

Form C

Recommendation for Student Removal Form

This form is to be used by a faculty member who feels that a student should be permanently removed from an individual class as a result of a severe violation of the ICC Student Code of Conduct.

Students removed from a class will be assigned the grade which would be appropriate if they were withdrawing voluntarily, except in those cases of academic dishonesty, which carry a failing grade as part of the disciplinary action.

Submit the completed recommendation form along with any supporting documentation to the Dean of Student Services Office (East Peoria Campus-L211) for use in the final determination of enrollment status. The final judgment will be communicated to you within two (2) days of the decision.

Recommendation for Student Removal Form

Student Name: _____

Date of Incident: _____

Class Subject and Catalog Number: _____

Class Number: _____

Instructor Name: _____

Thoroughly describe the actions that have occurred in your class that warrant immediate and permanent removal. Provide any supporting documentation (documentation of previous conversations, class syllabus, etc.) that would support your recommendation.

Instructor Signature

Date

Office Location and Phone Number

Email Address