



# Muskegon Community College

221 South Quarterline Road • Muskegon, Michigan 49442 • (231) 773-9131

## Student Incident Report

Verbal Warning: \_\_\_\_\_ Written Warning: \_\_\_\_\_ Termination: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Description of Incident:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student transfers must be requested within the first 6 weeks of employment. A copy of the final time sheet and the employee evaluation are required.

Steps for termination:

1. First incident, complete *Incident Report* form
2. Second incident, complete second *Incident Report* form
3. Third incident, submit *Incident Report* form for termination

Reasons for termination or transfer are required. In cases of serious misconduct, a letter detailing the incident must be attached. The student employee may be terminated immediately for serious misconduct. (See Student Employment Handbook)

*Student employee has read and understands the nature of the matter reported and he/she will sign.*

\_\_\_\_\_  
Student Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date