

Removal of a Student from Class

Date

9/06

Students are expected to conduct themselves in compliance with the Student Code of Conduct. If a faculty member finds it necessary to remove a student from a class or program, the following procedures will be followed:

A. For Class Period

1. A faculty member may dismiss a student from class without prior notification. A review of the circumstance for such action with the student should follow.
2. A student may appeal through the academic grievance procedure.

B. For Current Semester

1. A faculty member may recommend to the dean, in writing, that a student be removed from a class for the remainder of the current semester.
2. If the dean agrees, the chair will notify in writing within three class days the provost, the Counseling Center, the Student Financial Assistance Office, the Registrar's Office, the student, and the student's advisor. The dean may attempt to mediate the condition between the student and the faculty member during that three class day period. The dean should file a report with the provost noting his/her involvement up to this point, continuing questions, and recommendations, if any. Notification to the student shall include the class removed from, the reason for removal, the effective date, and an opportunity to appeal through the academic grievance procedure.
3. The student may appeal through the academic grievance procedure within five class days of notification.

C. Change of Status within the College

1. The faculty member may make a recommendation to the dean in writing that a student be removed from an academic program.
2. If the dean agrees, the dean will notify in writing the provost, the Counseling Center, the Student Financial Assistance Office, the Registrar's Office, the student, and the student's advisor. The dean may attempt to mediate conditions between the student and the faculty.
3. The student may appeal through the academic grievance procedure within five class days of notification.

D. Change of Status University-wide

1. The faculty member may make a recommendation to the dean, in writing, that university-wide sanctions be imposed on a student.
2. If the dean agrees, the dean will notify, in writing, the provost.
3. The dean will press charges following the procedures in the Student Code of Conduct.