

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
ACADEMIC SENATE

ACADEMIC AFFAIRS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

AA-001-234

Review of Policy 1407 Exclusion of Students from Class

Academic Affairs Committee

Date: March 17, 2025

Executive Committee
Received and Forwarded

Date: February 19, 2025
Revised March 19, 2025
Revised April 19, 2025

Academic Senate

Date: March 26, 2025
First Reading
April 23, 2025
Second Reading

Background

1.Name: Keith Forward and Casandra Horner

2.Email: kmforward@cpp.edu; clhorner@cpp.edu

3.Title of Referral: Review of Policy 1407 Exclusion of Students from Class

4.Names and Titles of proponents:

Keith Forward, Interim AVP Academic Programs and Associate Professor

Casandra Horner, Administrative Support Coordinator

5.Keywords:

Exclusion, Students, Class, policy, 1407

6.Is there a deadline by when this referral needs to be considered by the Academic Senate?

No

7.Deadline Date: 1/31/2024

8.Justification for deadline: To ensure that the Academic Manual reflect approved policies.

9.Background

According to the current Policy 1407, an instructor may at any time exclude students who are disrupting the orderly conduct of the classroom or are a hazard to themselves or to others. Upon exclusion of a student from a class, the instructor shall, within two (2) academic days, inform the following individuals in writing of the reasons for exclusion from class and that the student has three (3) academic days to file a protest with the instructor's dean:

- A. The instructor's department chairperson
- B. The instructor's college dean
- C. The student's major department chairperson
- D. The student's major college dean
- E. The student
- F. The Office of Judicial Affairs

The student has three (3) university academic days from the date of exclusion during which a formal protest may be lodged with the instructor's college dean concerning the instructor's decision. If the student desires to make such a protest the college dean and department chairperson will interview both the faculty member and the student(s) involved and the dean will make a final decision within three (3) university academic days as to whether the student is to be allowed to return to class.

If the instructor wishes to prefer disciplinary charges against the student(s) involved, the

instructor shall submit such charges in writing to the Office of Judicial Affairs.

[Policy 1407](#) previously existed on the University Manual (UM 402.79). The policy is currently visible on the Academic Manual. There is no record of Policy 1407 being adopted by the Academic Senate or approved by the President. This referral is requesting a review of Policy 1407 to determine the policy's validity and relevancy of public listing on the Academic Manual. No prior Academic Senate reports are available for consideration.

10. Recommended Resources

Dr. Jill Hargis, AVP Faculty Affairs
College Deans
Department Chairs

11. Attachments: University Manual Presentation (2009/2010)

NOTE: Although Jill Hargis did not forward the presentation despite a request to send it (the attachment did not work), university policies may be found here:

<https://www.cpp.edu/policies/index.shtml> and <https://www.cpp.edu/academic-manual/index.shtml>

Discussion

This referral was sent to us because it was identified by several proponents that this policy has not undergone shared governance. The Academic Affairs Committee met several times about this referral in AY 2023-2024 and Fall 2024, and we want to acknowledge the sensitive nature of this policy and the safety of all our community members.

Some of the revisions were simple updates (e.g., changing the names of offices to their current names). Based on consultations and our meetings, we clarified the difference between a class (instance of instructional activity) and a course, which spans a semester. More specific points (1, 2.A., etc.) were added to ensure quicker reference to parts of the policy.

During initial consultations, the committee found that faculty who had gone through moments of feeling unsafe, such as being stalked by students or other faculty, shared that they did not always receive help from Title IX, the Dean of Students, Student Conduct and Integrity, and other applicable offices. Some of these instances were violent threats (verbal abuse, raised voices, physical aggression) and others were more subtle. Multiple instances of faculty being confronted alone, late on campus after class in threatening ways (raised voices, yelling, or arguing, and PTSD from these moments) were mentioned (Student Conduct and Title IX did not offer support for these cases; but it was reported some Deans were helpful in mediating in at least a few cases). There were also instances when students felt unsafe and did not receive helpful mediation when requested.

We found that there was an overwhelming issue of a lack of defined policy for dealing with these situations and ensuring everyone's safety, and too often, the official response was that a syllabus for a class needed to define safety and appropriate behavior despite the existence of campus-wide student, faculty, and staff conduct codes. *The*

committee and consultants feel strongly that faculty and students should be held to the campus-wide codes regardless, and that syllabi should not have to reiterate the code or create new policies to protect students and faculty in their classes from disruptive or violent behavior.

The committee also discussed the experiences of students of color and disabled students. Faculty, staff, and consultants expressed a strong concern and desire for ensuring these students are also protected from micro and macroaggressions so they may have safe learning spaces. We therefore broadened our consultation list substantially. Consultation emails were sent in Fall 2023 and again in Fall 2024 to the following (*'s indicate who responded to us or met with us at least once):

- *Dean of Students - Christina M. Gonzales – Dean of Students & Office of Student Conduct & Integrity – cmgonzales1@cpp.edu
- Jonathan Grady – AVP Equity and Belonging (also BTI) – jgrady@cpp.edu
- * Student Wellbeing and Support – Staci Gunner sdgunner@cpp.edu
- *CAPS – Kell Fujimoto
- *CFA Faculty Rights (Nick Von Glahn)
- Cultural Centers / CPP TREE <https://www.cpp.edu/tree/about-us/meet-the-staff.shtml>
- ASI – Officer of Diversity & Inclusion – Jaylynn Singley asidivinclus@cpp.edu
- ASI – Secretary of Basic Needs – asibasicneeds@cpp.edu
- *DRC – Director (interim) - andreareyes@cpp.edu Andrea Reyes and Ana Patricia Quiroz
- *All Deans & Associate Deans (with responses from CLASS)
- *All Dept Chairs (with responses from CLASS, CEIS, Business, and Science)

Following a meeting with the Executive Committee on February 19, 2025, the committee engaged in further consultations with Christina M. Gonzales (VP of Student Affairs and Dean of Students), Staci Gunner (Director of Student Conduct and Integrity), Nicholas Von Glahn (CFA), Cheryl Koos (Associate VP of Faculty Affairs), and Greg Barding (Prof and Chair of the Faculty Affairs Committee). Upon receiving substantial feedback for revision, including significant new policy text offered by VP Gonzales, and in reviewing policy and/or guides adopted on a variety of other CSU campuses (such as CSUN, CalState LA, CalState Monterey Bay, and others) the committee considered it necessary to adopt new policy language reflecting the concerns raised by these parties. These include: (1) Defining what constitutes “disruption” in a way that aligns with current policy and practices; (2) Ensuring the policy language and practices align with the Student Conduct Code; and (3) Framing the policy surrounding expectations and steps for addressing disruptive classroom behavior rather than focusing solely on dismissing a student from a class session. As VP Gonzales emphasized in her feedback:

- “This distinction is important not just for procedural clarity but also to ensure students have a fair opportunity to adjust their behavior before facing removal. If the focus is only on dismissal, it may overlook situations where a conversation between the faculty member and the student could resolve the issue without escalation. In many cases, simply addressing the concern directly allows for mutual understanding and behavior correction, preventing further disruption while maintaining the learning environment.”

Given the concerns raised in previous and current consultations regarding students' rights and due process, the committee felt it necessary to adopt changes that emphasized a student's chance to correct their behavior, thereby ensuring fairness while reinforcing the responsibility of faculty to maintain a respectful learning environment.

Along these lines, committee recommends revisiting or possibly including an amendment to the syllabus policy that includes a brief statement pointing to Policy 1407, although with an acknowledgement that it is largely up to professors to shape their own syllabi.

Following the First Reading of the referral at the Senate on March 26th, 2025—in which we received questions and suggestions for minor revisions—the Academic Affairs committee engaged in further consultations with Christina M. Gonzales (VP of Student Affairs and Dean of Students) and received additional feedback from Weston Prisbrey, Deputy Dean of Students in the Office of Student Affairs, and Phyllis Nelson, Professor of Electrical and Computer Engineering and Faculty Director of Data Analytics. Below are the changes the Academic Affairs Committee recommend to Policy 1407 which reflect the feedback provided to us. These edits include:

- Elevating the sentence explaining the Student Conduct Code to the top of the introduction (a recommendation from Weston Prisbrey)
- Including explicit mention of all modalities and formats—such as “asynchronous” modalities and conversation exchanges that occur on discussion boards and other university platforms—as areas where disruptive behavior can occur and be addressed. These additions were placed in the introduction and as a new bullet point in the second section, under the heading “What Constitutes Disruption?”
- Including additional clarifying language in Steps 1 and 5 of the Policy itself.

The following contains new recommended and approved text by the Dean of Students and Division of Student Affairs, which encompasses Student Conduct & Integrity. All recent changes are highlighted in yellow.

Recommendations

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA POLICY NO: 1407

Student Classroom & Course-Related Disruptive Behavior Policy

I. Introduction

Both students and faculty share the responsibility of maintaining an appropriate learning environment. Students are required to adhere to the behavioral standards found in the Student Conduct Code and to refrain from engaging in behavior that disrupts classes and/or other academic settings. Any deviations from the Student Conduct Code may lead to disciplinary actions. Faculty members have the professional duty to treat students with understanding,

dignity, and respect, to guide classroom discussions, to set reasonable limits on the expression of opinions, and to intervene when a student's behavior is inhibiting the classroom environment in all modalities **and formats** (e.g., face-to-face, hybrid, online synchronous, **asynchronous**, etc.).

Disruptive behavior in academic settings hinders the educational process. While such conduct is addressed under the CSU Executive Orders and the CPP Student Conduct Code, this policy aims to clarify what constitutes disruptive behavior in academic settings, outline the actions faculty and relevant Department Chairs, and/or Associate Deans should take in response, and define the scope and authority of the Office of Student Conduct & Integrity to initiate disciplinary proceedings against students for disruptive conduct.

II. What Constitutes Disruption?

"Disruption" in an academic setting refers to behavior that a reasonable faculty member would view as interfering with normal academic functions.

According to the Student Conduct Code, prohibited student conduct includes, but is not limited to:

- Willful, material and substantial disruption or obstruction of a university-related activity, or any on-campus activity (e.g., disregarding classroom and/or laboratory safety).
- Participating in an activity that substantially and materially disrupts the normal operations of the University or infringes on the rights of members of the University community.
- Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.
- Failure to comply with directions or, or interference with, any University official or any public safety officer while acting in the performance of his/her duties.

Examples include, but are not limited to:

- Persistently speaking without being recognized or interrupting other speakers.
- **Conversation exchanges, such as those that occur on discussion boards, through group emails, or other university platforms that inhibit other students and/or faculty from engaging in relevant course content.**
- Behavior that distracts the class from the subject matter or discussion such as having side conversation with peers, making comments that are not on topic, or creating excessive noise doing activities unrelated to the course content and activities.
- In extreme cases, physical threats, harassing behavior, insults directed at a specific individual, or refusal to comply with faculty direction.

Civil expression of disagreement with the course instructor, during times when discussion is permitted, is not considered disruptive behavior and is not prohibited.

It is important to note that some disruptive students may have emotional or mental health challenges. While such students may be considered as having a disability and are protected under

the Rehabilitation Act/ADA, they are held to the same standards of conduct as any student regardless of disability status.

III. Policy

1. When possible, instructors should first discuss behavioral concerns privately with the student. This initial conversation allows instructors to clarify behavioral expectations, provides students an opportunity to explain their perspective of the concerns and gives students an opportunity to make the necessary corrections to their behavior.
2. If a student is disruptive, the faculty member should ask the student to cease the disruptive behavior and warn that such behavior can result in academic or disciplinary action. If the behavior persists, direct the student to leave the room for the remainder of the class session.

Although permanent removal from a class requires initiation of formal disciplinary proceedings through Student Conduct & Integrity, faculty can remove a student from a single class when necessary to end a seriously disruptive or threatening situation.

3. If a faculty member determines it is appropriate to ask a student to leave the classroom, the faculty member shall file a Non-Academic Misconduct Incident Report with the Office of Student Conduct & Integrity and inform the Department Chair, Program Director and/or the Associate Dean of the College (as determined by the College) within 24 hours. The Office of Student Conduct & Integrity will follow up with the reporting faculty member to collaborate on a response and discuss next steps in the process.
4. If the student refuses to leave, the faculty member may adjourn the class.
5. If a student's behavior warrants an immediate threat to health and safety, faculty should contact University Police immediately by calling 911 on a university landline or 909-869-3070 on a cell phone.

Faculty should recognize that, pending any action and investigation by Student Conduct & Integrity, any impacts to students' grade can be subject to an appeal.

IV. Documentation

Faculty/Instructors should maintain detailed notes of incidents of disruption, including dates, times, witnesses, specifics of the disruptive behavior, and the impact on those present. Such documentation is crucial for any future proceedings. Referrals to the Office of Student Conduct & Integrity require written documentation containing factual and descriptive information. When submitting the incident report, keep in mind the student is entitled to access this documentation so all details should be kept objective and factual.

This policy aligns with CPP's commitment to maintaining a safe and productive educational environment, as outlined in the Student Conduct Code and related university policies.