

Stage 3 Formal Disciplinary Process – Investigating Officer’s Checklist

This checklist should be used when conducting the Stage 3 Disciplinary Process.

Investigating Officer Name:	
Investigating Officer Job Role:	
Student Name:	
Student ID:	
Programme:	
Details and dates of any precautionary action, including temporary exclusion (if applicable):	

Details of previous Formal Disciplinary Process Events	
Absence Record	
Academic Performance / Progress / Engagement	
Chronology of events leading to suspension	
Summary of witness statements (attach statements as additional sheets)	
Is there evidence of a case to answer?	

Next Steps Recommendation	
Investigating Officer Signature	
Date	

Disciplinary Meeting is to be scheduled within ten working days of the Investigating Officer submitting this form.