Sample Report of Student Performance Evaluation Board (SPEB)

(Date)

From: President, Student Performance Evaluation Board
To: Director, (Name of College or School)

Subj: STUDENT PERFORMANCE EVALUATION BOARD (SPEB); CASE OF (Student Name and Rank)

Ref: (a) MCU Policy: Student Performance Evaluation Board
     (b) (Name of College or School) Policy Letter (number)

Encl: (1) Summary of Witness Statements
      (2) Other (list as appropriate)

1. Background. (Provide a brief synopsis explaining why the SPEB was convened.)

2. Members of the Board. (List the board members and organization/billet. Also indicate which members were designated as President and Recorder.)

3. Conduct. (Describe the sequence of events of the conduct of the board. These will typically include reading of rights [if appropriate], witnesses called, and other actions of the board.)

4. Discussion. (Discuss the relevant facts that required the board to convene.)

5. Findings. (Present the findings of the board in a logical, chronological order.)

6. Recommendations. (Describe the recommendations(s) of the board.)

(Signature)
(Initials and Last Name)

Copy to:
Provost
Registrar

Enclosure (51)