

# DISRUPTIVE STUDENT BEHAVIOR

## I. PREAMBLE

When disruptive behavior occurs in the class, the instructor shall make reasonable effort to address the disruption with the student, preferably in private. Toward that end, the instructor and student may consult with Ombuds Services, the Dean of Students, the department chair, or other University offices to discuss ways to resolve the situation informally at any time during the process set forth in this policy.

## II. DEFINITION

Disruptive student behavior in the classroom (on and off campus) is likely to negatively affect the educational experience of the students and instructor(s). Disruptive behavior is defined as any speech or actions that hampers the ability of the instructor(s) to teach or students to learn. Examples of disruptive behavior include, but are not limited to:

- Creating excessive noise
- Refusal to comply with instructor direction
- Unreasonable interference with class discussion including, but not limited to, failure to respect the rights of other students to express their viewpoints
- Talking when the instructor or others are speaking
- Verbal abuse or threat of instructor or other students (e.g., taunting, badgering, intimidation)
- Repeated obscenities
- Making/receiving personal phone calls
- Leaving and entering class frequently in the absence of notice to instructor of illness or other extenuating circumstances
- Persisting in disruptive personal conversations with other students

**NOTE:** The expectation at the University is that students must maintain appropriate behavior regardless of their viewpoints. This policy applies only to disruptive actions or speech by students that negatively impacts the educational environment, not the views or opinions of any individuals or groups.

## III. PROCEDURE

Should the instructor elect to withdraw the disruptive student from class, the following procedures must be followed. Where this policy conflicts with the Non-Academic Code of Conduct, this policy will prevail with respect to disruptive behavior in the academic setting.

### STEP ONE: INSTRUCTOR'S RESPONSE TO DISRUPTIVE BEHAVIOR

When non-threatening disruptive behavior occurs in a class:

- A. The instructor will verbally or (in the case of online or hybrid class situations) via email warn the student that their behavior is disruptive and that it must cease immediately or the student may face removal from the class.
- B. If the student fails to again comply with the instructor's warning to cease the disruptive behavior, the instructor may give a second warning and note that the next disruption will lead to the student being asked to leave the classroom or online space for the remainder of the class period.

C. If the student is asked to leave the classroom for the remainder of the period based on a third disruptive incident, but refuses, the instructor may summon the campus police to escort the student from the classroom. If online class, faculty can moderate and/or temporarily disable LMS functions to prevent the student from further activity until a resolution is determined.

D. At the conclusion of the class period the instructor should file a CARE report.

E. If at any time the instructor or student believes it would be beneficial to contact Ombuds Services, the student may consult an Ombudsperson in an effort to resolve the matter.

F. If the student's non-threatening disruptive behavior persists in subsequent course meetings instructor(s) may proceed to Step Two, below.

When threatening disruptive behavior occurs in a class:

A. If the instructor believes the disruptive behavior poses an immediate threat to the safety of the instructor, the student, or any other students or persons, the instructor should summon the campus police to report the incident and remove the student from the class if on campus, regardless of whether a warning has been issued. At the conclusion of the class period the instructor should immediately file a CARE report.

B. If the instructor believes the student should not be permitted to return to the class to continue in that course, the student should proceed to Step Two, below.

### STEP TWO: WITHDRAWAL PROCESS

#### A. THE INSTRUCTOR

1. If the instructor believes that withdrawing the student from the course is the appropriate course of action, the instructor shall, within one (1) business day of the disruptive incident, file a report with the Dean of Students' Office detailing the disruptive incident(s). The Dean of Students will immediately notify the faculty member's department chair.
2. If the Instructor has the disruptive student in more than one class, and the Instructor believes that the student is disrupting learning in more than one of those classes, or when the student is exhibiting threatening and/or intimidating behavior outside the class (e.g., in the instructor's office, outside the classroom, 3 etc.), the instructor may recommend that the student is removed from all courses taught by that instructor.

#### B. DEAN OF STUDENTS

Except for extenuating circumstances, the following steps will be followed:

1. Upon receipt of the disruptive student report from the faculty member, the Dean of Students and the faculty member's department chair shall determine if the threshold for a formal process is required.
2. If the decision has been made to pursue a formal process, the Dean of Students shall notify the student via University of Michigan-Dearborn email within 3 business day of receiving the Instructor's report. The email shall include:

- Notice to the student that a formal evaluation process has begun;
- A written description of the disruptive behavior incident and faculty complaint;
- A link to the Disruptive Student Conduct Policy, which includes a description of the appeals process;
- A statement letting the student know of the 5 business day deadline to respond to the complaint; and
- Ombuds Services contact information.

3. The Dean of Students and department chair have the authority to put interim measures into place until a resolution has been reached, as needed to serve the academic mission of the University. Interim measures may include separation from the class(es) or other interventions deemed appropriate. These measures may be kept in place until the end of any review or appeal process. To the extent possible the university will provide opportunities for the student to continue working on their coursework. Failure to abide by the interim interventions is a violation of this Policy and may lead to additional disciplinary actions.

4. The Dean of Students and department chair shall make themselves available to meet with the student as soon as possible within 5 business days after notice is provided to the student.

5. Within 5 business days after meeting with the student, or if the student does not avail him/herself of the meeting option, the Dean of Students and department chair shall decide on the appropriate outcome and send notice of their decision, with an explanation of the basis for the decision, to the student, instructor, and dean via University of Michigan-Dearborn e-mail. The decision may consist of:

- Allowing the student to return to course or courses, with or without conditions;
- Allowing or requiring the student to transfer to another course section or sections; or
- Withdrawing the student from the involved course or courses.

There shall be included in the email communication a notice that the student may appeal the decision to the college dean within 5 business days from the date of the email notice of the decision.

### STEP THREE: THE APPEALS PROCESS

The student may appeal the decision of the Dean of Students and department chair to the college dean. The student's appeal must be received by the college dean within 5 business days of the date of the decision. The college dean's decision shall be made and will be sent to the student via University of Michigan-Dearborn email within five 5 business days of receipt by the college dean of the student's appeal.

### STEP FOUR: FINAL RESOLUTION

Students withdrawn for disruptive behavior from a course will receive a grade of W. If the charge of disruptive behavior is upheld, regardless of whether the student is allowed to return to the course, the student is responsible for any loss of financial aid. In the event a decision is made at any point in this process that the student was removed from class without sufficient cause, then the student will be allowed to immediately

return to the course without penalty and the chair and instructor will work with the student to facilitate the completion of any work missed.

## DISRUPTIVE STUDENT BEHAVIOR IN OTHER ACADEMIC SETTINGS

### I. PREAMBLE

Just as each instructor should prepare their students regarding expectations for student behavior, so, too, should personnel in other academic settings. Work areas such as libraries and offices, unlike classrooms, are frequented by the public. Hence, personnel in these areas may not have as much control over who enters their space as does an instructor teaching a class. Preventive measures rely, in part, on the protocol established within offices or other university facilities. These measures can include signage, literature regarding how a student may file a complaint, training on communication techniques for staff who initially come into contact with people entering the area, and procedures for office personnel to follow should a disruption occur. These procedures should include a referral to the appropriate unit head so that a potentially disruptive student has a resource to which the student can be directed to address a concern.

### II. DEFINITION

As is the case with disruptive student behavior in the classroom, disruptive student behavior in other academic settings can negatively affect the educational experience of students and instructor(s).

Disruptive student behavior in other academic settings is speech or action that is disrespectful and/or threatening and either interferes with the learning activities of other students or instructor(s) or impedes the delivery of University services, including but not limited to:

- Campus and colleges offices/staff
- The library
- Learning centers
- Field trips
- Study abroad
- Study lounges and/or study rooms
- Other curricular or co-curricular units

### III. PROCEDURE

#### STEP ONE: Response to the Disturbance

When non-threatening disruptive behavior occurs in an academic setting outside the classroom:

A. The staff<sup>1</sup> or faculty member will verbally warn the student that their behavior is disruptive and that it must cease immediately or the student may face removal from the immediate setting.

B. If the student fails to again comply with the staff or faculty member's warning to cease the disruptive behavior, the staff or faculty member may give a second warning and note that the next disruption will lead to the student being asked to leave the immediate setting for the day.

C. If the student is asked to leave the immediate setting for the remainder of the day based on a third disruptive incident, but refuses, the staff or faculty member may summon the campus police to escort the student from the immediate setting.

D. At the conclusion of the disruptive event the staff or faculty member should file a CARE report ([https://umich.qualtrics.com/jfe/form/SV\\_0AQ9ConHqso2Qjr/](https://umich.qualtrics.com/jfe/form/SV_0AQ9ConHqso2Qjr/)).

E. If at any time the staff/faculty member or student believes it would be beneficial to contact Ombuds Services, the student may consult an Ombudsperson in an effort to resolve the matter.

F. If the student's non-threatening disruptive behavior persists in subsequent interactions with the staff or faculty member proceed to Step Two, below.

When threatening disruptive behavior occurs in an academic setting outside the classroom:

If the staff or faculty member believes the disruptive behavior poses an immediate threat to the safety of the student, any other students or persons, or them, the staff member or faculty should summon campus safety to remove the student, regardless of whether a warning has been issued. At the conclusion of the disruptive incident the staff or faculty member should immediately file a CARE report ([https://umich.qualtrics.com/jfe/form/SV\\_0AQ9ConHqso2Qjr/](https://umich.qualtrics.com/jfe/form/SV_0AQ9ConHqso2Qjr/)).

## STEP TWO: DEAN OF STUDENTS REVIEW

The Dean of Students and the appropriate university personnel shall determine if the threshold for a formal process is met.

If the Dean and appropriate university personnel determine, based on the initial review of the complaint, that the alleged behavior is not actionable or that the matter would be better handled through another process or office, the Dean will notify the staff or faculty member via University of Michigan-Dearborn email that the matter is not actionable.

If the Dean of Students determines, based on an initial review, that the alleged behavior requires an additional response from the University, the Dean will notify the staff or faculty member that the issue is being addressed. The student will be notified via University of Michigan-Dearborn e-mail within 3 business days to schedule a meeting. The email shall include:

- Notice to the student that a formal evaluation process has begun;
- A written description of the disruptive behavior incident;
- A link to the Disruptive Student Conduct Policy, which includes a description of the appeals process; and
- Ombuds Services contact information.

The Dean of Students shall have the authority to put interim measures into place until a resolution has been reached, as needed, to serve the academic mission of the University. Interim measures may include separation from the setting or other interventions deemed appropriate. These measures may be kept in place until the end of any review or appeal process. Failure to abide by the interim interventions is a violation of this policy and may lead to additional disciplinary actions.

Within 5 business days after meeting with the student (or if the student does not avail him/herself of the meeting option, the Dean of Students shall decide on the appropriate outcome and send notice of the decision, with an explanation of the basis for the decision, to the student, staff/faculty member, director or unit head of the staff/faculty member, and college dean via University of Michigan-Dearborn. The decision may consist of:

- Allowing the student to return to the academic setting in which the incident occurred, with or without conditions;
- Prohibiting the student from returning to the academic setting in which the incident occurred;
- Suspending the student through the Non-Academic Code of Conduct policy; or
- Other sanctions deemed appropriate.

There shall be included in the email communication a notice that the student may appeal the decision to the Provost or designee within 5 business days from the date of the email notice of the decision.

## STEP THREE: THE APPEALS PROCESS AND FINAL RESOLUTION

The student may appeal the decision of the Dean of Students to the Provost or designee. The student's appeal must be received by the Provost or designee within 5 business days of the date of the decision. The Provost or designee decision shall be made and will be sent to the student via University of Michigan-Dearborn email within 5 business days of receipt of the student's appeal.

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<sup>1</sup>Staff includes student employees like Supplemental Instruction Leaders, Tutors, and Learning Centers consultants as well as full time staff members.