

TOWARD A MODEL OF COMMUNITY CIVILITY STUDENT GUIDE

Purdue University Calumet Guidelines for Handling Student Disruption in the Classroom

Preamble

Purdue University Calumet supports the principles of freedom of expression for both faculty and students. The University respects the rights of faculty to teach and students to learn. Maintenance of these rights requires classroom conditions that do not impede the learning process. Disruptive classroom behavior will not be tolerated. An individual engaging in such behavior may be subject to disciplinary action.

Definition of Civility

Purdue University Calumet places a priority on student learning. We value the inherent worth and dignity of every person, thereby fostering a community of mutual respect. We believe that in order to achieve these ideals, all Purdue University Calumet students are expected, while in the role as student or representative of the university, to exhibit and practice civil behaviors, defined as behaviors that:

1. **Respect** faculty, staff, fellow students, guests, and all university property, policies, rules and regulations
2. **Take responsibility** for one's choices and actions
3. **Accept consequences** of one's inappropriate choices and actions
4. **Communicate** in a professional and courteous manner in all forms, and at all times, whether verbal, non-verbal or written

Other Definitions

1. **Classroom** shall include any gathering of faculty member(s) and students for the purposes of teaching and learning authorized by Purdue University Calumet or any of its units.
2. **Faculty member** shall include all persons authorized by Purdue University Calumet or any of its units to conduct instruction of students enrolled in the University's courses or programs.
3. **Obstruction or Disruption of a University activity** means unlawful or objectionable acts or conduct (1) which seriously threaten the ability of the University to maintain its facilities available for performance of its educational activities, (2) which are in violation of the reasonable rules and standards of the University designed to protect the academic community from unlawful conduct, or (3) which present a serious threat to person or property of the academic community.*
4. **University activity** means any teaching, research, administrative, disciplinary function, proceedings, ceremony, or activity conducted by or under the authority of the University.*
5. **University property** means property owned, controlled, used, or occupied by the University.*

Students' Rights and Responsibilities

Students have the right to a learning environment free of disruptive behaviors.

Faculty Rights and Responsibilities

Faculty has the right and responsibility to define expected classroom behavior consistent with university policy, as well as address and manage disruptive student behavior. Faculty has the right to a teaching environment free of disruptive behaviors.

Faculty reserves the right to make adjustments to classroom behavior expectations at any given time.

Classroom Behavior

In order to effectively communicate behavioral expectations to students, it is recommended that faculty include expected classroom behaviors in their course syllabus. Students are expected to comply with regulations regarding civility, attendance and appropriate classroom behavior.

Recommended Progressive Approach to Handling Disruption in the Classroom

It is recommended that faculty employ a progressive approach in handling disruption in the classroom. However, there are some behaviors that may require more immediate and severe action, including dismissing the class or calling the University Police. Faculty may go directly to step three, if needed. Some examples of when this may occur could include but are not limited to the following: physical violence is being threatened, has erupted, appears imminent, and/or loud arguments have ensued, to the point that the entire integrity of the educational environment has been seriously diminished or compromised. Actions addressing the disruptive behavior will be recorded on the *Handling Disruption in the Classroom* form.

1st Incident of Disruptive Behavior

When a student engages in disruptive actions after faculty has defined and explained appropriate classroom behavior, faculty will call the entire class to order and review the behavioral expectations again. Faculty will remind the class that their “behavioral expectations list” is not exhaustive and no disruptive behavior will be tolerated. Faculty will ask the student to stay after class and verbally warn the student about the identified behavior.

Faculty will record disruption on *Handling Disruption in the Classroom* form, give the student a copy, keep a copy as part of his/her files, and forward the original document to the department. Faculty will also refer the student to the ***Regulations Governing Student Conduct, Disciplinary Proceedings and Appeals**. Student may also record his/her comments on form.

2nd Incident of Disruptive Behavior

Personal, Specific Warning

Faculty will tell the student very clearly that he/she must stop the disruptive behavior immediately. Faculty will ask the student to stay after class and document the specific disruptive behavior exhibited on *Handling Disruption in the Classroom* form, give the student a copy, keep a copy and forward the original document to the department. Faculty will also refer student to the ***Regulations Governing Student Conduct, Disciplinary Proceedings and Appeals**.

If after receiving the *Handling Disruption in the Classroom* form, the student wants to discuss the incident, the faculty will have student schedule an appointment to speak about it. Student may also record his/her comments on form.

3rd Incident of Disruptive Behavior

Action Taken

If disruptive behavior continues, the faculty will petition for action to be taken as follows:

Administratively withdraw student from class (must have signature approval of Dept. Head or Dean). Student may appeal. See Appeal Process.

or

Administratively withdraw student from class (must have signature approval of Dept. Head or Dean and send to the Office of the Dean of Students for further sanctioning), Student may appeal. See Appeal Process.

or

Change student to another section with knowledge and permission of faculty, department head and/or Dean.

or

Other action as deemed necessary.

Explain _____

Faculty will record disruption and discussion/action on *Handling Disruption in the Classroom* form, give the student a copy, keep a copy as part of his/her file, and forward the original document to the department. Also, faculty will refer the student to the copy of **Regulations Governing Student Conduct, Disciplinary Proceedings and Appeals**. Student may also record his/her comments on form.

*Taken from the **Regulations Governing Student Conduct, Disciplinary Proceedings and Appeals** found on the Office of Student Services' webpage www.calumet.purdue.edu/deanofstudents or Student Handbook.

Appeal Process

Student may appeal in writing by the end of the next business day of the withdrawal notification. Student must appeal in writing to the Office of the Dean of Students. Decision will be at the discretion of the Dean of Students or designee and will be determined thusly: is it more likely than not that the student was disruptive in the classroom? All appeal decisions will be final. The burden of proof is on the student to prove disruption did not occur. Student will be notified of a decision by the end of the next business day after receipt of the appeal in the Office of the Dean of Students which is located in Lawshe Hall, Room 105.

When to Call the University Police?

If, at any time, you feel you are being faced with violence in or outside the classroom, please call the University Police **immediately**. Any threat of violence should be taken seriously. Err on the side of caution. Dial 2911 University Police Emergency from any phone on campus. If calling from a non-campus phone, dial (219) 989-2911. Police are available 24 hours a day, seven days a week.

Office of the Dean of Students

The Office of the Dean of Students acts as Student Ombuds Office on campus. In this role, the Office of the Dean of Students will advise you of your rights as outlined in the Student Bill of Rights that is also found on the Office of the Dean of Students' webpage at www.calumet.purdue.edu/deanofstudents or in the Student Handbook. Hard copies of the Student Bill of Rights can be picked up in the Office of the Dean of Students in Lawshe Hall, Room 105. The contact number is (219) 989-4141. Also, feel free to contact the academic department head for information and/or assistance if you are having problems in the classroom.

Counseling Center

A primary purpose of the Counseling Center is to provide counseling and psychotherapy to PUC students experiencing emotional concerns. Please avail yourself of their services, even if you would like consultation on some issues you may be facing. The contact number is (219) 989-2366.