
F	SUBJECT: Conference Forms	
REVISED OR REVIEWED	DATE	PAGE
9/99 10/04 12/04 4/09	9/99	1 of 1
12/2009 4/2013 1/2016		

Signature _____ Date _____
Director Approved  *January 13, 2016*

STANDARD POLICY

POLICY

A conference form is necessary to facilitate and record communications between faculty and students regarding professional expectations and student performance.

PROCEDURE

Counseling Form #22 may be used for a wide variety of topics and recommendations. It may be used as an "F" Day form and it may be used to commend student behavior. It should be completed as faculty deems necessary.

The original should be placed in the student's file and a copy given to the student.