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:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

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:

__________________________________________________________________________

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