

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.

Send completed form to MD 8239.

Section I: STUDENT INFORMATION

Name:	Student Identification No.:
Phone No. :	E-mail address :

Section II: DESCRIPTION OF MISCONDUCT

(Attach a written report or type below – 440 characters maximum. Documentation supporting your claim of misconduct must be attached.)

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ACADEMIC DISHONESTY

Course Title and Number :	Class Number :
Semester :	Instructor's Name :

Indicate academic sanctions imposed: _____

Has the student been notified? Yes No

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 No. (Day)	Phone No. (Evening)
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Status: (Check One)	Faculty	Staff	Student	Other
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Address/Department :

E-mail Address:

Signature:	Date
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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 University Catalog and online. Submit your complaint to the Office of the Vice President for Student Affairs, University Hall 310, (MD 8239) 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 Office of the Vice President for Student Affairs before filing your complaint. All students are encouraged to discuss the misconduct with the Office of the Vice President for Student Affairs.

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 email 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 Office of the Vice President for Student Affairs 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 Office of the Vice President for Student Affairs who is located in 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 the Office of the Vice President for Student Affairs at (818) 677-2391.