

# **Student Misconduct Complaints (Student Code of Conduct)**

Student misconduct by members of the College community should be immediately reported to one of the following Atlanta Metropolitan State College campus officials described below:

- (1) Student misconduct involving students should be reported to the Vice President for Student Affairs, Office of Student Affairs, Suite 217, Student Center Building, (404) 756-4585; and/or

If an emergency and/or involves a criminal act;

- (2) Student misconduct involving a criminal act should be reported to the AMSC Department of Public Safety, Academic Building, 2<sup>nd</sup> Floor, (404) 756-4040.

## **Filing a Formal Complaint of Student Misconduct**

A Complainant of student misconduct can choose from the following reporting options within the institution to file a complaint of student misconduct at Atlanta Metropolitan State College:

- (1) File a student misconduct complaint with the Office of Student Affairs;
- (2) File a criminal complaint with AMSC law enforcement officials; and
- (3) File an anonymous complaint

## **How to File a Student Misconduct Complaint**

All complaints of alleged AMSC student conduct violation by a student shall be made in writing to the Office of Student Affairs. The complaint should be submitted by completing an Online Complaint Intake Form at [https://atlm-advocate.symlicity.com/public\\_report](https://atlm-advocate.symlicity.com/public_report) on the AMSC Website.

Complaints should contain as much information as possible – such as:

- (1) The type of misconduct alleged.
- (2) The name and contact information of the respondent.
- (3) The date(s), time(s), and place(s) of the misconduct.
- (4) The name(s) and contact information of any individual(s) with knowledge of the incident.
- (5) Whether any tangible evidence has been preserved; and
- (6) Whether a criminal complaint has been made.

Information from the submitted complaints will be forwarded to the Office of Student Conduct in Student Affairs for the purpose of investigating, adjudicating, and resolving the alleged student misconduct. Student misconduct reports will be investigated and adjudicated separately from any criminal complaints.

[\*\*Submit Student Misconduct Complaint\*\*](#)

[\*\*Student Conduct Policy\*\*](#)