

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