



Campus Administrative Policy

Policy Title: Disruptive Student Policy

Policy Number: 7004 Functional Area: **Student Affairs**

Effective: August 1, 2017
Date Last Amended/Reviewed: August 1, 2017
Date Scheduled for Review: July 1, 2024
Supersedes: N/A

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Applies to: University of Colorado Denver

A. INTRODUCTION

Students and faculty each have responsibility for maintaining an appropriate learning environment. Learning environments are not limited to the classroom but can be any location where groups of students are focused on learning and include (but not limited to) online, study groups, field trips, laboratories, etc. Students who fail to adhere to behavioral standards set in the learning environment may be subject to discipline. Faculty have the professional responsibility to treat students with understanding, dignity and respect, to guide classroom discussion, and to set reasonable limits on the manner in which students express opinions. Students have the responsibility to engage in learning opportunities by being prepared and on time in accordance to the corresponding syllabus and by following the Student Code of Conduct.

Disruptive students in the academic setting hinder the educational process. Although disruptive student conduct is already prohibited by The Laws and Policies of the Regents and the Student Code of Conduct, this policy clarifies what constitutes disruptive behavior in the academic setting; what actions faculty members, department chairs, and

relevant assistant/associate deans may take in response to disruptive conduct; and the authority of the Office of Student Conduct and Community Standards to initiate disciplinary proceedings against students for allegations of disruptive conduct.

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C. POLICY STATEMENT

Students are required to adhere to the behavioral standards listed in the Student Code of Conduct and the course syllabus and to refrain from disrupting classes and other academic settings.

What Constitutes Disruption?

"Disruption," as applied to the academic setting, is defined as behavior a reasonable faculty member would view as interfering with normal academic functions (teaching, learning, and research). Examples include, but are not limited to: persistently speaking without being recognized, persistently interrupting other speakers, behavior which distracts the class from the subject matter or discussion, personal insults to the faculty member or other students, abusive behavior (as identified in the CU Denver Student Code of Conduct), refusal to comply with faculty direction, or verbal or physical threats.

Disagreement with the course instructor or other students, during times when the instructor permits open discussion, is not in itself disruptive behavior and is not necessarily prohibited.

Some students engaging in disruptive behavior may have developmental or other related disabilities. Although such students may be considered to have disabilities and to have protections under the Americans with Disabilities Act and the Rehabilitation Act, these students are held to the same standards of conduct and behavior as any other student. Faculty are asked to refer students to any of the resources listed at the end of this policy statement as appropriate.

Where this policy conflicts with the Student Code of Conduct, this policy will prevail with regard to disruptive behavior in the academic setting.

D. PROCEDURES

1. Faculty Prerogatives

A faculty member is encouraged to informally resolve the disruptive behavior with the student. The first recommended course of action is a private conversation

with the student to address the behavior and remind the student of any behavioral expectations in the student code of conduct, addressed in the syllabus, and/or discussed in class. Depending upon the type of disruption, during this conversation the faculty member might create a personal contract with the student which details a measurable change in behavior (see Appendix A at the end of the policy for assistance). If, after the initial conversation, the behavior persists, or greatly interferes with the learning environment, a faculty member is authorized to ask a student to leave the classroom or other academic site for the remainder of that single class period or meeting time if the faculty member deems it necessary (single time exclusion). If a student refuses to leave the classroom when requested the faculty is to call the Auraria PD (303-556-5000) and request an officer to respond for a student refusing to leave the classroom. The faculty member must submit a Disruptive Classroom Incident Report Form with the Office of Student Conduct and Community Standards as well as the Assistant/Associate Dean of the College or Department Chair (as determined by the College) within 24 hours to document the single-time exclusion.

Faculty are encouraged to consult their chair and/or associate dean as well as the CARE Team at any time.

The Office of Student Conduct and Community Standards, in collaboration with a faculty member, may implement a long-term exclusion (more than one class period or meeting time) excluding the student from the classroom or other academic area pending resolution of the matter as appropriate. A long-term exclusion is accomplished by the faculty member immediately referring the matter to the Office of Student Conduct and Community Standards by submitting a Disruptive Classroom Incident Report. Through the student conduct process the Office of Student Conduct and Community Standards will inform the student of the exclusion and inform the student of his/her rights to request an expedited review of the exclusion, and inform the relevant Assistant/Associate Dean of the College via the filed Disruptive Classroom Incident Report Form. If a long-term exclusion occurs, and if the student requests a review within 3 business days of the exclusion, the Office of Student Conduct and Community Standards shall review the exclusion within three business days of the date the student requests the review.

The single-time exclusion and the long-term exclusion only apply to the classroom or other academic area; nothing in this policy provides for exclusion from the campus or from University property.

Any permanent removal from the course is considered an administrative withdrawal and is not eligible for tuition reimbursement.

Nothing in this policy prohibits the faculty member from making an immediate call to the Auraria Campus Police or referral of the matter to another office, as determined to be appropriate by the faculty member. Other offices or resources could include the Counseling Center, CARE Team, Veteran Services, or

Disability Resources and Services.

2. **Possible Sanctions**

- a. Authority of faculty member and Relevant Assistant/Associate Dean's Office
 - i. Warning.
 - ii. Classroom interventions designed to stop the behavior.
 - iii. Referral to Student Conduct and Community Standards.
 - iv. Single-time exclusion from the instructor's classroom or academic area on a long-term basis pending expedited review by Student Conduct and Community Standards.
 - v. Academic sanction, if course participation is a component of the final grade and is indicated in the course syllabus.
- b. Authority of the Dean of the School or College
 - i. Warning.
 - ii. Referral to Student Conduct and Community Standards.
 - iii. Suspension from the program, school, college, or library.
 - iv. Expulsion from the program, school, college, or library.
- c. Authority of the Office of Student Conduct and Community Standards.
 - i. Warning.
 - ii. Interim Suspension from the course or the institution.
 - iii. Educational Sanctions, such as classes, papers or community service.
 - iv. Disciplinary Probation.
 - v. Suspension from the course of the institution.
 - vi. Expulsion from any part of or all of campus.

3. **Documentation**

- a. The Notes of the dates, times, witnesses, and details of the single-time exclusions, along with the impact of the disruption on those present, may be important in any future proceedings and should be noted by each faculty member.
- b. The Referrals to the Office of Student Conduct and Community Standards require a written form containing factual and descriptive information. The student is entitled to see this form per existing Student Conduct and Community Standards practice.

4. **Disruptive Classroom Incident Report**

The Disruptive Classroom Incident Report will be completed via online reporting and shall contain the following information:

- a. Date of Report
- b. Student's Name
- c. Id Number
- d. Instructor's Name
- e. Instructor's Phone Number
- f. Instructor's Email
- g. Title of Course, Course number, and section.

- h. Date/Time/Location of Incident
- i. A detailed summary of the incident, including a description of the disruptive behavior.
- j. Witnesses
- k. Action, if any, taken by the instructor (e.g. student warned, asked to leave the class, etc.)
- l. Recommended course of action and reasons for this recommendation.

E. RESOURCES

Auraria Campus Police

A dedicated, full-service police department, operating 24 hours a day, seven days a week, 365 days a year.

Emergency 911 (from any campus hardwired phone)
303-556-5000

CU Denver Counseling Center

Provides mental health counseling services to CU Denver students and the Denver Metro community.

Tivoli Student Union, Room 454
303-556-4372

Disability Resources and Services

Provides assistance to students with disabilities and arrange for reasonable accommodations.

Student Commons Building, Room 2116
(303) 315-3510

Student Conduct and Community Standards

A resource to the entire University community through its efforts to meet the developmental and educational needs of students related to community expectations, civility and respect for self and others.

Tivoli Student Union, Room 227
303-556-3682

Ombuds Office

The Ombuds Office is an independent resource, which will provide informal, confidential and neutral services to members of the university community in resolving conflicts, complaints, and disputes.

Lawrence Street Center, Suite 1003
303-315-0046

Dean of Student Office

Provides students with opportunities and experiences which encourage learning, development and personal growth. Also provides a wide-range of support services and resources for students on campus.

Tivoli Student Union, Suite 227
303-556-2444

CARE Team

Address the health and safety needs of students as well as the campus community.

303-556-3579

shareaconcern@ucdenver.edu

ucdenver.edu/care

Office of Case Management

Serves the needs of the campus community and struggling students. Case management services include but are not limited to: providing intervention, advocacy, resources and referrals as well as follow-up services for students who are experiencing significant difficulties.

Tivoli Student Union, Suite 227

303-556-3579

shareaconcern@ucdenver.edu

ucdenver.edu/casemanagement

Notes

1. Dates of official enactment and amendments:
Adopted by CU Denver Chancellor's on August 1, 2017.
2. History:
Modified on October 26, 2018 to reflect a 2018 Campus-wide effort to recast and revitalize Campus policy sites into a standardized and more coherent set of chaptered policy statement organized around the several operational divisions of the university. Article links, University branding, and formatting updated by the Provost's Office.
3. Initial Policy Effective Date:
August 1, 2017
4. Cross References/Appendix:
[University Policy Framework and Hierarchy](#);
[Board of Regents Policy 3B: Officers of the University and Administration](#)

Appendix A Behavior Contracts

Behavioral contracts with students provide an effective intervention to disruptive behavior. Contracts can span a range from informal verbal agreements (although it is recommended to follow up such a conversation with a summary email) to the very formal. Statements on a class syllabus are essentially a behavioral contract as they set out expectations and consequences. Later behavioral contracts can establish specialized expectations for individual students to help them be successful. Below you can find some examples.

Summary Email

Fred,

This email is to summarize our discussion yesterday (January 15, 2017) where we discussed the disruptive nature of your behavior over the past few weeks. Specifically, we discussed you constantly having side-bar conversations with those around you as well as your habit of getting out of your seat and wandering the classroom. We agreed on some things which should help you be successful and allow classroom learning to continue as needed. We agreed:

- You would sit away from Barney, Betty, and Wilma as they are such a distraction to you that you like to have side-bar conversations during class.
- You would excuse yourself from the classroom when you feel the need to get out of your seat and move around.
 - You will come in during my office hours to catch-up on anything which was missed while you were out of the room.

If the side-bar conversations and the wandering continue I will be forced to remove you for the remainder of the class period. I feel these actions will help you and your classmates to be more successful.

Thank you,

Mrs. Stonewall

Formal Behavior Contract

Behavior Contract

I, Fred, understand the following behavior is expected of me while I am in English 1020:

1. No talking to those sitting next to me while others are speaking.
 - a. I will not sit by Barney, Betty, or Wilma during lectures or presentations.
2. I will not be a distraction by wandering around the classroom.
 - a. When I feel the need to leave my seat I will also leave the classroom.
 - b. I will use office hours of my professor to catch-up on what I missed while I was out of the classroom.

I have read and understand the above information and promise to follow these guidelines. If I continue to disrupt the classroom I understand I could be removed for the class period.

Student's Signature

Faculty Signature