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 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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_____________________________________________________________________________________
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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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_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
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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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_____________________________________________________________________________________
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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

_____________________________            ________________________________

Dated:___________________________

Phone:____________________________

Email:__________________________

What is the best way to contact you? __________________________________________