

## Reporting & Response Flowchart for UI COM Student Mistreatment

You have experienced or witnessed MISTREATMENT

**First**, attend to your immediate health and safety, and that of anyone who was affected.

- Emergencies: Contact Emergency Services at your location or call 911
- Contact Campus Safety, a Supervisor, and/or Clinical Staff
- For COM student support and services, go to the resource pages for [Chicago](#), [Rockford](#), and [Peoria](#).

**Next**, please follow up on the incident as suggested below

Matters involving public humiliation, discrimination, sexism, verbal abuse, unwarranted exclusion from learning opportunities, required to perform personal services, etc.

Matters involving Sexual Misconduct

You are encouraged to discuss the incident directly with the individual or, as appropriate, with the person who oversees/supervises the individual at issue (e.g., faculty, course/block director, clerkship director, etc.).

If, after discussion, you still consider the matter unresolved, you may report the matter to:

**The Student Learning Environment Director**  
via the online [Student Mistreatment Report Form](#), email ([timlacy@uic.edu](mailto:timlacy@uic.edu)) or phone (312-413-9632).  
**AND**

**The UIC Title IX Coordinator**

For incidents involving possible Sexual/Sex/Gender-based Harassment, Discrimination and/or Misconduct.

**What will the Director do after receiving my report?**

Within 2 business days of receiving a report, the SLE Director will contact the reporter/complainant (if contact info provided) to discuss options and avenues for resolution, both formal and informal. Whether or not the report is anonymous, the Director may informally gather more information, consult with others, facilitate conversations, and/or identify resources for purposes of addressing a legitimate mistreatment or other learning environment concern. The SLE Director will also log information from reports for purposes of tracking trends/patterns.

**Should I report the incident to anyone else?**

If the matter involves **Patient safety concern, YES:** A report should be made to the human resources department of the clinical training site where the incident occurred via any method the site has designated for said reporting. **Unlawful discrimination:** Claims of unlawful discrimination should be reported to the [UIC Office for Access & Equity](#) for investigation.

**Can I speak to someone other than those suggested herein?**

**Yes**, you can report an incident to anyone at UI COM with whom you feel comfortable. The recipients of those reports, however, are encouraged to also notify the Director.

**\*\*PRIVACY:** If required by law or University/Medical Center policy, your report (or information from your report) may be shared on a strict need-to-know basis (e.g., reports involving sexual harassment/discrimination/misconduct must be shared with the UIC Title IX Coordinator). However, all reasonable efforts will be made to respect your privacy and protect you from retaliation/retribution.

## The Director has received a report of STUDENT MISTREATMENT

What can you expect?

### Review & Consultation

The Director will review the details of the report and contact the person who submitted the report (“reporter”), if contact information is provided, to gather additional information. The Director will discuss the possible options and avenues to address the reported concerns, both formal and informal. The Director will also explain applicable college and University policies and procedures.

### Initial Advice & Inquiry

To the extent it is reasonable, the Director will encourage the reporter to first attempt to directly address the issue with those involved, or with the person(s) who oversees/supervises that individual. If the issue remains unresolved or the reporter is unable to directly address the issue, the Director may become more directly involved. This may include seeking information from others who may have relevant information.

### Referral

The Director may refer students or others reporting concerns to other offices or individuals for assistance and follow-up. For students who wish to challenge an academic assessment (e.g., grade or comments), the Director will direct them to the informal grade appeal and formal grade grievance processes. The Director does not have the authority to modify an academic assessment.

### Collaboration

If, after inquiry, consultation, and review, there appears to be a legitimate mistreatment or learning environment concern that the student was unable to resolve directly, the Director will **collaborate with** relevant faculty, staff, and administration, up to and including the Regional and Executive Deans, to attempt to resolve the concern.

### Learning Environment Advisory Panel

The Regional/Executive Dean and Director may seek the assistance of a Learning Environment Advisory Panel (LEAP) to recommend pathways for resolution. In the event the Dean and SLE Director disagree on appropriate resolution of a concern, a LEAP must be consulted.

**Does the Director have authority to issue a sanction or other disciplinary action**

**No.** The goal is to identify credible problems and work toward resolving them. In the process of doing that, however, the Director may involve others who do have the authority to take additional action.

**Can I consult with others if I am notified by the Director about a report involving me?**

**Yes.** To the extent you want assistance in responding to or addressing a concern that has been brought to your attention, you can certainly seek the assistance of others (e.g., advisor, supervisor, faculty affairs, GME, etc.). You may not, however, take actions to retaliate against a person who has made a report. As such, your notification to others should not lead to retaliatory action against that person.

**Does the fact that I am the subject of a report mean that I cannot assess a student or take action to address existing concerns about a student’s behavior?**

**No.** You may choose to consult with your supervisor to determine the best course of action now that you have been notified of a report. Further, if you have valid concerns about a student’s behavior, the fact that the student has submitted a report should not prevent you from addressing/reporting that behavior.