



San Diego Community College District  
**Student Code of Conduct Violation**  
**Faculty Removal of Disruptive Student from Class**

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

Today's Date: \_\_\_\_\_ Campus/Location: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Date/Time of Incident: \_\_\_\_\_ Room: \_\_\_\_\_ CRN: \_\_\_\_\_

Witnesses: \_\_\_\_\_

**Removal of Student:** (select one)

- Student removed from class       Student removed 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: \_\_\_\_\_  
 (Name of responding officer)

**Action taken by Faculty Member:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Did the student leave voluntarily?**     Yes       No

If no, please share additional information:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Faculty Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 (Please Print)

Contact Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Faculty Removal of Disruptive Student from Class Operating Guidelines

### **Background**

In accordance with Board of Trustee 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 Trustee Policy, *BP 3100 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:

*“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 Trustee 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 the 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.