

**Tips for Avoiding or Handling Difficult Student Situations  
From the Dean of Students**

- 1. Review standards for class conduct (academic and personal) in your syllabus and/or during the first class meeting. Reference procedures and possible consequences for inappropriate conduct.**
- 2. Respond to irritating, rude, or potentially disruptive behavior as early and as politely and privately as possible.**
- 3. If inappropriate behavior persists it may become necessary to warn the student in class about his/her behavior.**
- 4. If a student doesn't heed an in-class warning then it may become necessary to ask the student to leave class.**
- 5. If a student refuses to leave class when asked, then the instructor may adjourn class for the day, summon campus police, or continue with class depending upon the circumstances.**
  - a. A student who has become disruptive and who refuses to respond to the instructor may be referred to the dean of students for disciplinary action. At IPFW suspension for more than one class period requires disciplinary action according to the procedures specified in Part III.B of the Student Code.**

To request disciplinary action requires that you file a disciplinary complaint form. Complaint forms can be downloaded from the Dean of Students web page ([www.ipfw.edu/dos](http://www.ipfw.edu/dos)).
  - b. Interim suspension/summary action is possible at IPFW but only if the student presents a danger of harm to self or others. Summon campus police immediately whenever a student presents a danger of harm to self or others.**
- 6. Whatever the circumstances may be, remain calm and unemotional. Don't panic. Don't "personalize". Take control of the situation. Model appropriate behavior. To do otherwise is only likely to exacerbate the situation.**
- 7. Contact the Dean of Students or your department chair to consult about a student's behavior, preferably before there is need for disciplinary action.**