Non-Academic Student Code of Conduct Violation Reporting Form

Reporting Procedures
University Personnel who believe that a student is exhibiting concerning behavior should:

1. Consult with the Office of Student Rights and Responsibilities (OSRR) for initiating student disciplinary actions if deemed necessary
2. Complete this form as soon as possible and submit it to the OSRR with supporting evidence/documentation of the disruptive behavior. The evidence may include:
   - Names of witnesses and their contact information
   - Information regarding similar previous incidents or interactions involving the student

Student Information

Name of Student: ________________________                                Undergraduate               Graduate

Student ID #: ____________________________

If multiple students are involved please complete the information below. If additional space is required, please attach a separate sheet of paper containing names of the other students.

Name of Student: ______________________________                              Undergraduate

Student ID #:    _______________________________

Reporting Party Information

Name of Faculty/Staff: _____________________        Department: _______________________

E-mail address: ___________________________        Contact #:    ________________________
Description and Date of Incident: Please provide a description of the incident (include any previous written communication with the student and/or any other important documents when submitting this form) Please use additional paper if necessary.

Date of incident: ________________________________

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Faculty/Staff Signature: ____________________ Date: ________________