



LAKE MICHIGAN
C O L L E G E

Fall 2011

**Presentation on Maxient for
Lake Michigan College
Students**



Why Maxient is Important to You?

- LMC is concerned with the safety, health, and well-being of its students, faculty, staff, and community.
- With focus on prevention and intervention, LMC has implemented a Student Conduct/Concerning Behavior reporting system that covers an incident that involves a behavior issue, improper conduct, threatening behavior or is a violation of the Student Code of Conduct.

Why Maxient is Important to You? - Continued

- The process is initiated with the submission of a Behavior Report which is completed via an electronic incident form generated using Maxient's Conduct Manager System.
- The following material provides details on how to use this reporting system. What to report? Where to file a Behavior report? And what happens when a report is filed?

What is Maxient?

Maxient's Conduct Manager System is a program that allows us to electronically manage our student conduct processes, from initial submission of incident reports and storage of supporting materials like photos and audio, to hearing a case, tracking sanctions, sending letters, and follow-up.

The process is initiated with the submission of a Behavior Report, which is completed via an electronic incident form generated by the Maxient System.

What to Report?

- General student complaint (operations)
- Erratic behavior
- Harm to themselves
- Harm to others
- Safety or security concerns
- Violations of the Student Code of Conduct



Where to file a Behavior Report?

Students can complete a report electronically at any time by going to the LMC homepage;

www.lakemichigancollege.edu,

Click on “Services for Students”>Student Resources>
>Student Policies and Procedures> Click on File a Behavior Report.



LAKE MICHIGAN
COLLEGE

Student Conduct/Concerning Behavior Form

Your full name:	<input type="text"/>
Your title:	<input type="text"/>
Your phone number:	<input type="text"/>
Your email address:	<input type="text"/>
Your physical address:	<input type="text"/>
Nature of this report:	(BIT) Concerning or Threatening Behavior ▾
Urgency of this report:	Normal ▾
Date of incident:	<input type="text"/> must be formatted YYYY-MM-DD
Time of incident:	<input type="text"/> : <input type="text"/>
Location of incident:	Off campus ▾
Specific location:	<input type="text"/>

GENERAL STUDENT COMPLAINT (COMPLAINTS REGARDING COLLEGE OPERATIONS)

☐ General Student Complaint

STUDENT CODE OF CONDUCT

- | | | | |
|--|---|--|----------------------------------|
| <input type="checkbox"/> Alcohol and Drugs | <input type="checkbox"/> Dishonesty | <input type="checkbox"/> Other Prohibited Misconduct | <input type="checkbox"/> Weapons |
| <input type="checkbox"/> Assault and Battery | <input type="checkbox"/> Disruptive Behavior | <input type="checkbox"/> Safety | |
| <input type="checkbox"/> Assembly | <input type="checkbox"/> Failure to Comply | <input type="checkbox"/> Signs | |
| <input type="checkbox"/> Athletic Conduct | <input type="checkbox"/> Gambling | <input type="checkbox"/> Smoking and Use of Tobacco | |
| <input type="checkbox"/> Classroom Misconduct | <input type="checkbox"/> Harassment | <input type="checkbox"/> Soliciting | |
| <input type="checkbox"/> Compliance with Applicable Law | <input type="checkbox"/> Indecent or Obscene Behavior | <input type="checkbox"/> Theft and Vandalism | |
| <input type="checkbox"/> Complicity in Violating the Student Code of Conduct | <input type="checkbox"/> Keys | <input type="checkbox"/> Theft or Other Abuse of Computer Time | |
| <input type="checkbox"/> Contracts | <input type="checkbox"/> Obstruction/Abuse of Grievance Procedure | <input type="checkbox"/> Use of Institutional Facilities | |

Please list the individuals involved (excluding yourself), including as many of the listed fields as you can provide. For non-students, please list an SSN or Drivers License number in the block labeled SID if available.

Name of person(s)/ organizations involved	Gender	Role	SID	Phone	Email	Hall/Address	DOB YYYY-MM-DD
<input type="text"/>	===== ▾	===== ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	===== ▾	===== ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

[Check Spelling & Preview](#)

Any additional supporting documentation (photos, video, email, Word documents, etc.) should be forwarded immediately to the Executive Dean of Student Services at selman@lakemichigancollege.edu.

ADDITIONAL QUESTIONS

Select any of the following that apply: ☐ Arrest ☐ Police involved ☐ EMS transport ☐ EMS called - refused ☐ EMS called - no transport needed

If police or other staff responded, list name (s):

Police report number, if applicable:

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 to submit this report.

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

Too difficult to read? Click the arrows located below the second word until you get one that's clearer. In addition to being distorted, each word has a line running through it. 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 helping to digitize old books. Learn more about the reCaptcha project [here](#).

totald contribute

Type the two words:

reCAPTCHA™ stop spam, read books.

Student Conduct/Concerning Behavior Form Instructions:

- Nature of this report:
 - Select one of the following:
 - (BIT) Concerning or Threatening Behavior
 - Academic Misconduct
 - General Incident Report
 - Complaint Resolution Matter
 - Other

- Urgency of this report:
 - Select one of the following:
 - Normal, *Critical, Information Only, Other
(*Only select Critical if you require immediate response.)
- Date of incident:
 - This is mandatory information to be able to submit a report.



- Location of incident:
 - All Lake Michigan College sites are listed.
- Reason(s) for Report:
 - If applicable, check one of the items.
- Involved Parties:
 - Under (Select Role) identify as Alleged, Victim or Witness for each party, student of concern.



- Description/Narrative:
 - Provide statement covering details.
- One Last Step:
 - If unable to read the captcha-click the arrows until you get one that's clearer.

What Happens When a Report is Filed?

- Student Conduct/Concerning Behavior Form is filed.
- Students can expect to hear back from a Core Team member that “we received your report and it will be reviewed in a timely fashion.”
- Core Team reviews/assesses, determines intervention and monitors intervention (if applicable).



We hope you have a great semester at Lake Michigan College.

Thank you for taking time to review this important information.

Reminder:

Campus Safety should always be called first in any emergency, dial 9-911 if life threatening or 6-911 for non-emergencies from campus phones.

If you have any questions, please email Steve C. Silcox,
Director Public Safety/Evening Administrator at –
ssilcox@lakemichigancollege.edu