



# STUDENT CONDUCT INCIDENT REPORT

Dean of Student Services  
Student Conduct Administrator

Name of Student:		Date:
Address (if known):		SID #:
Your Name:		Phone:
<input type="checkbox"/> Staff <input type="checkbox"/> Faculty <input type="checkbox"/> Administrator <input type="checkbox"/> Student		
Office/Division:	Ext:	Email:
Witnesses:		
Reason(s) for referral:		

### What action are you seeking?

Information and Consultation   
  Disciplinary Action   
  Referral for Counseling or Mediation Services   
  Documentation

**Please check all that apply. For assistance, refer to Student Code of Conduct.**

### 721.3 STUDENT MISCONDUCT

The following actions and/or behaviors are the types of misconduct for which students may be subject to disciplinary action. These prohibitions are not designed to define misconduct in all-inclusive terms and in no way should this be considered an exhaustive list:

- 1  Committing acts of dishonesty including but not limited to:
  - Engaging or participating in forms of academic dishonesty including cheating and plagiarism.
  - Furnishing false information to any member of the college community or College office with the intent to deceive.
  - Forging, altering, or misusing a College document, record, or instrument of identification.
  - Forging, altering, or misusing a document, record or instrument of identification related to a cooperative work experience placement, supervised field experience placement or clinical placement.
  - Tampering with the election of any College-recognized student organization.
  - Attempting to represent the College, any College-recognized student organization, or any official college group without the explicit prior consent of the officials of that group.
- 2  Committing acts of physical abuse, verbal abuse, and/or engaging in conduct which intimidates, harasses, threatens, coerces or otherwise endangers the mental or physical health or safety of any member of the college community on College premises, at College-sponsored or supervised functions, or at functions sponsored or participated in by the College.
- 3  Unwanted contact or communication of any nature with another student or other member of the college community after being instructed by a college official that such contact or communication is unwelcome and disruptive to the educational process of UCC, as determined by a college official.
- 4  Disorderly, offensive, lewd, salacious, lascivious, indecent, or obscene conduct which may violate the rights of another member of the College community.
- 5  Unlawful sexual harassment, sexual assault and/or unlawful harassment.
- 6  Discrimination on the grounds of sex, race, color, marital status, sexual orientation, religion, national origin, age or disability on College premises, at College- sponsored or supervised functions, or at functions sponsored or participated in by the College.
- 7  Planning, directing or committing acts of hazing, as defined by ORS 163.197.
- 8  Interference by force or by violence (or by threat of force or violence) with any member of the college community who is in lawful discharge or conduct of his/her duties or studies.
- 9  Failure to identify oneself to college personnel when requested to do so.
- 10  Failure to leave a building or specified work area when directed to do so by college personnel.
- 11  Disobedience of the notice against trespass on College premises.
- 12  Engaging or participating in acts of unauthorized possession, removal or conversion, or intentional defacing, tampering, damage, or destruction of College- owned, leased or rented property, equipment, programs or materials, or of property, equipment, programs, or materials belonging to any member of the college community, guest, visitor, vendor or contractor.
- 13  Unauthorized possession, sharing, duplication or use of keys or entry codes to any College building, facility or equipment.
- 14  Committing an act of unauthorized entry in to or use of a College building or facility and/or committing an act of unauthorized use of equipment.

- 15  Manufacture, distribution, dispensing, possession, or use of alcoholic beverages, or use of drugs or controlled substances (other than a drug lawfully prescribed by an authorized medical professional and used in accordance with the prescription) on College premises, at College-sponsored or supervised functions or at functions sponsored or participated in by the College except where expressly permitted by law, College regulations and/or UCC Board approval.
- 16  Appearing visibly under the influence of alcohol or controlled substances on College premises, at College-sponsored or supervised functions or at functions sponsored or participated in by the College.
- 17  Smoking on College premises, except in designated areas outdoors.
- 18  Engaging in gambling activities on College premises, at College-sponsored or supervised functions or at functions sponsored or participated in by the College, except as expressly permitted by law and with approval from the President or President's designee.
- 19  Possession or use, without written authorization, of firearms, explosives, dangerous chemicals, substances, or any other weapons or destructive devices that are designed to or readily capable of causing physical injury, on College premises, at College-sponsored or supervised functions or at functions sponsored or participated in by the College.
- 20  Committing acts of arson, creating a fire hazard, or possessing or using without proper authorization, flammable materials or hazardous substances on College premises, at College-sponsored or supervised functions or at functions sponsored or participated in by the College.
- 21  Making false reports of fire, bomb threat, or other dangerous conditions; failing to report a fire or other dangerous condition; or interfering with the response of the College or emergency response teams to emergency calls.
- 22  Libel or slander of another member of the college community.
- 23  Invasion of another person's reasonable right to privacy by any means, including the unauthorized use of snooping or recording devices on College premises, at College-sponsored or supervised functions or at functions sponsored or participated in by the College.
- 24  Bringing animals into classrooms and college buildings except for "assist" animals, "assist" animals in training or other animals defined in ORS 346.680, or animals used for instructional purposes.
- 25  Engaging in acts of theft, abuse or unauthorized use of College computer time, including but not limited to:
- Unauthorized entry into a file, to use, read, or change its contents.
  - Unauthorized transfer or copying of a file or files or software.
  - Unauthorized use of another person's identification and password.
  - Use of computing facilities to interfere with the work of another member of the college community.
  - Use of computing facilities to send obscene, defamatory or harassing messages or use of College computing facilities for activities not within the scope of the College's instructional objectives.
  - Use of computing facilities to interfere with the normal operation of the College computing system.
  - Unauthorized installation of software on College equipment.
  - Tampering with College computer hardware.
  - Any attempt to gain access to college computers or network, on campus or off campus, without authorization (i.e., hacking).
  - Use of computing facilities to conduct personal business activities or illegal activities.
  - Noncompliance with any of the provisions of the Information Technology Acceptable Use Policy.
- 26  Violation of electronic devices guidelines.
- 27  Posting, affixing, or otherwise attaching, written or printed messages or materials, without proper approval and/or on or in unauthorized places. Removing written or printed messages or materials approved by the college for posting without specific authorization to do so.
- 28  Engaging in unauthorized canvassing, sales or solicitation on College premises, at College-sponsored or supervised functions or at functions sponsored or participated in by the College.
- 29  Material and/or substantial disruption of the regular and essential operation and educational process of the College.
- 30  Participating in a demonstration or gathering which disrupts the normal operation of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area, intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
- 31  Disrupting or obstructing teaching, research, administration, disciplinary proceedings, other College activities, including its public service function on or off campus, or other authorized non-College activities, when the act occurs on College premises.
- 32  Failure to disperse when an unauthorized assembly (as defined by the campus free speech policy) is ordered to disperse by college officials on College owned or controlled property or during any college-sponsored program or activity.
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- 33  Unauthorized obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised functions.
- 34  Aiding, abetting or procuring another person to breach the peace on college premises, at a college sponsored or supervised activity; or at functions sponsored or participated in by the college.
- 35  Engaging or participating in abuse of the Student Code of Conduct, including but not limited to:
- Falsifying or misrepresenting information before the VPSD, hearings panel or during an appellate proceeding.
  - Disrupting or interfering with the orderly conduct of the hearings panel or appellate proceeding.
  - Instituting a College judicial complaint or grievance knowingly without cause.
  - Attempting to discourage an individual's proper participation, or use of, the College hearings or appellate systems.
  - Attempting to influence the impartiality of the VPSD, members of a hearings panel, or a member of an appellate proceeding prior to, during, and/or after a hearings panel or appellate proceeding.
  - Harassing (verbal or physical) and/or intimidating the VPSD, member of a hearings panel, or a member of an appellate proceeding prior to, during, and/or after a College hearings panel or appellate proceeding.
  - Failing to comply with the sanction(s) imposed under the Student Code of Conduct.
  - Influencing or attempting to influence another person to commit an abuse of the College hearings or appellate systems.
- 36  Violating published Board of Directors or College policies, regulations, and/or procedures including, but not limited to, the policies on discrimination, harassment, campus disruption, and drug and alcohol abuse.
- 37  Violating federal, state or local laws on College premises or while in attendance at College-sponsored or supervised events or committing off-campus violations of federal, state or local law that adversely affect the College and/or the pursuit of its objectives.
- 38  Aiding and abetting another person in committing an act that violates the Student Code of Conduct.
- 39  Violations of the rules in this section and any other college regulations that may be enacted.
- 40  Engaging or participating in any act against the best interests of the College community.

#### 721.4 ACADEMIC INTEGRITY

**The following actions and/or behaviors are types of academic dishonesty for which students will be subject to sanction. These actions/behaviors are not designed to define academic dishonesty in all-inclusive terms and in no way should this be considered an exhaustive list:**

- 1  Deliberate cheating on any graded assignment; cheating is defined as any of the following:
- Use of any unauthorized assistance in taking quizzes, tests or exams;
  - Dependence upon the aid of services beyond those authorized by the faculty member in writing papers, preparing reports, solving problems or carrying out other assignments.
  - The acquisition without permission of the faculty member, of a test or other academic material.
- 2  Consultation of any notes, crib sheets, or other materials in examinations where such consultation is prohibited.
- 3  Copying another student's answers or strategies on a test, quiz, professional or practical assignment or allowing another to do so.
- 4  Obtaining a faculty member's examination questions or answers without the faculty member's permission
- 5  Collaborating with others on assignments or assessments when expressly prohibited by the faculty member.
- 6  Submitting one's own previously graded work as a new assignment without the faculty member's permission.
- 7  Plagiarism or the presenting as ones own work the work of another writer without acknowledgment of the source. Plagiarism includes failure to acknowledge the source of words, phrases, ideas, information, data, evidence, or organizing principals; failure to acknowledge the source of a quotation or paraphrase; submitting as one's own work that which was borrowed, stolen, purchased, or otherwise obtained from someone else or the Internet.
- 8  Fabrication or falsification of any information, research, data, references or clinical records.
- 9  Assisting another student to engage in any form of academic dishonesty.
- 10  Tampering with evaluation devices or documents.
- 11  Impersonating another student during a quiz, test, cooperative work experience placement, supervised field experience placement or clinical placement or other student assessment/assignment or participating in being impersonated by another student.
- 12  Use of electronic devices including cell phones or other similar wireless devices to convey information relevant to the test, quiz or other student assessment, during any test, quiz, or other student assessment.

**Nature of complaint/problem** (Describe the behavior or action of the student. Attach further documentation as necessary.)

**Prior action you have taken:** In some cases, prior action may have been taken by a faculty or staff member. Please check if any of the following points that have been addressed with the student. If statements have been delivered to the student in writing, please attach a copy to this report.

- A specific description of the behavior
- A statement that the behavior is disrupting the campus or classroom environment
- A statement that the behavior must stop
- A statement that further occurrences of the behavior will result in removal by the instructor from the class session

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**For Office Use Only**

*Please submit additional documentation as needed. For further information, contact the Dean of Student Services at ext 7860.*

*Return this form to the Office of the Dean of Student Services, located in the LaVerne Murphy Student Services.*

12/11/2018