



San Diego Community College District

Student Code of Conduct Violation Faculty Removal of Disruptive Student from Class

Board of Trustees Policy BP 3100, Student Rights, Responsibilities, Campus Safety and Administrative Due Process

Today's Date:

Campus/Location:

Student Name:

CSID:

Date/Time of Incident:

Room:

CRN:

Witnesses:

Please check:

Removal from Class

Removal from Class and Subsequent Class Meeting

Description of Incident (State Facts Only):

Administrator Present? Yes No If yes, please name: _____

College Police Contacted? Yes No If yes, please name: _____

Action taken by Faculty:

Did the student leave voluntarily? Yes No

**IF THE STUDENT WAS ASKED TO LEAVE THE CLASSROOM AND REFUSED TO LEAVE,
PLEASE FILL OUT THE BOTTOM PORTION OF THE FORM.**

Action taken by College Police:

Was student cited? Yes No If so, for what violations: _____

Faculty Name (print): _____ Signature: _____

Date: _____ Contact Number: _____ E-Mail: _____

NOTE: Send completed form to Dean responsible for Student Affairs/Disciplinary Officer and a copy to the School Dean.

Faculty Removal of Disruptive Student from Class Operating Guidelines

Background

In accordance with Board of Trustees Policy, *BP 3100 Student Rights, Responsibilities, Campus Safety and Administrative Due Process*, students have the right to a safe learning environment free from interference or disruption.

As such, students must adhere to the Student Code of Conduct. In accordance with Administrative Procedure, *AP 3100.2 Student Disciplinary Procedures*:

- If a student violates the Student Code of Conduct, faculty may remove a student from their class for that class meeting and the following class meeting.
- Acceptance of make-up work during the “removal” is at the discretion of the instructor in accordance with the class syllabus and Board of Trustees Policy, *BP 3110 Attendance Accounting*.

Removal from Class

- 1) If a student is asked to leave a class for disruptive behavior, the student is expected to follow the directions of the instructor. Failure to follow directions to leave the classroom is considered a violation of the Student Code of Conduct, Section 3.o. as follows:

Section 3.o. - “Failure to comply with directions of staff members of the District who are acting within the scope of their employment. Continued and willful disobedience or open and persistent defiance of the authority of District personnel...”*

*(Reference Board of Trustees Policy, *BP 3100 Student Rights, Responsibilities, Campus Safety and Administrative Due Process*, Section 3 – Student Code of Conduct)

- 2) If a student refuses an instructor’s directive to leave:
 - Instructor will call College Police
 - Each college will designate an administrator responsible for communication channels
- 3) In the rare event the student does not follow the directions of College Police to leave the classroom; College Police will follow police procedures, pursuant to Penal Code 626. Intervention by College Police may include, depending on the situation:
 - Brief dismissal of the class for a break to “remove audience” for the disruptive student
 - Fact-finding
 - Arrest pursuant to the Penal Code
- 4) Instructor should refer the incident (via written notice) to the Disciplinary Officer, in accordance with Administrative Procedure, *AP 3100.2 Student Disciplinary Procedures*.
- 5) Incident reports will be summarized and reviewed semi-annually by college executive staff.
- 6) Districtwide summaries of college incident reports will be reviewed regularly.