

Cabrillo College
DISRUPTIVE STUDENT BEHAVIOR DOCUMENTATION

Student Name: _____ Student ID: _____ Date: _____ Time _____

Class/Office Involved _____ Person Reporting: _____ Phone: _____

1. Describe clearly and in detail the type of disruptive behavior exhibited. Include the date, time, place of the incident and names of those involved. If more space is required to complete the report, please attach your report to this form. If there are other witnesses to this interaction who may be contacted, please list their name(s).

Description: _____

Witness Name(s): _____
Phone Number(s): _____

2. Action taken by faculty or staff member:

Check all that apply – it is very important that you address the first 4 boxes before filing this documentation.

- Date you had a conference with student _____. If you are uncomfortable meeting with the student alone, ask your immediate supervisor or other administrator (e.g. Division Dean or Dean of Student Services) to be present.
- If no conference, why? _____
- Notified Program Chair or supervisor.
- Notified Division Dean or next level supervisor.
- Removed from class for 1 or 2 class periods. Date(s) you removed student _____
- Required student meet with Dean of Student Services before next class. Date: _____
- Issued a failing grade ("F") for assignment in question. Date: _____
- Issued a failing grade ("F") for the course. Date: _____
- Dropped student from class and assigned a withdrawal ("W") for the class, up to last day to withdraw from semester term courses. Date: _____
- I request the student be administratively dropped - Course: _____ Section: _____
- Police contacted. Date _____
- Other _____

3. If possible, give a copy of this report to the student and inform the student that this report will be sent to the Dean of Student Services and may result in further disciplinary action. Students are encouraged to make an appointment with the Dean of Student Services to discuss this report and receive information regarding student rights. For an appointment, call 477-3584.

4. Signature of person reporting _____

(Check all that apply)

- I discussed this matter with the student
- I notified the student that this report will be sent to the Dean of Student Services
- I have given a copy of this report to the student.

PLEASE SEND TO THE DEAN OF STUDENT SERVICES AND DIVISION DEAN OR APPROPRIATE SUPERVISOR UNDER CONFIDENTIAL COVER