



Channel Islands

CALIFORNIA STATE UNIVERSITY

## Division of Student Affairs

**DSA Area Name:** Campus Life

**Effective Date:** 6/1/2018

**Procedure Number:** CL-p005.001

### Student Affairs Procedure on Interim Suspensions, Suspensions, and Expulsions

**Intent:** To establish a communication and implementation plan when a student is placed on an interim suspension, suspended or expelled from the University.

**Background:** In accordance with California State University (CSU) [Executive Order 1098](#), when a student is placed on an interim suspension or is suspended or expelled from the University, it requires communication to various partners across campus to execute the sanction or interim remedy. Under the direction of CSU Executive Order 1098 and the Vice President for Student Affairs (VPSA), the Dean of Students office within the Division of Student Affairs (DSA), has developed an administrative procedure to ensure all campus partners are notified in a consistent and effective manner.

**Accountability:** Student Conduct Administrator, Dean of Students, VPSA

**Applicability:** Dean of Students office, VPSA office

#### **Definition(s):**

**Interim Suspension:** a temporary removal from the University in order to protect the personal safety of persons within the University community or University Property and to ensure the maintenance of order<sup>1</sup>. A student placed on an interim suspension may not, without written permission from the Campus president (or designee), enter any Campus of the California State University other than to attend the hearing regarding the merits of his or her interim suspension and any disciplinary hearing. The president (or designee) may also restrict the Student's participation in University-related activities on a case-by-case basis, such as attending off-Campus activities and/or participating in online classes. Violation of any condition of interim suspension shall be grounds for expulsion.

**Suspension:** Temporary separation of the Student from active Student status or Student status. A Student who is suspended for less than one academic year shall be placed on inactive Student (or equivalent) status (subject to individual Campus policies) and remains eligible to re-enroll at the University (subject to individual Campus enrollment policies) once the suspension has been served. Conditions for re-enrollment may be specified. A Student who is suspended for one academic year or more shall be separated from Student status but remains eligible to reapply to the University (subject to individual

<sup>1</sup> See CSU Executive Order 1098, Revised June 23, 2015; Title 5 California Code of Regs. § 41302.

Campus application polices) once the suspension has been served. Conditions for readmission may be specified.

Expulsion: Permanent separation of the Student from Student status from the California State University system. Expulsion, withdrawal in lieu of expulsion, and withdrawal with pending misconduct investigation or disciplinary proceeding shall be entered on the Student's transcript permanently, without exception; this requirement shall not be waived in connection with a resolution agreement.

Sanction: A sanction is a requirement issued by the Dean of Students office or as a result of a disciplinary Hearing for students found responsible for violating the Student Conduct Code.

**Attachment(s):** Spreadsheet outlining when campus partners shall be notified, [EO 1098](#), [EO 1097](#), [Title 5 of the California Code of Regulations, Section 41301](#)

## **Procedure:**

### **Interim Suspension Placement**

1. The Dean of Students (or designee) shall issue an interim suspension on behalf of the President to the Student(s) when there is a belief that the separation of the Student is necessary to protect the personal safety of persons within the University community or University property, and to ensure the maintenance of order.
2. The Student Conduct Administrator shall send an un-redacted copy of the interim suspension to the Vice President for Student Affairs, the Special Assistant to the Vice President for Student Affairs, University Police, Title IX & Inclusion (if the allegation is being reviewed as a violation of EO 1096/1097), Housing & Residential Education (if the Student is a residential student), and other offices (if applicable) on a need to know basis.
3. The Student Conduct Administrator shall send a redacted copy of the interim suspension to representatives from Records & Registration, Student Business Services, Financial Aid, Human Resources, and other offices (if applicable) on a need to know basis.

### **Interim Suspension Removal**

1. The Student Conduct Administrator will notify the Vice President for Student Affairs, Dean of Students, University Police, Records & Registration, Financial Aid, Student Business Services, Human Resources, and other areas on a need to know basis if the Student is reinstated following the issuance of an interim suspension if the allegations are unsubstantiated or the interim suspension is overturned following a hearing.
2. If an interim suspension is overturned and the Student is reinstated to the University, the Student Conduct Administrator will work with the Student and appropriate offices to reconcile any financial, academic, or social implications associated with the interim suspension pending on the length of the Student's absence from the University. This remedy will be performed after appropriate consultation with General Counsel, Academic Affairs, Financial Aid, Records & Registration, Student Business Services, Human Resources, and other offices on an as needed basis.

### **Suspension Placement**

1. Following a Conference<sup>2</sup>, Hearing<sup>3</sup>, or the Early Resolution Agreement as part of EO 1096/1097 where a sanction of suspension is issued, the Student Conduct Administrator will send an un-redacted copy of the outcome of a suspension to the Vice President for Student Affairs, the Special Assistant to the Vice President for Student Affairs, Dean of Students, University Police, Title IX & Inclusion (if the allegation

---

<sup>2</sup> See CSU Executive Order 1098, Revised June 23, 2015

<sup>3</sup> *ibid*



## Interim Suspension/Suspension/Expulsion Notification

Must be Notified		
Office	Purpose	Notes
Vice President for Student Affairs	Designee under EO 1098	Will receive un-redacted copy
Special Assistant to the VPSA	Informational purpose	Will receive un-redacted copy
AVP for Student Affairs & Dean of Students	Area Head of Campus Life & Dean of Students, informational purpose	Will receive un-redacted copy
University Police	Police enforcement	Will receive un-redacted copy
Records & Registration	Administrative holds, transcript notations, SharePoint notification, faculty notification	Will receive redacted copy with name of student and administrative sanction
Financial Aid	Financial aid adjustments	Will receive redacted copy with name of student and administrative sanction
Student Business Services	Reimbursement, disbursements, and money owed	Will receive redacted copy with name of student and administrative sanction
Student Conduct Staff	Administrative follow up	Will receive un-redacted copy
Human Resources/HR for University Auxiliary Services	Separation of employment	Will receive redacted copy with name of student and administrative sanction

May be Notified		
Office	Purpose	Notes
Title IX & Inclusion	Any cases that involve EO 1096/1097	Will receive un-redacted copy
Complainant (DHR/Title IX cases only)	Any cases that involve EO 1096/1097	Will receive un-redacted copy
Housing & Residential Education Staff	Termination of Housing License Agreement, update housing space	Will receive un-redacted copy
VA Certifying Official	Update provided to Department of Veterans Affairs	Will receive redacted copy with name of student and administrative sanction
International Programs	Designated School Official may need to update SEVIS record for DHS	Will receive redacted copy with name of student and administrative sanction
Dean of Students office	Coordination if necessary of student's visitation on campus, informational purpose	

Completed Suspension Notifications		
Office	Purpose	Notes
University Police	Police enforcement	Will update RIMS system to reflect update
Records & Registration	Administrative holds, transcript notations, SharePoint notification, reenrollment/reapplication	Will remove transcript notation if suspension occurs for less than one year

was reviewed as a violation of EO 1096/1097), Housing & Residential Education (if the Student is a residential student), and other offices on a need to know basis.

2. The Student Conduct Administrator will send a redacted copy of the suspension to representatives from Records & Registration, Student Business Services, Financial Aid, Human Resources, and other offices on a need to know basis.
3. Students that are suspended for more than one academic year will be reported by Records & Registration to the Systemwide CSU Student Conduct SharePoint site that provides notification to all 23 CSU campuses of the outcome of the sanction.

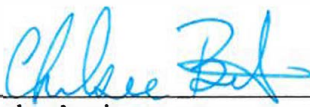
### Return from Suspension

1. A student interested in returning to the University following a suspension must provide the Student Conduct Administrator their completed sanctions and meet with the Student Conduct Administrator. Upon approval to reenroll or reapply from the Dean of Students office, the Student Conduct Administrator will notify the University Police and Records & Registration of their successful return to the University.
2. A Student that has not completed the required sanction(s) during their suspension is not eligible to reenroll or reapply with the University and is considered to still be on suspension until the completion of the sanction(s).
3. If a Student is returning from a suspension of more than one academic year, Records & Registration will remove the Student from the Systemwide CSU Student Conduct SharePoint site.

### Expulsion Placement

1. Following a Conference<sup>4</sup>, Hearing<sup>5</sup> or Early Resolution Agreement under EO 1096/1097 where a sanction of expulsion is issued, the Student Conduct Administrator will send an un-redacted copy of the outcome of an expulsion to the Vice President for Student Affairs, the Special Assistant to the Vice President for Student Affairs, Dean of Students, University Police, Title IX & Inclusion (if the allegation was reviewed as a violation of EO 1096/1097), Housing & Residential Education (if the Student is a residential student), and other offices on a need to know basis.
2. The Student Conduct Administrator will send a redacted copy of the expulsion to representatives from Records & Registration, Student Business Services, Financial Aid, Human Resources, and other areas on a need to know basis.
3. Students that are expelled will be reported by Records & Registration to the Systemwide CSU Student Conduct SharePoint site and their record will be maintained permanently.

Chelsee Benté  
Author's name

  
Author's signature

8/4/18  
Date

### Approved:

Tori AcBoni  
DSA Area Head's name

  
DSA Area Head's signature

7/11/18  
Date

Richard Yao  
VPSA's name

  
VPSA's signature

9/21/18  
Date

<sup>4</sup> See CSU Executive Order 1098, Revised June 23, 2015

<sup>5</sup> ibid