

**PHILLIPS COMMUNITY COLLEGE OF THE UNIVERSITY OF ARKANSAS
STUDENT DISCIPLINE FORM**

The **Student Discipline Form** is to be filed in the Vice Chancellor of Student Services Office within 4 hours of the incident.

Date: _____ Student's Name: _____

Student's ID # _____

Location of Incident: _____ Campus: DeWitt _____ Helena _____ Stuttgart _____

Witnesses : _____

It is not always possible to have a witness to an incident this is not required to file a disciplinary form.

Brief description of incident: _____

Signature of Student: _____ *Signature is not an admission of guilt*

Instructor can forward form without student signature

Signature of Instructor/Reporter of Incident: _____

Check all that apply:

Classroom Offenses -These offenses can disrupt instruction but usually, **Informal Resolution** eliminates the problem. Persistence of this behavior can result in a **Formal Resolution**, especially, if the behavior is exceptionally disruptive.

- Talking during the lecture or activity
- Leaving on or using cell phone in the classroom
- Using loud or profane language
- Using disrespectful language toward the instructor or guest
- Using disrespectful language toward any other student
- Arguing or disagreeing constantly with the instructor, student, or classroom guest
- Laughing or screaming inappropriately
- Touching inappropriately self or others
- Annoying, intentional, unusual and persistent disruptive behavior
- Disrupting the ongoing instruction
- Cheating and dishonesty
- Other -Please describe: _____
- Stealing
- Consumed alcohol including being drunk and/or disorderly

Very Serious Offenses

- conduct
- Using, distributing, or selling alcohol or drugs
- Possession of a weapon including but not limited to, a hand gun
- Loud, abusive, or obscene language
- Destructive behaviors toward property or individuals
- Indecent exposure, illicit sexual relations, perversions
- Misuse of college documents or records
- Abusive behavior toward an instructor, student, or PCCUA employee, includes physical abuse, verbal abuse, threats, assaults
- Unauthorized people on campus
- Inappropriate touching of self or others
- Stalking (persistently contacting another person without consent)
- Terrorist type threats
- Any action, which endangers self or others
- Technology and Computer Violations
- Fire and Safety Endangerment
- Dishonesty and Cheating outside the classroom
- Other- Please describe: _____

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Other _____

Date Received by VC for Student Services: _____

Incident addressed by:

- Instructor
- Dean
- Student Relations Committee
- Campus Vice Chancellor
- V C for Student Services
- Other

Copies sent to:

- Instructor
- Dean
- Student Relations Comm
- Campus Vice Chancellor
- V C for Student Services
- Other

Action Taken:

- 1st Warning for Offense
- 2nd Warning for Offense
- 3rd Action Taken for Offense
- Very Serious Offense (immediate action taken)

Probation for _____ (length of time)

Suspension for _____ (length of time)

Expulsion from Institution

This form is to be filed in the Office of the Vice Chancellor of Student Services. Copies of this document will go to instructor, dean, and campus Vice Chancellor in DeWitt or Stuttgart.

Date filed. _____

All disciplinary forms identifying outcomes will be placed in a student's file with a copy sent to the employee who requested the disciplinary action.