

## INSTRUCTIONS FOR COMPLETING THE STUDENT BEHAVIOR FORM (SBF)

Under the Bylaws of CUNY, the Chief Student Affairs Officer of a college is charged with receiving reports for possible disciplinary charges involving the college's students. However, before the Office of the Vice President of Student Affairs can investigate to determine whether and at what level to apply disciplinary sanctions against a student, a written report of the behavior should be submitted to the Office of Judicial Affairs (2113 Boylan Hall).

The Student Behavior Form (SBF):

1. Please enter the involved student's name, and EMPLID (if you have it) along with the location, date and time of the incident. If there is more than one student involved, complete a form for each.
2. **\*Faculty and Staff members:** please indicate your name, department, office room number and a telephone number(s) where you can be reached for follow-up.
3. **\*Students:** please include your name, a cell phone number and/or e-mail address where you can be reached.
4. Check the behaviors exhibited in Part 1 of the SBF. If the behavior is not related to items (a) through (o) on the SBF, please specify the nature of the behavior in (p).
5. A brief summary/description of what occurred should be included in Part 2. If you have any further documentation to submit, attach copies to the form. You will be contacted if additional information is needed.
6. Check the follow-up actions you feel are relevant in Part 3.
7. Please make sure to sign and date the form in Part 3.
8. In order to avoid problems with missed deadlines, please return the completed form and any applicable documentation as soon as possible to room 2113 Boylan Hall.
9. Depending on the course of the investigation, a response from this Office regarding your report will be forthcoming. However, please don't hesitate to contact our office at 951-5352 and leave a message for Moraima Burgos if you have any questions.

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### Informational Attachments:

*Accompanying the form are the following attachments. These attachments will provide more detailed information about the disciplinary process and are yours to keep.*

Attachment #1: *Article 129A of the Education Law* – College rules and regulations and range of possible sanctions for their violation.

Attachment #2: *CUNY Board of Trustees Bylaws, Article XV, Sec. 15.3-15.6* regarding student disciplinary Procedures

*\* Anonymous reports will be investigated, to the extent possible, as any other report to ascertain the existence of a violation of College rules and regulations and to remedy the problem, if necessary.*