To: Office of the Dean/Director of ______________

Subject: Violation of the Student Code of Conduct

Date: __________________

The following details pertain to a violation of the student code of conduct and for which an initial disciplinary action was/wasn’t taken:

- Date of incident: ______________
- Course (Department & Number): ____________________ ____________________
- Nature of offense: __________________________________________________________
- Student(s) involved:
  - ID: ____________________ Name: ____________________ Faculty/Major: ____________________
  - ID: ____________________ Name: ____________________ Faculty/Major: ____________________
  - ID: ____________________ Name: ____________________ Faculty/Major: ____________________
  - ID: ____________________ Name: ____________________ Faculty/Major: ____________________
  - ID: ____________________ Name: ____________________ Faculty/Major: ____________________

- Initial disciplinary action taken by instructor (if any):
  __________________________________________________________
  __________________________________________________________
  __________________________________________________________

Submitted by: ____________________ Signature: ____________________

- To be completed by faculty members for reporting a violation of the student code of conduct
- To be submitted within 15 academic days from the date of occurrence of the violation to the Student Records Officer in the Dean/Director’s Office
- A description of the violation, related evidences and documents to be attached to this form
- One copy to be placed in the student’s file (at the Faculty/School where he/she is enrolled)
- One copy to be given to the student’s advisor for follow-up

Dean/Director’s instruction (if required):

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________