



FLORIDA A&M UNIVERSITY SCHOOL OF ALLIED HEALTH SCIENCES

DISRUPTION OF THE ACADEMIC PROCESS POLICY

PURPOSE

To ensure that the integrity of the academic process is maintained and protected.

AUTHORITY

University Regulation 2.012 - Student Code of Conduct, Student Handbook (FANG) and SOAHS' Division specific student handbooks and policy manuals.

DEFINITION

Disruption of the academic process is defined as the act or words of a student in a classroom or teaching environment which in the reasonable estimation of a faculty member is: a) directs attention away from the academic matters at hand, such as noisy distractions; persistent, disrespectful or abusive interruptions of lecture, examinations or academic discussions, or b.) presents a danger to the health and/or safety of the faculty member or other students.

PROCEDURES

Alleged violation of the disruption of the academic process will be handled as follows:

STEP #1

The instructor (being the first line of contact and the observer of the incident) will have a meeting with the student (s) to discuss the incident immediately after the class or at a time convenient for the student(s) and the instructor. Prior to or during the discussion meeting with the student, the instructor will complete the incident reporting form.

If the disruption requires immediate removal of the student (s) from the class, the instructor will wait until the student is safely removed/leave the class and then immediately or as soon as possible write up the incident on the Incident Reporting Form. Afterward, the Division Director and the Dean's office will be notified (a copy of the completed Incident Reporting form will be provided) of the incident. A copy of the Incident Reporting Form will be maintained in the student's permanent cumulative file. If the campus police was involved and assisted with the removal of the student, then a copy of the police report and/or the arrest report should be placed in the student's permanent cumulative file and a copy sent to the Division Director and one to the Dean's office.

STEP #2

After the meeting between the instructor and the student, and if a mutual agreement for a solution has been agreed upon, the instructor shall note the solution on the Incident Reporting Form, place a copy of the form

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in the student's cumulative file, send a copy of the form the Division Director, and a copy to the Dean's office. The incident and the solution will be documented and maintained by the Office of Students Affairs in SOAHS. A copy will be provided to the student.

STEP #3

If no solution is reached during the meeting between the instructor and the student and the Incident Reporting Form is completed, then a copy of the form should be forwarded to the Division Director and a copy placed in the student's cumulative file. The Director will meet individually with the instructor and the student. If deemed necessary, the Director may meet jointly with the instructor and the student. If a solution is agreed on, the Director shall have the instructor note the solution on the Incident Reporting Form, after which a copy will be placed in the student's cumulative file, and a copy forwarded to the Dean's office. A copy of the Incident Reporting Form will be provided to the student.

STEP #4

If no solution can be reached by the Division Director, then the incident will be referred to the Dean's office for resolution. The Dean or designee will meet individually with the director, the instructor and/or the student(s). If deemed necessary, the Dean or designee may meet jointly with the Director, the instructor, and the student. If a solution is agreed to, the Dean will ask the director to have the instructor note the solution on the Incident Reporting Form and place a copy in the student's cumulative file and forward a copy to the Dean's office. A copy of the form will be provided to the student (s).

CONSEQUENCES

The consequences for the disruption of the academic process will depend on the seriousness of the disruption and may range from a private discussion (step #1) between the student and the instructor to which may escalate to a meeting with the Dean or designee or it may progress to (step #4) dismissal from the affected class. Particularly serious instances of rowdiness, fighting or other continuous disruption of the academic process may result in immediate removal from the class and a mandatory meeting with the Dean or a member of the Dean's Executive Committee which may result in a possible suspension or permanent expulsion from the school.

Implementation date: 11/4/2005