

## **SAMPLE WRITTEN REPRIMAND (WARNING)**

*An official written statement to the student that a violation of specified policies or regulations has occurred and that continued or repeated violations of policies or regulations may be cause for further disciplinary action, normally in the form of Disciplinary Probation, or Dismissal.*

### **LETTER - PLEASE USE UC LETTERHEAD**

Date

Student's name and address

Dear

After a careful investigation, I have concluded that you violated a [policy, regulation, or list alleged misconduct].

This letter constitutes a formal reprimand. [If applicable, include any requirements such as apologies, or suggestions for improvement.] Continued violations of policies and regulations may cause for further, more serious, disciplinary action.

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

Signature

Title

*Note to SC: In the event the reprimand is a follow-up of previous offenses that were not resolved and the action is considered as a continuation of constructive discipline, the former incidents will be restated. Additionally, if the student failed to take any corrective action previously agreed to, this fact must be included.*