

Academic Disruption Incident Report Form

Disruptive students in the academic setting hinder the educational process. Although disruptive student conduct is already prohibited by the University of South Florida (USF) [Student Code of Conduct](#) and any person may make a direct referral regarding student conduct to [Student Conduct and Ethical Development](#) (SCED) at any time for a conduct review and possible university wide sanction. The Academic Disruption Regulation provides the steps an Instructor may take to immediately address student disrupting a class or academic setting including restricting a student from class, assigning an academic sanction or other immediate sanction. This is considered an Academic process and provides for academic sanctions. An Instructor may/must make additional referrals to SCED for a more comprehensive review and additional conduct sanctions which are considered separate from the Academic process.

Please refer to USF [Regulation 3.025 Disruption of Academic Process](#) for further information regarding behaviors that are considered disruptive to the academic process, as well as the procedures and requirements associated with responding to academic disruption.

Reporting Person and Department

Name: _____
Title: _____
Department: _____
College: _____
Email: _____

Anonymous submissions of this incident report may not be processed by Student Conduct and Ethical Development.

Student Information

Name: _____
U - Number: _____
Email: _____

Witness(es) Information *(Please add additional pages as needed)*

Name: _____
U - Number: _____
Email: _____

Name: _____
U - Number: _____
Email: _____

Supplemental Documentation

If there are relevant documents (e.g. email communication, Canvas discussions, etc.), please ensure they are included with this submission for review and consideration.

Action taken to date, if any by Reporting Person: *(Please add additional pages as needed)*

University of South Florida Police Involvement

No:

Yes:

Case Number: _____

Recommended Academic Sanctions, Actions, and Guidelines (Include Rationale)

Note: The Instructor remains responsible for the academic sanction and communication to the student with regard to the student’s ability to return to class, regardless the filing of the report to other offices (which is required to enable USF to comprehensively respond beyond the immediate academic authority).

The Academic Office (Dean, Director or other Academic Office) that imposes the final decision and related sanction (if applicable) will advise SCED of any sanctions imposed by the academic area.

FERPA Statement

The University of South Florida maintains compliance with the Family Education Rights and Privacy Act (FERPA) (20 U.S.C. Par. 1232g; 34 CFR Part 99) and Florida State Statute Sections 1002.22 and 1002.221, in respect to the confidentiality of educational records and the rights students have in respect to their educational records. Student Conduct and Ethical Development or designated office in Student Success will advise the Instructor and appropriate academic administrators/Instructors responsible for the student’s current academic status **only** of final disciplinary sanctions that affect the academic status of the student after the disciplinary process is complete.

Submission Instructions

Instructors are accountable for compiling and sending the Academic Disruption Incident Report either by hardcopy or scanned, and sent by email to the student's USF email address, simultaneously, within 48 hours to:

1. The department chair;
2. Dean of the College or Designee (as determined by the College);
3. Student Conduct and Ethical Development (studentconduct@usf.edu); and
4. The student

Signature

Date