

APPENDIX K: SAMPLE WRITTEN WARNING

MEMORANDUM

TO:

FROM:

DATE:

RE: Final Written Warning Regarding Conduct and Behavior

As stated in the *Statement of Responsibility and Assumption of Risk* form that you signed prior to departing for _____, your program is an official university activity. You are required to follow the code of conduct of Purdue University. It has been brought to the attention of our office, as well as the Dean of Students, that you have made some very poor decisions.

Your behavior is unacceptable and is on the verge of invading the rights of others involved in this program. We will not allow you to continue in the program if this behavior does not cease immediately. This is your official final warning. Any further issues or complaints against you will result in your immediate dismissal from the program. This includes your accommodations. You will be placed on disciplinary probation, and you will not receive a refund of any kind.

We want to remind you that you are representing not only Purdue University, but also the people of the United States while in [name of country]. Thus far, you have failed in being a positive representative. I hope for your sake, and for those around you, that the choices you make in the remaining weeks are the correct ones.

Signed..... Date.....

Witness..... Date.....