



DIRUPTIVE CLASSROOM BEHAVIOR REFERRAL FORM

Instructors are responsible for establishing and communicating academic and behavioral standards of performance on the course syllabus. It is recommended that instructors define disruptive behaviors chatting in class, using cell phones, sleeping, checking Facebook.

Most incidents can be managed with an oral warning to the student or a general reminder to the class about expectations.

Talk to the student privately if the behavior continues. If needed, follow up with a written warning to the student that further incidents may result in dismissing a student for the remainder of the class period and a referral to the Office of Student Conduct. Do not meet alone with the student if you have personal safety concerns. Consult with Security. Document your conversation.

If the behavior persists after an oral and written warning, submit a report to the Office of Student Conduct. If disciplinary action is taken, the student has a right to a hearing on the allegations. You may be called as a witness.

For more serious incidents such as a classroom outburst or an assault on a field trip, the matter should be immediately reported to Security and the Office of Student Conduct.

BEHAVIOR INCIDENT REPORT

Date:

Referral Name:

Department:

Contact Phone Number:

Please identify the student of concern

Student Name:

Tech ID:

Please identify the incident

Date(s) of Occurrence:

Class/location of incident:



Please provide a detailed description of the incident(s). Factual observations are most helpful. Avoid personal judgments, opinions, speculations and stereotyping.

Identify witnesses and provide contact information:

Please describe previous attempts to address and correct the disruptive behavior.

HELPFUL ATTACHMENTS:

A copy of your course syllabus if it outlines behavioral expectations and/or criteria for earning class participation points.

Emails or other communication you have received related to the allegations.

PLEASE SUBMIT REFERRAL FORM TO:

OFFICE OF STUDENT AFFAIRS, WA 228

ATTN: ACADEMIC DISHONESTY

MINNESOTA STATE UNIVERSITY, MANKATO (507) 389-2121