

WHAT TO DO

Whenever you observe or are the subject of unruly or disruptive acts by an individual, do the following:

1. If the disruption is occurring outside of the classroom setting, notify College Safety and wait for an officer to respond to the scene.
2. If the disruption occurs in a classroom, the instructor should try to deal with the situation by requesting the individual to stop his/her course of conduct. Immediately notify College Safety if the individual continues to cause a disruption.
3. For either of the above situations, prepare and forward a "Student Conduct Disruption/
Discipline Report" to the Associate Dean of Student Life.

NOTE: Knowing that possible disciplinary actions will be taken when a disruptive or unruly act occurs tends to dissuade similar actions from occurring in the future.

DISRUPTIVE PERSON(S)