
Code of Integrity

Reporting a Violation of the Standards of Student Conduct

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An alleged student conduct violation may be reported by any member of the College community. To report a student conduct violation, a Student Conduct Incident Report (enclosed) must be completed and submitted in a timely manner to the Director of Student Care and Integrity, who will promptly investigate the incident. (An alleged violation of a criminal or civil law however, should be reported immediately to the Administration Office of Carroll Community College.) Director of Student Care and Integrity may:

- a. Dismiss the allegation(s) as being unfounded or irrelevant; or
- b. Request a conference with the student within five (5) working days after receiving notice that the student may have committed a student conduct violation. After conferring with the student, Director of Student Care and Integrity may dismiss the allegation or proceed with disciplinary action.

Student Conduct Incident Report

This form is to be used to report a student conduct incident relative to a violation of the Standards of Student Conduct. When a conduct violation is alleged, the completion of this Student Conduct Incident Report provides the necessary documentation, and allows for more formal and consistent review of the particular incident/violation.

Person filing report:

ID# _____

Email _____

Name _____

Address _____

Phone Number _____

Facts related to the incident:

Date of incident _____

Location of incident _____

Other witnesses:

Name _____

Address _____

Phone # _____

Email _____

Name _____

Address _____

Phone # _____

Email _____

Name _____

Address _____

Phone # _____

Email _____

Name _____

Address _____

Phone # _____

Email _____

Summary of incident:

(Please provide details; persons involved; sequence of events; use other side if necessary)

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Signature: _____ Date: _____

Please return this report to the Director of Student Care and Integrity via email or to room A117.

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