# Student Incident/Infraction Report

Use this form to refer issues to the Director of Student Discipline and Student Life. Form also available online at: [http://www.lbcc.edu/StudentAffairs/index.cfm](http://www.lbcc.edu/StudentAffairs/index.cfm)

**GENERAL INFORMATION**

<table>
<thead>
<tr>
<th>Student's Last Name:</th>
<th>First:</th>
<th>Student ID:</th>
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<th>Address:</th>
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<tr>
<th>Name of Person Submitting Report:</th>
<th>Contact Info:</th>
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<tr>
<th>Date &amp; Time of Incident/Infraction:</th>
<th>Location:  LAC  PCC</th>
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**STUDENT CODE VIOLATION (CHECK ALL THAT APPLY)**

- [ ] Willful disobedience or defiance toward college official
- [ ] Theft/damage to, property belonging to the college & college community
- [ ] Violation of rules/regulation concerning student organizations, use of facilities or time/place/manner of public expression.
- [ ] Disorderly, lewd, indecent, obscene, or offensive conduct or expression
- [ ] Use, possession, distribution of alcohol, narcotics or any other drugs.
- [ ] Dishonesty such as cheating/furnishing false information
- [ ] Assault/battery, abuse, or any threat of force or violence
- [ ] Unauthorized entry to, or use of, college facilities
- [ ] Possession/ use of firearms, explosives or other weapons
- [ ] Forgery, alteration, or misuse of college documents/ID
- [ ] Possession of any article as a weapon to threaten bodily harm
- [ ] Obstruction or disruption of College day-to-day operations
- [ ] Misuse of College information technology equipment/software/internet access
- [ ] Other: (Explain) ____________________________

**DESCRIPTION OF INFRACTION** (use additional sheets if necessary):

**WITNESSES (if available)**

1. 
2. 

**PRIOR ACTION(S) TAKEN BY FACULTY/STAFF MEMBER**

- [ ] Warning Issued for Offense  [ ] Verbal  [ ] Written
- [ ] Removal from Class: Date(s) ____________________________  [ ] Other Action(s):

**FOLLOW-UP ACTION REQUESTED** (check all that apply)

- [ ] This referral is for your information only. No follow-up requested.  [ ] Please call with suggested interventions.
- [ ] Please meet with student for disciplinary action.  [ ] Other: (Explain) ____________________________

**ADMINISTRATIVE ACTION** (description of actions taken)

**ADMINISTRATOR’S SIGNATURE: ____________________________ DATE: ____________________________

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Please submit this form to the Director of Student Discipline and Student Life via email [jwilliams@lbcc.edu](mailto:jwilliams@lbcc.edu) or hand deliver to E207. For more information, please call (562) 938-4552.

**EMERGENCY:** If student is a threat or help is needed immediately, contact Campus Police at (562) 938-4910