

**IF THE STUDENT ENCOUNTER IS THREATENING TO YOU OR TO YOUR STUDENTS
CALL THE CAMPUS SHERIFF IMMEDIATELY AT 818.947.2911.
REQUEST SHERIFF ISSUE AN "INCIDENT REPORT" ON THE SITUATION
THE OFFICE OF THE OMBUDSPERSON RECEIVES ALL INCIDENT REPORTS**

Faculty Name (please print)

Signature

Course Name

Phone: _____ Email: _____

What is the best way to contact you? _____

Date of Incident: _____ Semester: Spring 20 ____ fall 20 ____ winter/summer 20 ____

STUDENT(S)

Name: _____ ID# 88 _____

Name: _____ ID# 88 _____

Name: _____ ID# 88 _____

1. 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.

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.

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

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

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

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.

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.

Vice President Manzano**ombudsperson@lavc.edu**

If you see something – say something
DO NOT WAIT UNTIL THE END OF THE SEMESTER
EARLY INTERVENTION IS THE KEY