**Handling Disruption in Learning Environments**

**From:**

 **Instructor Name**

**Regarding:**

 **Student Name**

 **Student ID CRN-Course-Section Semester/Year**

**Instructions**: Record disruption and action. Give student a copy of form and forward original copy to the department for review/action and placement in the student’s file. Document the interactions electronically, as appropriate.

 **1st Incident of Disruptive Behavior: Explain**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **­­­­\_\_\_\_** Verbal Informal Warning and Discussion/electronic communication (attach email, if appropriate)

**2nd Incident of Disruptive Behavior: Explain**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **\_\_\_\_** Written Formal Warning and Discussion/electronic communication (attach email, if appropriate)

**3rd Incident of Disruptive Behavior: Explain**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Please indicate action to be taken:**

**\_\_\_** Administratively withdraw student from class (must have signature approval of Dept. Head or Dean). Student may appeal. See Appeal Process.

\_\_\_ Administratively withdraw student from class (must have signature approval of Dept. Head or Dean and refer to Dean of Students for further discussion/action). Student may appeal. See Appeal Process.

\_\_\_ Change student to another section (with knowledge and permission of instructor, Dept. Head/Dean).

\_\_\_ Other action as deemed necessary.

 Explain:

**Faculty Signature:**

 **Date**

**Other Approval:**

 **Date**

**Student Signature Acknowledges Receipt of Notice:**

 **Date**

**Student Comments:**

 Form ODOS 10.01.13