



## Procedure 303-18 Disruptive Behavior in the Classroom

Sponsor: Academic Affairs

### Purpose

Coconino Community College (CCC) recognizes the importance of creating and maintaining safe and effective learning environments for its students and instructors. This procedure establishes a standardized process for instructors to manage disruptive student behavior.

### Definitions

Disruptive Behavior Behavior in a class setting (either in-person or remote) that a reasonable instructor would view as interfering with normal academic functions. Examples include, but are not limited to, making loud and distracting noises, disruptive personal hygiene, answering cell phones, failing to silence electronic devices, failing to mute audio when appropriate during a videoconference, utilizing inappropriate profile pictures, engaging in crude or vulgar speech or behavior, exhibiting erratic or irrational behavior, persisting in speaking without being recognized, repeatedly entering and leaving a room without authorization, posting inappropriate comments to an online class discussion or chat, failing to follow College health and safety protocols, and acting in a manner which disrupts a class or administrative process.

Instructor A part-time or full-time faculty member assigned to the class in which the student is enrolled.

Supervisor The individual to which the instructor reports. At CCC, part-time faculty report to a lead faculty over their subject area, and full-time faculty report to an instructional dean.

### Procedure

It is the instructor's responsibility to foster a classroom environment conducive to learning. Instructors whose students engage in disruptive behavior shall indicate to them that their behavior is unacceptable and offer an opportunity for the disruptive student(s) to conform to the expected standards of the classroom.

The following sections describe in more detail the process an instructor shall follow when immediate removal from the classroom setting is not necessary, when a temporary removal is necessary, and when an extended or permanent removal from the class is warranted.

#### Process when immediate removal from class is not necessary

In the event that a student(s) disrupts the learning environment, but not to the degree that requires immediate removal, the instructor may address the issue either during or after class as appropriate. Instructors are encouraged to discuss reoccurring classroom behavior issues with their supervisor.

If the behavior persists despite the instructor's intervention, the instructor shall consult with their supervisor to seek a solution. The instructor and their supervisor shall keep individual records of their interactions with the disruptive student(s) and notify their instructional dean of the situation.

Should the problem not be resolved within the department or program, the instructor shall meet with their supervisor and instructional dean, who will meet with the instructor and the student(s), together or separately, to decide on an appropriate course of action.

#### Process for temporary removal from class

If the disruptive behavior is severe and/or constitutes an immediate threat to the safety of the instructor or other students, the instructor may require the student(s) to leave the classroom or instructional site for the remainder of the class meeting and, if necessary, summon a campus security officer to remove the student(s). If the instructor requires the student(s) to leave the class, the instructor must notify their supervisor and instructional dean as soon as possible and well in advance of the next class meeting. The instructor must also submit within 24 hours of the incident an Information Report to their supervisor, Security, and the Dean of Student Affairs outlining the incident that caused the removal.

The student(s) must meet with the instructor and their supervisor (if either the instructor or student(s) request the presence of the supervisor) prior to returning to class. As a result of that meeting, an appropriate course of action will be determined. The instructor and/or supervisor may decide on a course of action, such as requiring a verbal or written assurance from the student(s) that the disruptive behavior will cease.

The student meeting should be scheduled to take place prior to the next regularly scheduled class session (or within one calendar week in an online class) in order to keep the student(s) from missing more than one class session.

The student(s) will be referred to the Dean of Student Affairs if the behavior persists or if the behavior requires investigation and possible disciplinary action per Procedure 503-01 Code of Student Conduct.

#### Process for extended removal from class

If the behavior persists and the instructor wishes to remove the student(s) from class or exclude access to the online environment for more than one day, the instructor must notify their supervisor, instructional dean, and the Dean of Student Affairs. The instructor must summarize the situation in writing, describe in writing the actions taken, and give recommendations for future action. The process for student disciplinary action for extended removal and possible permanent removal from class must follow Procedure 503-01 Code of Student Conduct. If the student(s) is temporarily suspended, the instructor will make arrangements for the suspended student(s) to have access to class materials, quizzes and examinations. Students who are permanently removed from a class for disruptive behavior may not withdraw from the class and will receive a failing grade for the class.

#### **References**

Procedure 503-01 Code of Student Conduct

#### **Procedure History**

09/12/2012	New and Approved by College Council
04/28/2021	Revised, Renumbered (previously 503-03), and Approved by Executive Leadership Council
07/14/2025	Revised Sponsor from Academic and Student Affairs to Academic Affairs

#### **Legal Review**

None