FSCJ Florida State College at Jacksonville

ADVOCATE

Public Incident Report

For Academic Honesty and Student Conduct Violations

How to **Submit an Academic Honesty Incident Report**

Go to http://fscj-advocate.symplicity.com/public_report

- Select the "**REPORTER TYPE**" Faculty/Staff/Student from the drop down menu then click **"SUBMIT"**

Public Incident Report

ⓘ Welcome to the FSCJ Incident Report form. Please provide our office with as much detail about the incident as possible. This form is only for reporting student conduct and academic honesty violations.
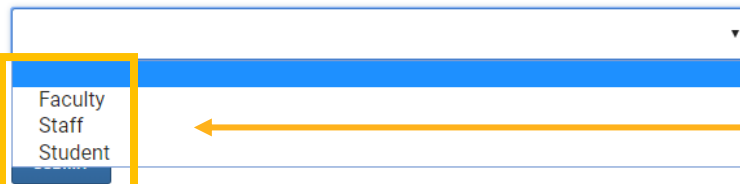
If you have any questions about this form, please contact the FSCJ Office of Dean of Student Success at 904-632-5110.

* indicates a required field

Reporter Type

I am a *
Please indicate your relationship to Florida State College at Jacksonville.

Faculty
Staff
Student

- Complete full name, email, and phone in **REPORTER INFORMATION**

Reporter Information

Your Name *
Please provide your full name.

Your Email *
Please provide your email address so that we can contact you if we have follow up questions about this report.
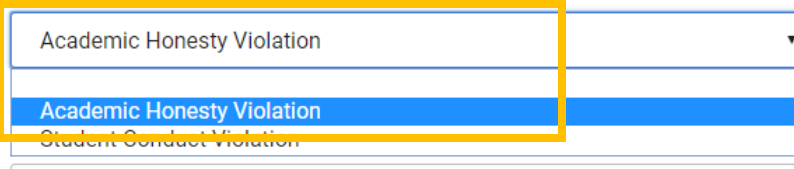
Your Phone Number
Please provide your phone number so that we can contact you if we have follow up questions about this report.
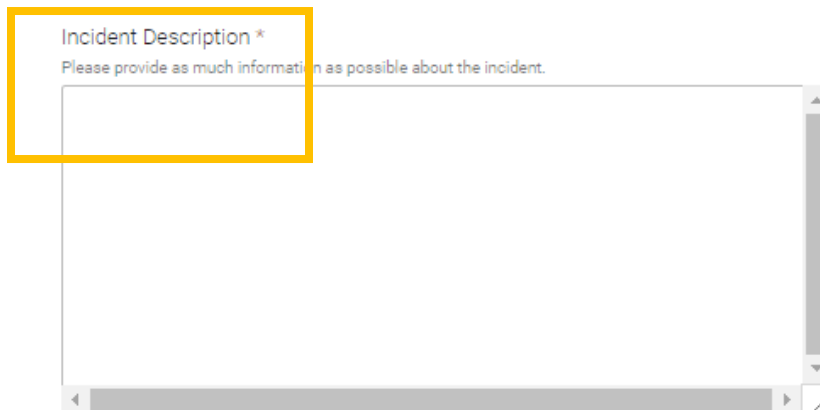
- Select the Incident Category (**Academic Violation**) from the drop down menu.

Descriptive Information

Incident Category

Academic Honesty Violation	▾

Academic Honesty Violation

Student Conduct Violation

- Please provide a detailed account of the incident in the **"Incident Description"** field and continue completing the remaining details.

Incident Description *

Please provide as much information as possible about the incident.

Course

Please write out the subject rather than using acronyms (e.g. Biology 201).

Term

Please enter the term and year that this course was held (e.g. Fall 2010).

Grade Penalty Assigned?

Was a grade penalty assigned to the student(s) involved in this incident?

○ Yes ○ No

Other Academic Consequences

What, if any, other academic consequences have been issues as a result of this violation?

Have you addressed this issue with the student(s) involved?

○ Yes ○ No

Complete the remaining fields with details about the **course, term, grade penalty assigned, any other academic consequences,** and indicate if you **have addressed the issue with the student**.

*Note, these fields will **only** populate when Academic Honesty Violation is selected as incident category.*

- Please provide the **date, time, and location** of the incident

Time and Location

Date/Time of Incident *
Please provide the approximate time that this incident occurred.

| | SELECT | CLEAR | ▼ | ▼ | ▼ | CLEAR |

Location of Incident

CHOOSE...

Additional Location Information
Please provide as much detail about the location of this incident as possible.

- To select location, first choose the circle next to the campus/center/site of incident. Then click the arrow to the right of the campus/center/site selected so that you can choose the location.

Choose	DONE
ADMINISTRATIVE OFFICES	▶
ADVANCED TECHNOLOGY CENTER	▶
CECIL CENTER	▶
DEERWOOD CENTER	▶
DOWNTOWN CAMPUS	▶
KENT CAMPUS	▶
KINGS BAY NAVAL BASE	▶
MAIN STREET BUILDING	▶
NASSAU CENTER	▶
NAVAL AIR STATION JAX	
NAVAL STATION MAYPORT	
NORTH CAMPUS	▶
OFFSITE	▶
ONLINE	▶
SOUTH CAMPUS	▶
URBAN RESOURCE CENTER	▶
	DONE
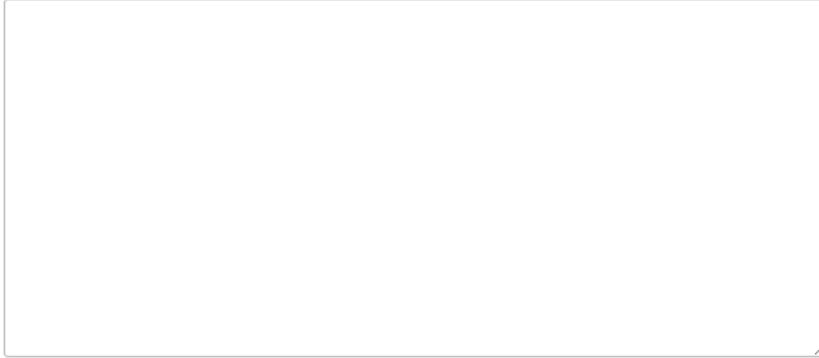
BACK	Choose	DONE
ATHLETIC FACILITY (NTH)		
Building A (NTH)		
Building B (NTH)		
Building C (NTH)		
Building D (NTH)		
Building E (NTH)		
Building F (NTH)		
Building K (NTH)		
Building N (NTH)		
Building P (NTH)		
CAFETERIA (NTH)		
LLC (NTH)		
PARKING LOT (NTH)		
STUDENT LOUNGE (NTH)		
BACK		DONE

- If there is any **additional location information**, please provide the details in this field.

Additional Location Information
Please provide as much detail about the location of this incident as possible.
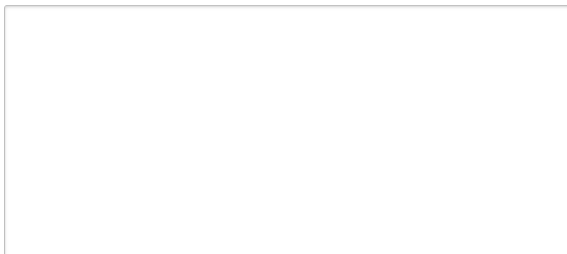
- Please provide the name(s), emails or EMPL ID numbers if you have that information into the **Students Involved** and **Witness field**.
- Click **"ADD ITEM"** to attach any supporting documents.
- Check **"I'm not a robot"** and then click **"SUBMIT"** to complete your incident report.

Individuals Involved

1 Students Involved *
Please list the names (and emails or EMPL ID numbers, if possible) of all the students and student groups that were involved in this incident.

2 Witness(es) to Incident

Attach documents/Upload
Please upload any supporting documentation that you have for this incident.
3 ADD ITEM

Verification *
4 ☐ I'm not a robot
reCAPTCHA
Privacy - Terms

5 SUBMIT

How to **Submit a Student Conduct Violation Incident Report**

This reporting form follows all of the above steps *EXCEPT* details about course and grade penalty information. That is found <u>only</u> on the Academic Honesty Violation form.

- After you have completed **Reporter Type** and **Reporter Information** following the steps above, complete the **Incident Description** and **Time and Location** section. Refer to the remaining above steps to **Submit** the report form.