

SAMPLE WRITTEN DISCIPLINARY PROBATION

The disciplinary experience is intended to make clear to students the limits of acceptable behavior and to give students who violate the rules an opportunity to more fully understand the rules and incorporate the experience into his/her overall development. Assigned discipline may include a combination of sanctions for a particular incident.

A written disciplinary probation is an official notice for a specified period of time during which a student must demonstrate conduct that conforms to UC-EAP standards of conduct. Misconduct during the probationary period or violation of any conditions of the probation may result in further disciplinary action, normally in the form of Dismissal.

Letter - Please Use UC Letterhead

Date

Student's name and address

Dear

After a careful investigation, I have concluded that you violated [insert reference to policy or regulations violated] by [insert description of misconduct]. [If there is prior, relevant misconduct, insert: "This misconduct is made more serious by your prior actions, specifically, (insert description of prior misconduct, and any prior discipline, or warning)".]

In light of these facts, you are hereby being placed on probation, from [date] to [date]. During this probationary period, you will do the following: [insert description of any requirements, such as a formal apology; written analysis of the misconduct, with reference to local social norms, community service; alcohol/drug assessment with treatment as deemed necessary; professional counseling]. Failure to comply with these requirements, or any further misconduct, may result in additional discipline, including dismissal.

A copy of this letter will be placed in your EAP file. If you have any questions or need clarification, please contact me.

Signature

Title