

Tips for Addressing Inappropriate Student Behaviors

- Establish your expectations as clearly as possible in your syllabus, and discuss them with the entire class at the beginning of the semester. Review your expectations throughout the semester, as needed.
- Consider making a general statement in your syllabus that lets all of your students know you will address any behavior that concerns you.

Sample syllabus statement: “The instructor will have full discretion over what behavior is considered appropriate/inappropriate in the classroom. Any behavior the instructor deems to be inappropriate will be addressed according to Collin College’s policies and procedures.”

- Don’t assume the student is knowingly and/or willfully violating your expectations. The student may not be aware their behavior is inappropriate.
- Only address a student’s inappropriate behavior in class if doing so will not embarrass the student or escalate the situation.
- Encourage students to use the various free and confidential services on campus (e.g., ACCESS Office, Counseling Services, TimelyCare).
- If a student violates your expectations and/or is disruptive in class, you have the right to dismiss the student from class. Notify your program director/associate academic dean and/or academic dean as soon as possible if you dismiss a student from class. Additionally, if you feel you must dismiss a student from more than one (1) class, you must notify your program director/associate academic dean, academic dean, and the District Dean of Students Office in order to initiate the student disciplinary process. For additional information, see the *Student Code of Conduct, Chapter 14: Interim Disciplinary Action, Classroom Dismissal by a Faculty Member* located in the current student handbook available at www.collin.edu/studentresources/personal/studenthandbook.html.
- Take threats seriously. If a student makes a direct threat to themselves, to others or to you, or if you are made aware of a crime, contact the Collin College Police Department immediately at **972.578.5555** or ext. **5555**.
- Don’t be inhibited about sharing information with other employees who have a legitimate need to know about a student’s behavior. In these circumstances, *FERPA* does allow for sharing of information under its exceptions. Additionally, *FERPA* does not prohibit disclosure of a faculty or staff member’s personal knowledge or observations of a student.