

**Incident Report**  
**Violation of Student Code of Conduct**  
(Except Academic Dishonesty)

Date: \_\_\_\_\_

Name of person who has allegedly violated campus rules:

\_\_\_\_\_

Date of Incident: \_\_\_\_\_

Time of Incident: \_\_\_\_\_

Place of Incident: \_\_\_\_\_

Witnesses: \_\_\_\_\_

\_\_\_\_\_

Staff: \_\_\_\_\_

\_\_\_\_\_

Alleged code of conduct violation:

Details of Incident (attach another sheet if necessary):

\_\_\_\_\_  
Signature of person filing report

\_\_\_\_\_  
Date

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

**File in the Office of the Registrar, PCC B220**

# STUDENT CODE OF CONDUCT CHECKLIST

## Student Disciplinary Procedures

**Date**

- \_\_\_\_\_ Instructor (or other complainant) completes the Incident Report and forwards it to Chris Engle, PCC B220. Include names and telephone numbers of witnesses and staff who were present.
- \_\_\_\_\_ Investigation of the incident occurs within 20 days. A certified letter is sent to the student stating the alleged violation and scheduling a pre-hearing conference.
- \_\_\_\_\_ Informal resolution of the incident may be pursued during the pre-hearing conference, with charges dismissed and/or sanctions assigned.
- \_\_\_\_\_ A formal hearing is scheduled if the matter is not resolved or if the student does not attend the pre-hearing conference.

**REMEMBER:**

- If misconduct warrants removal of a student from the classroom, call security at once (762-0222). Security officers will remove a student upon the oral request of the instructor.
- Contact the Registrar as soon as possible (762-0242 or [chris.Engle@mcc.edu](mailto:chris.Engle@mcc.edu)). Deliver or fax (762-5105) the completed Incident Report to PCC B220.
- If suspension from future classes seems necessary, an Interim Suspension may be issued for up to 15 days. There must be evidence that continued presence of the student poses a substantial threat to the physical or emotional safety of any member of the college, or that personal or public property is jeopardized.
- A pre-hearing conference will be scheduled within 5 working days to allow the suspended student an opportunity to respond to the charges.
- A procedural due process hearing will be set within 20 days.