



Faculty & Staff Instructions for Completion of Student Conduct/Discipline Report Form-ES4630

1. The Board of Directors of DMACC confers upon the staff the power to invoke sanctions to protect the educational processes and the rights of individual students and staff.
2. Student Conduct, Discipline and Appeals Procedure, ES4630, provides procedures that regulate the behavior of DMACC students while on college property, at cooperating agencies, or while in attendance at college-sponsored activities or events.

The form can be used for the following:

- a) To report your concern to your immediate supervisor regarding disruptive student behavior but not to request disciplinary action.
- b) To report alleged violations of the Student Conduct policy, to request that an investigation be conducted, and/or that disciplinary action be considered. Copies of this form should be provided to your supervisor, the Provost/Dean, Judicial Officer, and the student.

Incidents involving more than one student should be completed on separate forms for confidentiality of student records.

NOTE: It is important to complete this form even if you are only reporting a concern. This concern will create a record in the student's disciplinary file maintained by the Judicial Officer and several reported concerns for one student may warrant an investigation.

3. Part 3. Detailed descriptions of the incident are very important. Responses and actions to your concern will be based on these descriptions.
4. Part 4. "Follow-up action requested" is your important decision; some actions need only to be reported, while some other actions need to be considered for disciplinary action.
5. Distribution of copies:

Copy to Judicial Officer

A copy of the Student Conduct/Discipline Report Form will be included in the student's disciplinary file maintained by the Judicial Officer. Student disciplinary records are part of the student's educational record and are not available for public disclosure. Persons desiring access to a student's disciplinary record may do so by securing a written waiver from the student whose record is requested.

Copy to Student

Students are guaranteed their constitutional right to due process including the right to be notified of the alleged violations of the Student Conduct policies and the right to a hearing when the conduct may warrant suspension from a class, campus, or college. Students have the right to appeal any action brought or taken against them, and notification of those actions must be communicated to the student in writing.

Copy to Target of Sexual Harassment/Sex Offense

Title IX provides the target of sexual harassment or a sex offense with the right to be notified of the alleged violations of the Student Conduct policies and an equivalent right to participate in a hearing relating to the charges hearing that is given to the accused. The target also has an equivalent right as the accused to appeal any action, and notification of those actions must be communicated to the target in writing.

Copy to Provost/ Associate Provost

Notification of concerns about a student or alleged violations of the student discipline policy must be reported to administrative personnel. The Provost /Associate Provost and/or the Judicial Officer are responsible for the investigation and filing of formal charges.

Copy for Originator

Please keep a copy for your records.



TO REPORT INCIDENTS OF STUDENT CONDUCT/DISCIPLINE:

<https://infopath.dmacc.edu/security/default.aspx>

For questions or additional guidance, please contact the Judicial Officer at Ext. 6574