University Policy 2050

Maintaining Instructional Order

Effective Date

July 1998

Last Revision Date

May 2013

Responsible Party

Provost and Vice President for Academic Affairs, (208) 426-1212
Executive Director of Campus Safety and Police Services, (208) 426-3911
Dean of Students, (208) 426-1527

Scope and Audience

This policy applies to all University faculty, staff, and students

Additional Authority

University Policy 12020 (Exclusion from Campus)
University Policy 2020 (Student Code of Conduct)

1. Policy Purpose

To provide guidance to instructors for maintaining order in the educational process.

2. Policy Statement

The education process requires some level of order to enable interactive learning. Disorder in class is often attributable to behavioral matters that may be beyond the capacity of individual
instructors to fully address. Thus, maintaining classroom order requires consultation between instructors and the Dean of Students’ office.

As designees of the chief administrative officer charged with maintaining order on the campus and its facilities, members of the Boise State University faculty, and other authorized instructors, are responsible for ensuring orderly conduct in areas under their direct supervision. Therefore, instructors, in fulfilling their professional and contractual obligations, may dismiss students from courses consistent with this policy.

3. Definitions

3.1 Disruptive Behavior

Behavior that a reasonable instructor thinks undermines normal academic functions and continues after an instructor’s request to cease.

3.2 Official Notification

Written or verbal notice prohibiting certain behavior from of a duly authorized administrative, faculty or judicial representative of the university.

4. Responsibilities and Procedures

4.1 Dismissible Offenses

In addition to referring students directly to the Student Conduct Board, instructors may dismiss students from participating in any course when a student:

a. Violates the Student Code of Conduct (University Policy 2020). This includes but is not limited to violations of:

- University Policy #1060 (Non-Discrimination and Anti-Harassment) or University Policy 12080 (Possession of Firearms/Weapons on University Owned or Controlled Premises);

- The terms of their Exclusion under University Policy 12020 (Exclusion from Campus), or any other Official Notification;

- Idaho Code §33-3715 or §33-3716.
b. Exhibits Disruptive Behavior

c. Ignores lawful orders, which includes the failure to disperse or leave; disrupting or obstructing a university building or facility, room or other premises; failure to identify oneself with an identification card; or to cease the use of loudspeakers, amplifiers or other forms of noise after being given notice or a lawful order to do so by the instructor or another authorized agent or administrative officer of the institution.

4.2 Temporary Dismissal from a Course

a. Obligations

(i) Instructor’s Obligations: At their discretion, an instructor may dismiss a student from a course for up to two class periods or equivalent. In such instances, and no later than one working day after the dismissal, instructors must report the temporary dismissal to their Department Chair, their Dean, and the office of the Dean of Students.

(ii) Student’s Obligations: If a student is instructed to leave a class while instruction is ongoing, the student must immediately comply. After such temporary dismissal, students should try to review the dismissal and seek resolution with their instructor. If this is not possible, they may meet with the Department Chair or Associate Dean to review the dismissal and seek resolution.

b. Multiple temporary dismissals from a course are, at the instructor’s discretion, sufficient grounds for permanent dismissal.

4.3 Permanent Dismissal from a Course

Instructors may dismiss students from participating in a course for the remainder of the semester if the following steps are followed.

a. Instructors must prepare a Statement of Fact (SOF). The SOF must include:

- Specific reasons for the dismissal;
- The individual(s) being dismissed;
- The factual details of the incident;
- The names of witnesses; and
• Any applicable dates, times or places.

b. Prior to the class period immediately following the dismissible incident, the SOF must be submitted to the Department Chair, who will approve or deny the permanent dismissal, and copied to the Dean of Students office. The Department Chair’s decision must be communicated to the instructor and the student within two business days of receiving the SOF.

c. Upon student request, the Dean, in consultation with the Dean of Students, may uphold or overturn the Department Chair’s decision.

Revision History
May 2013