



OHIO
UNIVERSITY

Chillicothe Campus

OU-C Student Issue Documentation Policy

In the event that a student's behavior, language, or actions may be cause for concern by a faculty member, staff member or a student, concerned individuals may document the student's behavior as a Student Issue and send that document to an Ohio University-Chillicothe staff member for filing and assessment. Student Issues that may be cause for concern include but are not limited to: any violation of the Ohio University Student Code of Conduct, high risk behavior, conversations or behaviors that may indicate poor mental health, harmful personal situations, changes in behavior, possible substance use, or anything that may be considered extremely socially inappropriate. If a faculty, staff, or student observes behavior which may be considered a Student Issue, that faculty, staff, or student must document the issue using the OU-C Student Issue Documentation Form and return the completed form to the Coordinator of Student Activities, Ashlee Digges. To obtain a form you may contact the Coordinator or the Student Services Office.

Once the Coordinator receives the completed form, she will review the Student Issue documentation, assess the situation, and determine the appropriate response to the Issue. Possible outcomes may include meetings with the student, additional documentation or observations, and referrals to counseling or social service agencies. All Student Issues documents will be handled in a manner that preserves the welfare of all students, staff, and faculty. Student Issues documents will be filed appropriately for possible reference in the future.

If the student's actions suggest violent behavior which may lead to any injury or harm to any individual, call 911 from the nearest phone.



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OU-C Student Issue Documentation Form

Please complete the following information and return to Ashlee Digges, Coordinator of Student Activities

Date of Documentation: _____

Concerned Individual Information

Please complete all information

Name: _____

Phone Number: _____

E-mail: _____

Department: _____

Title: _____

Faculty _____ Staff _____ Student _____

Student Issue Information

Please complete all known information

Name: _____

Student PID# : _____

Phone Number: _____

Address: _____

E-mail: _____

Date of Student Issue: _____

Time of Student Issue: _____

Witnesses:

Student Issue Description

Please describe the incident or cause for concern. Please be as detailed and as objective as possible and attach additional documentation (emails, copies of assignments, etc.), if available

Signature of Concerned Individual