



Complete this form if a student will no longer be working in your department (either by dismissal or voluntary separation).

An employer may dismiss and/or give a written warning to a student employee for several reasons including, but not limited to, unsatisfactory work, attendance, improper conduct (theft, physical/verbal abuse, misuse of equipment, falsification of records, and disclosure of confidential information). An employer has the right to immediately dismiss a student employee according to that department’s internal policies and procedures.

If a student is given a written warning, keep the original for future reference. If a student is given a dismissal, place a copy in the student’s file, provide the student with a copy of the completed form if the student is available, and forward the original to the Student Employment Office.

_____ Student Name – As printed on Social Security Card (Please Print)		XXX-XX-_____ Last Four Digits of Student’s Social Security Number
_____ Student ID Number		_____ Hire Site/Department
_____ Supervisor Name	_____ Phone # and Extension	_____ Budget Code #1
_____ Budget Code #2		_____ Budget Code #3
_____ Budget Code #4		_____ Budget Code #5

WARNING(S)

1st Warning Date: _____
 Reason: _____
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2nd Warning Date: _____
 Reason: _____

DISMISSAL

☐ *Non voluntary dismissal*
☐ *Voluntary dismissal*

Last date worked: _____

The above named student has been dismissed from his/her position(s) for the following reason:

Supervisor’s Signature: _____ Date: _____