

INSTRUCTORS GUIDELINES FOR ADDRESSING DISRUPTIVE STUDENTS IN THE CLASSROOM

From time to time instructors have a student who is truly disruptive in the classroom, making it difficult or impossible for teaching to take place. The following guidelines will assist instructors in dealing with these situations from a student discipline perspective. They are not intended to provide information on classroom management or to tell instructors how to conduct their business.

1. Some disruptive students may have emotional or mental disorders. Although such students may be considered disabled and are protected under the Rehabilitation Act of 1973, they are expected to meet the same standards of conduct as any student. It is important that an instructor establish the standards for his or her classroom and enforce them for all students, in conformance with the principles of academic freedom.
2. Some students' behavior may seem to be bizarre, but not threatening. The instructor may want to discuss the student's behavior with professionals, such as a member of the counseling staff. The instructor may also contact the Ombudsman or Campus Judicial Officer, who will consult with appropriate members of the professional staff and the instructor in developing suggestions for working with the student. Care must be taken to protect the privacy of the student.
3. There may be situations occurring outside of the classroom where instructors feel threatened or very uncomfortable with a student's behavior. It is important that such behavior be reported to the Campus Judicial Officer or the student's College Administrative Officer so that appropriate interventions can be made before the situation escalates.
4. Instructors should call upon the chair of their academic department for help and advice in dealing with the disruptive classroom behavior. If the situation cannot be resolved by the instructor and the chair, the Campus Judicial Officer should be notified immediately. Instructors should be aware that notes of the dates, witnesses, and details of the incidents of disruption may be important in any future formal proceedings which may be necessary.
5. In extreme cases in which, in the judgment of the instructor, a student's conduct threatens his/her own health and safety or the health and safety of others, or a student is so highly disruptive that instruction cannot take place, immediate removal from the classroom is appropriate. In such cases, the procedure to be followed is:

a. Instructors should direct a student who is being disruptive or threatening to themselves or others to leave the class. If the student refuses to leave after being requested to do so, the instructor should summon University Police to remove the student (dial 911).

b. After the class, immediately inform the Campus Judicial Officer and file a Disruptive Classroom Incident Report. (Report forms are available from the Student Affairs Division office.) After discussion with the instructor, the Campus Judicial Officer may refer the case to the College Administrative Officer, Dean of Graduate Studies and Research for a graduate student, or Dean of Extension for a Summer Session student, for investigation and to determine whether or not to initiate disciplinary proceedings.

c. After consultation between the investigating official and the instructor, the student may be permitted to return to the class. As appropriate, the investigating officer may: 1) require the student to provide oral or written assurance that there will be no further disruptive behavior as a condition for the student to return to class; 2) initiate disciplinary sanctions which could include warning, interim suspension, suspension, or dismissal.

d. The investigating official will keep the instructor and student informed of the status of the disciplinary proceedings, especially with regard to the student's attendance at further class sessions.

e. Removal of a student from class, either voluntarily or involuntarily, is a serious step and one not to be taken lightly. Any time a student is removed from class, either voluntarily or involuntarily, the instructor should inform the department chair and the Campus Judicial Officer, and file a Disruptive Classroom Incident Report.

7. The Vice Chancellor of Student Affairs may order the "interim suspension" of any student during the period when a hearing is pending when it is determined that such action is "required in order to protect lives or property and to ensure the maintenance of order." If, in the instructor's judgment, immediate suspension is warranted or necessary, he/she shall contact the Campus Judicial Officer immediately. A student so suspended must be provided an opportunity for a timely hearing with respect to interim suspension.

8. For further information consult the Rule Book: Policies and Regulations, Applying to Campus Activities, Organizations and Students, University of California, Santa Cruz.

9. Nothing in these guidelines is intended to infringe upon the academic freedom of students or teachers. Two fundamental principles must be observed: 1) students have the right to express opinions germane to the subject matter of a course; 2) instructors have the right to guide classroom discussion and to set reasonable limits on the classroom time made available to students for the expression of their opinions. The responsibility for striking a balance between these principles rests with instructors.

For purposes of these guidelines, an instructional setting is a class, classroom, laboratory, field, or other environment in which a faculty member is instructing or guiding students in a class scheduled or offered under the auspices of the University of California, Santa Cruz.

INSTRUCTOR'S REPORT

OF DISRUPTIVE CLASSROOM INCIDENT

University of California, Santa Cruz

Form should be delivered to Campus Judicial Officer

205 Hahn Student Services

In accordance with the "Guidelines for Addressing Disruptive Classroom Behavior" the following incident is reported:

Student's Name:

College:

Instructor's Name:

Instructor's Phone:

Instructor's e-mail:

Title of Course:

Date/Time of Incident:

Description of incident:

What instructions were given to the student by the instructor:

Was the student asked to leave the class? ___Yes ___No

If yes, will he/she be allowed back into class? ___Yes ___No

Did you review your action with your department chair? ___Yes ___No

Have you contacted the student's College Administrative Officer? ___Yes ___No

Do you think it is necessary to remove the student from your class
permanently? ___Yes ___No

Instructor's signature:

Date: