

Austin Peay State University – Division of Student Affairs Academic Disruption/Misconduct Procedures

Disciplinary Definition

In its broadest and most generic sense, the term disruption applies to behavior that persistently or grossly interferes with academic and administrative activities on campus. Ordinarily, such behavior actively hampers the ability of the other students to learn and of the instructors to teach.

The following is a specific, although not exhaustive, list of disruptive behaviors that *commonly* result in the administrative imposition of discipline:

- Persistent or gross acts of willful disobedience or defiance toward university personnel.
- Assault, battery, or any form of physical abuse of student or university personnel.
- Verbal abuse of a student or university employee.
- Any conduct that threatens the health or safety of another individual (including any such action that takes place at an event sponsored or supervised by the university).
- Interference with the normal operations of the university (i.e. disruption of teaching and administrative functions, disciplinary procedures, pedestrians or vehicular traffic, or other university activities, including its public service functions).
- Use of personal portable sound amplification equipment (e.g. radios and tape players), cell phones, and pagers in a manner that disturbs the privacy of other individuals and/or the instructional program of the university.
- Disorderly, lewd, indecent, or obscene conduct.
- Breach of peace on university property or at any university sponsored or supervised function.
- Failure to comply with the directions of university officials, faculty, staff, or campus security officers who are acting in performance of their duties.

Minor disruptions should first be corrected through the established classroom or office standards communicated to students. However, major disruptions, that is, any behavior (s) that disrupts the educational process should be met with disciplinary action.

Disciplinary Process and Procedures

Step One: Documentation

When formally transmitting information about disruptive behavior, faculty and staff are advised to accompany any oral reports with written documentation of their observations. The documentation should be devoid of psychological jargon or speculation. Information should be specific and concrete, stressing only the student's unacceptable behavior(s).

Documentation of incident(s) is critical to adjudicating cases of disruptive behavior. It is important to document all incidents that may lead to referring a student to the disciplinary process. Documentation should include:

- What occurred – specific chronology of events
- When it took place (time/date)
- Where it took place(location)
- Who was involved including key witnesses
- History of previous encounters with student
- Documentation should not include judgmental or diagnostic language

Step Two: Notification

If a Faculty/Instructor would like to file a complaint for classroom misconduct contact:

Gregory R. Singleton
Dean of Students
206 Morgan University Center
Phone: (931) 221-7341

Step Three: Process

Bring all documentation to file the complaint. Once the complaint is filed, the Office of Student Affairs will investigate the complaint against the student for violation of the Code of Student Conduct. In cases where violation(s) are substantiated, a formal disciplinary file will be developed, in addition to assisting faculty in further actions to be taken.

The student will then be processed through the University disciplinary procedures, as outlined in the Code of Student Conduct.

Important Points to Remember:

1. Faculty/Instructor has the authority to verbally exclude a student, due to disruption, if necessary. If a student refuses to leave upon request, Campus Police should be called to escort the student from the class.

2. **Two categories of exclusion:**
 - (A) Student poses imminent threat of harm to self or others. If this is the case, campus police should be contacted. (Faculty has the authority to contact Campus Police (ext. 4848 for emergency without prior approval). If a student poses such a threat, based upon the Campus Police report, the Office of Student Affairs will impose a temporary suspension, thereby preventing the student from returning to class and possibly to campus, while adjudicating their case. ***Note: Campus Police should only be called in the event of a real threat.***

 - (B) If the student poses no such threat, the student will be allowed to return to the class during the disciplinary process. If the student continues to disrupt the class, the faculty member may notify the Office of Student Affairs for additional assistance.

3. ***The Office of Student Affairs will expedite the exclusion of students as quickly as possible and any classroom disruption will receive top priority.***