

STUDENT ACADEMIC DISRUPTION PROCEDURE

INTRODUCTION

Students and faculty share responsibility for maintaining a positive educational environment. Disruptive students in the academic setting hinder the educational environment.

Faculty have a responsibility to treat students with understanding, dignity, and respect. Faculty and instructors (faculty member) have the right and the authority to set reasonable behavioral expectations in academic settings. Faculty are authorized to ensure normal academic functions of the class and other academic settings are not compromised by disruptive student behavior. Students who fail to adhere to such reasonable expectations shall be subject to disciplinary action(s). The procedures for this process are specified in this document.

Disruptive student conduct is prohibited by Regent Laws and the UCCS Student Code of Conduct. Students are required to adhere to the standards listed in the UCCS Student Code of Conduct and to refrain from disrupting classes and other academic settings, as defined in this procedure. The UCCS Student Code of conduct can be found at <https://dos.uccs.edu/student-conduct>.

The purpose of this procedure is to clarify what constitutes disruptive behavior in an academic setting; what actions faculty and academic deans (or their designees) may take in response to disruptive conduct; and the authority of the Office of Dean of Students to initiate disciplinary proceedings against students for disruptive conduct.

LIMITATIONS

This procedure is limited to addressing disruption, as defined below, in the academic setting.

It does not supersede UCCS Police Department policies, the UCCS Student Code of Conduct, or any other University policy.

It also does not provide guidance on matters of Academic Dishonesty. Academic Dishonesty is addressed in accordance with [UCCS Campus Policy 200-019](#), and College polices.

DISRUPTION DEFINED

“Disruption,” as applied to the academic setting, means verbal and other behavior that interferes with normal academic functions. Disruption may also include failure to follow University policies, rules, and regulations.

As noted in the Student Code of Conduct, disruption can occur in different academic settings to include physical class, online class, online discussion, e-mail correspondence, or faculty-student office meetings. Examples include, but are not limited to, speaking persistently without being recognized, persistently interrupting other speakers, verbal and other behavior that distracts the class from the subject, intimidation, physical threats, harassing behavior, personal insults, and refusal to comply with faculty direction.

Civil expression of disagreement with the faculty, during times when the faculty permits discussion, is not in itself disruptive behavior and is not prohibited by this procedure.

INITIATING A CLASS REMOVAL

1. If a student is disruptive to the class, the faculty member will ask the student to stop the disruptive behavior and will warn the student that such disruptive behavior may result in academic or disciplinary action. Whenever possible, the faculty member will communicate this privately to a student. After providing the verbal warning, the faculty member will provide an email follow up reinforcing behavioral expectations prior to the next class meeting. The faculty member will also inform the department chair in writing of the disruptive behavior as soon as possible.
 - a. If the faculty members determines that the disruption is severe, the faculty member is authorized to immediately instruct the student to leave the academic setting immediately, even upon the first occurrence of the disruption. Faculty should contact UCCS Police Department if the removed student does not leave the space upon the faculty's instruction. After removing a student, the faculty member shall notify the department chair as soon as the class has concluded, and begin the process at step four (4).
2. If the student is not disruptive in class for the remainder of the semester, the matter shall be dropped by all parties.
3. If a student is disruptive in class at any point in a semester after being asked by a faculty member to stop being disruptive, the faculty member is authorized to remove the student from the class or other academic setting in accordance with section 1.a, until the matter is resolved.
4. Upon removing a student from the class or other academic setting, the faculty member shall email a summary of the incident to the Academic Dean of the College (or designee), Department Chair, and the Office of the Dean of Students within 24 hours of the removal.
5. Upon receiving notice of a classroom removal, the academic dean and the Dean of Students (or designees) shall inform the disruptive student of the report and shall inform that student of this procedure.
6. Upon removal from a class and until a resolution has been reached, the student shall not attempt to return to the class or the academic setting from which they were removed for any reason. The student will continue to receive, in a timely manner, all relevant information and materials for the course. The department chair shall serve as mediator and facilitator, where necessary.
7. Faculty remain free to contact either the UCCS Police Department or the Office of the Dean of Students for immediate assistance as needed.

OUTCOMES

1. Following the removal from class or other academic setting, the removed student is provided the opportunity to respond to the removal. Both the removed student and the faculty member who removed the student are expected to attempt to resolve the matter at the lowest possible level. If they chose, either the student or the faculty member may ask the department chair or program director to mediate the outcome of the dispute.

2. After the removed student has been provided the opportunity to respond, the faculty member and/or department chair or program director may implement the following outcomes:
 - Verbal or Written Warning
 - Academic sanctions, such as loss of points, reduced grade, etc.
 - Permanent removal from the faculty's class or academic area¹
 - Referral to the Office of the Dean of Students for consideration of possible Student Code of Conduct violations.
3. In many cases, once the matter has been resolved, the student may be permitted to return to class on the condition that the student abides by the behavioral expectations.
4. Outcomes reached will be communicated in writing.

APPEAL OF CLASS REMOVAL

1. If a removed student is not allowed to return to class, the student may request that the appropriate academic dean (or designee) review the matter. This request must be made within five business days of receiving the resolution.
2. The academic dean (or designee) will attempt to review the removal with the removed student, the faculty member, and the chair of the department within three business days of the date the student requests the review and shall inform the student, the faculty member, and the department chair of their decision resulting from that review within seven business days of the date the student requests the review.
3. If, upon review, the academic dean (or designee) determines that the student's removal from the class is warranted, the academic dean (or designee) shall, in writing, so inform the student, the faculty member, and the department chair. The matter may be referred to the appropriate authority or authorities for university disciplinary action if warranted. The academic dean's determination on this matter shall be final.
4. If, upon review of the exclusion, the academic dean (or designee) determines that the student's removal from the class is not warranted, the academic dean (or designee) shall, in writing, so inform the student, the faculty member, and the department chair of their decision. The dean will also designate the date the student may return to the academic setting from which they had been removed. The academic dean's determination on this matter shall be final.
5. If the removal was forwarded immediately to the academic Dean, the appeal of their decision will rest with the next appropriate level. If referred directly to the Office of the Dean of Students, the appeal process can be found in the UCCS Student Code of Conduct <https://dos.uccs.edu/student-conduct>

¹ Upon permanent removal from class, it is the student's responsibility to withdrawal from the course. Withdrawals and tuition refunds will be handled in accordance with university policies and deadlines.

DOCUMENTATION

Notes of the dates, times, witnesses and details of the incidents of disruption, and the impact of the disruption on those present, may be important in any future proceedings. Referrals to the Dean of Students Office require written documentation containing factual and descriptive information. The student has the right to see this documentation.

RESOURCES

UCCS Police Department	719-255-3111
Office of the Dean of Students	719-255-3091
University Mental Health Services	719-255-3265
Disability Services	719-255-3354
Office of Institutional Equity	719-255-4324
University Legal Counsel	719-255-3820