# How to Submit an Incident Report on Guardian

Please review this document as a guide for completing an Incident Report. For any questions, please contact Assistant Dean of Student Conduct and Culture, Melanie Cassidy (melanie.cassidy@logan.edu)

# What is Guardian?

Guardian is an incident reporting and case management software utilized by several campus partners to streamline university processes such as the Student Conduct Process, Title IX Process, and Student Care Reports.

Things to consider:

- This form cannot be saved mid-progress. A good practice is to write the detailed narrative in a Word document and copy and paste into the form. That way you have a version saved in case you need to step away.
- This form may be reviewed by the complaining party, responding party, and the Conduct Committee.

### **Quick Links**

<u>Guardian Log In Page</u> <u>Student Conduct Policies and Procedures</u> <u>Code of Academic Standards</u> Code of Behavioral Standards

Edited January 2025

### How to Find the Link to Submit Report

1. Go to Logan University Homepage and select Student & Faculty Resources



2. Select View More Resources

					Sympo	osium 2025 Registration	Open Learn More	<b>→</b>		
					Presidential Transition	Health Centers Event Re	entals Calendar Q S	earch		
	LOGAN UNIVERSIT	TY LEADERS	Made Aca	demics /	Admissions /	Why Logan	/ Research	News		
	Email & Office 365	SelfServe	Canves	Logan Connect (Engage)	Calendar & Room Booking	Academic Schedules	Bookstore			
	Library	Security & Emergencies	Technology Services (IT & Academic Tech)	Weilness Center & Athletics	Faculty & Staff Directory	Cafe	Help Desk Portal			
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									Any questions? I can help!	
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3. Select Student Conduct and Academic Integrity

	1	LOGAN UNIVERSITY LEAD	RS Made	Academics	/ Admis	sions /	Why Logan	Research	/ News 📃	
		R								
		Registrar								
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		Security								
		Self Serve								
		Simple Syllabus								
		Stories & Features								
		Student Accounts								
-	-▶	Student Conduct and Academic Integrity								
		Student Handbook	•							
		Student Forms (Club/Activity/etc.)								
		т								
		The Tower								
		Tuition Deposit								
		Tutoring Schedule								
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		Wellness Center								
		Writing Center		_						
Student & Faculty 💿 🦉 C Resources	ontinuing Edu	cation (L4) 🛛 😭 Alumni	🧐 😵 Ma	ike a Gift	() r	equest Info		Visit		⊘ Apply

4. Scroll toward the bottom of the page. Under Student **Conduct and Academic Integrity,** select the link to file an incident report or conduct complaint.

	LOGAN UNIVERSITY LEADERS Made Academics / Admissions / Why Logan / Research / News = Sexual misconduct voltey & reporting Logan University prohibits sexual misconduct, which includes sexual hanssment, sexual assuit, donestic vidence, dating vidence and statiling. We are committed to creating a induction of the misconduct, which includes sexual hanssment, sexual assuit, donestic vidence, dating vidence and statiling. We are committed to creating a induction of the misconduct, which includes sexual hanssment, sexual assuit, donestic vidence, dating vidence and statiling. We are committed to creating a induction of the misconduct, which includes sexual hanssment, sexual assuit, donestic vidence, dating vidence and statiling. We are committed to creating a induction of the misconduct, which is the loan community in follow our code of conduct and to seek assistance if concerns area.
	state place for learning and pursessance developments and expect everyone mine sugger community or none dot expects and protections under Tible IX. Included in these rights is the ability to file a formal complaint. Tible IX Grievance Process
	Student Conduct and Academic Integrity
	The Student Conduct and Academic Integrity Process is educational and restorative in nature. The purpose of the process is to provide support, accountability, and a path forward to maintain the academic escelence and professional integrity of Logan University. To learn more about the Academic Standards policies and Behavioral Standards policies preserved.
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	If you believe a policy has been violated, you are welcome to file a conduct and/or academic integrity comptaint. Please use this link to file a complaint: https://logunguandian.guardianconduct.com/
	If you have any questions or concerns regarding the Student Conduct and Academic Integrity Process, please contact Melanie Cassidy, Assistant Dean of Student Conduct and Culture at melanie.cassidy@logan.edu.

LOC	GAN	About Logan About Logan University A Message from the President	Popular Links ACES: Science & Anatomy Camp Anatomical Doners	FAQs How to schedule a visit? How do I apply to Logar?	
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Student & Faculty Resources 💿 🧠 Continuing Education (L	A)	🦁 Make a Gift	© Request Info	🔍 Visit	G Apply

# How to File an Incident Report

Use your Logan University SSO to sign into the Guardian Software.

#### 1. Select New Incident

Guardian		Cases	keports	Students	Employees	Configurations	📋 My Tasks 📋 🤵	MELANIE KA Super Admin	~ D
Workflow	List New Incident			Search	by keyword	C Fields: All fi	elds	Type: Accommo	• Ø
Pending	Unde	er Review			0 18 BL	Plan Developed			15 BY 0
	1								

2. Complete the form with as much accurate information as possible, including the date, time, and location of the incident.

	ney, preuse com	act Logan Univer	rsity Security at	636-230-1900 or dial 91	1.		
Date *				Time "			
11/04/2024			05:00 PM				
Building				Specific location *			
aine tating				Choose specific locatio	n		~
Administration Building				-			
Fuhr Science Center							
Montgomery Clinic							
Purser Center Student Center							
Wellness Center							
None							
	Date * 11/04/2024 Building Fuhr Science Center Logan Park Montgomery Clinic Purser Center Student Center Wellness Center None	Date * 11/04/2024 Duilding Administration Building Huhr Science Center Logan Park Montgomery Clinic Purare-Center Student Center Student Center Wellness Center None	Date * 11/04/2024 Evilding Administration Building Full Science Center Logan Park Montgomery Clinic Purser Center Student Center Student Center Wellness Center None	Date *  11/04/2024  Eviloan  Eviloan  Administration Building  Full Science Center  Logan Park  Montgomery Clinice  Purser Center  Student Center  Student Center  Wellness Center None	Date * Time * 11/04/2024 III 05:00 PM Specific location * Choose specific	Date * Time * I1/04/2024 II /04/2024 III OS:00 PM OS:00 PM Specific location Administration Building Administration Building Public Science Center Logan Park Montgomery Clinic Purser Center Student Center Wellness Center None	Date *     Time *       11/04/2024     05:00 PM       Building     Specific location *       Characteristics     Characteristics       Public Science Center     Close specific location       Logan Park     Montporrery Clinic       Purser Center     Student Center       Student Center     Student Center       Student Center     Student Center       Wellness Center     Student Center       None     Student Center

3. Under **Involved Parties**, you can enter the names of the parties involved. The software may automatically select as you enter the text. You may enter more than one involved party.

- a. Complainant This is the party or parties who brings a concern forward about potential policy violation(s). This is the reporting party.
- b. Respondent This is the party or parties responding to the allegation of potential policy violation(s).
- c. Witness This is the party who may have witnessed the alleged policy violation.

Individual or Organization Individual	Organization	Name"	Role					
		MELANIE CASSIDY	Respondent	Choose role of party				
ID Number		Phone Number	Complainant					
******		********	Respondent	Respondent				
			Witness					
Supporting Documentation								
Please upload any supporting d	ocumentation that may provide additional	context to the report (pictures, text messages, emails, etc.).						
		Click here Or drag & drop file here to up	pload					

4. Under **Supporting Documentation**, you may upload any supporting documentation such as emails, pictures, text messages, screenshots, etc.

Individual or Organization		Name*	Role"					
Individual	<ul> <li>Organization</li> </ul>	Search option	Choose role of party					
ID Number		Phone Number	Email Address					
Enter ID number (optional)		Enter phone number	Enter email address	Enter email address				
+ Add another Supporting Documentation								
+ Add another Supporting Documentation Please upload any supporting do	cumentation that may provide additional	context to the report (pictures, text messages, emails, etc.).						

5. Once you complete the report, please select Submit Report.

Individual or Organization		Name	Role	
Individual	Organization	Search option	Choose role of party	,
ID Number		Phone Number	Email Address	
Enter ID number (optional)		Enter phone number	Enter email address	
Supporting Documentation				
Supporting Documentation Please upload any supporting do	cumentation that may provide additional	context to the report (pictures, text messages, emails, etc.).		

6. This screen will appear after submission.

Guardian	LOGAN		🖹 Cases	Reports	Students	Employees	Configurations	📋 My Tasks	E 🧷	MELANIE KA     Super Admin	₽
	LOGAN								Loga	n Reporting Form	
	Thank Y	ou For Informing Us									
	We have r	recorded the incident and will get back to you.									
	For Your F	Record Incident Report Number #1									
	Need to S	Submit another Report?									

# How to Locate Conduct Policies

1. Go to Logan University Homepage and select Student & Faculty Resources



2. Select View More Resources

	LOGAN UNIVERS		RS Made Ac	ademics / Adn	nissions / Why	Logan / Resea	irch / News	Ξ
			Studen	t & Faculty Res	sources			
	Email & Office 365	SelfServe	Canvas	Logan Connect (Engage)	Calendar & Room Booking	Academic Schedules	Bookstore	
3	Library	Security & Emergencies	Technology Services (IT & Academic Tech)	Wellness Center & Athletics	Faculty & Staff Directory	Cafe	Help Desk Portal	
			V	iew More Resource	•		Heyl Thanic you for your int University. Have a specific i here!	erest in Logan question? Ask
Student & Resou	Faculty 💿 🗐 L4 - Logar Irces Long Lea	n Life- rning Alı	umni 🤍 🥸 Maki	e a Cift 🕜	Request Info	) Visit		Apply 🕑

3. Select Academic Catalog & Student Handbook



4. Select Student Handbook and then Student Conduct and Behavior



Logan graduates employ a holistic approach to health and wellness to meet the demand for less-invasive, lower-cost treatments

5. Select Academic Dishonesty & Plagiarism or Code of Behavioral Standards



#### Logan at a Glance

Logan graduates employ a holistic approach to health and wellness to meet the demand for less-invasive, lower-cost treatments