

## D75: Classroom Conduct

Approved By: Faculty Senate

Last Updated: New Policy **Draft 10/3/24**

Responsible Faculty Committee: Faculty Senate Policy Committee

Office Responsible for Administration: Office of the Registrar

**Legend for highlights:** Text from current policy shown in black; Office of the Provost recommended changes/additions are shown in red, underlined. Proposed deletions are shown in ~~strikeouts~~.

Revisions to the Policy Rationale, Policy Statement, and Applicability sections of this document must be approved by the full Faculty Senate.

### APPLICABILITY

All academic UNM units, including the Health Sciences Center and Branch Community Colleges.

### POLICY RATIONALE

The University of New Mexico (UNM) promotes a working, learning, and social environment where all members of the UNM community work together in a mutually respectful, psychologically-healthy environment. Appropriate classroom conduct is necessary to provide a learning environment consistent with UNM's academic mission and is critical to student success.

### POLICY STATEMENT

The classroom instructor ~~is responsible~~ has primary responsibility for all classroom conduct, behavior, and discipline. UNM policy permits only enrolled students, persons authorized by the instructor, and administrative personnel to be admitted to instructional areas during scheduled periods. UNM policy and New Mexico state law also prohibit all forms of disruptive or obstructive behavior in academic areas or any actions which would disrupt a scheduled academic activity.

Any person or persons in unauthorized attendance or causing a disturbance during scheduled academic activity shall be identified by the instructor and asked to leave. Persons refusing such a request may be removed by the UNM Police and are liable to legal prosecution. The instructor may refer situations involving classroom misconduct to the Dean of Students for additional action under the Student Code of Conduct as published in the UNM *Pathfinder*.

~~Use of classrooms and other areas of academic buildings during nonscheduled periods is permitted only in accordance with departmental, college, or UNM practices. Smoking, eating and drinking are prohibited in all classrooms and teaching laboratories, including seminars.~~

## **1. Provide Guidelines and Expectations in Course Syllabus**

The instructor must include general guidelines about expectations regarding adherence to the Student Code of Conduct in the course syllabus. Under UNM policy and relative to federal protections of a student's right to educational access, an instructor may not simply drop a student from a course due to a one-time occurrence of disruptive behavior; therefore, an instructor must explicitly state in the syllabus that:

- disruptive behavior will result in a student being asked to leave a class meeting which will be recorded as an unexcused absence; and
- per the absence policy for this class, the student will be dropped after [ ] (a specific number must be stated) of unexcused absences.

## **2. Mandatory Reporting of Title IX Violations**

The instructor is required to report any hate/bias, bullying, or Title IX violations to the UNM Compliance, Ethics, and Equal Opportunity Office (CEEEO).

Revisions to the remaining sections of this document may be amended with the approval of the Faculty Senate Policy Committee and Operations Committee.

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## **PROCEDURES**

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The classroom instructor is responsible for maintaining a respectful and productive learning environment and should address disruptive conduct promptly and appropriately. The progressive approach described below provides the instructor with procedures that are intended to be corrective, not punitive in nature, and are designed to provide the student with notice and an opportunity to take corrective action. Whenever an instructor is concerned about threats and/or risks to the health or safety of individuals, they must report the incident promptly to UNMPD and the Dean of Students. Some disruptive conduct may be of such a serious nature that the instructor or someone designated by the instructor should call UNMPD or 911 immediately.

For support concerning behavior, repeated disruption, or possible threat, the instructor may consult their chair, dean, or Campus Assessment Response Education (CARE). Referring students to support resources, such as a referral to LoboRESPECT Advocacy Center, can be an effective part of correcting disruptive behavior.

### **1. Progressive Approach for Addressing Disruptive Conduct**

The instructor has the authority to establish progressive remedial steps and respond to disruptions immediately. Addressing disruptive behavior directly and immediately with a progressive approach can be more effective than letting something go, particularly in cases involving bullying.

### **1.1 Mild Intervention**

Mild intervention is appropriate for an initial and/or isolated occurrences of disruptive conduct that may, or may not, be intentional. The instructor should remind the student and/or class about standards of conduct and why particular conduct is deemed disruptive and unacceptable. If the student repeats the disruption, the instructor should ask the student to leave the classroom which will count as an unexcused absence.

### **1.2 Intermediate Intervention**

Intermediate intervention is appropriate for persistent disruptions, an escalation in the disruption, and/or more serious disruptions of the learning environment. The instructor should request the student to stop the disruptive conduct immediately or they will be directed to leave the classroom which will count as an unexcused absence.

### **1.3 Emergency Intervention**

Emergency intervention is appropriate when disruptive conduct threatens or endangers the safety of individuals, for example when the instructor believes that they or another person are in imminent danger or when the instructor believes that the student may engage in imminent self-harm. Emergency intervention may also be appropriate when the disruptive conduct prohibits the continuation of the class or when a person enters or remains in the learning environment after being instructed by the instructor to leave. In these situations, the instructor, or someone designated by the instructor, must call UNMPD or 911 immediately. In all cases where UNMPD or 911 are called, the instructor must report the incident to the department chair and Dean of Students.

### **1.4. Returning the Student to the Classroom**

Before the student returns to class, the instructor must inform the student in writing of the conditions for return, expectations regarding conduct, and of opportunities to make-up, or not make-up, missed work. The instructor may schedule a follow-up meeting with the student to discuss the disruptive behavior; the meeting may include the department chair, academic advisor, or other designee.

## **2. Documenting Interventions and Disruptive Behavior**

In all incidents in which a student is asked to leave the classroom, the instructor should document the incident in writing. Written documentation should include the time, date, a brief description of the incident, and what actions were taken and share this with your departmental chair or program director. Documentation should always be factual and avoid personal interjections or conjecture.

## **3. Dropping a Student from the Course**

The instructor is authorized to drop the student from the course for accumulated unexcused absences as stated in the course syllabus.

## **4. Guidelines**

Guidelines are available from the offices of the Provost or the Executive Vice President for Health Sciences and schools and colleges may have more detailed information.

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## DEFINITIONS

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**Classroom.** A classroom includes any academic activity, real or virtual, that is instructor led.

**Course.** A course includes any formal credit or noncredit course, formal training, and internships.

**Disruptive Conduct.** Disruptive conduct is behavior that obstructs the teaching or learning process, distracts or intimidates others in a manner that interferes with instructional activities, or fails to adhere to an instructor’s appropriate classroom rules or instructions as stated in the syllabus.

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## WHO SHOULD READ THIS POLICY

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- Faculty members
- Staff in Office of the Dean of Students
- Academic administrators

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## RELATED DOCUMENTS

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*Faculty Handbook*

**C09 “Respectful Campus”**

**D170 “Student Attendance”**

**D175 “Undergraduate Student Conduct and Grievance Procedures”**

**D176 “Graduate and Professional Student Conduct and Grievance Procedures”**

The Pathfinder—UNM Student Handbook. **“Student Code of Conduct”**

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## CONTACTS

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Direct any questions about this policy to Dean of Students Office.

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## HISTORY

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**Effective:** Need to identify effective date of original policy.

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## DRAFT HISTORY

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**October 3, 2024 – minor changes from Policy Committee-ready for comment period.**

August 8, 2024 – Place in new policy format and change from information item to Policy document. Add suggested changes from Office of the Provost.