
SUBJECT:	Guide to Maxient Reporting Links
REVIEWED/REVISED:	1/2019; 1/2022
PURPOSE:	Provide guidance on using the College's incident reporting system links
POLICY OWNER:	Vice President, Institutional Effectiveness

POLICY:

Nebraska Methodist College is committed to respecting all members of the campus community and ensuring that concerns are addressed fairly and resolved promptly. NMC uses a software system called Maxient for incident report routing and electronic record keeping. The following reporting links are available on the NMC website, in course syllabi, and via the links below:

- [**Title IX Sexual Misconduct**](#). For reports of sexual assault, sexual harassment, dating violence, domestic violence, stalking, and other unwelcome behaviors as the described within the policy. Reports are routed to the Title IX Coordinator and then confidentially conveyed to appropriate relevant parties for intervention, investigation and/or resolution in accordance with the Sexual Misconduct policy. The Sexual Misconduct policy is available on the NMC website under Personal Conduct.
- [**Student Concern \(SOS\)/Code of Conduct**](#). For reporting student concerns and/or situations that may be in conflict with established standards of behavior as outlined in the College Code of Conduct. The Code of Conduct applies to non-academic offenses. Reports are routed to the Dean of Students and then conveyed to appropriate relevant parties for intervention, investigation and/or resolution in accordance with the Code of Conduct and other applicable college policies. The Code of Conduct policy is available on the NMC website under Personal Conduct.
- [**Academic Integrity**](#). This reporting form is for Academic Integrity violations occurring in or because of academic coursework and activities associated with taking and completing courses at Nebraska Methodist College. Students are also encouraged to report suspected or known violations of academic integrity. Reports are routed to the appropriate academic Dean and then conveyed to appropriate faculty for investigation and resolution in accordance with the Academic Integrity policy. The Academic Integrity policy is available on the NMC website under Academic Policies.
- [**Student Academic Concerns \(Includes Grade Disputes\)**](#). The Academic Concerns Resolution policy is to be used for instances in which a student has an academic concern regarding: **1)** The grade received in a course or **2)** A decision perceived to be arbitrary, capricious, or applied unequally and impacts one's academic progression. A student is encouraged to first talk with the involved faculty member for resolution. Reports are routed to the appropriate academic Dean for investigation and resolution in accordance with the policy. The Academic Concerns Resolution policy is available on the NMC website under Academic Policies.
- [**Compliments, Concerns & Comments**](#). Students, staff, faculty, and campus visitors are encouraged to report compliments, concerns or comments about happenings at the College. For Title IV federal funding, accreditation, and state authorization compliance purposes, this report may be submitted anonymously and

confidentially. Reports are routed to the VP of Institutional Effectiveness and then conveyed to appropriate NMC officials and other relevant parties for investigation and resolution.

- **COVID-19 Student Needs.** Student, faculty, or staff may complete this form to inform NMC personnel of specific unmet student needs related to circumstances stemming from the COVID-19 pandemic. Students are asked to complete this form to be connected with resources they need during this period. Reports are routed to the Chief Student Officer/Dean of Students and then conveyed to appropriate NMC personnel.
- **Attendance Tracker.** The purpose of this form is to report cases of a lack of attendance/participation. Students are expected to be prompt and attend all classes and clinical/practicum experiences in their entirety. Instructor expectations for attendance will be made available to the students in writing via the course syllabus during the first week of class. Extenuating circumstances are reviewed on an individual basis.
 - Online Course Participation (48-Hour Policy Alert) Regular and substantive interaction between students and faculty in distance education programs is required by the US Department of Education. Students must demonstrate activity in the course within 48 hours of the course start date; if not, an alert is sent.
 - Online Course Attendance (Period of Inactivity during the Term) Student inactivity or lack of student interaction after the first week on an online course.
 - F2F Course/Clinical Attendance Two consecutive unexcused absences in a course which meets on campus and/or at clinical sites.
- **Medical Hardship & Compassionate Withdrawal Request Form.**
 - **Medical Hardship Withdrawal Request.** A student may request and be considered for a Medical Hardship Withdrawal in one or more courses in extraordinary circumstances in which serious illness or injury (to student or family member) prevents the student from continuing her/his course(s) in a particular term and an arrangement with instructors for an extension or an incomplete grade is not possible.
 - **Compassionate Withdrawal Request.** A student may request and be considered for a Compassionate Withdrawal when extraordinary personal reasons, not related to student's personal physical or mental health, prevents the student from continuing her/his course(s).