



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 attach names)*

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 attach page)*

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 1233 50.TDE6

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