

Student Misconduct Complaint Form

CALIFORNIA STATE UNIVERSITY NORTHRIDGE

Office of the Vice President for Student Affairs

Instructions for completing this form are found on the reverse page.

Questions should be directed to the Office of the Vice President for Student Affairs at (818) 677-2391.

Section I: STUDENT INFORMATION

Student Name:

CSUN I.D.:

Phone Number:

e-mail:

Section II: DESCRIPTION OF MISCONDUCT

(Attach a written report or type - 300 characters maximum. Documentation supporting your claim of misconduct must be attached.)

ACADEMIC DISHONESTY

Course Title and Number:

Class Number:

Semester:

Instructor's Name:

Has the student been notified? Yes No

Indicate academic sanctions imposed:

Section III: REQUESTED ACTION

Written Warning Formal Discipline (i.e., probation, suspension or expulsion)

Other:

Has this complaint been reviewed with your department chair or supervisor? Yes No

Section IV: COMPLAINANT INFORMATION

Name:

Phone: (Day)

Evening:

Status: Faculty Staff Student Other

Address/Department:

e-mail:

Signature:

Date:

INSTRUCTIONS FOR COMPLETION OF STUDENT MISCONDUCT COMPLAINT FORM

Use this Form to file a complaint against a student for violation of the Student Conduct Code, which can be found in the Schedule of Classes and the University Catalog. Alternatively, your complaint may be submitted by memo as long as it is signed and contains the information requested by this form. Submit your complaint to the Office of the Vice President for Student Affairs, University Hall 310, as soon as possible.

If you are faculty or staff, it is strongly suggested that you review the misconduct with your supervisor, department chair and/or the Coordinator of Student Conduct before filing your complaint. All students are encouraged to discuss the misconduct with the Coordinator of Student Conduct before completing this form.

Complete the Complaint Form as follows:

Section I - Provide the complete name of the student against whom this complaint is being filed. If known, also provide the student's University identification number, phone number, and e-mail address.

Section II - Type on the form or attach a complete report of the misconduct. Provide a specific description of what occurred, when and where. State any actions that you took in response to the misconduct, including informing the police. Provide the names of individuals who might serve as a witness to the reported misconduct. Forward any other evidence in support of the allegation. Discuss previous documented or undocumented misconduct related to this complaint. In cases involving academic dishonesty, supply the course information requested. In addition, describe any academic sanctions that will be imposed (e.g., such as a grade penalty for the course or assignment), and indicate whether the student has been notified.

Section III - Your viewpoint is important. Please indicate whether you are requesting that the misconduct be documented in the Office of the Vice President for Student Affairs, or be addressed through the issuance of a written admonishment or formal disciplinary proceedings, or some other action. Also indicate whether you have discussed this complaint with your department chair or supervisor. The Coordinator of Student Conduct will determine whether to initiate formal discipline against the student, and will determine any disciplinary proceedings or sanctions. Disciplinary action is normally based on three key factors: the nature of the offense, previous misconduct, and the developmental level of the student.

Section IV - Complaints may be filed by students, faculty, staff or any individual wanting to report a violation of the Student Conduct Code. Provide all the requested information, sign, and date the form. Forward the Form to the Coordinator of Student Conduct who is located in the Office of the Vice President for Student Affairs, University Hall 310, Mail Drop Code 8239.

Student Records Access - University policy accords students access to their educational records, including student discipline records. Therefore, you should assume that the student about whom this complaint is filed will eventually gain access to any written materials submitted about him or her.

Questions regarding the completion of this form should be addressed to Office of the Vice President for Student Affairs at (818) 677-2391.

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