

# WHERE TO REPORT IF A STUDENT...

<p><b>Poses an immediate danger to self or others:</b></p>	<ol style="list-style-type: none"> <li>1. Call 9-11</li> <li>2. Submit an ICARE Form: <a href="https://inside.ewu.edu/community-care/">https://inside.ewu.edu/community-care/</a></li> </ol>
<p><b>Reports grading issue, concern with faculty:</b></p>	<ol style="list-style-type: none"> <li>1. Student can go through the Grade Appeal process</li> <li>2. If the student indicates they feel discriminated against, as a mandated reporter you must file a discrimination report</li> <li>3. If the student is unable to resolve directly with the faculty and the grade appeal process or discrimination process do not apply, refer the student to the Department Chair</li> </ol>
<p><b>Wants to complete an Exceptional Circumstance Withdrawal:</b></p>	<ol style="list-style-type: none"> <li>1. Direct student to complete ECR form with Records and Registration</li> <li>2. If student is in crisis and needs additional assistance, please submit an ICARE Form</li> </ol>
<p><b>Has disclosed that they are experiencing sexual harassment, sexual discrimination, stalking, domestic violence, and/or sexual assault [TITLE IX CONCERN]:</b></p>	<ol style="list-style-type: none"> <li>1. As a Mandated Reporter, you must submit a Title IX Report Form</li> </ol>
<p><b>States there is an issue or concern regarding their approved accommodation plan:</b></p>	<ol style="list-style-type: none"> <li>1. Refer the students to submit an Accommodation Plan: Comments &amp; Concerns Form</li> <li>2. If faculty have a concern about whether or not an approved accommodation is reasonable, they can have their concerns reviewed by submitting an Accommodation Review Form</li> </ol>
<p><b>Behaviors are disruptive:</b></p>	<ol style="list-style-type: none"> <li>1. If the student's behaviors are dangerous, or impact the safety of others, please call 9-11</li> <li>2. Submit Student Conduct/Incident Report Form to Student Rights and Responsibilities if behaviors violate Student Conduct Code</li> </ol>
<p><b>Needs emergency financial assistance for textbooks, computer, or other school materials:</b></p>	<ol style="list-style-type: none"> <li>1. Refer student to Student Financial Services to apply for short term loan</li> <li>2. If student's financial situation has recently changed, refer them to the Financial Aid and Scholarship Office</li> <li>3. Encourage student to submit a Student Emergency Fund Request</li> </ol>
<p><b>Is at risk of failing class and/or not attending</b></p>	<ol style="list-style-type: none"> <li>1. Submit a early warning alert in Navigate</li> <li>2. Refer student to Academic Advising <a href="https://inside.ewu.edu/advising/students/online-student-success/">https://inside.ewu.edu/advising/students/online-student-success/</a></li> </ol>