

University of North Carolina Wilmington
Division of Student Affairs
Case Management Checklist

Check List:

1. Received referral_____ (date)
2. Received documentation_____
3. Identified primary department involved in the case_____
4. Interviewed complainants and witnesses?_____
5. Checked campus conduct files_____
6. Requested background check (criminal history and application)_____
7. Checked student's academic progress_____ (hometown, year in school, major, gpa)
8. Reviewed student's website_____
9. Reviewed HRL health and safety inspection history_____
10. Known history of mental health issues?_____
11. Known interactions with campus police?_____
12. Misc. student profile (background information, organizations, clubs etc.)_____
13. Interviewed student_____
14. Discussed at SBIT (dates)_____
15. Referrals to other departments:
 - Counseling Center_____
 - Student Health Center_____
 - Dean of Students Office_____
 - Crossroads and CARE_____
 - University Police_____

Notes: