

**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 and/or Jacob Chin.

®Jan2018