



# FACULTY DISCIPLINARY FORM

## STUDENT DISCIPLINE

Please complete this form whenever you take action against a student for violation of the Standards of Student Conduct and forward to Betsy Regalado, Vice President of Student Services. This form may be filed in a general folder for reference in the case of repeat violations and depending on the violation. In more severe cases this form will be used to contact the student to make an appointment with the Vice President.

DATE \_\_\_\_\_

TIME \_\_\_\_\_

\_\_\_\_\_  
STUDENT'S LAST NAME

\_\_\_\_\_  
FIRST NAME

\_\_\_\_\_  
STUDENT I.D. NUMBER

\_\_\_\_\_  
COURSE

\_\_\_\_\_  
SECTION #

Circle the Code Sections under Chapter IX, Article VIII, which were violated (see attached sheets).

Explain below the facts and details to substantiate the issuance of this form:

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Action Taken:

\_\_\_ **Warning** – Written or oral notice to the student that continuation or repetition of misconduct may result in disciplinary action.

\_\_\_ **Removal by Instructor** – An instructor may remove (suspend) a student from class for the day of the incident.

\_\_\_ **Removal by Instructor** – An instructor may remove (suspend) a student from class for the day of the incident and the next class meeting.

\_\_\_ **Referral** (Dept. Chair, Vice President), please explain:

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\_\_\_\_\_  
Name of Instructor/Chair

\_\_\_\_\_  
Signature of Instructor/Chair

\_\_\_\_\_  
Date

Without admitting guilt, I acknowledge receipt of this Faculty Disciplinary Form.

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date