

**CITRUS COMMUNITY COLLEGE  
DISRUPTIVE CLASSROOM BEHAVIOR  
INSTRUCTOR NOTICE OF SUSPENSION LETTER**

Date:

Dear **(Student Name)**,

ID: \_\_\_\_\_

I have spoken to you regarding your behavior in **(course/class#)**. You have been disruptive to the rest of the students and me when you **(describe behavior, for example: disruption of instruction, defiance, etc.)**. This 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). Specifically, it appears you have violated **(description of alleged violation)**. Evidence includes **(description of evidence)**. As a consequence, you are hereby suspended from this **(course/class #)** for two consecutive class periods, today and the following class meeting. A suspension does not excuse you from completing work.

I will report this suspension the **(Division Dean)** of **(department name)**, and the Dr. Martha McDonald, 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, summary 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: **Division dean, department name**  
Dr. Martha McDonald, Dean of Students