

# Disruptive Student Behavior procedures

1. Speak with student and identify disruptive behaviors. Tell them it needs to stop.
2. If behavior continues, provide copy of letter below. Feel free to call OSC first to ascertain if you wish letter to be from Department or OSC.
3. If behavior continues, proceed with Administrative Drop/Classroom Conduct procedures found in the [Undergraduate Catalog](#)

[Date]

[Name]

[Address]

[City ST Zip]

Dear [Name],

In earlier discussions, you have been informed by [individual or office name] that [identified behavior] was inappropriate and causing a disruption in your [class name, number and section] this semester. Despite being asked to correct this behavior, this behavior has continued. This letter is to serve as an official written warning that if this disruptive behavior continues, you may be administratively dropped from this class and referred to the UNLV Office of Student Conduct.

While it is always our desire that each student in class have the opportunity to benefit from the learning offered in each course, I must also reference the Classroom Conduct policy in the UNLV Undergraduate Catalog that states **“Students have a responsibility to conduct themselves in class...in ways which do not interfere with the rights of other students to learn or of instructors to teach. ... If a student does not comply with established requirements or obstructs the functioning of the class, the instructor may initiate an administrative drop.”**

If you would like to further discuss this, please feel free to contact the Office of Student Conduct or your instructors during the office hours as noted on their class syllabus.

Sincerely,

[Instructor]

[Department]

cc: [Department Chair]  
Office of Student Conduct