



East Los Angeles College  
**Faculty Notification of Student Violation(s)**

Using the *SD-5 Notice of Charges* form and LACCD Board Rule 91101 as a helpful guide, complete this form to make a formal complaint against a student who has violated the Standards of Student Conduct. **If the student encounter is criminal in nature, call the Campus Sheriff Station immediately at 323-265-8800. The Student Services Division office receives all incident reports.** Filing a complaint on this form does not automatically act as a formal charge against the student. Filing a formal charge is a serious action by a faculty member against a student. Since the faculty member is a college official, the college has the burden of proving the elements of the alleged violation(s). Once the complaint is filed and reviewed, the Vice President of Student Services 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 one-on-one hearing will be arranged between the Vice President or designated Dean and the student. Depending upon the nature of the charge, a formal discipline panel may be formed instead. Attach additional pages if necessary. Submit this form to the Student Services Division office in E1-213 for processing.

**SEMESTER:**  Spring 20 \_\_\_\_  Fall 20 \_\_\_\_  Winter 20 \_\_\_\_  Summer 20 \_\_\_\_

**REQUIRED INFORMATION**

Faculty Name (please print): \_\_\_\_\_

Faculty Signature: \_\_\_\_\_

Date submitted: \_\_\_\_\_ Faculty Email: \_\_\_\_\_

Faculty Office Phone extension or other phone#: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_ Class and Section Number: \_\_\_\_\_

**SECTION 1**

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

**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 tell us as much as you know and can authenticate.



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**SECTION 3**

Have you spoken with the student about her/his behavior? If yes, please describe that encounter in detail including date, place and time. Please state the outcome of that meeting.

**SECTION 4**

Have you discussed this situation with your Department Chair and/or Area Dean? Please describe that conversation in detail including date, place and time. If yes, please state the outcome of that meeting.

**SECTION 5**

The SD-5 *Notice of Student Charges* lists the recommended penalties. Please give us your input and explain your choice(s).

**OFFICE USE ONLY**

The above mentioned student is charged with violation(s) of the Standards of Student Conduct as checked below:

- |   |   |
|---|---|
| <input type="checkbox"/> 9803.10 Willful Disobedience.                        | <input type="checkbox"/> 9803.22 Unlawful Assembly.                                 |
| <input type="checkbox"/> 9803.11 Violation of College Rules and Regulations.  | <input type="checkbox"/> 9803.23 Conspiring to Perform Illegal Acts.                |
| <input type="checkbox"/> 9803.12 Dishonesty.                                  | <input type="checkbox"/> 9803.24 Threatening Behavior.                              |
| <input type="checkbox"/> 9803.13 Unauthorized Entry.                          | <input type="checkbox"/> 9803.25 Disorderly Conduct.                                |
| <input type="checkbox"/> 9803.14 College Documents.                           | <input type="checkbox"/> 9803.26 Theft or Abuse of Computer Resources.              |
| <input type="checkbox"/> 9803.15 Disruption of Classes or College Activities. | <input type="checkbox"/> 9803.27 Performance of an Illegal Act.                     |
| <input type="checkbox"/> 9803.16 Theft of or Damage to Property.              | <input type="checkbox"/> 9804 Interference with Classes.                            |
| <input type="checkbox"/> 9803.17 Interference with Peace of College.          | <input type="checkbox"/> 9805 Interference with Performance of Duties of Employees. |
| <input type="checkbox"/> 9803.18 Assault or Battery.                          | <input type="checkbox"/> 9805.10 Assault or Abuse of an Instructor.                 |
| <input type="checkbox"/> 9803.19 Alcohol and Drugs.                           | <input type="checkbox"/> 9806 Unsafe Conduct.                                       |
| <input type="checkbox"/> 9803.20 Lethal Weapons.                              | <input type="checkbox"/> Other: _____   |
| <input type="checkbox"/> 9803.21 Discriminatory Behavior.                     |   |

**Route to:**

- College President     
  Chief Instructional Officer     
  Registrar     
  Campus Sheriff  
 Other: \_\_\_\_\_