



COASTAL ALABAMA COMMUNITY COLLEGE

This form is used to report alleged Student Code of Conduct violations.

STEP 1: Reporting party information (“Complainant” is the term commonly used for reporting party)

Your full name:	Your position/title:	Your phone number:	Your email:
Nature of this report:	<input type="checkbox"/> Conduct-Other/FYI <input type="checkbox"/> Conduct-Housing <input type="checkbox"/> Conduct-Police	Urgency of this report:	<input type="checkbox"/> Low <input type="checkbox"/> High
Date of incident:	Time of incident:	Location of incident:	Campus:

STEP 2: Identify involved parties (“Respondent” is the term commonly used for responding party)

Full name:	Student Number:	Contact Number:	Email:
Role in incident:	<input type="checkbox"/> Respondent	<input type="checkbox"/> Victim	<input type="checkbox"/> Witness/Other
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other

Full name:	Student Number:	Contact Number:	Email:
Role in incident:	<input type="checkbox"/> Respondent	<input type="checkbox"/> Victim	<input type="checkbox"/> Witness/Other
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other

Full name:	Student Number:	Contact Number:	Email:
Role in incident:	<input type="checkbox"/> Respondent	<input type="checkbox"/> Victim	<input type="checkbox"/> Witness/Other
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other

STEP 3: Description of Incident Please provide a detailed description of the incident/concern using specific concise, objective language. The use of direct quotes is encouraged. Please attach any additional information to this form (ie. photos, video, messages, screenshots) **Check any that apply:** Campus Police Called 911 Called Reported to: _____

STEP 4: Resolution If it is determined that a violation has occurred and there is evidence to proceed, case will move to a Preliminary Hearing Conference, if not case will remain open as an Unverified Report. Both the complainant and the respondent can access file. **Check any that apply:** Preliminary Hearing Conference Unverified Report Title IX

Signature of person submitting form:	Date Submitted:
Signature of person receiving form:	Date Received: