



# Campus Climate Incident Report Form

Saginaw Valley State University is committed to creating and maintaining an educational environment which creates an inclusive and equitable campus community where people are treated with dignity and respect. As such, we take seriously our responsibility to track and address campus climate concerns with the goal of resolving campus concerns at the earliest opportunity possible.

## WHAT IS CAMPUS CLIMATE?

The University defines a “campus climate incident” as any instance where someone feels belittled, disrespected, or isolated based on their identity.

Please use this form to document campus climate-related behavior/action to SVSU 's Campus Climate Incident Response Team (CCIRT). This report can be submitted by individuals directly affected by campus climate-related behaviors/actions, observers, (students, faculty, staff and guests) or those indirectly impacted (advisor, family, friends, etc.)

We encourage you to include your contact information to allow us to follow up and provide the necessary support to impacted persons/groups, but you may submit an incident report anonymously. SVSU strives to honor the wishes of Reporters and/or Involved persons/groups but may need to pursue additional actions to protect the health and welfare

of impacted persons and the broader University community.

## INCIDENT REPORT

This incident report form is available to anyone who would like to notify the University about the following:

Bias Incident for situations based upon actual or perceived race, color, national origin, religion, creed, age, marital status, mental or physical disability, veteran status, sex, sexual orientation and/or gender identity/expression.

Sexual Harassment/Sexual Assault/Dating Violence/Domestic Violence/Stalking (Title IX) for situations involving sexual harassment, sexual assault, dating violence, domestic violence, stalking, or retaliation.

Student Issue and/or Concern for an individual whom you feel may be struggling physically or psychologically.

Student/Student Organization Misconduct that allegedly occurred on or off campus.

## CONTACT

If this is an emergency please dial 911 or SVSU University Police at (989) 964-4141 immediately. All reports will be reviewed in a timely manner. While reports are reviewed by a variety of campus partners working to assist students and employees, it is NOT designed for emergency response.

If you have any questions, please contact the Office of the Dean of Students at (989) 964-4410.

## **Reporter Information**

Enable additional features by logging in. [🔗 \(https://cm.maxient.com/reportingform.php?SaginawValleyStateUniv&layout\\_id=5&promptforauth=true\)](https://cm.maxient.com/reportingform.php?SaginawValleyStateUniv&layout_id=5&promptforauth=true).

Your full name:

**i** Learn more

Affiliation to SVSU:

Your phone number:

Your SVSU email address:

Your local address:

Type of report (Required):

Please Choose...

Date of Behavior/Action (Required):

mm/dd/yyyy

Time of Behavior/Action:

Location of incident (Required):

Please select a location ...

Specific location:

## Involved Persons

Please provide as much information as you can about the individuals/groups involved, including the name(s) and contact information (if available) of observers. If you are the reporter AND an involved person, please include your information as well. If an individual's identity is unknown, please include descriptive information about that individual in your report narrative.

Please consider the following when identifying the role of each involved person:

- Affected Person/Group - Those indirectly impacted by the behaviors/actions of a Responsible Person(s).
- Impacted Person/Group - Those who are directly impacted by the behaviors/actions of a Responsible Person(s).
- Responsible Person(s) - Those whose behaviors/actions have impacted others and/or the community.
- Supporter(s) - Advisors, friends, family, etc. of either Impacted, Affected or Responsible Person(s) that offer assistance, encouragement, or other supports.

Name or Organization

Select Role

Phone number

Email address

Hall/Address

**Add another party**

## Details

Description / Narrative : Please provide a detailed description of the incident/concern using specific concise, objective language.What happened?What impact has this incident/behavior/action had on you (or others)?Who else may be impacted?Have any immediate needs been identified?What concerns you most about what happened? (Required)

Since the action/behavior/incident, have you, or anyone else, spoken to or interacted with the individuals/groups involved? If yes, please describe any interaction and with whom. (Required)

Is the person you are reporting aware of your concern or that you have filed this incident report? (Required)

☐ Yes

☐ No

The behaviors/actions experienced, witnessed, or reported to me include: (please select all that apply (Required)

☐ Bullying/Intimidation

- ☐ Exclusion
- ☐ Online/Email/Mobile Application Encounter
- ☐ Physical Encounter
- ☐ Threat
- ☐ Vandalism
- ☐ Verbal Encounter
- ☐ Written/Printed Encounter (handwritten note, flyer, bulletin board, letter, etc.)
- ☐ Other (Please describe additional information in the other question)

Type of report (Required)

- ☐ Race
- ☐ Religion
- ☐ Color
- ☐ Gender
- ☐ Sexual Orientation
- ☐ National Origin
- ☐ Age
- ☐ Physical/Mental Impairment
- ☐ Veteran Status

The person(s)/group(s) impacted was a: (Required)

- ☐ Student

- ☐ Faculty
- ☐ Staff
- ☐ Visitor/External
- ☐ I don't know

Action Requested (Required)

- ☐ Action Requested-Please contact me for additional details and/or support
- ☐ No Action Requested-Information Only. CCIRT may contact me for additional details
- ☐ No Action Requested-Information Only. Do not contact me additional details

The person(s)/group(s) engaging in campus climate-related behaviors/actoins was a: (Required)

- ☐ Student
- ☐ Faculty
- ☐ Staff
- ☐ Visitor/External
- ☐ I don't know

Are social media or mobile communication platforms involved?

- ☐ Yes
- ☐ No
- ☐ I don't know

Other information (Required)



How did you learn about the Campus Climate Incident Response Team? (Required)

CCIRT strives to uphold the privacy wishes of those who submit campus climate incident reports. It is important to note that, in order to comply with federal, state and local laws, as well as SVSU policies, some information within this report may be required to be shared.

(Required)

☐ By clicking here, I acknowledge that some information from this report may be shared as outlined above.

## Supporting Documentation

Photos, video, email, and other supporting documents may be attached below. 5GB maximum total size.

**Attachments require time to upload, so please be patient after submitting this form.**

Choose files to upload

Choose Files

☐ Email me a copy of this report

Submit