

**Kalamazoo Valley Community College
Faculty Incident Report Form**

Use this form to report any disruptive student behavior and/or request behavioral intervention

Student's Name	Valley ID#		
Class/Course	Location	Date	Time
Faculty Name		Phone Ext.	Email

The above named student has exhibited the following behaviors or actions in my classroom:

Level 4 - late arrival, early departure, constant chit chat, cell phone use, non-class related reading, non-class related computer use, attire.

Level 3 - not correcting level 4 behavior, lack of respect, back talk, profanity, inappropriate jokes/pictures, intolerance of opinions.

Level 2 - not correcting level 3 behavior, swearing, intimidation, or threatening an instructor or student.

Level 1 - not correcting level 2 behavior, danger to instructor or student, assaulting an instructor or student.

MUST CONTACT PUBLIC SAFETY IMMEDIATELY IF IN IMMINENT DANGER OR ASSAULTIVE BEHAVIOR IS ABOUT TO OR HAS OCCURRED.

Other violations of student conduct as indicated in the student handbook.

Describe specific behavior or misconduct

The order of progression if a student has a problem with an instructor is:

1. First the student meets with the instructor and tries to resolve the issue.
2. If the student and instructor cannot resolve the issue it then goes to the Chair.
3. If the Chair, student and instructor cannot resolve the issue it goes to the Dean.
4. If the Chair, student, instructor and dean cannot resolve the issue it goes to the VP for Academic Services.

Faculty Signature _____

Dept. Chair or Dean Signature _____

Received by Student Relations Coordinator on

Time