

DATE

STUDENT NAME:

This letter is a follow-up per our conversation on (*INSERT DATE*) regarding your behavior in my class in which you (*CITE THE BEHAVIOR*). As I stated in our previous discussion, such behavior will not be tolerated, and if not improved, may result in administrative disciplinary actions.

This type of behavior detracts from the classroom learning environment and is disruptive to your fellow students. I would also like to remind you that my course syllabus (*insert language if you included it in your syllabus*) clearly states that this type of behavior is not acceptable under any circumstances.

In addition, as a result of your behavior, you are not in compliance with the Student Code of Conduct, <http://www.cuyamaca.edu/ascc/conduct.asp>, which lists “grounds for disciplinary action.” The list includes: “*Willful failure to comply with directions of District or College officials, including faculty and staff acting in the performance of their duties.*”

I am confident that you can stop (*CITE BEHAVIOR*) and become fully engaged in the classroom learning. Please contact me if you have any questions.

Sincerely,