

**School of Culture, Gender & Social Justice**  
**Classroom Conduct Policy and Disciplinary Procedures**  
**(1/8/19)**

**Preamble**

As part of an institution of higher learning, a key component of our mission in the School of Culture, Gender and Social Justice (SCGSJ) is to provide a high-quality education to our students. In order to do so, it is essential that we provide environments that are respectful, civil, professional, supportive, and otherwise conducive to learning. This entails creating educational spaces that are free from harassment, intimidation, vulgarities, obscenities, threats, particularly threats of violence, and other types of abusive and disruptive behaviors. We strive to create environments where all are free to express their views, and where academic freedom is supported and respected, but where discourse is civil, respectful, and creates a positive and productive learning environment at all times. Profanity, swearing, lewd comments and gestures, degrading, demeaning, disrespectful, harassing, verbally or physically abusive, and similar conduct, such as micro-aggressions, or other conduct that is not as severe but that serves to disrupt and diminish the learning environment has no place in any SCGSJ course or related educational activity and will not be tolerated, particularly when such conduct is directed at others due to a person's race, gender, religion, orientation, color, national origin, disability, or similar status or characteristic. A course or related educational activity includes, but is not limited to, a traditional classroom setting, an on-line classroom setting, email exchanges, class related websites and social media, virtual spaces, field trip locations, and any other class related spaces, assignments and activities, including any interactions with SCGSJ staff and affiliates.

When a person engages in inappropriate, disruptive, abusive, harassing, disrespectful, obscene, lewd or similar kinds of behaviors, particularly when they are repetitious, it disrupts and negatively affects the learning environment of all involved. In more serious cases it can have lasting negative effects, particularly for those who are the primary targets of such behaviors. Although maintaining a positive learning environment should be a central focus of all educational endeavors, it is particularly important in a school like the SCGSJ where all courses taught deal with controversial and difficult subjects. Topics that are difficult to discuss and address even in the best of learning environments.

With the foregoing in mind, and to insure a safe, positive, high-quality learning environment for all SCGSJ students and faculty, the SCGSJ adopts the following classroom conduct policy and disciplinary procedures.

**Purpose:**

- I. To insure a safe, respectful, civil, and appropriate learning environment in all SCGSJ courses and related learning activities.
- II. To address classroom conduct issues proactively and immediately so that they may be stopped as soon as possible and will not escalate.
- III. To shift the burden of addressing significant student conduct issues from the instructor to the appropriate level administrator.

## **Syllabus Requirements and Disciplinary Procedures**

### **Syllabus Requirements**

The following language, or something similar thereto, shall be included in all syllabi in courses taught within the SCGSJ:

#### **Classroom Behavior Policy:**

*Failure to abide by the classroom behavior rules may result in your immediate dismissal from the class and **[instructor may include other consequences]**. Repeated violations may result in permanent dismissal from the course and a failing grade.*

*It is a requirement for this course that all students act in a respectful, civil, and professional manner at all times and that they do not engage in behaviors that disrupt the learning environment. This includes arriving on time, completing work in a timely and professional manner, following instructions from the professor, and adhering to course deadlines **[Instructor may include other similar course related requirements]**. While the expression of different views, spirited debate, and disagreement are an expected and supported part of the course, disrespectful, demeaning, degrading, hateful, harassing, abusive, profane, vulgar, lewd, personal attacks, name-calling, dismissive gestures, and similar kinds of behaviors, whether they be verbal, physical, or of any other nature, will not be tolerated, nor will any other activities and behaviors that fundamentally disrupt the classroom and/or the learning environment.*

*Any participant in the course who acts in a way the instructor believes violates these conduct rules, or in any other way disrupts the learning environment and/or creates an environment that is hostile and/or not conducive to learning or a positive learning environment, will be warned and/or asked to leave the class immediately. In the event an individual is asked to leave for the afore stated reasons and refuses to exit the classroom, the instructor has the right to call law enforcement to escort the individual out of the class. Further, as the instructor, I have the right to dismiss you from the classroom, study sessions, electronic forums, office hours, and other areas, including staff and work study areas, where disruptive behavior occurs. If such behaviors are repeated it may result in your permanent dismissal from the course and/or a lowered grade, including a failing grade. **[Or other reasonable disciplinary measures the instructor would like to impose]**.*

*Additionally, the University of Wyoming Student Code of Conduct applies to this course. The Code of Conduct can be found at: <http://www.uwyo.edu/dos/conduct/index.html>. Each student is expected to read and adhere to the code at all times. Failure to do so may result in a student being subject to Code of Conduct procedures and other university-level disciplinary actions. Please note, Code of Conduct proceedings and university-level discipline may be in addition to any of the disciplinary measures noted above.*

***[Instructor may include other conduct rules here—for example rules regarding cell phones, laptops, etc.]***

## **Disciplinary Procedures**

1. The first time a student fails to comply with an instructor's request to modify behavior and/or violates the conduct provisions contained in the syllabus the instructor shall, at a minimum, provide the student an immediate verbal warning, followed by a written warning via email or similar means.
2. Upon a second incident, the instructor shall report the student to the appropriate Program Director and the SCGSJ Director. If the behavior is deemed by the SCGSJ Director, after consultation with the instructor and the Program Director, to be significant enough, the SCGSJ Director may have a conference with the student. If, after the conference with the student and in consultation with the instructor and Program Director, the SCGSJ director determines the behavior possibly violates the University Student Code of Conduct, the SCGSJ Director may report the student to the Dean of Student's Office.
3. Upon a third incident, the instructor shall have the right to ask the student to leave the classroom. If the student refuses to leave, the instructor may call law enforcement to escort the student from the class.
4. At any point, the instructor may impose any of the discipline specified in the syllabus.
5. If the behaviors continue beyond a third incident, a student may be asked to leave the classroom for an extended number of classes or permanently and the student will be referred to the Dean of Students office for Code of Conduct proceedings.
6. ***Egregious Cases:*** Upon a first or second incident that is particularly egregious or severe, and/or that involves violent and threatening behaviors, the instructor, the Program Director, and/or the SCGSJ director may proceed directly to numbers 3-5 above. Additionally, other University authorities may be contacted as appropriate to insure the behavior is addressed as quickly as possible.