

FAQs for Reporting Student Code of Conduct Violations

“How do I know if it’s a Student Code of Conduct violation?”

You don’t have to know. Incident Report forms exist so that you can keep a team of experts informed about incidents that occur which are of concern. If something concerns you, you should report the incident. The report will be reviewed and a team of experts will determine the next steps. Learn more about the prohibited conduct and due process proceedings related to the [Student Code of Conduct](#).

“Where do I report academic integrity?”

A link to the Academic Integrity Incident Report Form is located in Moodle and accessible to all KCC faculty. If you are not a faculty member and have information about an alleged violation of the Academic Integrity policy, you should share the information with the faculty of record or appropriate academic dean. Learn more about the [Academic Integrity Policy](#).

“What happens after I submit an Incident Report?”

The Dean of Student Services and Chief of Public Safety review each incident report and take appropriate action based on the information in the report. Action may include informal resolution, referral to another College process, and/or an investigation. You may or may not be contacted by someone for more information.

“When will I be notified the outcome of the student I submitted?”

When appropriate, you will receive a notification of the outcome. For more information on this, please review the “Determining Responsibility and Sanctions” in the [Due Process Proceedings](#) of the Student Code of Conduct.

“Will a student or student organization know if I was the one to report them?”

The confidentiality of a reporter is protected through the Student Code of Conduct proceedings.

FAQs for Reporting a Title IX - Sex/Gender-Based Harassment, Discrimination, and Sexual Misconduct Incident

“How do I know if it’s a Title IX violation?”

You don’t have to know. Incident Report forms exist so that you can keep a team of experts informed about incidents that occur which are of concern. If something concerns you, you should report the incident. The report will be reviewed and a team of experts will determine the next steps. Learn more about the College’s [Title IX Policy](#).

“What do I do if a student shares information with me that sounds like it could fall under the sex/gender-based harassment, discrimination or sexual misconduct policy?”

Submit a Title IX incident report and include (at the very least) the student’s name a brief summary of the incident or situation a student shared with you.



“Should I take notes if a student shares information with me that sounds like it could fall under the sex/gender-based harassment, discrimination or sexual misconduct policy?”

NO. The investigation process pertaining to Title IX incidents is the responsibility of the College’s Title IX team who have been trained to comply with Title IX law. Taking personal notes is highly discouraged due to potential legal implications that could be taken against you and/or the College.

“As a KCC faculty or staff member, am I required to report potential sex/gender-based harassment, discrimination, sexual misconduct or Title IX issues?”

YES. All KCC employees, with the exception of [Confidential Employees](#), are considered [Responsible Employees](#) which required them to report incidents, issues, or concerns to the Title IX Coordinator.

“Is the Title IX Incident Report Form only for reporting situations involving students?”

No. The Incident Report Form is also for reporting concerns involving faculty and staff.

“When will I be notified the outcome of the student I submitted?”

All parties will receive written notification of the outcome, to the extent permitted by or mandated by law without undue delay between the notifications. The notification will include the finding, resulting responsive actions, rationale for the decision, and appeal options and processes. For more information, refer to the “Determination and Resolution” section of the [Investigation and Resolution Process for Title IX](#).