



(Please print)

UNSATISFACTORY NOTICE

Please complete this form whenever you take action against a student for violation of the Standards of Student Conduct and forward to Vice President Joof, Interim VP, Student Services joofhl@lahc.edu 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.

rev: May, 2022