

## Professionalism - FSE Disruptive Behavior and Potential Student Code of Conduct Issues

The following are the FSE Academic and Student Affairs procedures utilized when communicating to students about behavioral concerns while attending ASU. These procedures are to establish a standard protocol for **reports that do not rise to the level of immediate notification to the Dean of Students or the ASU Police**. These procedures should be exhausted prior to an instructor recommending a student be administratively withdrawn, per SSM [201-10](#), from the course.

### Procedures

1. Faculty members should communicate to the student face to face or in writing about the behavior of concern and for them to stop.
2. If this fails to correct the behavior, faculty members should report the behavior concern to their administration program chair.
  - a. The program chair will
    - i. Reassess the behavior to determine if it warrants immediate reporting to the Dean of Students office.
    - ii. Confirm that the faculty member communicated to the student.
    - iii. Communicate in writing to the student, again, to cease the behavior of concern. (The program chair may, at their own discretion, choose to meet face to face with the student).
3. If after this communication the student continues with the same level of inappropriate behavior, then **the program chair will refer the instructor to the Dean's Academic and Student Affairs office (ASA).**

*If at any time the level of inappropriate behavior escalates, the Program Chair and/or Instructor should immediately report the student to the Dean of Students Office or Police Department.*

4. After reporting to ASA, the points of contact in the ASA office are the Director of Academic Standards and Curriculum Planning (Chuck Barbee) and/or the Senior Director of Academic and Student Affairs (Jeremy Helm). The Director or Senior Director will:
  - a. Reassess the behavior and in consultation with the faculty member, determine the most appropriate course of action and:
  - b. Issue, one of the following three warning letters will be issued.
    - i. **Warning letter #1 (continued low level):** this letter will outline the student's behavior that prompted this communication, request for the behavior to be stopped and outline the possible additional/future sanctions that might occur. The Director may, at their own discretion, choose to meet face to face with the student. **Dean of students is not notified.**
    - ii. **Warning letter #2 (med/high level or repeated low level):** this letter will outline the student's behavior that prompted this communication, request for the behavior to stop, outline the possible additional sanctions and notify them that **ASA is reporting this conduct to the Dean of Students office.**

- iii. **Warning letter #3: (a single high-level problem or repeated lower level student conduct issues)** this letter will outline the unacceptable behavior, provide an overview of the previous communication and indicate that the student is being both reported to the Dean of Students and **the instructor is recommending they be administratively withdrawn from the class (in consultation with the instructor and program chair).**
    - iv. W3 communication will include the student's right to appeal this decision. The FSE Academic Standards committee will hear all appeals and their decision is final.
  5. The Director or Sr. Director reserve the right to modify the College level procedures as needed to effectively, fairly and safely execute FSE business.
  6. The Student Services Coordinator Assistant (Karen Lund Dennison) will keep a log of all W1, W2 or W3 communications that are sent.

# STUDENT ACCOMMODATIONS GUIDANCE

I am writing to provide a reminder/guidance on handling Student Accessibility and Inclusive Learning (SAIL) accommodations in the classroom.

Each accommodation is unique and must be evaluated independently with the end goal being to both fairly accommodate the student and maintain the integrity of the assignment/course. Here are some guidelines you can use:

1. Students and instructors must follow the guidelines found in ACD [304-08](#)
2. The instructor (and/or designee) should work, in-good-faith, with the student and the SAIL office to develop an accommodation that both aids the student and maintains the integrity of the assignment.
3. If an instructor is concerned that a student requested (and SAIL prescribed) accommodation might impact the academic integrity of an assignment, feel free to contact me (Charles Barbee) to discuss.
  - a. If the accommodation of concern cannot be rectified, you may need to consult Sara Trower within the office of General Counsel for advice.
  - b. If you do need to contact OGC, please cc me.
4. As a good practice, maintain documentation of all accommodation advice received from OGC so you may reference it for future requests.
  - a. If I am not on the CC, please forward the OGC accommodation advice to me so I may share more broadly, if necessary.

Let me know if you have any questions. Thanks, Chuck

**Chuck Barbee**

**Director**

**Academic Standards and Curriculum Planning**

**Academic Integrity Officer**

Ira A. Fulton Schools of Engineering Dean's Office

Academic integrity website: <https://engineering.asu.edu/integrity/>