

[DROPPING STUDENTS FROM CLASSES

Attendance

1. Instructors may drop any student who fails to attend the first class meeting.
2. Instructors may drop a student from class for lack of a prerequisite where applicable.
3. Instructors may drop a student from class with or without an explanation for never attending class during the first week of the term, unless the student has contacted the instructor before hand and the instructor has granted an excused absence.
4. Instructors may drop a student from class if the hours of unexcused absences for the semester exceed the number of hours the class meets per week or if the student's total hours of absence for any reason exceed twice the number of hours the class meets per week.
5. Instructors should drop from class any student who has not been in attendance during a period of 14 consecutive calendar days. However, students must officially withdraw from classes they are no longer attending.

Excessive Tardiness

1. Instructors may drop a student for excessive tardiness. Excessive tardiness is defined as arriving late to class or required class activity more than three time after the first two weeks of the semester or the first week of a short course or summer session.
2. If the instructor intends to drop the student after the third tardiness, the instructor shall verbally or in writing warn the student that an additional tardiness may subject the student to being dropped from the class. Following such a warning, the instructor may drop a student from class upon the next occasion of the student's being tardy.
3. An instructor may not lock a classroom door during class time, However, instructors may temporarily restrict entry to the classroom due to an unusual learning activity such as (but no limited to) tests, group dynamic exercise, experiments, or guest speakers.

Student Drop for Non-Payment

1. Students will be dropped after the 5 days for non-payment.

Other Reasons for Dropping Students

1. Instructors may exclude a student for two class meetings pursuant to misconduct. Misconduct is defined as:
 - a. Academic cheating or plagiarism.
 - b. Disruption of instruction activity, administrative procedures, or public service functions; continued disruptive behavior; continued willful disobedience; habitual profanity or vulgarity; or the open and persistent abuse of college personnel.
 - c. Use, sale, or possession on campus, or presence on campus under the influence of alcoholic beverages, narcotics, other hallucinogenic drugs or substances, or any poison classified as such by Schedule "D": in Section 4160 of the Business and Professions Code."
 - d. Alteration or misuse of college documents, including acts of forgery and furnishing false information.
 - e. Acts of threats of damage to or theft of property belonging to or located on college controlled property of facilities.
 - f. Act of threats of physical abuse of any person. Assault or battery upon any student, college personnel, authorized college guest or any other person.
 - g. Violation of college regulation State law.

Students have the right to appeal any actions taken under this policy through the Grievance and Order Policy. If the exclusion is appealed, the student will have the right to return to class pending action by the Grievance and Order Committee providing there is no repetition of the original cause of exclusion.

NOTE: Attendance requirements may vary in programs where attendance regulations are established by an regulatory agency. In these cases, students will be notified in advance of the attendance requirements of the program.