

BLINN COLLEGE ADMINISTRATIVE REGULATIONS MANUAL

SUBJECT: *Incivility Protocol*

EFFECTIVE DATE: July 20, 2004; amended November 8, 2011, May 29, 2012, and August 26, 2014

BOARD POLICY REFERENCE: FLB

PURPOSE

CIVILITY STATEMENT

Blinn College has adopted Civility and Civility Notification statements, and a statement of Incivility Protocol. The Civility Statement (also included in the Master Course Syllabus Outline) reads as follows: “Members of the Blinn College community, which includes faculty, staff and students, are expected to act honestly and responsibly in all aspects of campus life. Blinn College holds all members accountable for their actions and words. Therefore, all members should commit themselves to behave in a manner that recognizes personal respect and demonstrates concern for the personal dignity, rights, and freedom of every member of the College community, including respect for College property and the physical and intellectual property of others.” This Civility Statement is to be placed in the Course Syllabus of every course the college offers.

CIVILITY NOTIFICATION STATEMENT

The Civility Notification statement (also included in the Master Course Syllabus Outline) is primarily for student notification and reads as follows: “If a student is asked to leave the classroom because of uncivil behavior, the student may not return to that class until the student arranges a conference with the instructor; it is the student’s responsibility to arrange for this conference.” This Civility Notification Statement is placed in the Course Syllabus of every course the college offers. If behavior is threatening or violent, the college police have jurisdiction and the college's Discipline Code takes precedence.

DISCIPLINE AND PENALTIES

In the case of incivility in the classroom, the college's Incivility Protocol provides for removal of the uncivil student immediately from the classroom to maintain student/teacher integrity and essential pedagogical decorum. **IF THE INCIDENT IS THREATENING OR VIOLENT, BLINN COLLEGE POLICE HAVE JURISDICTION AND SHOULD BE NOTIFIED IMMEDIATELY AND THE BLINN COLLEGE DISCIPLINE CODE TAKES PRECEDENCE.** If the incident is one of common incivility, the student removed from class must arrange a conference with his or her instructor to discuss and resolve the problem resulting from the uncivil incident before being readmitted to the class.

INCIVILITY PROTOCOL

LEVEL ONE

A student removed from class for uncivil behavior shall make an appointment with his or her instructor. (The instructor may request a third party present if the instructor deems it necessary.) The incident must be resolved before the student may return to class. If there is no resolution, the process moves to appeal level two. (If the instructor is a assistant dean or department head, level two is bypassed). If the student does not appear for the appointment, the student is barred from returning to class until there has been a meeting and resolution.

LEVEL TWO

At level two the student will meet with his or her instructor and the assistant dean (or designee). If there is resolution the student may return to class. If there is no resolution the process moves to appeal level three. If the student does not appear for the appointment, the student is barred from returning to class until there has been a meeting and resolution.

LEVEL THREE

At level three the student will meet with his or her instructor and the appropriate instructional dean (or designee). If there is resolution the student may return to class. If there is no resolution, the process moves to appeal level four. If the student does not appear for the appointment, the student is barred from returning to class until there has been a meeting and resolution.

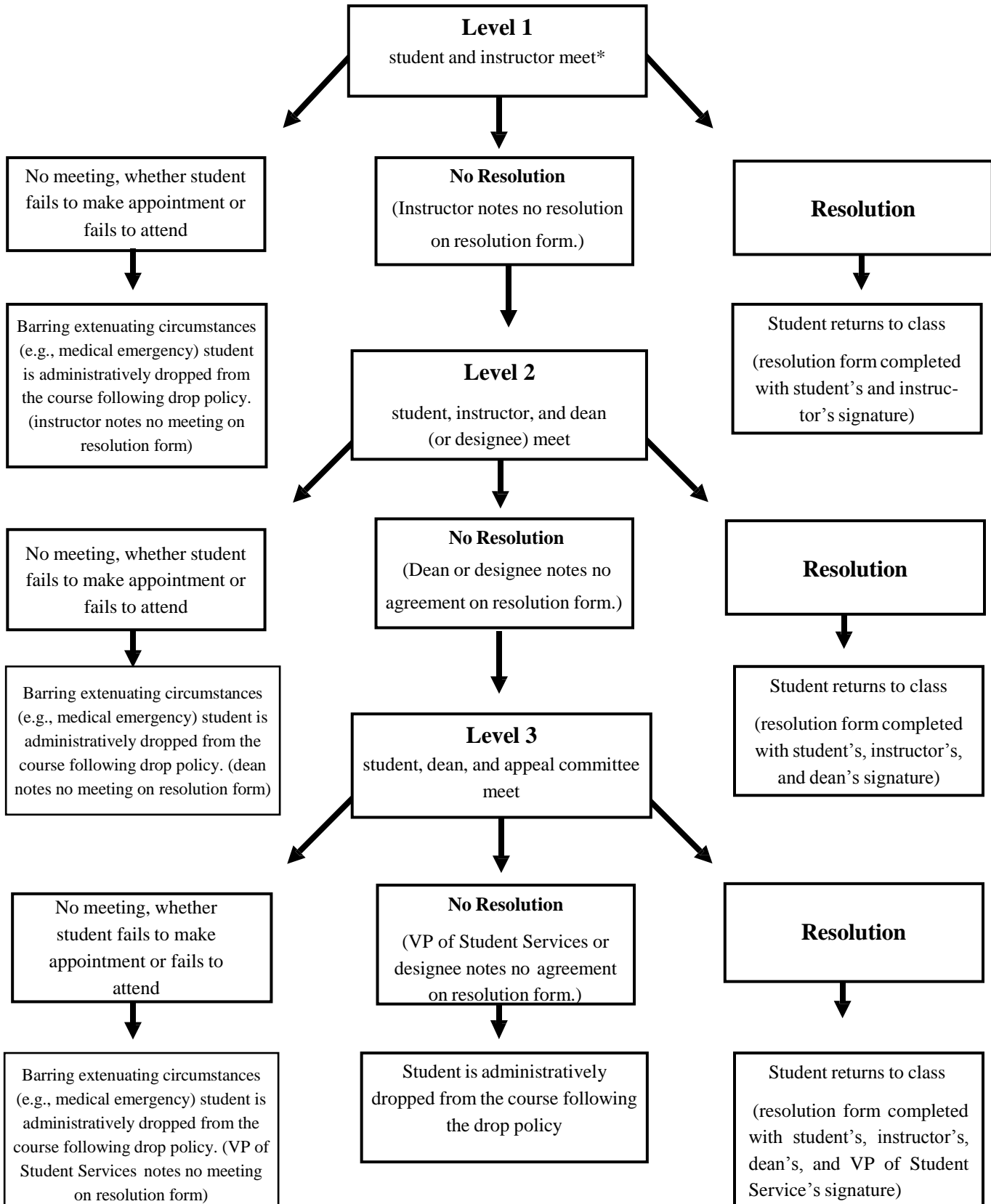
LEVEL FOUR

At level four the student will meet with the appropriate Vice President or designee (and any others listed above at the Vice President or designee's discretion). If there is resolution the student may return to class. If there is no resolution, or if the student does not appear for the appointment, the student is administratively dropped from the course following drop procedure (barring extenuating circumstances, such as a medical emergency). The Vice President or designee is the last appeal level; his or her decision is final.

TIME COMPLETION AND TERMS OF RESOLUTION

The student has five days to complete the above process. Any missed work may be made up after a resolution is achieved.

Incident occurs: instructor directs student to leave class and to request an appointment within two school days for a Level 1 meeting. If the student's behavior is threatening or violent, Blinn College police have jurisdiction and the Blinn College Discipline Code as outlined in the Blinn Catalog takes precedence.



*Student may not return to class until resolution is met. If deemed necessary, the instructor may ask a third party to be present. If the instructor is the division designee for Level 2, skip Level 2.

NOTE: THE STUDENT IS RESPONSIBLE FOR REQUESTING APPOINTMENTS AND HAS TWO SCHOOL DAYS TO COMPLETE EACH LEVEL OF THE APPEAL PROCESS [10-31-2016]

Blinn College Incivility Resolution Report

Name of student: _____ Student ID: _____

Student Contact Information: (phone) _____ (address) _____

Incident: (date) _____ (time) _____ Name of Division: _____

Name of Class: _____ Section: _____ CRN#: _____

Name of Faculty Member: _____ Campus: _____

DESCRIPTION OF INCIDENT:

Give a written objective and detailed account. If additional space is needed, note and attach.

IF THE INCIDENT WAS THREATENING OR VIOLENT, Blinn College Police have jurisdiction and the Blinn College *Discipline Code* as outlined in Board Policy [FMA \(Local\)](#) and the [College Catalog](#) take precedence.

See also [FLB \(Local\)](#) and [FM\(Local\)](#). An [Incivility Flow Chart](#) is available from the Administrative Procedures page.

Provide the RESOLUTION STATEMENT below: *This is required for student reentry into class.*

Level 1 Meeting Agreement No Agreement No Meeting _____
Student's Signature

_____ Faculty Member's Signature

Date

COMMENTS:

Level 2 Meeting Agreement No Agreement No Meeting _____
Student's Signature

_____ Faculty Member's Signature

Date

COMMENTS:

Instructional Dean's/Department Head's (or designee's) Signature

Level 3 Meeting Agreement No Agreement No Meeting _____
Student's Signature

_____ Faculty Member's Signature

Date

COMMENTS:

Instructional Dean's (or designee's) Signature

VPI's (or designee's) Signature

If no resolution is met at Level 3, the student is administratively dropped from the course following drop policy.

The student may not return to class until resolution is met. See the Civility Notification Statement in Course Information Sheet.

- If deemed necessary, the instructor may ask a third party to be present.
- If the instructor is division designee for level 2, skip **LEVEL 2**.
- If no resolution is achieved at **LEVEL 3**, the student is administratively dropped from the course following