Date:

Dear , ID:

I previously spoke to you regarding your behavior in (Course/Class#). You also received a letter from me on (date) concerning your behavior (describe behavior) which stated, “If you are disruptive again, I will officially suspend you from class for two consecutive class periods.” You were disruptive again, your behavior is inappropriate in class and you are in violation of the Standards of Conduct established by the Citrus College Board Policy BP 5500 (see attached copy). As a consequence, you are hereby suspended from this (course/class#) for two class periods, today and the following class meeting (i.e. Monday, August 19 and Tuesday, August 20, 2017). A suspension does not excuse you from completing work and you are responsible for finishing all assignment during your suspension. Completed assignments are due upon your return to class.

I will report this suspension to the (division dean) of (department name), and the Dean of Students, for further review and possible additional action. Violations to the Standards of Conduct could result in disciplinary sanctions, including but not limited to reprimand, disciplinary probation, disciplinary suspension, and expulsion, in AP 5520. The Dean of Students has the authority to impose supplemental sanctions in addition to my two-day suspension.

Please report immediately to (division dean) in (room#) and present this letter. At that time, you will be informed of your due process rights and your options.

Sincerely,
(Instructors Name and Signature)
(Department Name)

REASON FOR SUSPENSION:

__Material obstruction or disruption of instruction
__Willful defiance of the valid authority of supervisor or instructor
__Assault, battery, abuse
__Threat of force or violence
__Conduct which threatens or endangers health and safety
__Damage to property of Citrus College or of a member of the college community

Cc: Dean of Students

(Division dean, department name)