

ATTACHMENT A:

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO (TTUHSC EP)

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 Student Services and Student Engagement at TTUHSC El Paso. A separate form must be completed for each individual student accused of violations of the Code. Use Attachment B for complaints against a student organization.

[NOTE: *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):

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

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):

Cite Alleged Violation of the Academic and Professional Code of Conduct:

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

Complainant's Name:

Date:

Signature:

Complainant's address:

Complainant's e-mail:

Complainant's contact 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.

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