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VP Academic  
Affairs  
Policy Area Division of  
Academics

## Academic Withdrawal

### Purpose

To provide clear expectations and guidelines for instructor withdrawals of students regarding student participation and behavior

### Policy

Students may be dismissed per procedures spelled out below.

### Scope and Definitions

#### Non-participatory behavior:

Students are expected to attend and actively participate in class. Students also need to be completing assigned course content regularly to be considered active in the class. A student who fails to to complete assignments in accordance with the instructor's due date policy may also be considered a non-participating member of the class.

#### Disruptive behavior:

It is expected that students and faculty will engage in collegial and civil conduct in the classroom which values diverse perspectives and is respectful. Behavior or statements in classrooms that are threatening to students or faculty or harassment will not be tolerated.

It is the intent of the university to establish a learning environment which promotes critical inquiry, opportunities for collegial discussions and engagement in learning processes, to differ in opinion professionally, to ask questions and to differ in opinions respectfully.

# Procedure

## Academic withdrawals

- A non-participatory or disruptive student may be withdrawn from the class.
- The instructor must have clearly laid out the class expectations for acceptable participation and behavior in the syllabus distributed to all students.
- If a student violates class expectations, the instructor may do the following:
  - A. discuss the behavior with the student outside of class informally.
  - B. have a formal meeting with the student about class participation or behavior.
  - C. refer the student to the Student Success Center or the Dean, whichever deemed appropriate.
  - D. request the student to leave the class immediately for the day.
- A student can be dismissed from class if the instructor is not seeing subsequent change in their participation or identified behavior after it has been addressed.
- When dismissing the student from class, a Dismissal Form is submitted to the Dean. The student will receive written notice of the dismissal action taken. Each department may additionally establish policies dismissing a student engaging in non-participatory or disruptive behavior from continuing in an academic program.

## Specific Disruptive Student Procedures

- If a disruptive student is involved in an incident that concerns for the safety of the University community, a referral should be submitted to the Academic Dean or the Dean of Students.
- If safety is a concern, the instructor should immediately leave the instructional environment and notify the Haskell Security, or the Lawrence Police Department (call 911).

# Sanctions and Notifications

Faculty members need to document all incidents and discussions with the student.

# Appeals and Deadlines

Appeals are directed to the Vice President of Academics.

# Recordkeeping Authority and Designation

Instructor, Vice President of Academics, and Registrar

This policy is the combination of Dismissal from Class for Behavior and Disruptive Behavior Policies; both policies were sunset on October 2024.

# Vetting Process and Final Approval

- A. Faculty Senate - Academic Standards Committee

- B. Vice-President for Academics and Academic Deans
- C. President's Executive Council
- D. President

## Approval Signatures

Step Description	Approver	Date
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