

Campus Conduct Hotline©

We are committed to maintaining the highest ethical standards in our community. If you experience or observe what you believe is inappropriate behavior or a policy violation, you have a responsibility to report such activity to College administration. Should you wish to report it anonymously, you may use the ***Campus Conduct Hotline***©.

Simply dial toll-free **866-943-5787**.

Your call to the toll-free number will be processed as follows:

- Your call will be greeted promptly and courteously by a person who makes certain you understand the ***Campus Conduct Hotline***© program and how it functions. If you prefer to make your report in a language other than English, please let the responding person know and they will arrange for a translator to participate.
- At the beginning of the interview, you will be provided with a five digit, randomly generated case number that you may use to check back for updates or requests for additional information. Be sure to record this number in a safe place!
- You will then be interviewed about the question or concern that is on your mind. Your interview will not be recorded. Instead, the interviewer will be typing notes of your conversation. Whether or not you choose to provide your name is completely up to you.
- Within one business day of your call, a summary of the interview will be forwarded to our institution. Our goal will be to provide you with a basic response within five business days.
- To receive your response, simply call back and provide the five digit case number that was assigned during your initial call. At that time, you might be asked to provide additional information or to call back at a later date. You will be able to keep checking back for updates until your case is closed.

Because of the built-in confidentiality, it is important that you try to be as specific as possible about the information you provide. For example, you may be asked to provide the department name or the location you are calling about. Please be sure to call back in five business days to see if any additional information is needed.

AT NO TIME is a caller required to reveal personal identity--all information may be provided in a completely confidential and anonymous manner. However, you may request a direct contact from the system, and can provide your name and phone number, along with a date and time you prefer to be called.