

EDUCATIONAL ENVIRONMENT DISRUPTION POLICY

INSTRUCTOR

Within Five (5) Working Days from Date of Incident

- If an instructor determines that a student is disrupting the learning environment, he/she shall address such behavior and meet with the student to discuss the behavior.
- If disruptions persist in spite of an instructor's best efforts, the instructor may dismiss a student immediately from the classroom until a final resolution of the matter occurs through the process outlined in this section.
- Students who fail to leave the classroom may face removal by the University Police, possible legal action, and charges under the Code.
- If an instructor determines that an unsafe situation occurs due to the actions, behavior, or written or verbal threats from a student, University Police shall be notified immediately and the student removed from the class. In such cases (or in cases of multiple disruptions), the student shall face interim suspension from the class or University until the discipline process is resolved.



INSTRUCTOR

Following any Meeting between Instructor and Disruptive Student

- Following any meeting between the instructor and a student for disruptive behavior, the instructor shall submit an incident report to the Department Chair, Dean of Students and the accused students describing the incident, the student's behavior, and any action taken, including, but not limited to; a written warning, temporary removal from class, and permanent removal from class.
- This policy does not preclude the Dean of Students Office from adjudicating and sanctioning the students for violations of the Code.

STUDENT APPEAL PROCESS

GROUNDINGS FOR APPEAL

1. A meeting was not afforded, including notice of the alleged violation, and an opportunity to present evidence and other information.
2. A sanction was not appropriate to the violation, and/or sanctions were arbitrary or capricious.
3. A finding was not supported by the evidence.
4. Significant information is shown on appeal that was not available at the time of the meeting, could not have been obtained for the presentation during the meeting by the student's exercise of reasonable diligence, and materially affects the finding of a violation or the impression of consequences.

First Appeal

STUDENT DISAGREES WITH INSTRUCTORS DECISION

Within Five (5) Working Days of Receipt of Instructor's Written Decision

- The student must submit a letter of appeal based on the approved "grounds for appeal" to the Department Chair or Program Director within five (5) working days after receipt of the instructor's response.



DEPARTMENT CHAIR OR PROGRAM DIRECTOR

Within Five (5) Working Days of Receipt of Student's Appeal

- Department Chair or Program Director will meet with the student within five (5) working days after receipt of appeal.
- The Department Chair or Program Director will notify the student of his/her decision within five (5) working days of the meeting with the student unless further investigation is necessary.
- The Department Chair or Program Director will forward a copy of the written decision to the instructor, Academic Dean (or his/her designee), the Dean of Students and will retain a copy in the department files.



Second Appeal

STUDENT DISSATISFIED WITH DEPARTMENT CHAIR OR PROGRAM DIRECTOR'S DECISION

Within Five (5) Working Days of the Department Chair or Program Director's Decision

- Student may appeal in writing to the Academic Dean or Vice Provost or his/her designee within five (5) working days after receipt of the Department Chair's or Program Director's decision.
- The Academic Dean or Vice Provost or his/her designee's decision will be based on the written appeal and related documents received from the students and the written decision and any related documents submitted by the Department Chair or Program Director.
- If the appeal is based on new information that could reasonably change the outcome of the hearing or the imposed sanction, the Academic Dean or Vice Provost or his/her designee may send the entire case back to the Department Chair or Program Director.
- The Academic Dean or Vice Provost or his/her designee will notify the student of his/her decision in writing within five (5) working days of receipt of the appeal.
- The Academic Dean or Vice Provost or his/her designee will forward a copy of the decision to the Department Chair or the Program Director, the Dean of Students and the instructor.