



LAS POSITAS



LAS POSITAS  
COLLEGE

# Student Incident Referrals and Reports



# New Referral and Reporting System



In fall 2020, the Chabot-Las Positas Community College District (CLPCCD) implemented a new referral and reporting system.

Maxient allows Las Positas College to record, track, and report information as it pertains to academic integrity, student discipline, student grievance, student mental health, and student Title IX cases.

Maxient enables employees and students alike to submit alleged violations of applicable board policies and administrative procedures electronically.

# Types of Student Incident Referrals and Reports



Las Positas College has five types of student referrals and reports and they are as follows:

**Academic Integrity**

**Student Discipline**

**Student Grievance**

**Student Mental Health**

**Student Title IX**

# Academic Integrity

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. It is an affront to every student who has labored to achieve success honestly and a threat to the College's reputation for academic excellence. For these reasons, the College does not tolerate any form of academic dishonesty. Any student attempting to gain an unfair advantage in a course will be penalized, up to and including suspension from classes, if applicable. The actions taken against the student will also be permanently entered into the student's educational record in the case of repeated, flagrant, or serious incidents.

To report an academic integrity violation, please use the [LPC Academic Integrity Incident Referral Form](#)

# Student Discipline

Students are responsible for complying with all college and district regulations at all times. The College has an obligation to maintain conditions under which the work of the college can go forward freely, in accordance with the highest standards of quality, institutional integrity, and freedom of expression. In joining the academic community, students enjoy the right of freedom to learn and share responsibility in exercising that freedom. A student is expected to conduct themselves in accordance with the standards of student conduct.

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

# Student Grievance

**STUDENT ONLY FORM.** Students have the right to benefit from instruction and participate in academic, co-curricular, and extracurricular activities provided or sponsored by the College. Students are encouraged to submit a grievance if they reasonably believe a college decision or action has adversely affected their status, rights, or privileges as a student. The grievance may be against another student or an employee of the College.

# Student Grievance

- **Course Grades:** It is important to note that course grades are determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.
- **Exemptions:** The student grievance process does not apply to standards of student conduct (student disciplinary matters), sexual misconduct (including sexual discrimination, sexual harassment, or illegal discrimination), financial aid actions, and parking tickets all of which are covered under separate board policies and administrative procedures.

# Student Grievance

**Informal Resolution** – Each student who has a grievance 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.

To report a student grievance, please use the [LPC Student Grievance Form](#)



# Student Mental Health



College employees are encouraged to refer students who experience feelings, exhibit actions, or express thoughts about behavioral or mental health concerns that may affect their academic or personal well-being or that of others or that may disrupt instruction, support services, or college operations. Students may also self-refer themselves for behavioral and mental health services.

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

In accordance with Title IX of the Educational Amendments of 1972, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.” All college employees are mandatory reporters which requires them to report all allegations or knowledge of sexual misconduct that involves students.

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](http://www.laspositascollege.edu)

The screenshot shows the footer of the Las Positas College website. It is divided into several sections. On the left is the Las Positas College logo and address: 3000 Campus Hill Drive, Livermore, CA 94551, (925) 424-1000. To the right of this are five columns of links: 'Apply for Admission', 'Bookstore', 'Canvas', 'Contact', 'Jobs'; 'Faculty & Staff Email', 'Student Email', 'The Zone | CLASS-Web', 'Student Government', 'Document Viewers'; 'Parking', 'Safety & Security', 'Campus Crime Statistics', 'Academic Senate', 'Curriculum Committee', 'Incident Referral Forms'; 'Accreditation', 'Title IX', 'Accessibility', 'Disclaimers', 'Governing Board Agenda'. To the right of these columns are social media icons for Facebook, Twitter, YouTube, and Instagram. At the bottom, there are two Chabot Las Positas Community College District logos with their respective addresses and phone numbers: 7600 Dublin Boulevard, 3rd Floor, Dublin, CA 94568, (925) 485-5208; and 25555 Hesperian Boulevard, Hayward, CA 94545, (510) 723-6600. A copyright notice for 2020 Las Positas College is centered at the bottom. An orange arrow points from the bottom right towards the 'Incident Referral Forms' link in the footer.

**LAS POSITAS COLLEGE**  
3000 Campus Hill Drive  
Livermore, CA 94551  
(925) 424-1000

Apply for Admission  
Bookstore  
Canvas  
Contact  
Jobs

Faculty & Staff Email  
Student Email  
The Zone | CLASS-Web  
Student Government  
Document Viewers

Parking  
Safety & Security  
Campus Crime Statistics  
Academic Senate  
Curriculum Committee  
Incident Referral Forms

Accreditation  
Title IX  
Accessibility  
Disclaimers  
Governing Board Agenda

**CHABOT LAS POSITAS COMMUNITY COLLEGE DISTRICT**  
7600 Dublin Boulevard, 3rd Floor  
Dublin, CA 94568  
(925) 485-5208

**CHABOT LAS POSITAS COMMUNITY COLLEGE DISTRICT**  
25555 Hesperian Boulevard  
Hayward, CA 94545  
(510) 723-6600

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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 if a behavior is a violation or what incident referral form to use?**

**Contact the Office of the Vice President of Student Services**



**Thank you for your cooperation  
and for your support.**