Do you have students in class who do the following?

- Interrupt discussions
- Make inappropriate remarks
- Engage in conversations with classmates
- Talk loudly
- Use cell phone
- Routinely arrive late or leave early

If you consider these or similar behaviors unacceptable, you have the right to address it. Unacceptable behavior may become disruptive if ignored.

Preventative measures faculty can take

- Include specific expectations for, and consequences of, student behavior in your course syllabus.
- Use the first class day to review what’s appropriate and inappropriate
- Remind and review expectations as necessary.
- Model the behavior you expect of students.

Communication!

The foundation of all effective relationships is effective communication. Use a variety of skills and strategies to keep the lines of communication open in both directions.

Addressing unacceptable behavior

- Ask the student to stop the behavior
- Speak with the student privately after class about their conduct. Be sure to:
  - Be specific about the behavior.
  - Address what you observe about the behavior and its impact.
  - Allow the student to respond and listen carefully to their words.
  - Reiterate your expectations for behavior.
  - Avoid criticizing or sounding judgmental.

Responding to disruptive behavior

Unacceptable behavior may cross the line and become disruptive to the learning environment. Some disruptive behavior reflects lack of consideration for others and may cease after a warning. This behavior is best addressed by faculty (with support of department chair). An Incident Report should be filed to document the behavior. This report will be reviewed by the dean/associate dean of student affairs and the appropriate violations will be assigned.

Student conduct process

The dean/associate dean of student affairs on each campus addresses student conduct matters on behalf of the College. They are a resource for anyone with questions or concerns in this area.

The conduct process requires that a student facing possible conduct violations be provided with written notice of allegations by the dean/associate dean of student affairs. An investigation is undertaken and provides the student with an opportunity to be heard. Students found responsible for a conduct violation may be sanctioned. The student conduct process is designed to be an educational process.

Additionally, please note that a student’s college conduct record are protected by federal privacy law, Family Educational Rights and Privacy Act (FERPA), therefore any information regarding the outcome of the reported incident will not be shared with you.

Information regarding student standards of conduct can be found at [austincc.edu/srr](http://austincc.edu/srr).

Disclaimer: This guide is intended as a collection of examples and recommendations to assist individuals when identifying, reporting and confronting student behavior. Because potential behaviors can be varied and nuanced, sound judgment must be exercised along with the recommendation contained in the guide in order to appropriately respond to any situation involving student behavior.