

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: _____

STUDENT CODE OF CONDUCT CHECKLIST

Student Disciplinary Procedures

Date

- _____ Instructor (or other complainant) completes the Incident Report and forwards it to Troy Boquette, PCC 2020. 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 (762-0476 or troy.boquette@mcc.edu). Deliver or fax (762-5105) the completed Incident Report to PCC 2020.
- 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.