**Minneapolis Community and Technical College**

REPORT OF ALLEGED STUDENT MISCONDUCT

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| Minneapolis Community and Technical College believes that every student is accountable for his/her behavior, especially as it imposes on the freedom, rights and safety of another individual, or to the extent that it impacts upon the atmosphere and environment conducive to the educational mission of the College community. Within this context, the Student Code of Conduct, located on the College website, exists to guide the behavior of all MCTC students. Submission of this document to the College constitutes a formal complaint against the student referred and may result in the initiation of disciplinary procedures, as detailed in the Student Code of Conduct. This form should be completed and submitted in its entirety Office of Student Support Services Center (T.2300). |

Name of Individual Filing Complaint:

Name of Student: Date:

Location of Incident: Date of Incident:

**Description of Incident(s)**:

*Provide specific details regarding your complaint including any supporting documentation; attach additional pages, if needed.*

If applicable, staff expectations as to future conduct and consequences of further misconduct**:**

### Student Notification

Date Form Reviewed with Student:

Does this incident require follow-up by appropriate college administration?

*Please check one:*  Yes No

**This statement is a true and accurate representation of the facts of the incident.**

Signature of Complainant Date

Printed Name Department/Position at College

## **For the Office of Student Support Services Center Use Only**

**Date Received:** **File Number:**

**Follow-Up Action:** Behavioral Misconduct – T.2300 Office of Student Support Services Center

 Academic Misconduct – T. 2300 Office of Student Support Services Center

COMPLAINT REPORT FORM