

# 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, Dean of Student Services in E 5 Building, Room 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 Board Policy (BP) 5500 Standards of Student Conduct 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