

COLLEGE PERSONNEL ALLEGED VIOLATION REPORT

Filed by college personnel

College Personnel Name: _____

Alleged Violation: _____

Person's Name: _____

Date of Incident: _____

Witnesses (if any): _____

By submitting this document, I am requesting a Formal Hearing with the Judicial Board of the College.

1. Describe the incident. _____

2. Describe discipline provided to date. _____

3. Provide information to support alleged violation and rationale/basis for discipline imposed. (Additional information may be typed and attached, if necessary). _____

4. Recommended discipline, if additional action is needed. _____

The Judicial Board of the College shall convene within five (5) College work-days of the receipt of this document. Timelines may be modified by mutual consent at the discretion of the college based on college personnel availability. Submit this document to the Chief of Staff.

Signature: _____ Date: _____

Email: _____ Phone: _____