

## UNSATISFACTORY NOTICE

Please complete this form whenever you take action against a student for violation of the Standards of Student Conduct and forward to Dimitrios Synodinos, Interim Dean of Student Services in Juniper Hall Building, ST 532. This form may be filed in a general folder for reference in the case of repeat violations and/or 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 of Student Services.

Date: \_\_\_\_\_

\_\_\_\_\_  
 Student's Last Name

\_\_\_\_\_  
 First Name

\_\_\_\_\_  
 Student I.D. Number

\_\_\_\_\_  
 Course

\_\_\_\_\_  
 Section #

List the Code Sections under Chapter IX, Article VIII, Standards of Student Conduct on Campus, which were violated ([see list here](#)). Explain below the facts and details to substantiate this unsatisfactory notice.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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. (one class session)

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

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

\_\_\_\_\_  
 Instructor's Name (Print)

\_\_\_\_\_  
 Instructors Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Ext.

\_\_\_\_\_  
 Department Chair's Name (print)

\_\_\_\_\_  
 Department Chair's Signature

**Without admitting guilt, I acknowledge receipt of this Unsatisfactory Notice.**

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

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

\_\_\_\_\_  
 Date

Note: faculty, staff and administrators make one copy of this form for the following: Student, Department Chair, Academic Dean, and Dean of Student Services.

Apr. 14, 2016