

**STUDENT CONDUCT INCIDENT REPORT**

**REPORTING PARTY INFORMATION**

Your Name:       Today’s Date:

Staff  Faculty  Administrator  Student  Central  North  South  SVI  SMA  WTC

Email :      @seattlecolleges.edu Phone/work: 934-

Office/Division:       Supervisor:

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

1. Your name (reporting party) and the Basis for the Complaint will be shared with the responding party.

2. A copy of your written complaint may be made available to the responding party.

Date/Time of Incident:       Location of Incident:

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

Name:       SID:

Address:       City/State:       Zip:

Phone/home:       -      Phone/work:       -      Email:

**Instructions:**

1. Use the checklist below to indicate the basis for the complaint on student conduct.
2. 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.

1. 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**](http://apps.leg.wa.gov/WAC/default.aspx?cite=132F-121-110)*.*

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

1. Discriminatory conduct against a student or an employee.

2. Sexual misconduct: Harassment, intimidation, violence.

3. Harassment: Unwelcome and offensive.

4. Academic dishonesty, including cheating and plagiarism.#

5. Forgery, alteration, or misuse of documents and false statements.

6. Obstruction or disruption of instruction, research, administration, and other district activities.

7. Assault, physical or verbal abuse, threat(s), intimidation, bullying, cyberbullying, stalking, harassment of any person on district property.

8. Theft, damage, misuse, or possession of district or personal property.

9. Failure to comply with direction of district employees or identify oneself to persons when requested.

10. Participation in activity which unreasonably disrupts the operations of the district or lead or incite another person to engage in such activity.

11. Weapons: Possession or use of any device or substance which can inflict bodily harm or damage property.

12. Hazing.

13. Possession, consumption, or being under the influence of alcohol, or selling alcohol.

14. Possession, consumption, or being under the influence of narcotic drugs or controlled substances, marijuana, or selling any such drug or substance.

15. Obstruction of free flow of pedestrian or vehicular movement on district property or at a district activity.

16. Conduct which is disorderly, lewd, or obscene.

17. Breach of the peace, or aiding, abetting, or procuring a breach of the peace.

18. Smoking inside a campus building or where smoking is not authorized.

19. Theft or other misuse of computer time or other electronic information resources of the district.

20. Unauthorized possession or use of a key, or unauthorized entry onto or into district property.

21. Abuse or misuse of any procedures relating to student complaints or misconduct.

22. Safety violations.

23. Violation of any other district rule, requirement, or procedure.

24. Violation of any federal, state, or local law, rule, or regulation.

25. Ethical violation: Breach of generally recognized and published code of ethics or standards of professional practice.

26. Aiding, abetting, inciting, encouraging, or assisting another person to commit any act of misconduct.

27. Retaliation against any individual for reporting or addressing allegations or violations.

#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 [Crystina Mostad](mailto:crystina.mostad@seattlecolleges.edu) and/or [Jacob Chin](mailto:jacob.chin@seattlecolleges.edu).

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