

# Student Disciplinary Action Form

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

**First Warning**      Date/Time of Infraction: \_\_\_\_\_      Location: \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Corrective Actions Taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor Signature \_\_\_\_\_      Date \_\_\_\_\_

Student Signature \_\_\_\_\_      Date \_\_\_\_\_

I agree  
 I disagree \_\_\_\_\_  
\_\_\_\_\_

**Second Warning**      Date/Time of Infraction: \_\_\_\_\_      Location: \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Corrective Actions Taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor Signature \_\_\_\_\_      Date \_\_\_\_\_

Student Signature \_\_\_\_\_      Date \_\_\_\_\_

I agree  
 I disagree \_\_\_\_\_  
\_\_\_\_\_

### THIRD AND FINAL INFRACTION

In determining an appropriate course of action, an agreement will be reached between the supervisor/department and student and through appropriate consultations with the Labor Program Office. Corrective actions may include:

- **Departmental Probation** (This disciplinary action is taken with the student remaining in department. It may involve the development and monitoring of an accountability agreement with the student by the Supervisor and Department.)
- **Departmental Release** (This disciplinary action releases the student from his/her current assignment and reassigns them to another labor position. The release of any freshman requires approval from the Labor Program Office.)
- **Labor Probation** (The decision to place a student on probation is made by the Dean of Labor based on review of the circumstances.)

The Labor Program will work with the labor supervisor and the student to determine appropriate action.

Date/Time of Infraction: \_\_\_\_\_ Location: \_\_\_\_\_

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Corrective Actions Being Recommended by Supervisor: \_\_\_\_\_

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Corrective Actions Taken:

- Departmental Probation**
- Departmental Release** (*Release of freshman students requires approval from the Labor Program Office*)

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Labor Program  
Office Representative \_\_\_\_\_ Date \_\_\_\_\_

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#### Labor Program Office Use Only

- Labor Probation**
- Labor Probation / Immediate Suspension**
- Labor Suspension**

Labor Program  
Office Representative \_\_\_\_\_ Date \_\_\_\_\_