

I need to report a violation

Submit an **Incident Report** on mica.edu

(Information usually in the form includes: Names and contact information; Time, date, and location of incidents, when known; Detailed information regarding language used, physical contact made, or other interactions that help define the nature of the behavior; Supporting documentation such as screenshots, recordings, photographs, or other items that help describe the alleged behavior.)

If you're submitting with your name and contact info...

Information is submitted to MICA's equity compliance team

Interim Title IX Coordinator: Michael Patterson, Vice President of Student Affairs; compliance team includes staff from Human Resources and Residence Life

Information is reviewed, team activates the appropriate individuals for investigation

Person submitting the complaint is contacted within 24 business hours

Who is involved in the incident?

Student(s)

Someone from Student Affairs will reach out

Employee(s)

Someone from Human Resources will reach out

Both

Contact will come from either Student Affairs or Human Resources, depending on report details

If you're submitting **anonymously...**

Form may be submitted anonymously, but it is more difficult to thoroughly investigate concerns when the College cannot ask questions about the information.

Does your report include enough information to begin a review?

(At minimum, please submit time, date, and location of incidents (when known) and has this happened more than once)

Yes

No

Report is logged and saved in MICA's records, where it remains open for future investigation

Is there a **pattern** of similar actions within the records?

Yes

No

Do the combined reports include enough info to begin an investigation?

Yes

No

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