

INTERIM REMOVAL FROM CLASS, LABORATORY, OR INSTRUCTIONAL FACILITY PROCEDURE

Related Board of Trustees Policy: BP 6.2

Approval: August 2011

Revision:

Interim Removal From Class, Laboratory, or Instructional Facility Procedure

This procedure establishes steps for students, faculty, and staff/administrative personnel to follow when a student is temporarily removed from a classroom, laboratory, or other instructional facility due to a violation of the college's student conduct guidelines. Faculty or appropriate staff/administrative personnel are expected to communicate to students at the beginning of a semester/academic session conduct expectations and educate students on behavior that is cause for immediate removal from a class, laboratory, or other instructional venue.

A student enrolled at Craven Community College may be removed from a class, laboratory, or other instructional facility on an interim basis by a faculty member or appropriate staff/administrative personnel for violating student conduct guidelines. If a student is asked to leave, the student is expected to immediately comply with the directive and follow the procedures outlined below in order to have future access to the classroom, laboratory, or instructional facility. Faculty and administrators shall follow the established procedures to protect the teaching and learning environment and afford the student full due process.

When a student is asked to leave a classroom, laboratory, or other instructional facility for violating conduct guidelines, the following procedures will be followed:

Step 1:

The student will immediately comply with the directive and leave the area in an orderly manner. Campus Security should immediately be apprised of the situation to ensure the student leaves campus in an orderly fashion. In emergency situations 911 and/or the College Resource Officer should immediately be notified. The faculty member or staff/administrative personnel who directed the student to leave the area shall complete and sign an ***Incident Report*** and file the report with his or her immediate supervisor, Campus Security, and the Director of Student Development within 24 hours of the incident.

Step 2:

The student will meet with the Director of Student Development within five working days of the event which led to the interim removal from the classroom, laboratory, or other instructional facility. The student will not be authorized to return to the specific area prior to receiving a written decision from the Vice President for Student Services or his/her designee.

The student will be given a copy of the ***Student Incident Report*** prepared by the college authority that directed the student to leave the classroom, laboratory, or other instructional facility within five working days. The Director of Student Development will contact the

faculty member or staff/administrative personnel who completed the *Student Incident Report* to obtain any additional information necessary to address the matter.

Step 3:

At the conclusion of the meeting with the Director of Student Development, the student will be provided with a written decision relative to any disciplinary action and future access to the classroom, laboratory, or other instructional facility from which they were removed. The Director of Student Development will document the meeting with the student and indicate on the *Student Incident Report* one of the following actions:

- Written Warning (to be placed in the student's official record) and authorization to return to the classroom, laboratory, or other instructional facility on a specified date and time.
- Refer the matter to the Disciplinary Procedure for formal disciplinary action and authorization to return to the classroom, laboratory, or other instructional facility on a specified date and time.
- Refer the matter to the Disciplinary Procedure for formal disciplinary action and deny authorization to return to the classroom, laboratory, or other instructional facility until the disciplinary process is completed.

The Director of Student Development will also provide a copy of the recommended action indicated on the *Student Incident Report* to the faculty or staff/administrative personnel filing the report, the supervisor, Campus Security, and the Vice President of Student Services.

Step 4:

If the student does not agree with the decision of the Director of Student Development, the student may appeal the decision in writing to the Vice President of Student Services within five working days. The Vice President of Student Services will render a decision within five working days of receipt of the student's written appeal. The decision of the Vice President of Student Services shall be final.

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