

**COMMUNITY COLLEGE OF VERMONT  
ADMINISTRATIVE POLICIES**

See also:

*Complaint Resolution for Faculty*

*Complaint Resolution for Staff*

*Complaint Resolution for Students*

*Discipline/Discharge (VSC Personnel Handbook)*

**DISRUPTIVE PERSON**

**December 3, 1997**

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**POLICY**

CCV seeks to provide a safe and secure learning and work environment for its students, faculty and staff members so that high quality teaching and learning can take place for all of its constituents. Reports of disruptive behavior in an on-the-ground or online classroom, on office premises, or via electronic communication to include (but not limited to) e-mail messages, discussion forum posts and synchronous chat, will be handled by college staff in a forthright and appropriate manner. For the purposes of this policy, any individual whose behavior interferes with work and/or learning at CCV or whose behavior threatens the safety and well-being of students, staff or faculty, will be considered a disruptive person. Appropriate responses to such disruption, detailed below, can range from an individual's temporary expulsion from the place where the disruption occurred to permanent exclusion from all college sponsored classes or activities.

**PROCEDURES**

1. Any staff or faculty member may exclude a disruptive person from the CCV classroom or office at the time of the disruption.
  - a. When the disruptive person is an employee, that person can be removed from office premises at the discretion of any employee who deems the nature of the disruption to warrant such action.
  - b. When the disruptive person is not affiliated in any official way with the college, that person can be excluded from site premises at the discretion of the CCV employee in authority at the time of the infraction. If an infraction involving an unaffiliated person occurs on-site or off-site during a college-sanctioned activity, local law enforcement authorities may be asked to expel the disruptive person. Such infractions should be reported to the regional director or other appropriate supervisor immediately.
  - c. When the disruptive person is a student, the employee may, at her/his discretion, permit that student to return to the next class meeting or next workday in the office. Any employee who excludes a disruptive student from the classroom or office must notify in writing the regional director or a designee within one week of the exclusion. Any faculty member who excludes a student must immediately, and in addition, notify the coordinator of academic services about the incident and the action taken. In the event of disagreement over the return of a student to the classroom, the regional director will have final decision-making authority.
  - d. The college has reached the decision that the presence of children in the adult college classroom generally interferes with the teaching and learning process. CCV offices may, in consultation with regional directors, develop procedures that exclude children from CCV classrooms.

2. The college recognizes that there are times when it must take a more far-reaching position regarding behaviors or incidents it deems either seriously threatening or disruptive in an ongoing way to students or college employees. In circumstances warranting more serious consequences, the regional director may exclude an individual from all further class meetings and terminate a student's enrollment or a faculty member's employment.
  - a. In situations where a person's behavior is disruptive in an ongoing way, the faculty member or an appropriate staff member should inform the person that her/his behavior is disruptive in an ongoing way and inform a coordinator of academic services about the disruptive behavior;
  - b. In situations where the disruptive behavior continues (beyond 2a), the regional director will inform the individual in writing that s/he is considering terminating enrollment or employment. The regional director may also prohibit the disruptive person from attending CCV classes or work until a decision regarding enrollment or employment has been reached.
  - c. The individual may request a hearing with the regional director, to be held within one week of the request.
  - d. The regional director will notify the individual in writing of the decision either to terminate or not to terminate enrollment or employment.
  - e. The regional director notifies the president of the college in writing within one week of any decision to terminate an individual's enrollment or employment.
3. Any student or faculty member whose behavior poses an imminent and serious threat to the safety and well-being of students or employees may have enrollment or employment terminated immediately by the regional director. Any potential student whose behavior poses an imminent and serious threat to the safety and well-being of students or employees may be denied enrollment by the regional director. Such actions shall be reported in writing to the president within one week of the termination of enrollment or employment. In the case of faculty whose employment is terminated, such action shall also be reported to the academic dean.
4. In those instances in which a student's enrollment is terminated for disruptive behavior, the student's financial aid, academic progress, and billing status may be affected.
5. Any person whose enrollment or employment has been terminated for disruptive reasons must petition the regional director in writing for permission to be reinstated at any site in the college.
6. Any individual who has been excluded from class meetings or site offices may appeal the decision by using the complaint resolution procedures.
7. Staff members whose behavior is threatening or disruptive are subject to VSC policies.