

ATTACHMENT A

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Student Conduct Incident Form This form is to be used for an official complaint that involves a person who is or students who are enrolled at TTUHSC El Paso for alleged violations of the Code of Professional and Academic Conduct. The student(s) could be the accused or the complainant. This form is to be submitted to the Executive Associate or Assistant Vice President for SSSA for Student Services and Student Affairs at TTUHSC El Paso. A separate form must be completed for each individual student accused of violations of the Code. Use Attachment C for complaints against a student organization.

{Please note that students' matters related to grades or academic evaluation should follow the guidelines published in the specific School catalogue or handbook}

Please complete the following:

Name of Accused: _____

Organizational Affiliation: Institutional, School, Department and Program of Accused (*if known*):

List the course name, number, and section (*if applicable*) in which the alleged misconduct occurred:

Please provide a clear and concise explanation of the circumstances of the complaint. Include all relevant information, including, but not limited to, the name of the person(s) who witnessed the incident(s) and where the incident(s) occurred. Use additional pages if necessary. Please attach relevant supporting documents, e.g., copy of assignment, source of plagiarism, etc:

Date of discovery of alleged violation *(please report within 20 business days of discovery)*: _____

Date of alleged violation *(if different from above)*: _____

Please cite the Professional and Academic Code(s) that the Accused allegedly violated: _____

I certify that all information provided herein is accurate and complete.

Printed Name

Complainant Date

Complainant's Signature

Complainant's Contact Information: Address, Email, and Phone Number

The following notice is provided in accordance with Texas Government Code § 559.003(a) of the Texas Government Code: (1) with few exceptions, you are entitled on your request to be informed about the information TTUHSC El Paso collects about you; (2) under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information; and (3) under Section 559.004 of the Texas Government Code, you are entitled to have TTUHSC El Paso correct information that is incorrect in accordance with TTUHSC El Paso policies and procedures.

Please Email Completed Form to Hilda Alarcon at hilda.alarcon@ttuhsc.edu. For more information please call (915) 215-4786 or by email above.