

**CONDUCT INCIDENT REPORT**

STUDENT SERVICES

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To open the lines of communication across campus, the Vice President of Student Services Office has created this incident report form. If you were involved in a non-academic conduct incident, complete and submit this form in person (TAC 210) or by email.

Date: _____**Your Phone Number:** _____**Your Name:** _____**Name of Student Being Referred:** _____**Your Email:** _____**Reason(s) for referral (summary of issue):****What action are you seeking?**☐ information and consultation ☐ disciplinary action ☐ referral for counseling or support services**Nature of complaint/concern**

(Describe the behavior or action of the student in detail. Attach further documentation as necessary):

Prior action you have taken:

In some cases, prior action may have been taken by you or a faculty/staff member. Please check any of the following points that have been addressed with the student.

- ☐ 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

For Judicial Officer Use Only

***For further information, contact the Vice President of Student Services Office,
TransAlta Commons, Room 210, 360-623-8385.***