



Student Incident Referrals and Reports

LAS POSITAS

Referral and Reporting System

Incident Referral Form –

LPC uses a software program (Maxient) to record and track :

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

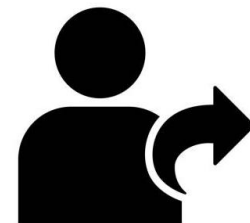


Employees and students can submit reports online

Types of Student Incident Referrals and Reports

Five types of referrals and reports:

- **Academic Integrity** – Cheating or plagiarism
- **Student Discipline** – Disruptive behavior or Conduct Violations
- **Student Grievance** – Complaints involving students rights
- **Student Mental Health** – Students needing support
- **Student Title IX** – Sexual harassment or misconduct



Academic Integrity

From the College Catalog (p.34):

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.

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 integrity expectations with your class
 - What that means in your discipline (e.g. art vs. math vs. English)
- Consider AI ([LPC Faculty AI Resource Page](#))

When you suspect a violation:

- 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

Include in your report:

- Student information
- Type of violation
 - e.g. Cheating, plagiarism, forgery
- Incident descriptions
- Students response
 - Acknowledged vs denied
 - Preferably not “unaware of violation”
- Action taken
- Requested 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

- **Course level consequences = Faculty**
- **College leave review / sanctions = Dean**
 - First violations vs Repeated 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
 - Serious misconduct, you may remove a student at any point.

SECOND INCIDENT

- Issues verbal AND written warning
 - Consult your Division Dean

THIRD INCIDENT

- Remove student for the remainder of class, and the next session

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:**

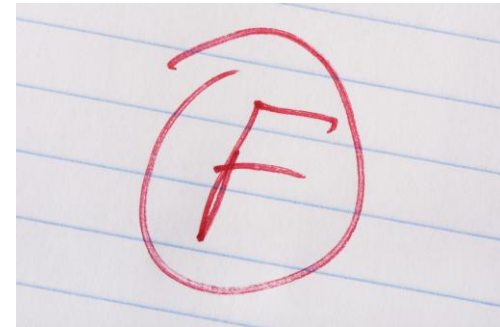
Grades are determined by the instructor.

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



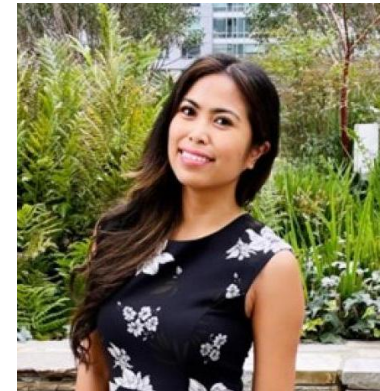
Student Grievance

Informal Resolution –

- Students should first attempt to resolve concerns with the individual involved, their supervisor, or college administration.
- Unresolved?

Students use the [LPC Student Grievance Form](#)

What if a student files a grievance against **you**?



Student Mental Health

Please refer students who may be experiencing or expressing distress.

Steps to take:

- Talk with student privately or confidentially
- Express concern
- Share Health Center / Mental Health resources
- Consult [BIRT Team](#) member if need be
- Submit a mental health referral

Emergency? , please call 911 (fire, paramedics, or police).

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



Joel Gagnon
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

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Student Government

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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 Vice President of Student Services



Joel Gagnon, IVP of Student Services

jgagnon@laspositascollege.edu

(925) 424-1405

Thank you for your cooperation and for your support.



Amy Mattern – Dean of Arts & Humanities