



Student Incident Referrals and Reports

Referral and Reporting System

Incident Referral Form - allows Las Positas College to record, track, and report information as it pertains to the following:

- Academic Integrity
- Student Discipline
- Student Grievance
- Student Mental Health, and
- Student Title IX



Employees and students can electronically submit concerns/complaints.

Types of Student Incident Referrals and Reports

Five types of referrals and reports:

- **Academic Integrity** – i.e. Cheating or plagiarism
- **Student Discipline** – i.e. Disruptive behavior or violations of the Code of Conduct
- **Student Grievance** – i.e. A high level complaint impacting a student's rights
- **Student Mental Health** – i.e. A request for campus response to the mental health needs of a student
- **Student Title IX** – i.e. reporting of sexual harassment, misconduct or violence within the campus community

Academic Integrity

Catalog Language:

Any form of academic dishonesty, whether cheating or plagiarism, undermines the value of grades for the entire student body and the College as a whole....

For these reasons, the College does not tolerate any form of academic dishonesty...

The actions taken against the student will be permanently entered into the student's educational record in the case of repeated, flagrant, or serious incidents.

-LPC College Catalog (pg. 34)

Please use the [LPC Academic Integrity Incident Referral Form](#)

Academic Integrity

Getting ahead of academic dishonesty:

- Clearly stated policy in your syllabus, including use of AI
- Discuss academic integrity with your class
 - What that means in your field (e.g. art vs. math vs. English)
- Consider AI ([LPC Faculty AI Resource Page](#))

You suspect a student of academic dishonesty:

- Notify student of the suspected violation
- Speak with the student directly
- Violation confirmed? Determine next steps
 - (e.g. allowing re-do or not, warning, reporting)

Subsequent Violations:

- Increased sanction severity
- Submit additional report
- Recommend drop from class or suspension

Academic Integrity

Reporting:

- Student demographic info
- Type of violation
 - e.g. Cheating, plagiarism, forgery
- Description of the incident
- Students response to alleged violation
 - Acknowledged vs denied
 - Preferably not “unaware of violation”
- Action taken by faculty
- Request for additional college action
- Supporting documentation
 - Plagiarized assignment, communication with student, etc.



Academic Integrity

College Response

Dear Faculty:

Thank you for submitting this incident report. We'll be investigating this case and processing it at an institutional level, which considers any prior or co-occurring violation. I encourage you to hold the student to full account at the course level as well. I'll reach out if I need additional information.

Sincerely, Joel

- **First violation vs Subsequent violations**

Student Discipline

Addressing Disruptive Behavior

- Low level (eating in class, profanity, cell phone use)
- High Level (threatening behavior, outbursts)
 - Crisis? Call Campus Safety (925) 424-1699

Procedures for formal hearing

Sanctions

- Warning, Suspension, Expulsion



Handling Misconduct

FIRST INCIDENT

- *Asks the student to stop.

SECOND INCIDENT

- Issues verbal AND written warning, and consults with Division Dean.

THIRD INCIDENT

- Removes student for the remainder of the session and at the individual's discretion, the following session.

*Depending on the severity of the misconduct, you may remove a student at any point.

To report **student discipline**, please use the [LPC Student Discipline Incident Referral Form](#)

Student Grievance



Student only process/form

- Grievances may be against another student or an employee
- Students have the right to learn and participate
- Prioritize lowest level resolution
- Grievance encouraged when a student reasonably believes a college action has adversely affected their rights as a student.

Student Grievance

- **Course Grades:**

Grades are determined by the instructor.

Determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.

- **Exemptions:**

The following are not grievable:

- Standards of student conduct
- Sexual misconduct
- Financial aid actions
- Parking tickets



Student Grievance

Informal Resolution –

Students shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing, and shall attempt to solve the problem with the person with whom the student has the grievance, that person's immediate supervisor, or the local college administration.

What happens if student grieves **you**?

Students reporting a grievance will use the [LPC Student Grievance Form](#)



Student Mental Health

Please refer students who may be experiencing or expressing distress.

Steps to take:

- Talk with student privately or confidentially
- Express concern
- Inform student about available assistance through the Health Center
- Consult [BIRT Team](#) member if need be
- Make a direct referral

In case of an emergency, please call 911 to solicit first responders (fire, paramedics, or police).

To refer a student to mental health services, please use the [LPC Student Mental Health Incident Referral Form](#)

Student Title IX

All college employees are mandatory reporters which requires them to report all allegations or knowledge of sexual misconduct that involves students.

Reportable offenses include:

- Sexual harassment
- Sexual misconduct
- Stalking
- Dating violence
- Discrimination based on sex /
sexual orientation



Jeanne Wilson, Title IX Coordinator

To report a student Title IX violation,
please use the [LPC Student Title IX Incident Referral Form](#)

Online Forms



Las Positas College – Homepage

www.laspositascollege.edu



3000 Campus Hill Drive
Livermore, CA 94551
(925) 424-1000

Apply for Admission

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The Zone | CLASS-Web

Student Government

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Parking

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Campus Crime Statistics

Academic Senate

Curriculum Committee

Incident Referral Forms

Accreditation

Title IX

Accessibility

Disclaimers

Governing Board Agenda



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CLPCCD

Policies & Procedures

Chabot-Las Positas Community College District Board Policies and Administrative Procedures

CLPCCD BP & AP 3540

Sexual and Other Assaults On Campus

CLPCCD BP & AP 5500

Standards of Student Conduct

CLPCCD BP & AP 5530

Student Rights and Grievances



Questions

Not sure what to do?

Contact the Office of the Dean of Student Services



Joel Gagnon, Dean of Student Services

jgagnon@laspositascollege.edu

(925) 424-1420

Thank you for your cooperation and for your support.



Amy Mattern – Dean of Arts & Humanities
Joel Gagnon – Dean of Student Services