IR comes in

Flowchart for CARE Reports

- Coursework or Grade Related
- Health, Safety or Other Concern

SSC designee updates IR & makes a Case

Log report and send letter (copying advisor and others who need to know)

Outreach to student as needed

Notes updated in database

Close case & monitor as necessary

BRT designee updates IR & makes a Case

Assigns case to appropriate Administrator

Administrator contacts reporting party if needed

Outreach to student (Type of outreach dependent on severity of case)

Action plan set

Notes updated in database

Check in on student

Follow up needed?

Yes

No

Close case & monitor as necessary

*The course the report takes is an internal process and is determined by the CARE Network.