

Submitting FAST Reports: Tips for Faculty and Staff

From Undergraduate Academic Services and the Office of the Dean of Students



Report an Incident/Concern

This reporting form serves dual purposes: To assist students in reporting incidents that violate the standards of behavior.

The Office of the Dean of Students, Undergraduate Academic Services work collaboratively to help students who are having difficulty succeeding at the College. Faculty, staff and students are encouraged to report problems to those who specialize in dealing with these problems.

The offices above also work collaboratively to administer our Code of Academic Integrity and the Code of Conduct (civil conduct for students, whether the behavior occurs on or off campus. If you are a faculty or non-academic), you are encouraged to report the incident.

Depending on the nature of the report, the student may be referred to the appropriate office for further information about the incident. Additionally, please note that college disciplinary records are protected by a federal privacy law called the Family Educational Rights and Privacy Act.

If you have any questions regarding filing a report, please contact the Office of the Dean of Students.

Please complete the following information:

Background Information

Your full name:

Your position/title:

Your phone number:

Your email address:

Your physical address:

Nature of this report:

Urgency of this report:

* Date of incident: must be formatted **YYYY-MM-DD**

Time of incident:

Location of incident:

Specific location:

Options for accessing online Incident Report ("IR") form:

Option 1: Login to MyCharleston, select the Employee/Faculty tab, click the "FAST" link.

Option 2: Click on the "Report a Concern" link on the Dean of Students, Undergraduate Academic Services, or CASAS webpages.

Option 3: Type the following url directly into your browser:
<https://publicdocs.maxient.com/incidentreport.php?CollegeofCharleston>

Option 4 (Recommended): Save a shortcut to the IR to your computer desktop:

- Direct your browser to the online IR page using one of the options above.
- Hover your mouse over any portion of the page.
- Right click, then choose "Create Shortcut."

For Nature of this Report, select: "FAST (Faculty/Staff Assisting Students in Trouble)."

This will ensure that (a) the report is routed to the most appropriate staff person and (b) the staff person receiving the report sees immediately that this is a report from a Faculty/Staff member concerned about a student.

While "urgency" is subjective, most FAST reports submitted are of "Normal" urgency.

If you ever feel that a report is better classified as "Critical," then please notify CAPP, the Office of the Dean of Students, or Public Safety prior to taking the time to fill out this form, as immediate action may be necessary. Some examples of urgent or emergency situations:

- Suicidal or homicidal ideation, threats, or action
- Injury to self or others
- Mention of weapons on campus
- Intoxicated student

Involved Parties

Please list the individuals involved (excluding yourself), including as many of the listed information as possible. If you are reporting an incident involving a student, please list an SSN or Drivers License number in the block labeled SID if available.

Name or Organization	== [Select Gender] ==	=== [Select Role] ===	ID Number
DOB (YYYY-MM-DD)	Phone number	Email address	Hall/Address

Description / Narrative

Please provide a detailed description of the incident/concern using **specific** concise, objective language.

[Check Spelling & Preview](#)

If you do not have access to all of the student's identifying information, that's ok!

The most important thing is to include their first and last name and ID number and, if possible, and at least one of the following: gender, DOB, email, phone, or Hall/ address.

For "Select Role", please select the most appropriate category.

In most cases, this will be "SOC Referral" or "Alleged."

If you are not sure which role to select or if you are uncomfortable choosing a role, then feel free to leave this blank.

Here, in the "Description/Narrative" box, explain the nature of the concern.

Here are some tips to keep in mind:

- **Stick to the observable facts**—what you (or another student reporting to you) heard or saw.
Instead of, "He acts strange and it makes me and others in the class uncomfortable," try, "His classroom demeanor is noticeably different from others in the class—he slumps down in the chair, and if called on to answer a question, he will not look up and he mumbles an answer. Several students in the class have approached me to express their discomfort."
- **Include behavioral examples** to help illustrate and explain your concern.
Instead of "Student was upset and stressed," try "Student cried throughout our meeting and reported difficulty sleeping and eating."
- **Include relevant history**
"Student has always been polite and attentive in class, so this recent outburst was out of character for her."
- **Include any action or response taken, and how the student responded**
"I spoke to the student after class and expressed my concern about his excessive absences. The student admitted that he has been having trouble getting up for morning classes."

Additional Questions

Report Number (if applicable)
Have you talked to the student?
Do you wish to remain anonymous?

*If it is your preference, every effort to maintain anonymity will be made. However, please understand that anonymity can never be guaranteed.
For FAST only: What is your reason for reporting (Check all that apply):

- Yes*
- Poor test scores
 - Excessive absences
 - Failure to complete assignments
 - Disruptive behavior
 - Unusual behavior
 - Quality of written work
 - Content of written work
 - Personal or health problems
 - Suspected alcohol or drug abuse
 - Does not report for work or campus employment
 - Threatened to harm self or others (for emergencies call Public Safety at 843-953-5611)
 - Other

These additional questions mimic some of the questions on the old FAST form.

Check all that apply, and, if applicable, please be sure to include the course number and section in which the student is enrolled.

For FAST only: If applicable, In which of your courses is the student enrolled?

Supporting Documentation

Additional supporting documentation may be attached below. *Maximum 12 megabytes per file.*
Attachments require time to upload, so please be patient after you click the button.

Have pictures, emails, or other documents related to your FAST report? Attach them here.

If you do not have them handy and cannot include them here, please email them to CAPP or the Office of the Dean of Students, and we can append them to your report.

One last step ...

To help us fight spam and increase security, please complete the captcha at right:

Too difficult to read? Click the arrows located below the second word until you get one that's clearer. One word is likely harder to read than the other; **you only need to get the easier word correct.**

What's this all about? By typing these words and giving it your best guess, you're fighting spam and helping to digitize old books. Learn more about the reCaptcha project [here](#).



Submit report

After you submit your report, it will be routed immediately to the appropriate staff person in CAPP and/or the office of the Dean of Students.

In most cases, the UAS or DOS staff person will contact you within 1-2 working days to acknowledge receipt of the report and potentially request some additional information. During peak times or when we are handling an emergency situation, we may be slower to respond to you; however, you may always contact us at the numbers below if you have concerns that your report was not received.

REMINDER: In Case of Emergency, Contact Public Safety BEFORE filling out this form. 843.953.5611

Have questions? Feel free to contact us for assistance!

Center for Academic Performance and Persistence (CAPP) - 843.953.5674
Office of the Dean of Students (DOS) - 843.953.5522