REPORTING REQUIREMENTS
SAMPLE SYLLABI LANGUAGE

While I want you to feel comfortable coming to me with issues you may be struggling with or concerns you may be having, please be aware that I have some reporting requirements that are part of my job requirements at (SCHOOL NAME).

For example, if you inform me of an issue of sexual harassment, sexual assault, or discrimination I will keep the information as private as I can, but I am required to bring it to the attention of the institution’s Title IX Coordinator or EEO/AA office. If you would like to talk to those offices directly, they can be reached at (NAME NUMBER LOCATION WEBSITE). Additionally, you can also report incidents or complaints to (DEAN LAW ENFORCEMENT ETC). You can also get support at (CAMPUS ADVOCATE, COUNSELING CENTER, HEALTH CENTER + LOCAL CRISIS AND COUNSELING AND HOSPITAL).

Another common example is if you are struggling with an issue that may be traumatic or unusual stress. I will likely inform the campus Behavioral Intervention Team (BIT) or Counseling Center. If you would like to reach out directly to them for assistance, you can contact them at (BIT CHAIR NAME NUMBER, WEBSITES).

Finally, know that if, for some reason, our interaction involves a disruptive behavior or potential violation of policy, I inform the (DEAN OF STUDENTS/CONDUCT OFFICE), even when you and I may have reached an informal resolution to the incident. The purpose of this is to keep the Dean apprised of any behaviors and what was done to resolve them.

Note: This syllabus is a guide. Circumstances may alter the reading and/or test schedules. You are required to check Blackboard and your email at least once a week.

CAMPUS RESOURCES

DISABILITY SUPPORT SERVICES – (PHONE/ADDRESS/WEBSITE)
COUNSELING CENTER – (PHONE/ADDRESS/WEBSITE)
ACADEMIC SUPPORT CENTER - (PHONE/ADDRESS/WEBSITE)
STUDENT CONDUCT OFFICE - (PHONE/ADDRESS/WEBSITE)
UPD/SAFETY OFFICE - (PHONE/ADDRESS/WEBSITE)
STUDENT CODE OF CONDUCT WEBSITE
ACADEMIC INTEGRITY WEBSITE