

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