

DATE

RE: Removal from Class by Instructor

STUDENT NAME:

Pursuant to California Education Code Section 76032, and after careful consideration, you have been issued a Removal from Class by Instructor effective **GIVE EXACT DATES**.

An instructor may remove, for good cause, any student from class for two class sessions. Good cause includes violations as listed in the Grossmont-Cuyamaca Community College District Code of Conduct. The Code of Conduct may be viewed online at <https://grossmont.edu/campus-life/student-affairs/docs/GCCCDStudentCodeofConductBooklet2018.pdf>.

This removal from class is based on *(Provide a specific account of the behavior exhibited, i.e. continuous loud outbursts during the course of instruction throughout class on Thursday, despite being asked to stop)*.

This behavior is a violation of the Student Code of Conduct, as defined on page **5**, number **12**. *(input page number of violation and violation number)*

Disruptive behavior, willful disobedience, habitual profanity or vulgarity or the open and persistent defiance of authority of, or persistent abuse of college personnel.

Prior to your being allowed to return to class on *(give exact date of return here)*, you must meet with *(give name of chair of department or dean of division here)*. Please contact *(give name of chair of department or dean of division here and his/her contact information)* as soon as possible to arrange a meeting. Failure to do so may result in additional administrative action that may be detrimental to your academic success.

Sincerely,

INSTRUCTOR'S NAME HERE

INSTRUCTOR'S TITLE HERE

cc: Sara Varghese, Dean, Student Affairs

GIVE APPROPRIATE DEPARTMENT CHAIR HERE

GIVE APPROPRIATE DEAN OF DIVISION HERE