

Instructor's Phone:

Instructor's e-mail:

Title of Course:

Date/Time of Incident:

Description of incident:

What instructions were given to the student by the instructor:

Was the student asked to leave the class? \_\_\_ Yes \_\_\_ No

If yes, will he/she be allowed back into class? \_\_\_ Yes \_\_\_ No

Did you review your action with your department chair? \_\_\_ Yes \_\_\_ No

Have you contacted the student's College Administrative Officer? \_\_\_ Yes \_\_\_ No

Do you think it is necessary to remove the student from your class  
permanently? \_\_\_ Yes \_\_\_ No

Instructor's signature:

Date: