

# APPENDIX I

To: Office of the Dean 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:
• _____	_____	_____
• _____	_____	_____
• _____	_____	_____
• _____	_____	_____
• _____	_____	_____

➤ 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'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's instruction (if required):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_