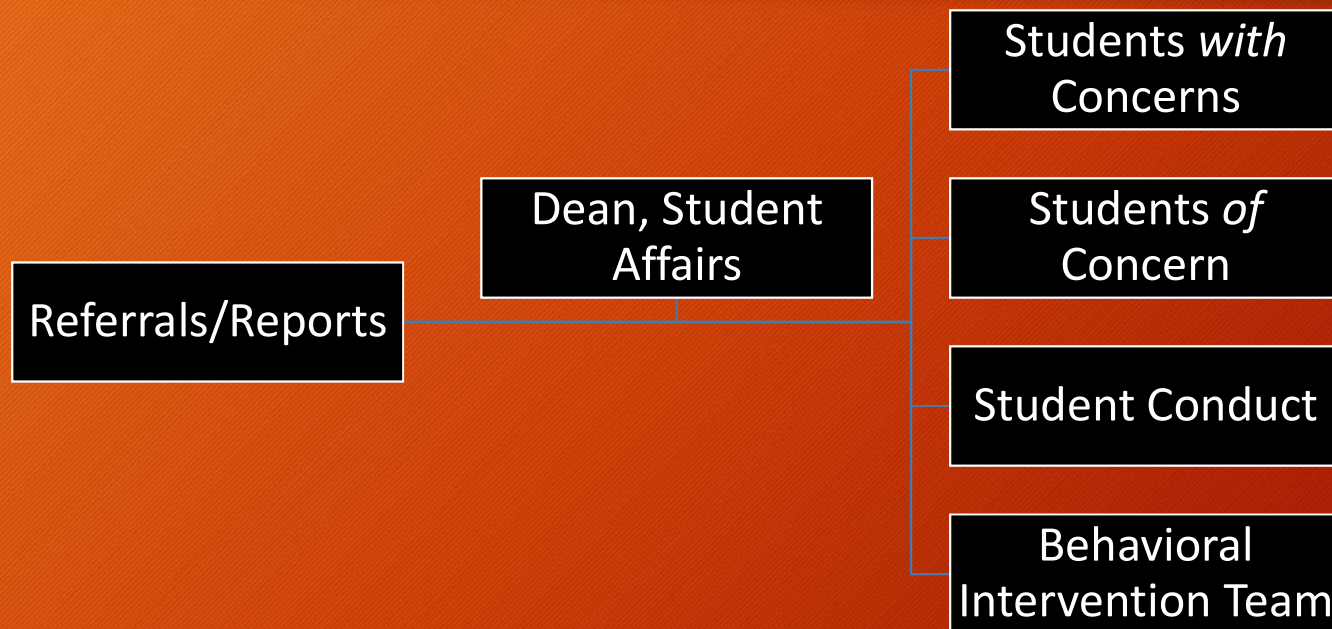


# Dean of Student Affairs Office Referral/Report Work Flow



*Possible Title IX violations should be immediately reported to your immediate supervisor or Title IX Coordinator.*

# Referral Procedures

When our memory fails us, it is our incident notes that can save the day.  
Details Matter!

## 1. Record

- What occurred: Date, time, location, student name/ID number, witnesses, communication with other students, attempts to redirect, etc.

## 2. Report

- Send a written recollection of incident(s) and behavior(s) as they occurred to the Dean of Student Affairs. The report should include all intervention attempts that occurred.

## 3. Provide

- Documentation and statements that substantiate the desired outcome or course of action. Witness statements must be in writing.