De Anza Community College
Referral Form for Disruptive Behavior

Please complete this electronic form as fully as possible. To provide additional information, please click into the grey fields on the next page. The fields will grow to become as large as needed. The information you share may be made available to the student and should reflect only what you have observed or of which you have first hand knowledge. In order to ensure that the College’s standards for appropriate behavior are enforced consistently, it is important that you report all incidents of disruptive behavior to the Office of Student Development no matter how small or minor they may appear.

Student’s Name:  
Student ID#:  
Dates(s) of Incident(s):  
Date of Report:  
Reported by:  
Department:  
Contact Phone:  

Check all that apply:

☐ Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other College or District activities, including its public services function, or of other authorized activities;

☐ Physical or verbal abuse of any person or conduct which threatens or endangers the health or safety of any person;

☐ Causing or attempting to cause damage to College or District property or to private property on campus;

☐ Stealing or attempting to steal College or District property or private property on Campus, or knowingly receiving stolen College or District property or private property on campus;

☐ Disruptive behavior, willful disobedience, habitual profanity or vulgar, or the open and persistent defiance or authority, or persistent abuse of College or District personnel;

☐ Hazing or any act that injures, degrades, or disgraces or tends to injure, degrade or disgrace any fellow student or persons;

☐ Disorderly conduct or lewd, indecent or obscene behavior, conduct or expression on District-owned or controlled property, or at District sponsored or supervised function;

☐ Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College or District;

☐ Committing or attempting to commit robbery or extortion
Willful misconduct that results in injury or death to a student or to College or District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the College or District or on the campus;

Unauthorized entry or use of College or District facilities;

Violation of College or District policies or of campus regulations including those concerning registration of student organizations, use of College or District facilities, or the time, place, and manner of public expression;

Unlawful possession, use, sale, offer to sell, or furnishing or being under the influence of any controlled substance as listed in California Health and Safety Code Section 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5;

Use, possession, or sale of any firearm, knife, explosive, or other object that could be classified as a weapon as a weapon (unless the student has specific authorization from a College or District);

Gambling on College or District property;

Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on College or District premises, or the violation of lawful College or District regulations, or the substantial disruption of the orderly operation of the College or District.

Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

Other violations of Student Code of Conduct

Please provide a brief summary of the incident(s) (with dates and times) as they occurred here:
For Office Use only:

☐ No Action Needed. For documentation only.

☐ INFORMAL CONSULTATION REFERRAL
The reporter may request a consultation with Dean of Student Development or Designee. The student may or may not be notified of the report but may not necessarily be required to meet with a school official. Informal referrals are for relatively minor violations or concerns and may be retained to determine if a pattern of behavior is observed that may lead to formal action. An informal referral will not necessarily result in any specific action.

☐ FORMAL DISCIPLINARY or CONCERN REFERRAL

Please submit electronically or in hard copy to:

John Cognetta
College Disciplinary Officer
Student Development & EOPS
Hinson Campus Center Office #165

OR

Michele LeBleu-Burns
Dean
Student Development & EOPS
Hinson Campus Center Office #165

ACTION TAKEN: