

Northwestern State University
Member of the University of Louisiana System
Natchitoches, LA 71497

Corrective Disciplinary Action

Instructions:

1. Complete form listing incident(s) leading up to the need for disciplinary action.
2. Discuss with student worker your expectations for improvement.
3. Obtain student's signature and give original to student; one copy for your personnel records.

Section 1: To be completed by Supervisor

Name of Student Worker

CWID Number

Date of Meeting

List Reasons for Disciplinary Action (e.g., unexcused absences, failure to complete assigned duties, etc.)

Section 2: To be completed by Supervisor with input of student worker

Suggestions for Improvement (what changes are expected in order for student to fulfill responsibilities)

Section 3: To be completed by Supervisor after disciplinary action

Date of Evaluation (date during which performance will be re-evaluated) _____

Outcome (results of the re-evaluation):

Signature of Supervisor

Date

Signature of Student Worker

Date