



MACALESTER

# Student Employment Discipline Action Report

77 Mac, 2nd floor | 651-696-6835 | [Studentemployment@macalester.edu](mailto:Studentemployment@macalester.edu) | [Student Employment](#) | [Student employee Discipline procedures](#)

## Student Information

Student Employee Name	
Position Title	
Supervisor Name	
Department	
Date	

## Action Report

- ☐ Verbal Warning  
☐ Written Warning

## Description of unacceptable conduct or action

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Details of how the student's performance or actions must improve. Failure to do so may result in further disciplinary action up to and including termination.

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## Acknowledgment

I acknowledge receipt of this disciplinary action and that its contents have been discussed with me. I understand that my signature does not necessarily indicate agreement.

Student's Signature

Date

Supervisor's Signature

Date