



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

Student Code of Conduct Guidelines for Online Classes

In accordance with Board of Trustees Policy, *BP 3100, Student Rights, Responsibilities, Campus Safety and Administrative Due Process, Section 3, Student Code of Conduct*, all students shall have the right to a safe campus learning environment free from interference or disruption. As such, all students are expected to follow the Student Code of Conduct at all times to ensure an orderly educational environment, conducive to teaching and learning. This expectation includes students taking online courses.

- 1) In the event that an online student becomes “disruptive,” such that it is interfering with the learning environment, the instructor may “remove” the student for that class session and the next (in accordance with Administrative Procedure *AP 3100.2, Student Disciplinary Procedures*).
 - For online courses, this is defined as up to one week (5 instructional days)
 - *Learning environment* means all components of the online course.
- 2) If a student is “removed” for disruptive behavior, the incident should be reported by the faculty to the Dean of Student Affairs. In addition, the student should be notified in writing immediately by the faculty. **Use Template A.**
 - This step is critical to ensure that the college tracks disruptive students across the campuses and follows-up on the incident, as necessary.
- 3) In the event a student’s behavior persists, the situation should be reported immediately to the Dean of Student Affairs.

Note: In accordance with regulations, faculty may not remove the student for longer than 2 class meetings (defined as up to one week for online courses). Therefore, reporting the persistent behavior to the Dean is important for further disciplinary action to occur.
- 4) In the event a student is threatening in any way, the faculty should contact the Student Affairs Dean immediately to report the incident. The Student Affairs/Discipline Dean will follow-up with the appropriate administrator and College Police at the College/Campus.
 - The faculty should also notify the Dean of Online and Distributed Learning that the student’s access has been denied using the attached template. Note that in accordance with FERPA, no other information should be placed in the e-mail. **Use Template B.**

To access a copy of BP 3100, go to <https://www.sdccd.edu/about/leadership/board-of-trustees/board-policies/index.aspx> and click on “Student Services.”

To access a copy of the “Student Code of Conduct Guidelines for Online Classes,” go to Faculty Web Services at <https://faculty.sdccd.edu>, click on “Class Management,” then “Forms.”

To obtain a copy of the “Faculty Removal of Disruptive Student from Class” form, go to Faculty Web Services at <https://faculty.sdccd.edu>, click on “Class Management,” then “Forms.”



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[To be used to notify student of removal from class for up to one week]

If a student is “removed” for disruptive behavior, the student should be **notified immediately** by the faculty using this template:

E-mail to: Student e-mail address

Subject: Important Notice

In accordance with *AP Procedure 3100.2, Student Disciplinary Procedures*, you are removed from **[course name]** for disruptive behavior. Specifically on **[date]**, you **[describe disruptive behavior]**. The removal is effective **[m/d/year]** to **[m/d/year]**.

Instructor's Name:

Date:



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[To be used to notify the Dean of Online and Distributed Learning that a student's
online access has been denied]

The faculty should also notify the Dean of Online and Distributed Learning that the student's access has been denied by providing the student's Student ID Number and course CRN, using this template:

E-mail to: Brian Weston (bweston@sdccd.edu)

Subject: Removal of Student Access

Access for the following student should be removed immediately for the course listed:

Student ID Number: XXXXXXXX

Course CRN: XXXXX

Access Removed From: [m/d/year] to [m/d/year] only.

Instructor's Name:

Date:
