

VIOLATION OF POLICY FORM

Date: _____

Name of Staff: _____

What is the problem? (State in no more than three sentences)

What is the context of the problem? (Framework, background or process). State in no more than 5 sentences)

What policy has been violated? _____
(E.g. Attendance, Courtesy, Punctuality)
State Policy: _____

(This can come from the Student Handbook, Faculty Handbook, Basic House Rules and Employment Rules from Labor Laws)

Associate Librarian's Input: _____

Violator's version: _____

What are some options that could be a solution? (Input can come from authoritative and credible sources within and/or without the university community.)

- 1.
- 2.
- 3.
- 4.
- 5.

What do you recommend as the final decision? _____

Chief Librarian's Final Decision: _____
