

Complaint Type	Examples	Faculty should...	Then...	Report to...	Office Responsible
Behavioral/Academic concern not defined in the Student Code of Conduct	Tardiness, missing class, poor performance on assignments or tests, time management, or lack of participation	Notify Academic Alert-Erica Tucker	Notify SIAS Assoc. Dean of Student Affairs	NA	Academic Advising Center Other possible resources: Disability Support Services Student Health Services Student Counseling Services
Academic Misconduct (defined by the Student Code of Conduct)	Cheating or plagiarizing	Meeting with student to tell him/her what you learned.	Assign the student a grade. May give a zero on the assignment/test but cannot give a zero in the class. May also give an incomplete then assign grade after the academic hearing	Office of Student Misconduct - gather your evidence and fill out incident reporting form. Notify SIAS Associate Dean	Office of Student Misconduct UW Student Code of Conduct
Behavioral Misconduct (defined in the Student Code of Conduct)	Student disruption in class or interrupting learning of others	Meet with the student outside of the classroom if possible. If behavior needs to stop immediately do so in classroom.	If students behavior doesn't stop you may ask them to leave.	SIAS Assoc. Dean of Student Affairs (should be done as soon as possible in the process)	Office of Student Misconduct
Complaints of Sexual Harassment	Any report about sexual harassment, misconduct, or inappropriate sexual interactions between students & faculty	Report concern to appropriate Office	NA	Human Resources, Ombud Office, or Amanda Paye	Human Resources (253-692-5864) Office of the Ombud (253-692-4476) Risk Management Office, Title IX Coordinator (206-221-7932)
Threatening Behavior Conduct	Any situation where you feel threatened or others in area feel threatened by an individual or group of people.	Call *911 or Campus Safety (253) 692-4888	Make sure to keep self and others safe from harm	SIAS Assoc. Dean of Student Affairs	Safety and Security Office- Safe Campus