Incident Notification Criteria

Immediate Notification (Same Day – 24 hours)

1. The death or serious injury of a Troy full-time or part time employee
2. Any crime perpetrated by a Troy employee or at a Troy facility
3. The death or injury of any person at a Troy facility
4. Any damage sustained at a Troy facility
5. Any to break-in at a Troy facility

Prompt Notification (24-48 hours – Weekday)

1. Any theft of Troy property
2. Any suspected loss of or inability to account for Troy equipment
3. Any complaint by faculty staff or students of sexual harassment
4. Any complaint from a military Education Center or Educational Services Officer
5. Any inquiry from a military installation Inspector General (IG)
6. Any intended formal disciplinary action against staff of faculty
7. Any intent to terminate an employee
8. Any action (not threat) to sue

Timely Notification (48-96 hours – Weekday)

1. Notification of an overdue bill (outside vendor)
2. Any intended disciplinary action against a student
3. Any grade dispute that cannot be resolved at the Site
4. Any student scholarship to compensate for staff/faculty error
5. Any problem or discrepancy involving comprehensive examinations
6. Any questionable behavior by an instructor in the instructional environment (ethical, moral, financial, etc)