Student Behavior/Incident Report Procedure

The purpose of the Student Behavior/Incident Report is to document any behavior or incident on campus that warrants disciplinary action or any behavior that is of concern. This may include violence, threats of violence, inappropriate contact with the teacher or other students, or inappropriate written assignments that reference violence toward anyone.

Reports for on-campus and extension site incidents should be submitted to the **Associate Vice President for Student Services**. Incidents at the Ottawa Center can be provided to the OC Coordinator, who will communicate with the Associate Vice President. This office will communicate with Campus Security to ensure no duplication of effort and to facilitate any behavioral intervention.

In the case of an emergency, always call 911. For urgent, non-emergency situations, call Campus Security at x314.

The Student Behavior/Incident Reports will remain confidential as allowed to protect the identity of the reporters. All documents will be duplicated and housed in a locked cabinet in the Student Services Office and in the Campus Security Office. These reports will be tracked to assist the college in identifying multiple situations involving the same student. You may also include copies of any emails, assignments or other written documents that substantiate the concern.

In cases that violate the Student Code of Conduct, additional information may be requested and a student has the right to request a hearing. This form also allows individuals involved in the incident the option to provide additional information regarding the event. In each incident, the follow-up action will be documented. This follow-up action will be made available upon request to the reporter to the extent allowed by law.

Copies of the Student Behavior/Incident Reporting Form will be available on the intranet, in the division offices, and through the Campus Security and Student Services offices.