Before Problems Begin

Please note that it is best if the instructor is very clear at the start of the class expressing that disruptive behavior will not be permitted. It is highly recommended this is done during the very first session and is included in the syllabus. A suggested statement to include in the syllabus is: “any behavior that impedes the process of instruction or distracts others such that learning is inhibited is not tolerated and will be considered a violation of the Student Code of Conduct and be addressed accordingly.”

If at any point you feel your safety or the safety of others is at risk, call 911 (for emergency). If you have a non emergency issue and would like a Sherriff’s deputy, present call the Sherriff’s Dispatch at ext. 7800. If you have any questions about the student discipline process, feel free to call the Associate Dean of Student Affairs 619-644-7600.

Resources for Instructors


Student Discipline Procedures:  http://bit.ly/1nNSuq6

Family Educational Rights and Privacy Act (FERPA):  
http://1.usa.gov/1rr3YxW

Contact Information:  For further information or if you would like to consult on a particular incident in class, please contact the Office of Student Affairs 619-644-7600

Governing Board Members:  
Greg Barr, Bill Garrett, Edwin Hiel, 
Debbie Justeson, Mary Kay Rosinski

Student Members: Jocelyn Estrada, Zack Gianino

Chancellor: Cindy L. Miles, Ph.D.

Grossmont College President: Sunita V. Cooke, Ph.D.

Cuyamaca College President:  Mark J. Zacovic, Ph.D.
Disruptive Behavior
Steps to follow

Working with disruptive students can be very challenging and time consuming. Addressing the behavior immediately is usually best to alleviate any further concerns. Below are the steps to follow to address the issue in an effort to stop the behavior and if needed officially adjudicate the student:

1. Ask the student to stop the behavior. It’s best if this is done on the side/away from other students so the student is not the center of attention in the classroom, for example during a class break, after or before class (avoid embarrassing the student as this could encourage more disruptive behavior). Please be aware of the student’s privacy rights and the privacy of other students when addressing the situation (FERPA).

2. If the student does not stop, issue the student a verbal warning (note that step #1 could be considered a verbal warning, but you must have been very clear).

3. If the behavior continues, notify the student with a written warning.

4. If after the warning(s) have been issued and the behavior continues, the instructor has the right to issue a Two-Day Removal from class (remove the student from class for that day the incident occurred as well as the next class period). Grossmont College has a standard letter for this purpose; feel free to contact Student Affairs for an electronic copy of the letter.

5. If a Two-Day Removal is issued, immediately complete the following steps (be sure to document everything, e.g., dates of notification, types of disruptive behavior, how the warnings were issued, etc.).
   A. Notify Department Chair.
   B. Notify Instructional Dean.
   C. Notify the Associate Dean of Student Affairs.
   D. Submit a copy of the Two-Day Removal letter to the Department Chair, Instructional Dean and the Associate Dean of Student Affairs.
   E. Meet with the student apart from class and have a witness (preferably your Department Chair or another colleague) to present the student with the completed letter informing him/her of the removal from class by instructor.

6. If after removing the student from class for disruptive behavior the behavior continues, contact the Associate Dean of Student Affairs, provide all documents (emails, notifications, etc.) and the Associate Dean will begin the formal adjudication process.

F. The student should be advised to make an appointment with the Dean of the Instructional Division before they are allowed to return to class.

G. After meeting with the Dean of the Instructional Division, the student is able to return to the classroom with an understanding that any further violations to the Student Code of Conduct may result in the formal adjudication process and could result in more severe discipline.

Helpful Tips:
It is imperative that the student learns from this experience and understands the impact the disruptive behavior has on him/herself and on the college community. The adjudication process is meant to be reflective, educational, and initiate change for future behavior. Asking the student if they are aware of their behavior is usually helpful in starting the conversation.

It is beneficial to collaborate with the Department Chair and the Associate Dean of Student Affairs to determine best options and next steps.