



STUDENT BEHAVIOR INCIDENT REPORT

Faculty, staff, and students are encouraged to report any student behaviors which MAY violate the Student Code of Conduct or other College policies to the Vice President of Student Affairs. Filing this report does not mean the College will formally move forward with the conduct process, wherever possible and appropriate, the matter will be resolved through an informal resolution.

Questions or concerns should be directed to the Vice President of Student Affairs at (509) 527-4300.

INFORMATION ON STUDENT(S) OF CONCERN

Last Name: First Name: Student ID#:

DATE/LOCATION OF INCIDENT

Date of Incident (mm/dd/yyyy): Location/Area on Campus:

Time of Incident: If applicable: Class (i.e. MATH 078): Room#:

DESCRIPTION OF BEHAVIOR(S)/INCIDENT

Please indicate if any of the following behaviors were involved (check all that apply):

- Abuse of computer use rules, Failure to comply with WWCC faculty/staff member request, Threat/Harassment/Intimidation, Disorderly conduct, Physical abuse, Verbal abuse, Theft/attempted theft, Repeated minor offenses, Providing falsified/fraudulent documents or information, Disruption to educational/work/college environment, Other (please briefly specify):

Please describe details of the incident - including facts, witnesses, specific behaviors exhibited and/or actions of the student. If applicable, please attach copies of assignment(s), exam(s), website(s), or falsified/fraudulent documents, etc. Attach additional sheets if necessary.

Has the student been warned about this behavior prior to this incident: YES NO If so, how many times?:

REPORTING STUDENT/FACULTY/STAFF MEMBER INFORMATION

Last Name: First Name: Title/Position:

Student ID#: Department:

Phone#: WWCC E-mail:

Signature: Today's Date:

Send to: jose.dasilva@wwcc.edu + FAX (509) 527-4249 + VPSA Office - Bldg. D, Rm. 64

VPSS OFFICE USE ONLY

Date Received: Action taken: Warning Letter (informal action) Formal Conduct Action

1st Offense 2nd Offense 3rd Offense or more Is this a new or repeat offense? NEW REPEAT

Copy of conduct outcome letter sent to:

- Faculty/Staff Member Filing Report Dean/Director VP Other(specify):