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: ________________________________

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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