

Disruptive Student Behavior Report

Instructions:

The purpose of this form is to help faculty/staff resolve situations created by **disruptive students** and/or to **report other behaviors** that are of concern. Please complete the form promptly within 24 hours after incident and submit it directly to the Dean of Students in the Office of the Deans suite (AC2 235).

Student Name

Instructor Name

Student ID

Course Title & Number

Room Number

Course Time

Today's Date

Date of Incident

Instructors' Description of the incident (i.e. disrupted class by unreasonable outburst, verbally abusive to instructor, threatened peer, etc.) Attach a separate document if needed.

Response/Action taken by the Instructor

Have you had problems with this student before?

Yes No

If yes, please explain:

Did you review the standards in your class with the student?

Yes No

Did you refer the student to the Dean for further disciplinary action?

Yes No

Instructor recommendation(s):

Review by Dean of Students.

No follow-up requested. Report submitted for documentations purposes only.

Two-day removal from class.

Recommend longer suspension

Student must meet with the Dean before returning to class.

Request consultation services from one or more of the following:

Health Services

Campus Police

Psych Services

DSPS Program

Counseling

PROCESS FOR IMMEDIATE REMOVAL OF A STUDENT FROM CLASS

A college instructor may suspend a student from his/her class for a period not to exceed a maximum of two class meetings as scheduled:

1. On the day of the suspension (One Day), OR
2. On the day of the suspension and the instructor's next scheduled meeting of the same class (Two Day).

Procedure for suspending a student for a maximum of two class meetings:

1. Provide appropriate warnings to student:
 - Review syllabus and course expectations during the orientation to the course.
 - Talk privately with the student and identify specific policies, rules, and/or regulations the student is not following.
 - Talk privately with the student, set limits on behavior, and identify appropriate behaviors. Document these meetings for future reference.
2. Provide clear oral or written notice of the reasons for the proposed suspension.
3. Allow the student an opportunity to offer relevant comment on the proposed suspension.
4. After considering student's comments and all relevant information, decide whether to revoke, modify or proceed with the proposed suspension.
5. Immediately following the initiation of a suspension, notify the Dean of Students of the suspension and direct the student to the office of the Dean of Students.
6. The student may not return to class without the meeting with the Dean of Students.

If a student is suspended:

1. Immediately contact the Dean of Student office at (559) 325-5265.
2. Send a follow-up email addressed to the Dean of Students.
3. Complete the Confidential Student Behavior Report and submit to the Dean of Students in the Office of the Deans.