



## Faculty Disciplinary Form

Please complete this form whenever you take action against a student for violation of the Standards of Student Conduct and forward to Christopher T. Sweeten, Dean of Student Services (sweetect@laccd.edu). 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 Dean of Student Services.

DATE \_\_\_\_\_

TIME \_\_\_\_\_

STUDENT LAST NAME \_\_\_\_\_

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

SS ID# \_\_\_\_\_

COURSE AND SECTION # \_\_\_\_\_

Check 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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\_\_\_\_\_  
INSTRUCTOR NAME

\_\_\_\_\_  
INSTRUCTOR SIGNATURE

\_\_\_\_\_  
DATE

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

\_\_\_\_\_  
STUDENT NAME

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE