

If you believe there is  
imminent danger,  
**CALL 911**



**1**

**RESPOND TO THE  
REPORTER**  
Assign Case

**ACT Chair and Title IX**  
-Dr. Carla Martinez  
**Academic Dishonesty**  
-Dr. Carla Martinez  
**ACT (Mental Health)**  
-Dr. Judy Cheng  
**Conduct** -Stephanie Smallshaw  
**Student Assistance Needed**  
-Minnie Higgins

**2**

**CONDUCT INVESTIGATION**  
(If necessary)

**3**

**MEET WITH STUDENT**  
Provide Referrals/Sanctions

**4**

**FOLLOW UP WITH  
REPORTER**  
Throughout the process

**5**

**CLOSE CASE**  
Schedule student  
follow-up if needed

**\*\*ACT meets weekly to discuss cases\*\***