The Process of Submitting the Code of Conduct Incident Report

Step 1: Reporter Information:

Fill this section out as completely as possible. Your full name and any other categories with an asterisk next to them are required.

Step 2: Involved Parties

"Alleged" is the term for the person who is believed to have violated the Code of Conduct policy. If you know the student's ID please add it because it will help us identify the individual.

Step 3: Reason for the Report:

REASONS FOR THE REPORT

Below are categories that corespond to the Behavioral Intervention Team (BIT). Please indicate the relevant sections that may pertain to this incident report.

☐ Physical Threats   ☐ Odd Behavior
☐ Verbal Threat   ☐ Suicidal Ideation

Below are categories that correspond to the Student Code of Conduct. Please indicate the relevant sections that may pertain to this incident report.

☐ Dishonesty (changing MnSCU records)
☐ Dishonesty (election tampering)
☐ Dishonesty (financial)
☐ Dishonesty (Forging or Misusing Document)
☐ Dishonesty (Furnishing False Information)
☐ Conviction or No Contest Plea for Felony
☐ Disruption
☐ Harassment
☐ Physical or Sexual Abuse
☐ Unauthorized Use or Theft

☐ Hazing
☐ Damage to Property
☐ Unauthorized Incurring of Financial Obligations
☐ Gambling on campus
☐ Solicitation
☐ Failure to Comply
☐ Unauthorized Entry
☐ Violation of Published Policies
☐ Violation of Law at University-Sponsored Events
☐ Drugs

☐ Alcohol
☐ Weapons
☐ Tobacco
☐ Obstruction of Traffic
☐ Disorderly Conduct
☐ Abuse of Computers
☐ Abuse of the Student Judicial Systems
☐ Student Organizations/Facilities/Public Expression
☐ Disruption/Profanity/Defiance
☐ Interference with Regular University Operation

Please check whatever categories apply. You can check more than one. There is a separate form for submitting reports of academic integrity.

* Please detail the alleged violation below. Be as specific as possible in stating the facts and give a clear description of the situation and conditions.

Check Spelling & Preview

[spellcheck]

* Please outline the desired outcome you are seeking to resolve the conduct situation.

Check Spelling & Preview

This is a free-form field which you can provide details of the incident. Please be specific and include as much information as possible.

Step 4: Supporting Documentation:

Supporting Documentation

Photos, video, email, and other supporting documents may be attached below. *Maximum 12 megabytes per file*
Attachments require time to upload, so please be patient after you click to submit this report.

[Browse...]

Please attach emails, assignments, photos, videos, and other supporting documentation that may be relevant.

Step 5: Select copy recipients

Select Copy Recipients

If other departments or individuals should receive a copy of this report, please select them below [click to expand]

☐ **Judicial Affairs Officer**
Kelly.Vonruden@metrostate.edu

☐ **Dean of Students**
Herbert.King@metrostate.edu

☐ **Director of Safety and Security**
Thomas.Maida@metrostate.edu

Please indicate in this section by clicking on the box who you would like this form to route to. If you do not select someone it will automatically route to the Judicial Affairs Office.

Step 6: One Last Step…

One last step ...

Help us prevent spam reports. Prove you're a human by typing the letters and numbers as you see them in the block to the right. **Capitalization does not matter** *but* **cookies must be enabled** *in your browser for this to work.*

2Mnrv

I can't read it; let's try a different one.

Type it here: [   ]

☑ Email me a copy of this report

[**Submit report**]

A copy of the form will automatically be sent to you unless you uncheck the box. Review your form submission before hitting the submit report button.