

# Student Services Manual (SSM)

## SSM 201–10: Instructor Withdrawal of a Student for Disruptive Classroom Behavior

Effective: 8/15/1985

Revised: 3/1/2024

### Purpose

To allow an instructor to withdraw a student for disruptive classroom behavior

### Source

Faculty Senate minutes of February 22, 1983, Item VI. A

### Policy

An instructor may withdraw a student from a course with a mark of “W” or “E” when the student’s behavior disrupts the educational process. Disruptive classroom behavior for this purpose is defined by the instructor.

The Office of Student Rights and Responsibilities shall receive notice of instructor-initiated withdrawals to determine if additional university action should be taken.

A student may appeal an instructor-initiated withdrawal to the standards committee of the college in which the course is offered. If the student is in a program that has its own standards committee, the college may require the student to initiate the appeal with the program standards committee. The student may appeal a decision of the program standards committee by filing a written request for appeal to the college within 10 days after receiving notice of the program standard committee’s decision. All student appeals must be initiated within 10 days after the student receives notice of an instructor-initiated withdrawal. The decision of the college standards committee is final, unless college policy provides that the standards committee makes a recommendation to the dean, who then has the final decision.

### Procedure

Responsibility	Action
Instructor	<ol style="list-style-type: none"> <li>1. Prepare a memo documenting the student’s disruptive behavior, expressing a desire to withdraw the student, and indicating a grade of either “E” or “W.”</li> <li>2. Forward the memo to the department chair and to the Office of Student Rights and Responsibilities.</li> </ol>
Department chair or administrative equivalent	<ol style="list-style-type: none"> <li>3. Review the memo.</li> </ol>
	If not approved:
	<ol style="list-style-type: none"> <li>4. Return the memo to the instructor and indicate that the student is to remain in the class.</li> </ol>

	If approved:
	5. Forward approval to the dean or the dean's designee.
Dean or designee	
	If not approved:
	6. Return the memo to the instructor and indicate that the student is to remain in the class.
	If approved:
	7. Forward approval to University Registrar Services.
	8. Notify the student of the decision.
University Registrar Services	9. Process the withdrawal. Retain the file copy.
Instructor	10. Record a grade of "E" or "W" on final grade roster.
	If student wishes to appeal the withdrawal:
Student	11. Contact the dean's office to begin the appeal procedure.

### Additional Information

#### Conduct Complaint

A complaint may be filed with the Office of Student Rights and Responsibilities if the behavior is a violation of the *Student Code of Conduct* and Student Disciplinary Procedures (see [SSM 104-01](#)).