

Student Assistant Disciplinary Report Form

University Libraries has the option to refuse to continue a student's employment following an unsatisfactory evaluation or at any time job performance is unsatisfactory.

Name of Student: _____

Service Area: _____

Date(s) of Incident/Problem/Event: _____

Date of review: _____

Description by Supervisor of Incident/Problem/Event: *(use additional sheet if necessary)*

Signature of Supervisor: _____

Date: _____

Student Response to Supervisor's Comments: *(use additional sheet if necessary)*

I have read this disciplinary report:

Student's signature _____

Date: _____

Authorization for disciplinary action:

Section Head: _____ Date: _____

Assistant Dean, UL: _____ Date: _____

Disciplinary action taken:

Effective date _____

cc: Student Employment Office