

TO: MEMO TO ALL FACULTY  
FROM: ANNIE G. REED, M.A., J.D., ASSOCIATE DEAN OF STUDENT SERVICES  
RE: STUDENT DISCIPLINE & COMPLAINT WORKSHEET  
DATE:  Spring 20\_\_\_\_  Fall 20\_\_\_\_  Winter/Summer 20\_\_\_\_ SEMESTER

**IMPORTANT – IF THE STUDENT ENCOUNTER IS CRIMINAL IN NATURE, CALL THE CAMPUS SHERIFF IMMEDIATELY AT 818.947.2911. OUR OFFICE RECEIVES ALL INCIDENT REPORTS.**

The purpose of this memo and attachments is to give faculty a practical and easy communication tool to make a formal complaint against a student who has violated the Standards of Student Conduct. Using the *SD-5 Notice of Charges* form as a helpful guide, the *Student Discipline & Complaint Worksheet* will assist the *Office of Student Discipline* with important factual information regarding the incident arising out of any particular circumstance. If warranted, the *Office of Student Discipline* will complete the *SD-5 Notice of Charges* to move the matter through due process.

#### **BURDEN OF PROOF**

Faculty members are considered to be college officials and as such, can file disciplinary charges against a student for violating the District's Standards of Student Conduct. Filing a "complaint" on this form does not create a formal charge of misconduct against the student. **Filing a formal charge is a serious action and the college has the burden of proving the elements of the alleged violation(s).** We strongly encourage faculty to relay any incidents of problematic behavior through email or phone– whether the behavior stops or escalates – so a paper trail of documenting the student's behavior can begin.

#### **HOW TO FILE A COMPLAINT AND CHARGES OF MISCONDUCT – 3 EASY STEPS**

##### **STEP 1**

Use the *SD-5 Notice of Charges* **as a guide** to identify one or more violations of the Standards of Student Conduct. There is no need to complete the *SD-5 Notice of Charges* – we will do that for you.

##### **STEP 2**

Complete and sign the *Student Discipline & Complaint Worksheet* and send by email [goldmaa@lavc.edu](mailto:goldmaa@lavc.edu) or hard copy (campus mailroom) to Annie G. Reed, Associate Dean Student Services. If the charge is academic dishonesty, include all evidence of cheating with the complaint.

##### **STEP 3**

If you have suspended a student from 2 class sessions, complete Steps 1 and 2 – **and** – send a copy to your Department Chair. See *LACCD Article XI, Student Discipline §91101.11 (5)*.

#### **THE PROCESS [LACCD Article XI, Student Discipline, §91101.12]**

Once your complaint is filed and reviewed, I will either (1) attempt to informally resolve the matter(s), or (2) pursue disciplinary action. In the event that disciplinary action is pursued, the student will receive her/his due process notice of the alleged violation(s) and a hearing will be facilitated.

#### **STUDENT DISCIPLINE & COMPLAINT WORKSHEET**

##### **INSTRUCTIONS**

Using the *SD-5 Notice of Student Charges* as a guide to identify one or more violations of the Standards of Student Conduct, complete all sections below and sign before submitting. Attach any other documents (examples: emails, "cheat" notes, evidence of plagiarism and plagiarized essay) as well.

**SECTION 1 – STUDENT(S)**

Name: \_\_\_\_\_ ID# 88 \_\_\_\_\_  
Name: \_\_\_\_\_ ID# 88 \_\_\_\_\_  
Name: \_\_\_\_\_ ID# 88 \_\_\_\_\_  
Name: \_\_\_\_\_ ID# 88 \_\_\_\_\_

Describe, in detail, the problematic behavior(s), including any relevant events that led up to or after the alleged violation. Please include all relevant dates, witnesses, etc.

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**SECTION 2**

If this is a case of academic dishonesty, did you personally observe the behavior(s)? If so, please explain what happened. If not, please explain.

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**SECTION 3**

Have you spoken with the student about her/his behavior? If yes, please describe in detail and the outcome of that meeting.

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**SECTION 4**

Have you discussed this situation with your Department Chair and/or Area Dean? Please describe in detail and the outcome of that meeting.

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**SECTION 5**

The SD-5 *Notice of Student Charges* lists the recommended penalties. Please give us your input.

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**REQUIRED INFORMATION**

Faculty Name (please print)

Signature

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Dated: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

What is the best way to contact you? \_\_\_\_\_