

Disruptive Classroom Behavior Incident Report Form

Instructions to the Faculty

Within twenty-four hours of an incident involving a student's disruptive classroom behavior that could not be resolved, the faculty should complete the first part of this form and submit it to the student's dean/chair, who will confer with the student and the faculty member. If the student appeals the faculty's decision, the dean/chair will submit the form to the Provost for review by the Academic Integrity Committee.

Name of Faculty: _____

Course Number/Title: _____ Date of Incident: _____

Name of Student: _____ Student ID #: _____

Briefly describe the facts and evidence associated with the alleged disruptive behavior. Attach the course syllabus if appropriate.

Describe the sanction(s) that you believe should be imposed if the student admits to the disruptive behavior or is found responsible in an appeal process.

Faculty Signature

Date

Instructions to the Student

In the event that the student denies the behavior alleged and/or objects to the fairness of the sanction, the student has the right to appeal the faculty member's finding and sanction. The student should complete this form during the meeting with the dean/chair who will submit it to the Provost for review by the Academic Integrity Committee.

Select the situation that applies:

- I admit to exhibiting disruptive behavior in class but do not accept the sanction(s). I would like to appeal.
- I do not admit to exhibiting disruptive behavior in class and do not accept the sanction(s). I would like to appeal.

Student Signature

Date

Final Decision and Resolution

The final outcome of the Academic Integrity Committee's investigation and determination regarding the incident will be communicated in writing to the student, faculty member, and Provost.

*last updated Summer 2025