

University of South Florida system Regulation

Regulation Number: USF3.025

DISRUPTION OF ACADEMIC PROCESS

PROCESS: Alleged disruptions of the academic process

- Will be handled initially by the Instructor
- Will discuss the incident with the student whenever possible

Classroom Disruption

- 1) Ask a student to stop the disruptive behavior and/or warn the student that such disruptive behavior can result in academic and/or disciplinary action
 - a. ***Such “fair warning” should be used prior to asking a student to leave the classroom or other academic area.***
- 2) Ask a student to leave the classroom or academic area and desist from the disruptive behavior. If this occurs:
 - a. Faculty must send an Academic Disruption Incident Report ***within 48 hours***
 - i. Department Chair (Arts & Sciences only)
 - ii. Associate Dean or Dean (as determined by each College)
 - iii. Office of Student Affairs
 - *See page 2 for Code of Conduct violation process*
 - iv. Student
- 3) Exclude the student from the classroom or other academic area pending resolution of the matter (see below).
 - a. inform the student of the exclusion,
 - b. inform the student of his/her right to request an expedited review of the exclusion within two days to the Chair of the Department (A&S) or Associate Dean (as determined by each college)

Classroom Emergency or need for immediate action

- 1) Notify the appropriate law enforcement agency, Student Affairs and other authorities ASAP

Appeal of Exclusion (temporary or permanent) from academic area

- 1) Student
 - a. **request an expedited review** to the Department Chair (CAS only) or Associate Dean (COE, COB) ***within two (2) days***
- 2) Department Chair (CAS only)/Associate Dean (COE, COB)
 - a. review the exclusion ***within two days*** of the date the student requests the review
 - b. decide if the student can return to the specific class and/or any academic setting
- 3) Student
 - a. may appeal decision **in writing** to the Associate Dean (CAS) or Dean (COE, COB) ***within two (2) days***
- 4) Associate Dean (CAS) or Dean (COE, COB)
 - a. reviews & decides the appeal ***within two days*** of the student request
 - b. decision rendered **must be in writing** and will be final and binding

*When an incident is being reviewed by Student Affairs for possible disciplinary sanctions, current provisions affecting the student's academic status (temporary or otherwise) will be communicated by Student Affairs to the Instructor and appropriate academic administrators or instructors responsible for the student's current academic standing as soon as possible, but within two weeks of the reported incident [i.e. interim suspension, interim restriction of access, interim no contact orders, etc.]. **Only final disciplinary sanctions that affect the academic status of the student will be communicated to the Instructor(s) and appropriate academic administrators after the disciplinary process is complete** [includes the full appeal process as specified in the Code of Conduct].*

University of South Florida Regulation
Regulation Number: USF6.0021
STUDENT CODE OF CONDUCT

Proscribed Conduct

Disorderly: Breach of peace, such as causing a disturbance or being unruly.
Disruptive: Actions that impair, interfere with or obstruct the orderly conduct, processes and functions of the University.

PROCESS:

Referral

1. Complaints are made to the Office of Student Affairs and can be submitted by any student, faculty, staff or administrator.

Initial Review

1. Conduct Officer will begin an Initial Review of the complaint and will
 - a. normally request, **within six class days** of the Receipt of Referral, a meeting with the student ,
 - b. determine whether relevant evidence exists and if there is a reasonable basis for believing the University's Student Code of Conduct was violated, and
 - c. conclude the review **within six weeks** of Receipt of the Referral.
2. Conduct Officer will issue a *Determination Letter* which will
 - a. indicate that the Referral has been dismissed, or
 - b. indicate that the Referral has been accepted and a disposition of the matter required
3. Student will either
 - a. accept responsibility and agree to the imposition of sanctions, or
 - b. request a formal hearing and choose either
 - i. a hearing before an administration officer [selected by the office of Student Affairs], or
 - ii. a hearing before a University Conduct Board [50% faculty/staff, 50% students].
 - c. This choice must be made and submitted in writing **within 10 class days** of the date of the Determination letter.
4. University Conduct Board or Administrative Officer will
 - a. hear the case **no later than six weeks** from the date of the Determination Letter except in special circumstances which will be identified by the Student Conduct Officer.
 - b. present their decision to the student in writing **within ten class days** following the hearing.

Appeal

1. Student may appeal in writing the decision of the University Conduct Board or Administrative Officer **within five class days** of the date of the letter to the Vice Chancellor of Student Affairs.
 - a. The Vice Chancellor may impose the sanction recommended at the hearing or any other sanction.
 - b. The decision of the Vice Chancellor will be rendered **within ten class days** of receipt of the appeal except in extraordinary cases as determined by the Vice Chancellor and is the final decision of the University of South Florida St. Petersburg.

Rights of the Complainant/Victim

1. The complainant shall have the right to submit a list of questions related to the alleged incident for consideration prior to the hearing, that she/he feels the accused should be asked during the hearing process.
2. In cases of alleged violent or injurious behavior additional rights pertain [see section V.C.2.a-e]

University of South Florida St. Petersburg
Academic Disruption Incident Report Form

Reporting Person & Department _____ Date of report _____

Note: Anonymous submissions of incident reports will not be processed by the Academic Affairs Office, Department Chair, or Office of Student Rights and Responsibilities (formerly Judicial Affairs)

Reporting Person's Name and title: _____

Reporting Department & College/Unit: _____

E-mail: _____ Phone: _____

Student Information (Please provide all known information):

Student's Name & U#: _____

Local Address: _____

Email: _____ Phone: _____

Witness(s) Information:

Witness's Name & U#: _____

Email: _____ Phone: _____

Witness's Name & U#: _____

Email: _____ Phone: _____

Title of Course, Course Number and Section:

Incident Description:

Date: _____ Time: _____ Location: _____

Specific Description of Incident & Disruptive Behavior (Use the space below and provided on page two of this document or type the text on a separate page):

Specific Description of Incident & Disruptive Behavior section (continued):

Action taken to date: (if any taken by incident reporter):

University Police Involvement: _____ YES or _____ NO Case#: _____

Recommended course of action and reasons for recommendation (for academic area only, not Student Rights and Responsibility/Judicial Affairs (SRR)) :

For Faculty/Staff: Due to FERPA regulations, the University can only disclose certain information regarding conduct cases. Based on these regulations, the Student Affairs Office will notify any instructors who have an educational need to know if a student of theirs has been suspended or expelled from the university.

Reporting Person's Signature

Date of report

NOTE: Please send this report to a.) the department chair, b.) the Assistant/Associate Dean of the college, c.) the Office of Student Rights and Responsibilities or the institution's designated office in Student Affairs, and d.) the student.