

*To be used with Question 24*  
**FORM 24 / EDUCATIONAL INSTITUTION DISCIPLINE**

Name \_\_\_\_\_  
                    *First*                                    *Middle*                                    *Last*                                    *Suffix*

**Discipline involving accusations of cheating, plagiarism or other academic dishonesty should ONLY be reported on FORM 25.**

Name of School/Institution \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone number \_\_\_\_\_

Action Taken \_\_\_\_\_ Date Action Taken \_\_\_\_\_

**Provide substantiating documentation to include copies of any and all relevant documentation contained in your student file.**

**Provide a Detailed Explanation:** This written statement should contain a description of the factual events and actions which led to this incident/conduct. The explanation should include your perspective of the circumstances, reasons, or situations which contributed to the incident/conduct disclosed. This includes any information or explanation which mitigates or lessens the severity of the actions or conduct and to illustrate rehabilitation. Attach a separate page(s) if necessary.

Detailed Explanation

**Duplicate this form as needed.**