

Preventing and Responding to Student Misconduct: Guidelines for Faculty

Student Code of Rights and Responsibilities

- The [Code of Student Rights and Responsibilities](#) is designed to clarify expectations for student conduct on campus (academic and social).
- Faculty and should be aware of the *Code of Student Rights and Responsibilities* and feel comfortable referring to it.

Tips for Preventing Misconduct in the Classroom

- Just as instructors determine academic standards and evaluate student performance according to those standards, it is recommended that instructors determine social conduct standards for their classroom (no chatting in class, reading newspapers, sleeping, using cell phones, etc). For courses with online components, it is recommended that expectations regarding electronic communications be included.
- It is recommended that instructors provide specific information in the syllabus regarding classroom expectations in addition to a reference to the *Code*. This not only sends a message to potentially disruptive students but also communicates to all other students that the instructor will ensure a classroom environment free from disruption.

Recommendations for Responding to Misconduct in the Classroom

(Progressive discipline to insure compliance with due process requirements)

Please note that progression through these steps depends upon the level and repetition of misconduct. Ideally, most incidents of misconduct will be remedied at Step 1 or Step 2.

Step 1:

- Provide an oral warning to student at the time that inappropriate behavior occurs.
- Consider reminding the entire class regarding expectations.

If the oral warning does not remedy the situation and the inappropriate behavior continues:

Step 2:

- Talk to the student individually after class or ask them to schedule a meeting for a later time. If it is not possible to talk with the student individually prior to the next class period, contact the student by phone, email or letter.
- During the discussion with the student, clarify the expectations for classroom conduct and seek the student's cooperation in meeting those expectations. If the oral counseling fails to correct the behavior, the faculty member should refer the student to the Vice Chancellor for Student Affairs.

NOTE: *Step 1 and 2 may both occur during a single class period if a student fails to correct their behavior after being warned by the instructor.*

Step 3:

- If the behavior persists or is so disruptive that immediate action is necessary, ask the student to leave the class for the remainder of the class period. If the student refuses to leave the class, call Security. If necessary, temporarily adjourn the class and ask another student to call Campus Security.
- Contact the Program Chair and the Vice Chancellor for Student Affairs immediately to discuss the situation.
- Document all relevant information and notify the appropriate College officials by completing an [Incident Report](#).

NOTE: Instructors may direct a disruptive student to leave for the remainder of a class period. Longer suspensions or involuntary withdrawals require further disciplinary action through the student disciplinary process and the Vice Chancellor for Student Affairs. Instructor documentation of the sequential events, adequate warnings, and actions are critical.

Step 4:

- Upon receipt of the *Incident Report*, The Vice Chancellor for Student Affairs will investigate the student's alleged violation of the *Code* and take appropriate action according to the Disciplinary Procedures outlined in the *Student Handbook*.
- The investigation may include review by the Behavioral Intervention Team, consultation with the student, faculty member, and Program Chair. The faculty member and Program Chair will be informed of the results of the investigation, as appropriate.
- If disciplinary action is to be taken, a student has the right to a hearing on the charges and actions. They also have a right to an Appeal to those findings if desired. If a student requests an Appeals Hearing, the faculty member may be called upon to present a description of the events or to answer questions.

Meeting with an Angry or Potentially Threatening Student

Instructors should not meet alone with a student who may be a threat to their personal safety. Instead of asking to meet after class, instructors should schedule a specific appointment so that they have time to prepare for the meeting. Instructors may call the Program Chair or the Vice Chancellor for Student Affairs for consultation prior to the meeting. They may also alert them when the student will be meeting with them and ask one of them to either be on standby or to join in the meeting. Any time an instructor feels threatened or has concerns that a student poses a risk to him/herself or others, the instructor should contact the Vice Chancellor for Student Affairs or security and not meet with the student on his/her own.

A Note on Due Process*

To be in compliance with a student's right to due process regarding disciplinary actions, it is important that the College (Vice Chancellor for Student Affairs):

1. Provide a warning describing the nature of the misconduct including information on what section of the *Code of Student Rights and Responsibilities* the student has violated;
2. Clearly explain the expectations of the students to them;
3. Provide the student a reasonable opportunity to correct the behavior; and
4. Provide a procedure to appeal the assessment of the conduct and any disciplinary actions taken.

**Regardless of the incident, where it occurred, or who was involved, documentation of the events are critical.*