

# Guidelines for Managing Disruptive Student Behavior

These optional guidelines for addressing disruptive behavior are available for faculty as a supporting mechanism as needed. Each faculty member has the latitude to determine how they will manage disruptive behavior in their own classroom.

## Documentation

During each step in the process, documentation should be created and kept on file.

This is to best protect the student and the instructor.

## Notifications

**Step 1:**  
None required

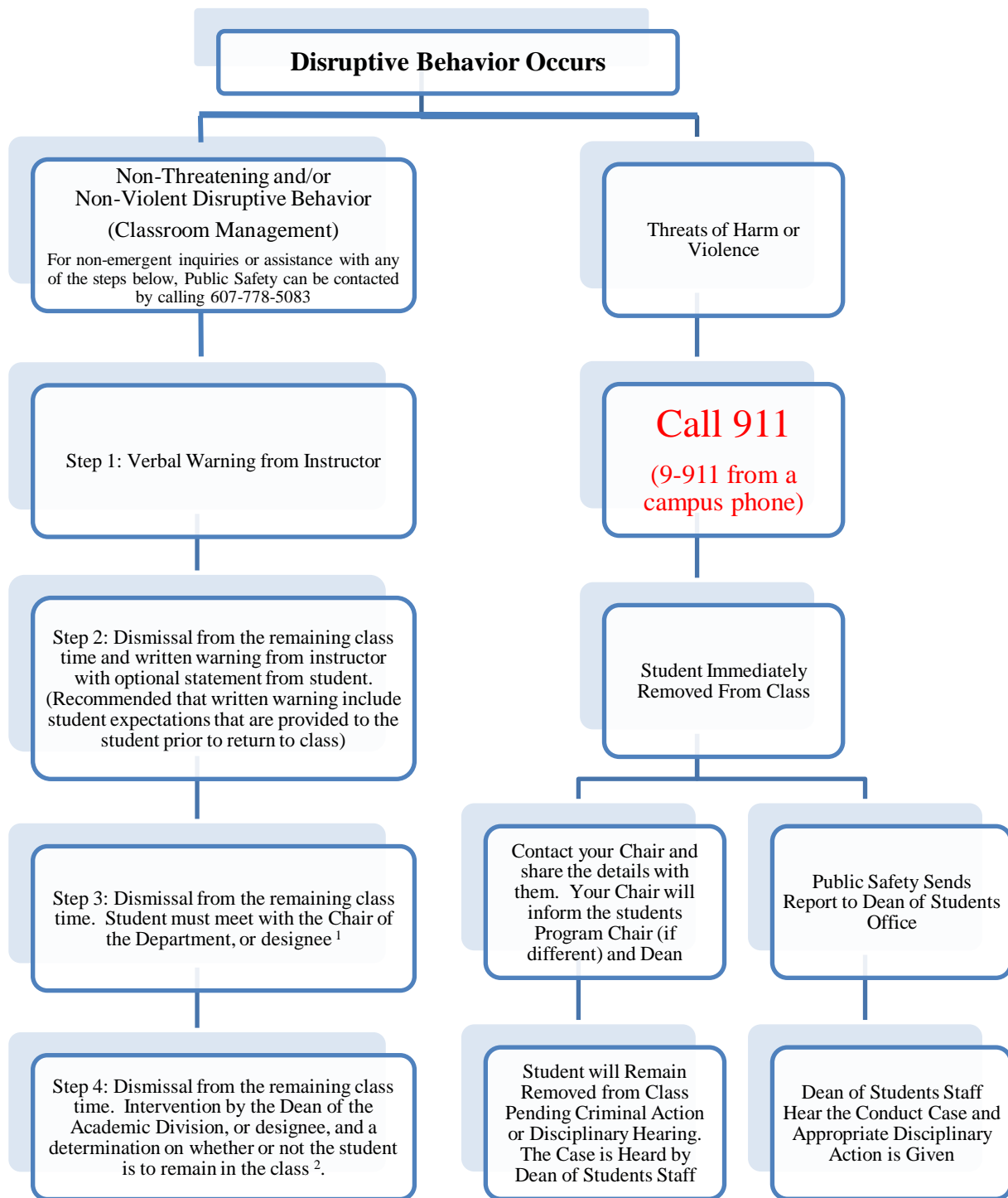
**Step 2:**  
Contact your Chair\* and share the details with them. Your Chair will inform the student's Program Chair

**Step 3:**  
Contact your Chair\* and share the details with them. Your Chair will inform the student's Program Chair and Dean

**Step 4:**  
Contact your Chair\* and share the details with them. Your Chair will inform the student's Program Chair, Dean, and Dean of Students

\*Chair or Designee

**Additionally:**  
If a student is permanently removed from class, the Registrar and Financial Aid Offices must be notified.



Should the situation warrant intervention from the Student of Concern Committee, a referral can be made to that group using the forms found at <http://www2.sunybroome.edu/dos/concerned/>.

This process does not override program specific guidelines and procedures. It is meant as a tool to be utilized as needed if specific guidance has not previously been disseminated.

<sup>1</sup> This meeting **may** take place prior to the student returning to class. Should the student not be permitted to return to class until this meeting takes place and to avoid undue harm to the student, this meeting will need to be scheduled and facilitated within three (3) business days.

<sup>2</sup> This meeting **must** take place prior to the student returning to class; and to avoid undue harm to the student, should the student eventually be allowed to return to the class, this meeting will be scheduled as soon as possible.

