

# How to Report an Incident

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## Purdue University Northwest

### Anonymous Reporting

Purdue University has a simple and anonymous method of reporting concerns about unethical or illegal behavior, suspected fraud, waste, issues of academic integrity or scholastic misconduct, or misuse of University assets, as well as regulatory noncompliance. Call 1-866-818-2620 or click Purdue Hotline.

### Reporting Sexual Assault

- If you experience sexual assault, relationship violence, sexual exploitation or stalking, please contact your Title IX Coordinator immediately.

### How to File a Complaint

- To file a complaint, please complete the Complaint Information Form (PDF). All complaints are to be signed, dated, and sent to the appropriate office. <https://www.pnw.edu/equity-diversity-inclusion/reporting/filing-a-complaint/>
- Formal and Informal complaints against employees, including faculty and staff, are to be sent to the Office of Equity, Diversity and Inclusion, located in Room 231 of Lawshe Hall on the Hammond campus and in Room 25 D in Schwarz Hall on the Westville campus.
- Formal and informal complaints, in which a student or recognized student organization is named as a Respondent, are to be filed with the Office of the Dean of Students, located in Room 313 of the Student Union and Library on the Hammond campus, and in Room 103 in the Library-Student-Faculty building on the Westville campus.

### Timeframe for Filing a Complaint

- Individuals wishing to report a concern or file a complaint of discrimination and/or harassment are encouraged to do so as soon as possible following the incident(s). Any complaint must be filed within 120 calendar days of the incident of discrimination and/or harassment or, where the behavior is of an ongoing nature, within 120 calendar days from the most recent incident. The time limits for filing complaints cannot be extended.
- If an employee leaves the University, the employee must file a complaint relating to alleged discrimination and/or harassment occurring during that individual's employment with the University within ten (10) calendar days following the employee's termination of employment from the University. Please complete as much information as is known. This report will then be forwarded and reviewed by members of the Office of the Dean of Students (ODOS) staff, typically within one to two business days.
- For additional information on behaviors that could be concerning, please see this link: <http://www.purdue.edu/advocacy/faculty/incident.html>

Please be aware that a member of the Dean of Students team will likely reach out to the student to offer support and assistance. Should you wish for this not to occur, please be very clear about this in your report. However, due to the significant health and safety risk either to the individual or to the university community, there may be an obligation to follow up with student of concern. Information from the report may also be shared with the student. In addition, someone from ODOS may follow up with you to gain additional information or to inform you of next steps. Although details may not be able to be shared out of respect for the student's privacy, we wish to partner with you to support the student's academic and personal success in the least intrusive method appropriate to the nature of the concern.

[https://cm.maxient.com/reportingform.php?PurdueUniv&layout\\_id=12](https://cm.maxient.com/reportingform.php?PurdueUniv&layout_id=12)