



SEATTLE COLLEGES

Central · North · South

STUDENT CONDUCT INCIDENT REPORT

REPORTING PARTY INFORMATION

Your Name: _____ Today's Date: _____
 Staff Faculty Administrator Student Central North South SMA WTC
 Email : _____@seattlecolleges.edu Phone/work: 934-_____
 Office/Division: _____ Supervisor: _____

You are filing a formal student conduct complaint. **Please be aware that:**

- Your name (reporting party) and the Basis for the Complaint will be shared with the responding party.
- A copy of your written complaint may be made available to the responding party.

Incident: Date/Time: _____ Course: _____ Location: _____

RESPONDING PARTY INFORMATION (The person you are making a complaint against is the responding party.)

Name: _____ ctclink ID: _____
 Address: _____ City/State: _____ Zip: _____
 Phone/home: _____ - _____ Phone/work: _____ - _____ Email: _____

Instructions:

- Use the checklist below to indicate the basis for the complaint on student conduct.
- Describe on page 2 what happened, why it happened, and how it happened. It is extremely important to be as specific as possible.
 - * Provide dates, time, witnesses, and specific detailed information.
 - * Sign and date the description.
- Submit the signed form to your campus student conduct officer.

Basis for the Complaint: (Please check all that apply.) **Full description of student misconduct: [WAC 132F-121-110](#).**

Student misconduct may include, but is not limited to, any of the following:

- | | |
|--|--|
| <input type="checkbox"/> 1. Discriminatory conduct against a student or an employee. | <input type="checkbox"/> 18. Obstruction of free flow of pedestrian or vehicular movement on district property or at a district activity. |
| <input type="checkbox"/> 2. Sexual misconduct: Harassment, intimidation, violence. | <input type="checkbox"/> 19. Conduct which is disorderly, lewd, or obscene. |
| <input type="checkbox"/> 3. Harassment: Unwelcome and offensive. | <input type="checkbox"/> 20. Breach of the peace, or aiding, abetting, or procuring a breach of the peace. |
| <input type="checkbox"/> 4. Academic dishonesty, including cheating and plagiarism.# | <input type="checkbox"/> 21. Indecent exposure. |
| <input type="checkbox"/> 5. Forgery, alteration, or misuse of documents and false statements. | <input type="checkbox"/> 22. The use of tobacco, electronic cigarettes, and related products is prohibited in any building owned, leased or operated by the college. |
| <input type="checkbox"/> 6. Obstruction or disruption of instruction, research, administration, and other district activities. | <input type="checkbox"/> 23. Theft or other misuse of computer time or other electronic information resources of the district. |
| <input type="checkbox"/> 7. Assault, physical or verbal abuse, threat(s), intimidation of any person on district property. | <input type="checkbox"/> 24. Unauthorized possession or use of a key, or unauthorized entry onto or into district property. |
| <input type="checkbox"/> 8. Bullying: verbal, physical or otherwise; including cyber bullying. | <input type="checkbox"/> 25. Abuse or misuse of any procedures relating to student complaints or misconduct. |
| <input type="checkbox"/> 9. Cyber misconduct: cyberstalking, cyberbullying, or online harassment. | <input type="checkbox"/> 26. Safety violations. |
| <input type="checkbox"/> 10. Stalking. | <input type="checkbox"/> 27. Violation of any other district rule, requirement, or procedure. |
| <input type="checkbox"/> 11. Attempted or actual damage to, or theft or misuse of, or possession of district or personal property. | <input type="checkbox"/> 28. Violation of any federal, state, or local law, rule, or regulation. |
| <input type="checkbox"/> 12. Failure to comply with direction of district employees or identify oneself to persons when requested. | <input type="checkbox"/> 29. Ethical violation: Breach of generally recognized and published code of ethics or standards of professional practice. |
| <input type="checkbox"/> 13. Participation in activity which unreasonably disrupts the operations of the district or lead or incite another person to engage in such activity. | <input type="checkbox"/> 30. Aiding, abetting, inciting, encouraging, or assisting another person to commit any act of misconduct. |
| <input type="checkbox"/> 14. Weapons: Possession or use of any device or substance which can inflict bodily harm or damage property. | <input type="checkbox"/> 31. Retaliation against any individual for reporting or addressing allegations or violations. |
| <input type="checkbox"/> 15. Hazing. | |
| <input type="checkbox"/> 16. Possession, consumption, or being under the influence of alcohol, or selling alcohol. | |
| <input type="checkbox"/> 17. Possession, consumption, or being under the influence of narcotic drugs or controlled substances, marijuana, or selling any such drug or substance. | |

#Per WAC 132F-121-120, an instructor does not need to give credit for course work that is the product of cheating, plagiarism, or other dishonesty. The instructor, through his/her dean, may refer the matter to the student conduct officer for possible disciplinary action instead of, or in addition to, the grade adjustment.

Nature of complaint/problem

Prior action you have taken

Reporting Party's Signature

Date

Please send the report to [Santos Alvarado Alcocer](#) or [Cristina Mai Mostad](#).

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