

Procedure for Incident Reports

Reporting any incident involving a student is important. Please use the link below to file a incident report.

<https://publicdocs.maxient.com/incidentreport.php?FloridaAtlanticUniv>

The FAU employee (faculty or other) has the option to fill out the form as "Anonymous" in the Name field.

This report should be filed when any employee of FAU be it faculty member, staff person, GTA, chair, director, shop tech, etc.:

1. is witness to an incident involving a student that raises concern.
2. is informed of an incident or situation with a student that raises concern.
3. becomes aware that a student maybe in crisis or heading towards one (be it suicidal, alcohol, drug, psychological, medical).
4. calls 911, either to involve police or an ambulance (EMS services) for a student.
(the form has a check box for EMS, FAU PD etc.)

If a FAU employee (faculty or other) is not sure whether they should file a report or simply want advice on how to handle a particularly sensitive situation with a student they can call:

Dean of Students office (561-297-3542)

or the

FAU Counseling Center Boca (561) 297-3540 or Davie (954) 236-1210

NOTE: The Dean's office also wants to know about all incidences involving students.