

Davis & Elkins CollegeTM

Student Employment Reprimand

Student Name: _____

Student ID #: _____

Department: _____ Supervisor: _____

Date of action: _____

Action Taken: First Reprimand Second Reprimand Termination

Incident notes: _____

Employer notes: _____

Student notes: _____

Supervisor name: _____ Student name: _____

Supervisor signature: _____ Student signature: _____

Date: _____ Date: _____

Return this form to the Business Office via campus mail and keep a copy for your files.