



North Hennepin
Community College

CODE OF CONDUCT Form
FOR
STUDENT BEHAVIOR,
ACADEMIC HONESTY
AND
DISCRIMINATION

This document can be made in alternative formats by contacting the Disability Access Service Office at 493-0555/V or 493-0558/TTY.

REPORT OF ALLEGED STUDENT MISCONDUCT
Code of Conduct Reporting Form,
Academic Dishonesty Reporting Form and
Discrimination Reporting Form

Every individual at North Hennepin Community College (NHCC) has the right to an education, and it is the responsibility of the college to provide an environment that promotes learning. Any action by a student that interferes with the education of any other student or interferes with the operations of the college in carrying out its responsibility to provide an education will be considered a violation of this code. Submission of this document to the College constitutes a complaint against the person referred and may result in the initiation of disciplinary procedures. Disciplinary action will be handled in an expeditious manner while providing due process.

SECTION 1: COMPLAINANT INFORMATION:

Note: Code of Conduct, including academic dishonesty complaints are to be forwarded to Jim Borer, Associate Dean of Student Success Programs (763-424-0736, College Learning Center, LRC 155). The Conduct Officers will forward a copy to the appropriate academic dean regarding academic dishonesty issues.

1. Name of Individual Filing Complaint: _____

Circle one: Student Staff Faculty Administrator Other

2. Date Form submitted _____

3. Type of Complaint (circle one): Code of Conduct Academic Dishonesty Discrimination

4. Date of Incident: _____ Time of Incident: _____
(If this is a similar incident with the same student, please attach a summary listing the sequence of events.)

5. Location of Incident: _____

NOTE: If faculty, please provide the following information regarding incident:

_____	_____	_____	_____	_____	_____
Course ID	Dept/Section	Course Name	Days	Time	Bldg/Rm

6. Has the complainant notified the respondent that a complaint is being filed?

Yes _____ No _____

7. If yes, what form of notification was used?

Verbal Written E-mail Fax Letter Other _____

SECTION 2: STUDENT INFORMATION

1. I have reasonable cause to believe the following named student is responsible for behavior justifying a review of the Code of Conduct:

Name of Student allegedly responsible for misconduct: (Please Print)

2. Student ID number (if known): _____

3. Address of student (if known):

4. Telephone number of student (if known) _____

SECTION 3: COMPLAINT FILING & NOTIFICATION INFORMATION:

1. Description of Incident(s) (Provide specific details regarding your complaint including any supporting documentation):

(Attach additional pages if necessary)

2. If applicable, suggest or identify a possible resolution(s):

SECTION 4: NAMES OF OTHERS THAT WITNESSED THE EVENT (Optional)

1. Name, address and telephone numbers of probable witnesses:

Name	Address	Phone Number

SECTION 5: ATTACHMENTS

Please attach any applicable documentation. Attachments should be dated.

SECTION 6: COMPLAINANT’S SUBMISSION OF INFORMATION

I declare that to the best of my knowledge that the information contained in this complaint is correct.

Name (Print)

Signature

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SECTION 7: FOLLOW-UP WITH RESPONDENT

(This section is to be completed by conduct officer(s), instructor or appropriate Dean)

Date student contacted _____

Date of meeting with student _____

Category of complaint _____ Behavioral
 _____ Academic
 _____ Discrimination

Resolution:

Summary of next steps if applicable:

SECTION 8: FOLLOW-UP WITH COMPLAINANT

If applicable summarize notification provided to complainant.