



El Camino College Incident Report/Referral Form

Violation of Student Conduct
 AIMS Team Referral

El Camino College's student conduct process, in accordance with ECC Board Policy 5500 and Administrative Procedure 5520, requires a written report to the Director of Student Development. This form is provided for students, faculty, staff or other appropriate individuals to report incidents where a student is alleged to have committed violations of the El Camino College Student Code of Conduct (<http://elcamino.edu/studentservices/activities/codeofconduct.asp>)

The Assessment, Intervention and Management for Safety Team (AIMS) requests that this form be used when a student exhibits behaviors that are of concern such as the use of threatening language or gestures, physical aggression, destruction of property, or indicative of serious emotional instability. Many behavioral issues overlap with violations of student conduct.

INSTRUCTIONS: Please select where you would like this document to be sent by checking the appropriate box (you may check both boxes). Complete this form and submit it electronically to your division/department and to the Student Development Office at stdevoffice@elcamino.edu or aimsteam@elcamino.edu.

Section 1: Student Information

STUDENT'S NAME:	STUDENT ID# :
COURSE SECTION:	DEPARTMENT:

Section 2: Description of Incident/Behavior

LOCATION OF INCIDENT/BEHAVIOR:	
DATE OF INCIDENT:	TIME OF INCIDENT:
DESCRIPTION OF INCIDENT <i>(Briefly describe the incidents leading up to this complaint. Document the student's behavior and actions as it relates to the alleged violation. Be specific, and attach any relevant documents. Please include a date for each incident if there are multiple incidents.)</i>	

Section 3: Intervention(s)/Action(s) Taken

<input type="checkbox"/> 1 st Verbal Warning <input type="checkbox"/> 2 nd Verbal Warning <input type="checkbox"/> Assigned a failing grade for assignment <input type="checkbox"/> Suspended from class/lab/area for 1 or 2 days	<input type="checkbox"/> Reported to Dean/Manager (name) _____ <input type="checkbox"/> Reported to Supervisor <input type="checkbox"/> No intervention <input type="checkbox"/> Other: _____
DESCRIPTION OF INTERVENTIONS/ACTIONS TAKEN <i>(Briefly describe your attempts at intervening and/or any referrals for either academic or non-academic concerns.)</i>	



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Section 4: Recommendation(s)

YOUR RECOMMENDED ACTIONS *(Please provide recommendations for future intervention or further action. Your suggestions will be considered by the Director of Student Development and/or AIMS Team.)*

Section 5: Person Filing Report

YOUR NAME :	
YOUR CONTACT INFORMATION: Telephone/ Office Ext _____ Email Address _____	YOUR POSITION <i>(please check one)</i> <input type="checkbox"/> Student ID# _____ <input type="checkbox"/> Staff (department) _____ <input type="checkbox"/> Faculty (department) _____ <input type="checkbox"/> Other (please specify) _____
By filing this complaint, you are stating the information contained herein is true to the best of your knowledge. Intentionally submitting false or misleading statements is subject to action by the appropriate college administrator and subsequent consequences.	
SIGNATURE _____ DATE _____	

Section 6: Dean's/Manager's Review/Recommendation(s)

NAME	DATE RECEIVED

Should you have any questions, please contact the Student Development Office at 310-660-3593 x3500 or via email at stdevoffice@elcamino.edu or a member of the AIMS Team at aimsteam@elcamino.edu