

MJC Student Conduct Report Form
Information to be completed by Faculty/Staff member

1. Name of Student: _____ Student ID # _____

Class/Office involved: _____ Date: _____ Time: _____

Please indicate the Standard of Conduct violated:

- Threatening or attempting to cause physical injury.
- Use of a controlled substance or alcohol
- Causing damage to district or private property
- Willful misconduct
- Cheating/Plagiarism
- Unauthorized entry
- Smoking in prohibited area(s)

- Possession of a dangerous object
- Theft
- Sexual harassment or discrimination
- Disruptive behavior
- Dishonesty/forgery
- Obstruction or disruption of teaching
- Lewd, indecent or obscene conduct

Comments: (attach additional page(s) if more room is needed).

2. Action taken by faculty/staff member:

- Talked with student Removed from class Warned student Referred to Dean/Supervisor

Comments: _____

Faculty/Staff member's signature: _____ Date _____

Extension: _____ Office hours: _____

SEND form to Dean/Supervisor of division/unit.

Note: Any time a student is removed from class, the Vice President of Student Services Office must immediately receive a copy of this form or an e-mail notification of the student's removal.

3. Action taken by Dean/Supervisor:

- Talked with student Removed from class Warned student Referred to Vice President of Student Services.

Comments: _____

Dean/supervisor's signature _____ Date _____

4. Reply will be sent to Dean/Supervisor within 48 hours acknowledging receipt of this form.

Signature _____

Date _____

(Revised 1/25/11)

Vice President of Student Services