

I. DISRUPTIVE BEHAVIOR POLICY STATEMENT

The College of Arts and Sciences strives to maintain a positive learning environment and educational opportunity for all students. Consequently, patterns of behavior which obstruct or disrupt the learning environment of a classroom or laboratory, whether in a face-to-face, online, or other type of educational forums will be addressed.

- The instructor is in charge of the course. This includes assignments, due dates, methods and standards of grading, and policies regarding attendance, tardiness, late assignments, outside conferences, technology use, etc.
- The instructor is in charge of the classroom or educational setting. This includes the times and extent to which he or she allows questions or discussion, the level of respect with which he or she and other students are to be treated, and the specific behaviors he or she will allow within their classes. Open discussion of an honest opinion about the subject of a course is encouraged, but the manner in which the class is conducted is a decision of the instructor.
- An instructor may have a specific policy regarding cell phone, computer or other technology use within the classroom and its use may be restricted. It is up to each faculty member to determine how such technology will be used in his or her classroom and specific penalties may be outlined within his or her syllabi.
- An instructor is entitled to maintain order in his or her class and has an obligation to other students to do so. Toward that end, an instructor is authorized and expected to inform a student that his or her behavior is disrupting a class and to instruct the student to stop that behavior. If the student persists, the instructor is authorized to direct the student to leave the class. If the student fails to comply with a directive to leave the class, the instructor may call Public Safety (x5000, (231) 591-5000, or 911) to assist with the student's removal. Instructors with classes taught at locations off the main campus should confer with their statewide location director to verify protocols for on-site Public Safety numbers.
- If a student persists in a pattern or recurrent disruptive behavior, then the student may be subject to administrative action up to and including an involuntary withdrawal from the course, following administrative review by the Arts and Sciences Dean's Office (see Dean's Review procedure), and/or University disciplinary and student conduct proceedings. (University disciplinary procedures are delineated in the "Student Conduct and Discipline Policy" *Available on-line at [http://www.ferris.edu/htmls/administration/StudentAffairs/Studenthandbook/.](http://www.ferris.edu/htmls/administration/StudentAffairs/Studenthandbook/)*)
- Students, as well as employees, are bound by the University's policy against harassment, in any form. Harassment will not be tolerated. (*Policy available at: www.ferris.edu/diversity/ONCampus/Employee.htm.)*)
- The student's Dean's Office will be notified of any serious pattern or instance of disruptive behavior. Students may be referred to the College of Arts and Sciences CARE

Team, the University Behavior Review Team or Threat Assessment Team, the Dean of Student Life, Office of Student Conduct, or other appropriate referral resource.

II. GUIDELINES FOR INSTRUCTORS AND OTHER PERSONNEL

- *You may lower a student's grade for being disruptive (e.g., from a "B" to a "C") only to the extent that you have incorporated quality of class participation into your grading system for all students.* (Note: Academic misconduct, which is covered by other regulations, can be a legitimate basis for lowering a grade or failing the student. See University's Academic Misconduct Policy (Available online at: http://www.ferris.edu/HTMLS/administration/studentaffairs/judicial/faculty_resources/academicmisconduct.htm)
- Please review the University's Policy on Student Conduct (Available on-line at [http://www.ferris.edu/htmls/administration/StudentAffairs/Studenthandbook/.](http://www.ferris.edu/htmls/administration/StudentAffairs/Studenthandbook/)) so that you are fully aware of both the student's responsibility for appropriate conduct and the University's disciplinary procedures pertaining thereto.
- If you have specific behavioral expectations for your classes, you are strongly encouraged to include these in your syllabus and/or review them with all students at the beginning of the term.
- When disruptive behavior occurs in class or another educational setting (e.g., computer lab, tutoring room):
 - Confront it directly and simply. Note: Depending on the situation, this may be a discussion best had one-on-one at a later time.
 - Label the behavior as disruptive.
 - Tell the student to stop the behavior. Example: "*Your throwing spit balls is disrupting the class. Please stop.*" Or "*Your talking is interfering with my ability to lecture, and it is disrupting the class. Please stop or I will ask you to leave the room.*" Or "*Your texting is being rude and disrespectful. It is against course policy so please put your phone away.*"
 - It is best to respond early, while you are most likely to be able to do so with little emotion.
- If the student does not stop, do ask the student to leave the room. Make a note of that (e.g., on your grade book or office calendar). Do not tell the student he or she cannot return to class at a later session, however, as this violates University policy.
 - If the student refuses to leave, either dismiss the class or excuse yourself for a few minutes and call Public Safety (extension x5000, (231) 591-5000, or 911) from a nearby office or courtesy phone, or use the phones available in the labs or classrooms.

- Faculty and staff are encouraged to observe “best practices” and immediately document in writing all incidents of alleged misbehavior, including specific dates of each individual incident and using neutral behaviorally descriptive language.

III. POTENTIAL ACTIONS

- If you feel threatened or in cases of potential threat, dismiss class and **CALL 911 IMMEDIATELY.**
- If you experience a pattern of disruptive behavior and this student does not respond appropriately to a clear, simple message, then inform your department leadership (i.e., chair or head) immediately. He/she will be kept informed about any changes in policy or procedures, and can probably provide some good advice as well.
- If you feel this student may need a referral to other available resources within the university, you may also contact the College of Arts and Sciences CARE Team (231) 591-3660.
- You may invoke the University’s disciplinary procedure against a disruptive student. Serious behavior problems, as well as any student who refuses to leave the room when instructed to do so, should also be reported to the Office of Student Conduct at (231) 591-3619.
- If you feel this student is a threat to him or herself or to others, you may make a referral to the University Counseling Center (231) 591- 5968, Behavior Review or Threat Assessment Team. This referral can be made through your department leadership (e.g., chair or head), the CAS CARE Team (231) 591-3660 or through the Office of the Dean of Student Life (231) 591-2686. If it is an emergency, **CALL 911 IMMEDIATELY.**
- In extreme cases, you may also ask the dean’s office to withdraw the student from your class, an action which may be taken following dean’s office review (see Dean’s Review procedure).

Note: When in doubt, don't hesitate to talk to senior colleagues, your department leadership (i.e., chair or head), or the Dean's office. Most problems can be resolved if addressed early and unambiguously. We are here to help you maintain a quality learning environment and the integrity of the classroom.