

**Policy Name: Student Disciplinary Procedures**

**PROCEDURE / REQUIREMENTS:**

1. The instructor is responsible for maintaining discipline.
  - a. If a problem occurs with a student the instructor should address the problem at the time of the occurrence.
    - i. The instructor will inform the PST Coordinator of the problem.
    - ii. If the problem does not resolve the instructor will notify PST Coordinator in writing.
    - iii. The PST Coordinator will then setup a meeting with the student and instructor to resolve the issue.
2. Any dismissal of a student from any class will be decided by the PST Coordinator
  - a. The student and the instructor will be notified in writing by the PST Coordinator.
3. If the student has any issues or complaints with the instructor, another student, or the class and you feel that your issues were not handled correctly or to your satisfaction, notify the PST Coordinator.
4. Any complaints of Sexual, Racial, Religious or any other form of harassment will be handled by RESA 6 policy 703.