



CLASSROOM DISRUPTIVE BEHAVIOR FORM

Office of Academic Affairs

_____	_____	_____	_____
Student's First Name	Student's Last Name	Student ID	Major
_____		_____	
Student's Contact Telephone		Shaw University Email	

Course Title/Name	Course Code-Section	Department	School

Academic excellence demands that appropriate behavior and decorum be maintained at all times. Disruptive behavior is defined as any behavior which causes disorder or turmoil to exist in the classroom. Disruptive behavior that interferes or interrupts educational activities or infringes on the rights and privileges of others, or interferes with faculty engaged in the teaching process is not permitted. Shaw University does not permit disruptive behavior by students nor condone behavior which incite such.

Faculty/Staff Member: Describe in concise detail the incident leading to student's dismissal from the learning environment:

Was Campus Security needed to escort the student from the learning environment? YES NO

Has the faculty member made arrangements to meet with the student outside of class to discuss the incident? YES NO

Signature (Instructor): _____ Date: _____

Faculty Member's Full Name Shaw University Email Address Office Location

Department Head: Describe in concise detail the resolution provided for the faculty member and the student

Signature (Department Head): _____ Date: _____

Department Head Name Department Head Email Address Office Location

Agreement to Stated Resolution:

Signature (Faculty Member): _____ Date: _____

Signature (Student): _____ Date: _____

Standard Operating Procedure – Disruptive Behavior Policy

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1 CLASSROOM MANAGEMENT
When a student has engaged in disruptive behavior, as defined above,

- Professor will request the student to discontinue the disruptive behavior.
- If the disruptive behavior continues, the professor will instruct the student to leave the class.
 - Security should only be called to remove a disruptive student if the student has refused to leave the class or in matters in which personal safety is at risk.

2 DISRUPTIVE BEHAVIOR REPORTING
The professor completes the Disruptive Student (Classroom) Report and submits to academicaffairs@shawu.edu

3 NOTIFICATION of Disruptive Behavior

- Academic Affairs will notify the student that a Disruptive Behavior Report has been filed regarding them and to contact their Academic Advisor to schedule a time to meet with the Department Head before that class' next scheduled meeting date (cc' VPSA, Department Head(s) for students & major)
- Academic Affairs will also notify the Department Head that their faculty member has submitted a Disruptive Behavior report for a student and to plan to meet with the student

4 INTERVENTION
The Department Head responsible for the management of the course and faculty member will meet with both the student and faculty member, separately, to offer a resolution, which includes how missed work will be made up and/or affect their grade. A resolution should also refer to how the student may be able to return effectively participate in the class.

5

- If the student accepts the resolution, they may return to the class the next day
- If the faculty accepts the resolution, they must promise no retaliation

6

- If the student refuses the resolution, they may call a mediator to resolve the conflict.
- If the faculty member refuses the resolution, academic accommodations must be made for the student to complete the assignments in the course for a grade.

7 REPORTING
The Department Head must complete the Disruptive Behavior form to include the proposed resolution and submit to Academic Affairs with signature of the student and faculty member

8 MEDIATION
Academic Affairs will schedule mediation to include the student, faculty member and Department Head for the following reasons;

- Student and/or Faculty Member refuses the resolution provided by the Department Head
- More than 2 Disruptive Student Reports have been filed for the same student and same course
 - Mediation will be scheduled within 24 hours of receipt of Department Head's Resolution or within 48 hours of the 2nd report.
 - Recommendations from the Mediator are non-negotiable.
 - Refusal to follow the recommendations of the mediator may result in disciplinary action, up to and including dismissal or termination

Disruptive Student Reports involving physical violence, coercion or threats will be processed through the University's Office of Judicial Services and reported to Campus Police and Security.

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