

# 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](mailto: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

[Guardian Log In Page](#)

[Student Conduct Policies and Procedures](#)

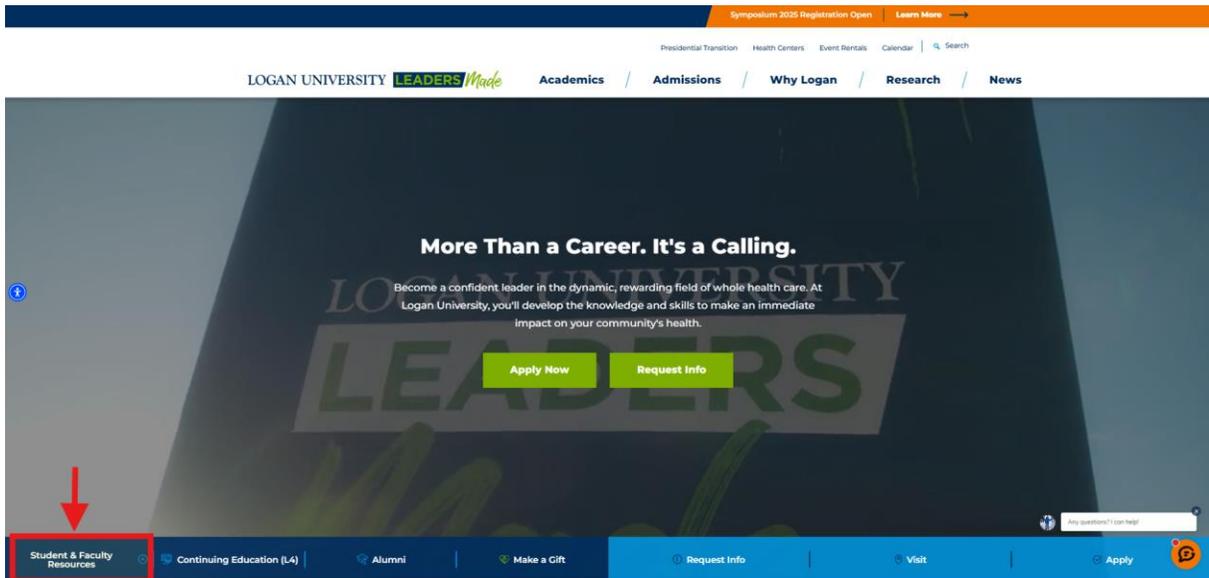
[Code of Academic Standards](#)

[Code of Behavioral Standards](#)

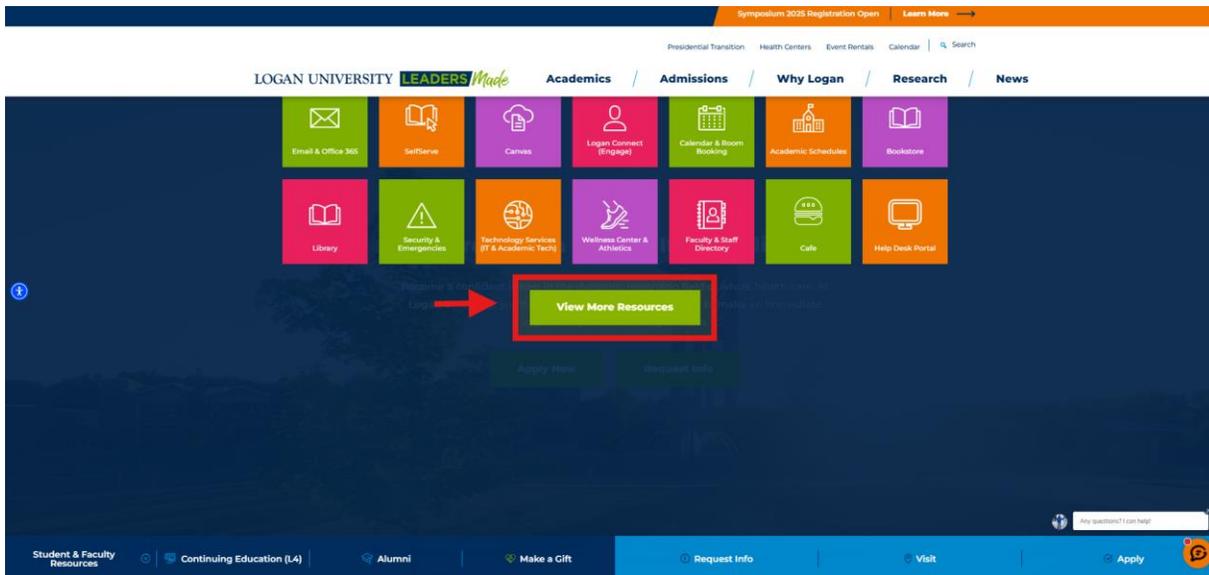
Edited January 2025

## How to Find the Link to Submit Report

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



2. Select **View More Resources**



3. Select **Student Conduct and Academic Integrity**

**R**

Registrar

**S**

Security

Self Serve

Simple Syllabus

Stories & Features

Student Accounts

**Student Conduct and Academic Integrity**

Student Handbook

Student Forms (Club/Activity/etc.)

**T**

The Tower

Tuition Deposit

Tutoring Schedule

**W**

Wellness Center

Writing Center



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.

**Sexual Misconduct Policy & Reporting**

Logan University prohibits sexual misconduct, which includes sexual harassment, sexual assault, domestic violence, dating violence and stalking. We are committed to creating a safe place for learning and professional development and expect everyone in the Logan community to follow our codes of conduct and to seek assistance if concerns arise. Members of our community who have experienced or been a witness to sexual misconduct have rights and protections under Title IX. Included in these rights is the ability to file a formal complaint.

[Title 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 excellence and professional integrity of Logan University. To learn more about the Academic Standards policies and Behavioral Standards policies please visit:



- <https://catalog.logan.edu/studenthandbook/student/academicdishonesty>  
<https://catalog.logan.edu/studenthandbook/student/behavioralstandards>

If you believe a policy has been violated, you are welcome to file a conduct and/or academic integrity complaint. Please use this link to file a complaint:  
<https://loganjournalguardianconduct.com/>

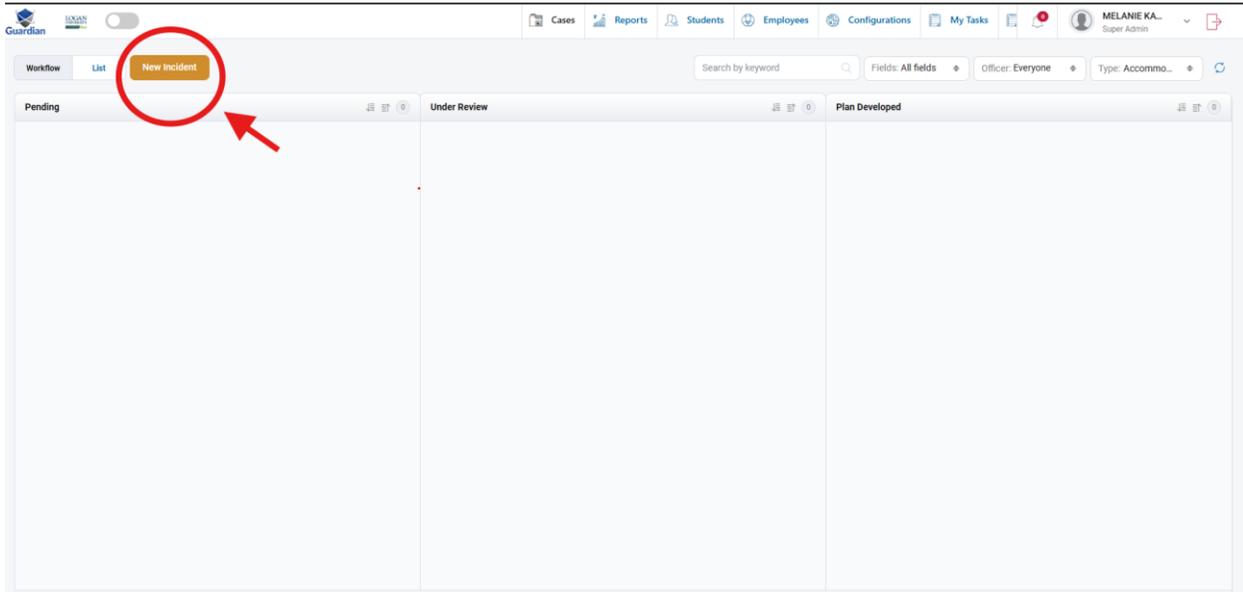
If you have any questions or concerns regarding the Student Conduct and Academic Integrity Process, please contact Melanie Cassidy, Assistant Dean of Student Conduct and Culture at [melanie.cassidy@logan.edu](mailto:melanie.cassidy@logan.edu).



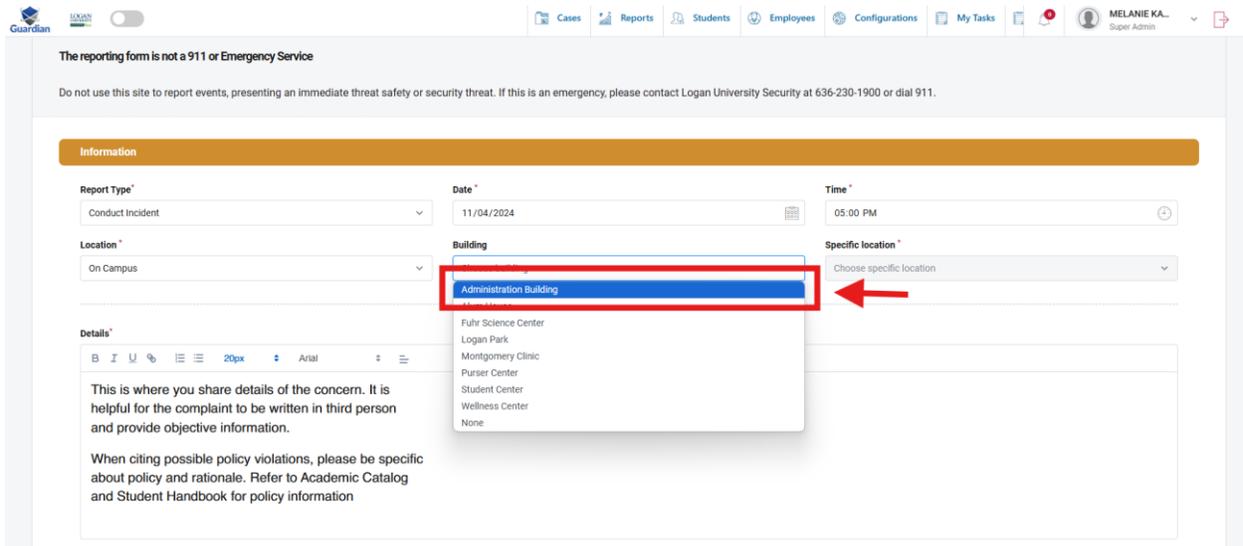
# How to File an Incident Report

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

## 1. Select **New Incident**



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



## 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.

Please provide a detailed description using specific, concise and objective language (Who, what, when, where, and how). Each individual listed as "involved" should appear in your description.

**Involved Parties**

Individual or Organization  
 Individual  Organization

Name\* MELANIE CASSIDY

ID Number \*\*\*\*\*

Phone Number \*\*\*\*\*

Role\*  
 Respondent  
 Choose role of party  
 Complainant  
 Respondent  
 Witness

+ Add another

**Supporting Documentation**

Please upload any supporting documentation that may provide additional context to the report (pictures, text messages, emails, etc.).

Click here Or drag & drop file here to upload  
 Supported file formats are JPG, JPEG, PNG, BMP, MP3, MP4, MOV, AVI, DOCX, XLS, PPT, PDF, HTML, EML, MSG and MBOX

Submit Report

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

Please provide a detailed description using specific, concise and objective language (Who, what, when, where, and how). Each individual listed as "involved" should appear in your description.

**Involved Parties**

Individual or Organization  
 Individual  Organization

Name\* Search option

Role\* Choose role of party

ID Number Enter ID number (optional)

Phone Number Enter phone number

Email Address Enter email address

+ Add another

**Supporting Documentation**

Please upload any supporting documentation that may provide additional context to the report (pictures, text messages, emails, etc.).

Click here Or drag & drop file here to upload  
 Supported file formats are JPG, JPEG, PNG, BMP, MP3, MP4, MOV, AVI, DOCX, XLS, PPT, PDF, HTML, EML, MSG and MBOX

Submit Report

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

Guardian LOGAN

Cases Reports Students Employees Configurations My Tasks MELANIE KA... Super Admin

Please provide a detailed description using specific, concise and objective language (Who, what, when, where, and how). Each individual listed as 'Involved' should appear in your description.

### Involved Parties

Individual or Organization  
 Individual  Organization

Name\*  
Search option

Role\*  
Choose role of party

ID Number  
Enter ID number (optional)

Phone Number  
Enter phone number

Email Address  
Enter email address

+ Add another

### Supporting Documentation

Please upload any supporting documentation that may provide additional context to the report (pictures, text messages, emails, etc.).

Click here Or drag & drop file here to upload  
Supported file formats are JPG, JPEG, PNG, BMP, MP3, MP4, MOV, AVI, DOCX, XLS, PPT, PDF, HTML, EML, MSG and MBOX

**Submit Report**

6. This screen will appear after submission.

Guardian LOGAN

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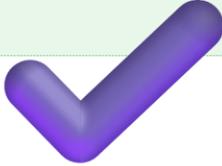
## Logan Reporting Form

### Thank You For Informing Us

We have recorded the incident and will get back to you.

For Your Record Incident Report Number # 1

[Need to Submit another Report?](#)



## How to Locate Conduct Policies

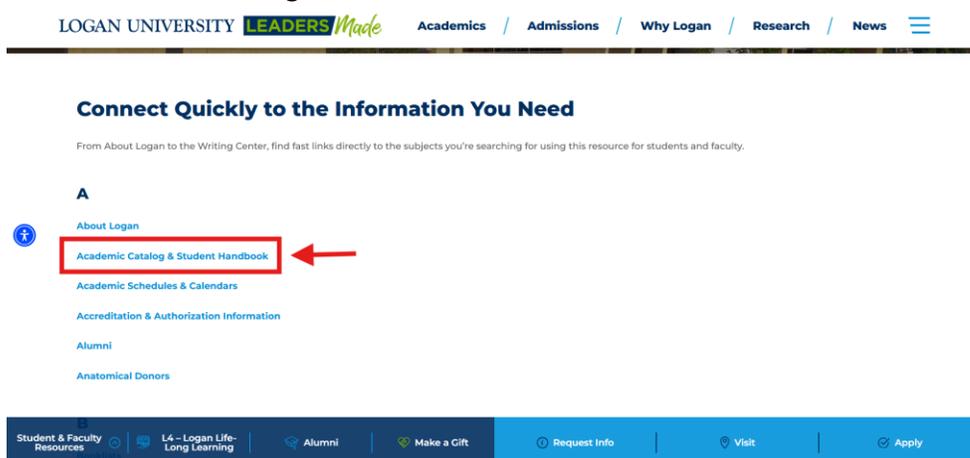
1. Go to Logan University Homepage and select **Student & Faculty Resources**



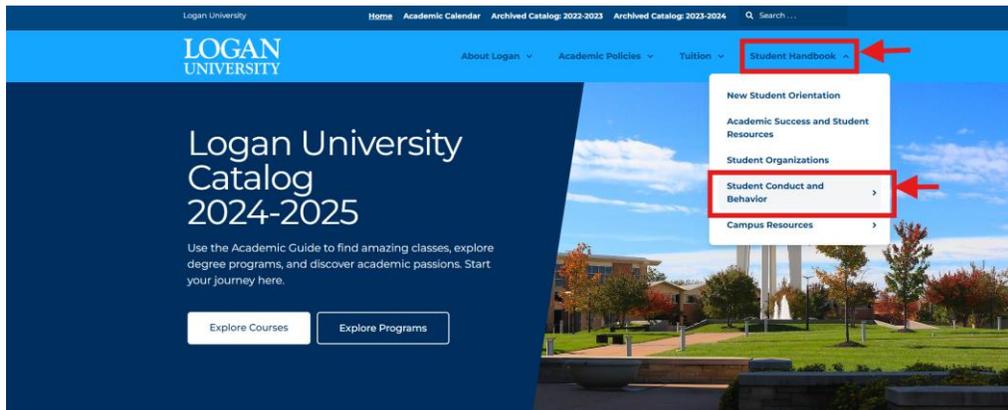
2. Select **View More Resources**



3. Select **Academic Catalog & Student Handbook**



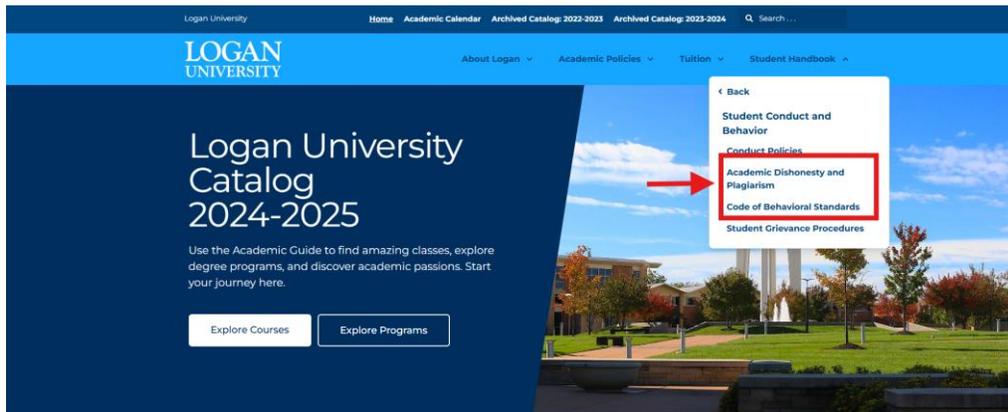
4. Select **Student Handbook** and then **Student Conduct and Behavior**



**Logan at a Glance**

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