Student Conduct Incident Reporting Form

Date of Incident: ____________________ Time of Incident: _________________
Campus Location: ________________

PERSON COMPLETING THE REPORT
Reporter: _____ Faculty Member _____ Staff _____ Student _____ Community Member
Full Name: ________________________ Phone Number: __________________
Email Address: ________________________________

CATEGORIES OF STUDENT CONDUCT AND BIT CONCERNS
Please indicate which specific section(s) pertain to this incident report.

Non-Academic Misconduct

_____ Alcohol and/or Drug Use
_____ Assault
_____ Criminal Conduct
_____ Dating Violence
_____ Disruptive or Threatening Behavior in and/or Outside the Classroom

_____ Gambling
_____ Hazing
_____ Inappropriate Use of Information Technology
_____ Non-Compliance
_____ Theft

BIT: Concerning or Threatening Behavior

_____ Aggressive Behavior
_____ Depression
_____ Disrespectful Behavior
_____ Erratic Behavior
_____ Extreme Rudeness
_____ Extreme lack of responsiveness

_____ Hostile Behavior
_____ Self-Destructive Behavior
_____ Suicidal Ideations
_____ Threat of Violent Behavior
_____ Verbal Threats
_____ Writings that convey intentions to do harm
DESCRIPTION OF INCIDENT
Please provide a detailed description of the incident exactly as it occurred. Identify which students are witnesses, who allegedly violated college district policy or persons you are concerned about. Pay particular attention to the behaviors of the student (what was said and done). Avoid providing judgments, assessments, and opinions.

SPECIFIC LOCATION OF INCIDENT
Please provide as much detail about the location of this incident as possible.

SUPPORTING DOCUMENTATION
Please email any supporting documentation that you have for this incident to StudentConduct@Coastalbend.edu. Documentation can also be mailed or hand-delivered to the Student Success Office located in the R.W. Dirks Student Services Building, Office 107. Mailing address is 3800 Charco Road, Beeville, Texas 78102, ATTN: Dean of Enrollment Management and Student Success. Examples of relevant documentation may be: correspondence with the student, signed faculty disposition, course syllabus, test/quizzes, etc.