• Remaining calm will often de-escalate the situation. Listen carefully to what is being said and acknowledge the individual’s feelings.

• Consider giving a written warning to the student addressing your concerns, stated expectations, and consequences for non-compliance, such as referral to the Student Conduct System.

• When necessary, you may request that the student leave class immediately. If the student refuses to leave the class, you may contact The University Police Department (ext. 2801) for assistance. If necessary, remove yourself and other students from the situation.

• Immediately report the incident to your department head and the Student Conduct Office (ext. 3979).

• A disruptive student cannot be removed permanently from a class in which he/she is enrolled without formal review.

• Document the incident in writing, noting names of witnesses. Indicate what occurred and what was said, (i.e., specific chronology of events). Note if there have been previous encounters with the student. Save and report all threatening or offensive e-mails, notes, phone calls/voice messages to the University Police.

PROCEDURES FOR DEALING WITH DISRUPTIVE BEHAVIOR

The University may bring charges of misconduct against a student for disruptive behavior, in accordance with the procedure outlined in the Student Conduct Code. As a faculty member, you may be called to be a part of the judicial hearing as the complainant or as a witness in a case in which you are involved.

In circumstances in which the student’s behavior may jeopardize the safety, health, or welfare of the student or the University community, the Vice President for Student and International Affairs has the authority to impose an immediate suspension, which prohibits the student from being on University property.

Permanent removal requires a hearing by the Student Conduct System.

Offices Available for Additional Help:

Student Affairs
Student Union (Bldg. 58 E.) Rm. 2309, 620-2600

University Police Department
Garris Police Building (Bldg. 41), 620-2801

Student Conduct Office
Founders Hall (Bldg. 2) Rm. 1011, 620-3979

Counseling Center
Founders Hall (Bldg. 2) Rm. 2300, 620-2602

Office of Faculty Enhancement
(for classroom management resources)
Honors Hall (Bldg. 10) Rm. 1102, 620-1447

Endorsed by the UNF Chapter of the United Faculty of Florida.
When disruptive conduct occurs in the classroom, document the incident even if it appears to be minor. This information will be important to show a pattern of behavior. Classroom management techniques for dealing with disruption include:

- If a potentially disruptive situation is developing, a general word of caution to the class rather than directed at a particular student may be effective in deterring the problem.
- If the disruptive behavior continues, it is best to address the problem early and in private.
- If a student prevents you from moving on to another topic, take control of the discussion, express the need to cover all material, and invite the student to continue the conversation during your office hours.