

ABOUT THE OFFICE

The Office of Student Conduct administers the Code of Student Conduct. The goal of the Office is to promote the educational mission of the University while at the same time safeguarding the values of the University community.

Typical scenarios about which faculty members would contact the Office of Student Conduct would be: serious classroom disruptions, safety concerns, acts of violence in and/or out of the classroom, threats, harassment and knowledge of weapons on campus.

The Office of Academic Affairs oversees all academic dishonesty issues (e.g., plagiarism, cheating and grade disputes).

Guidelines for Faculty Members

As a faculty member, you are in charge of your classroom. You set up the guidelines and expectations for your students both academically and behaviorally. This can be achieved in your syllabus and through your interactions with students.

Steps to Deal with Disruptive Behavior

- List classroom expectations on class syllabus.
- Consistently and immediately address disruptive behaviors, even in minor cases.
- Directly speak with students not meeting classroom expectations. Consider giving the student the expectations in writing.
- Document all disruptive behavior including dates and conversations with student.

Additional information concerning the student conduct process, the Code of Student Conduct and other polices can be found online at: www.pointpark.edu/StudentLife/StudentConduct

POINT PARK UNIVERSITY

Department of Public Safety

Frontier Hall
100 Wood St., 3rd Floor
Pittsburgh, PA 15222
Phone: (412) 392-3960
Fax: (412) 392-8159
Email: pointparkpolice@pointpark.edu

Office of Student Conduct

Student Center
330 Blvd. of the Allies, 7th Floor
Pittsburgh, PA 15222
Phone: (412) 392-8029
Fax: (412) 392-3855
Email: studentconduct@pointpark.edu

Director of Student Development

JW Tabacchi, Ed.D
711 Student Center
jtabacchi@pointpark.edu



FACULTY REFERENCE

OFFICE OF STUDENT CONDUCT

(412) 392-8029
studentconduct@pointpark.edu

IN THE CLASSROOM

Unfortunately, there are times when students continue to be a distraction to their fellow classmates and professor. Below is a description of how a faculty member may handle difficult behavioral situations with students.

When to Document An Incident

Disruptive behaviors that occur between faculty and students should be documented with each incident. This allows the University to have a record from the beginning of a situation. Documentation should occur after the first verbal warning. The documentation can be either a written letter handed to the student or an email addressed to the student.

The Following Information Should be Included:

- Date of the original verbal warning.
- What was said in the original warning.
- Date of second occurrence.
- Specifics for how the student violated the first warning.
- Include any other actions taken and/or conversations.
- Notification that if a similar incident should occur again, the Office of Student Conduct will be notified.

A copy should be given to the student and one kept for the professor's records.

When to Report An Incident

Few first-time incidents need to be reported to Public Safety or the Office of Student Conduct. Generally, students should be given a written warning from their professor. Then, if a similar situation arises again, the faculty member can forward the original documentation to Public Safety or the Office of Student Conduct.

Report An Incident to Public Safety:

- If anyone is in immediate danger or if a student fails to comply with the professors directives.
- If the professor believes a law is currently being broken or will be broken.

Report An Incident to Student Conduct:

- If a situation is serious but can be dealt with the next day.
- If the student has received both verbal and written warnings and continues to show disruptive behavior.
- If a faculty member reads or receives written or verbal information considered to be threatening or inappropriate.

SUBMITTING AN INCIDENT

Either call Public Safety at (412) 392-3960 or navigate to the Student Conduct webpage at <http://www.pointpark.edu/StudentLife/StudentConduct>.

Process:

- Reports are reviewed to determine if there was a violation of University policy. If there is not a clear violation of policy, a warning letter may be sent to the student as a reminder of expectations.
- Students allegedly involved in a policy violation will receive a written letter stating the policies in question and the expected follow-up to resolve those violations.
- A Student Conduct Meeting may be held to determine if a violation occurred.
- A follow-up meeting is held with the student to explain the sanctions, if any, and to answer questions.



RIGHTS

Student Rights:

- To attend a class free of disruptions.
- To receive written documentation of any behavioral incident.
- To be afforded the University's Student Conduct process before being permanently removed from a class.

Faculty Rights:

- To have a classroom free of disruptions.
- To immediately remove a student for the remainder of the class period if they are causing a disruption.
- To have incidents reviewed in a timely manner by Public Safety and/or Student Conduct.