



STUDENT Policies and Procedures

33.03	Student Misconduct Report Form (Non-Academic)	FORM
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The purpose of this form is to report alleged misconduct on campus or during college-related activities that violate the Student Code of Conduct (SCOC). Please forward this form to the Academic Chair or the Manager of Student Services as outlined in the SCOC Policy and Procedures. This Report will be reviewed with the Student as per the Procedures.

1. Student Information

Student Name: _____ Program: _____
 Student ID: _____ Course (if applicable): _____
 Campus: _____

2. Alleged Policy Violation

Please check appropriate alleged SCOC policy violation:

- Student Code of Conduct (see SCOC and SCOC Appendix 1 for examples)
 - Citizenship
 - Substance Misuse and Abuse
 - Civility
 - Respect for Property
 - Honesty and Integrity
 - On-Line/Electronic Activity
 - Interpersonal Interactions
 - Other: _____
- Related Policy (i.e., Safe Disclosure, Social Media, Drug and Alcohol)
 Name of Related Policy: _____

3. Details of Alleged Misconduct/Violation

Date of Alleged Misconduct: _____
 Location of Alleged Misconduct (please be specific): _____
 Has this incident been reported to the police?
 N/A No Yes If yes, please list the Report #: _____
 Has this incident been reported to another College Employee?
 N/A No Yes If yes, please indicate to whom: _____

Details:

Executive Policy Sponsor: VP, Academic	Policy Steward: Director Student Services	Approved: Executive Council Sep 27, 2016	Effective Date: Sep 27, 2016	Next Review: 2017
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4. Action Taken

Please describe any actions taken to resolve this incident:

5. Supporting Documentation

Describe any supporting documentation or evidence of misconduct attached to this report (i.e., emails, photos):

1. _____	3. _____
2. _____	4. _____

6. Employee Information

Name: _____ College Affiliation: Faculty Employee Other

_____ Employee Signature	_____ Date
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7. Student Acknowledgement

I have received information on this Student Misconduct Report and the related Policy and Procedures.

_____ Student Signature	_____ Date
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8. Employee Acknowledgment

I have reviewed the details of this Report with the Student and informed the Student of options under the Policy.

_____ Academic Chair/Manager of Student Services	_____ Signature	_____ Date
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_____ Faculty	_____ Signature	_____ Date
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9. Decisions

All decisions regarding Misconduct Reports are communicated using the Misconduct Decision form (see SCOC Procedures).

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