Office of Student Affairs
Student Incident/Infraction Report

Use this form to refer issues to the Dean of Student Affairs.

**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:</th>
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<td>LAC:</td>
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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
- Use, possession, distribution of alcohol, narcotics or any other drugs.
- 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):

1.

2.

**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.
- Other: (Explain) ________________________________

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


**ADMINISTRATOR’S SIGNATURE:** ___________________________ **DATE:** ___________________________

Please submit this form to the Dean of Student Affairs via email rbecerra@lbcc.edu or hand deliver to E206.

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