



STUDENT CONDUCT INCIDENT REPORT

(To Be Completed By Employees ONLY)

Dean of Students

Student Conduct Administrator

		Date:
Name of Student:		Student ID #:
Student's Address (if known):		Student Phone #:
Name of Staff Completing Form: <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Administrator		
Office/Division:	Ext:	Email:
Additional Contact Info Cell Phone:		

Reason(s) for referral:

What action are you seeking?

- information and consultation
 disciplinary action
 referral for counseling or mediation services
 documentation

Please check all that apply. For assistance, refer to Student Code of Conduct.

KCCD Board Policy 4F8

<input type="checkbox"/>	4F8D (1) Persistent or gross acts of willful disobedience and/or defiance toward College personnel.
<input type="checkbox"/>	4F8D (2) Assault, battery, or any other form of physical abuse of a student or College employee.
<input type="checkbox"/>	4F8D (3) Verbal abuse of a student or College employee. This includes, but is not limited to: defamation, obscenity, or "fighting words."
<input type="checkbox"/>	4F8D (4) Any conduct that threatens the health or safety of the individual, or another, including any such action that takes place at an event sponsored or supervised by the College.
<input type="checkbox"/>	4F8D (5) Theft of or damage to the property of the College, another student, or staff.
<input type="checkbox"/>	4F8D (6) Interference with the normal operations of the College (e.g., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic, or other College activities, including its public service functions).
<input type="checkbox"/>	4F8D (7) Use of personal portable sound amplification equipment and other electronic devices (radios, cell telephones, pagers, and tape players, etc.) in a manner that disturbs the privacy of other individuals and/or the instructional program of the College
<input type="checkbox"/>	4F8D (8) Unauthorized entry into, or use of, College facilities, equipment, materials, or supplies.
<input type="checkbox"/>	4F8D (9) Abuse of and/or tampering with the registration process.
<input type="checkbox"/>	4F8D (10) Forgery, falsification, alteration, or misuse of College documents, records, or identification
<input type="checkbox"/>	4F8D (11) Dishonesty such as cheating, plagiarizing, or knowingly furnishing false information to the College and its officials.
<input type="checkbox"/>	4F8D (12) Disorderly, lewd, indecent, or obscene conduct.
<input type="checkbox"/>	4F8D (13) Extortion.
<input type="checkbox"/>	4F8D (14) Breach of the peace on College property or at any College-sponsored or supervised function.
<input type="checkbox"/>	4F8D (15) The use, sale, possession, or being under the influence of alcohol or any other controlled substance prohibited by law, on campus or at any function sponsored or supervised by the College.
<input type="checkbox"/>	4F8D (16) Illegal possession or use of firearms, explosives, dangerous chemicals, or other weapons on College property or at College-sponsored activities.
<input type="checkbox"/>	4F8D (17) Smoking and/or the use of tobacco products inside all campus buildings and other unauthorized campus areas.

<input type="checkbox"/>	4F8D (18) Failure to comply with directions of College officials, faculty, staff, or campus security officers who are acting in performance of their duties.
<input type="checkbox"/>	4F8D (19) Failure to identify oneself when on College property or at a College-sponsored or supervised event, upon the request of a College official acting in the performance of his/her duties.
<input type="checkbox"/>	4F8D (20) Gambling.
<input type="checkbox"/>	4F8D (21) Harassment (verbal or physical or sexual) of any student or member of the College community. (Harassment is defined as an activity which causes substantial emotional distress and serves no legitimate purpose.) (See KCCD Policy 11C2 for a definition of sexual harassment.)
<input type="checkbox"/>	4F8D (22) Abuse of computer resources. (See KCCD Policy regarding Information Technology policies)
<input type="checkbox"/>	4F8D (23) Abuse of or disruption to the student conduct and/or complaint process, including but not limited to: <ul style="list-style-type: none"> a. Failure to obey the summons of a College official or appropriate committee. b. Falsification, distortion, or misrepresentation of information before a College official or appropriate committee. c. Disruption or interference with the orderly conduct of an official College proceeding. d. Attempting to influence the impartiality of a member of an official committee prior to and/or during the course of, an official College proceeding. e. Harassment and/or intimidation of any person involved in the conduct and/or complaint process, prior to, during, and/or after the proceeding. f. Failure to comply with the sanction(s) imposed under the Student Conduct Code. g. Influencing or attempting to influence another person to commit an abuse of the conduct or complaint process system. h. Repeated filing of frivolous and/or capricious complaints against College personnel.
<input type="checkbox"/>	4F8D (24) Hazing. (See Education Code Sections 32050 and 32051)
<input type="checkbox"/>	4F8D (25) Violation of other applicable Federal, State, and local laws (e.g., hate crimes) and College rules and regulations.
<input type="checkbox"/>	4F8D (26) Persistent, serious misconduct where other means of correction have failed to bring about proper behavior.
<input type="checkbox"/>	4F8D (27) Assisting another person, or soliciting another person, in any of the offences listed in numbers 1 through 26 of this policy.
<input type="checkbox"/>	4F8 (28) Other

Nature of complaint/problem (Describe the specific behavior(s) or action(s) of the student. Attach further documentation as necessary)

Prior action(s) you have taken: In some cases, prior action may have been taken by a faculty or staff member. Please check any of the following points that have been addressed with the student. If statements have been delivered to the student in writing, please attach a copy to this report.

- A specific description of the behavior
- A statement that the behavior is disrupting the campus or classroom environment
- A statement that the behavior must stop
- A statement that further occurrences of the behavior will result in removal by the instructor from the class session

Return this form to the Dean of Students Office, Building CC-4, Ext. 4614

For Dean of Students' Office Use Only

For further information, contact the Dean of Student' Office at 661.395.4614