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The following applies to all locations of USF; however, non-substantive procedural modifications to reflect the particular circumstances of each location are permitted.

References to classroom or academic area include all academic settings (in class or in academic offices, live or online, field clinical experiences, fieldtrips and the communications forums established for academic use). References to Instructor include the course Instructor, USF faculty, administrators, and staff.

A. \_\_\_\_\_:

1. As each process contemplated by this Regulation includes several levels of administrative or academic review, students must direct emails or correspondence only to the single designated office identified responsible for the current level of review. Student's failure to adhere to this directive such as emailing all levels of administration, multiple parties not directly involved, or tangentially involved offices may be interpreted as a waiver of the review/appeal process and a failure to follow university directives.
2. As conduct that violates this Regulation may also violate others and may result in several referrals and/or administrative review and actions, students must be aware that several offices may be contacting them such as:
  - a. The College/School/Department to address alleged academic disruption;
  - b. [Student Conduct and Ethical Development \(SCED\)](#) to address possible violation of the Student Code of Conduct;
  - c. The [Students of Concern Assessment Team \(SOCAT\)](#) to identify how to best coordinate the resources available to assist in addressing concerns.

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A. \_\_\_\_\_: Disruption of the academic process is defined as the act, words, or general conduct of a student in a classroom or other academic environment which in the reasonable estimation of the Instructor:

1. Directs attention away from the academic matters at hand, such as noisy distractions, persistent, disrespectful or abusive interruption of lecture, exam, academic discussion, or general University operations; or
2. Presents a danger to the health, safety or well-being of self or other persons.



- a. If the Instructor permits the student to return after the classroom incident or is restricting the student from the classroom pending resolution, the Instructor or his/her designee must email, call or notify the student in person that:
  - i. The student is excluded and for how long (may be indefinitely, permanently or undetermined pending review);
  - ii. The student has the right to request an expedited review of the exclusion

b. Instructors are accountable for compiling and sending the Academic Disruption Incident Report either by hardcopy or scanned, and sent by email to the student's USF email address, simultaneously, within 48 hours to:

- i. The department chair;
- ii. Dean of the College or Designee (as determined by the College);
- iii. The Student Conduct and Ethical Development or designated office in Student Success; and
- iv. The student.

The form can be downloaded from the designated websites in the Academic or Student Success offices and are specifically available at:

[https://www.usf.edu/student-affairs/student-conduct-ethical-development/documents/academic\\_disruption\\_incident\\_report\\_form.pdf](https://www.usf.edu/student-affairs/student-conduct-ethical-development/documents/academic_disruption_incident_report_form.pdf)

or completed by way of memorandum containing the following information:

Date of report  
Student's name  
Student's USF ID number  
Instructor's name  
Instructor's phone number  
Instructor's e-mail  
Title of course, course number and section  
Date/time/location of incident  
Detailed summary of the incident, including a description of the disruptive behavior  
Witnesses  
Action, if any, taken by the Instructor (e.g., student warned, asked to leave the class, etc.)  
Recommended course of action and reasons for this recommendation  
Instructor's signature

and/or any academic setting. The Chair may consult with the student or Instructor or base the decision on the report submitted.

4. The student may appeal the Chair's decision in writing to the Dean of Undergraduate Studies or Graduate Studies or designee) for review and decision. Any decision rendered at that point must be in writing and will serve as the final and binding academic decision of the university.
5. Students should review *Section III: Applicability & Authority* as well as *Section C: Additional Referrals and Sanctions* below with regard to the possibility of multiple reviews and the need to respect the autonomy of each.

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1. [Student Conduct and Ethical Development](#)

Upon receipt of the Academic Disruption Incident Report or other academic referral for disruptive conduct, the Student Conduct and Ethical Development or designated office in Student Success may initiate the disciplinary process resulting in the imposition of any of the following sanctions in addition to any academic sanctions imposed (in section V(A)(4)):

Educational sanctions to include but not limited to educational programs/classes and written assignments

Disciplinary probation

Provisional suspension

Suspension

Restriction from certain or all class(es), program, college, residence hall, or any part or all of USF.

Expulsion

2. [Law Enforcement](#)

Criminal Conduct will be handled by appropriate law enforcement agencies.

3. [Sharing of Information](#)

The Academic Office (Dean, Director or other Academic Office) that imposes the final decision and related sanction (if applicable) will advise Student Conduct and Ethical Development of any sanctions imposed by the academic area. SCED, or designated office in Student Success, will

