

MWSU Process to Support Classroom Management
2024 - 2025

1. Faculty should immediately call the University Police Department (**816.271.4438**) if they ever feel they or their students are in danger. In an emergency, dial **911** from your phone immediately. An emergency is any situation that requires immediate assistance from the police, fire department, or ambulance.
2. A faculty member may ask a disruptive student to leave the class. The student can be told they cannot return until they meet with the faculty member. If possible, the meeting should occur before the next scheduled class.
3. The faculty member meets with the student to discuss the issue. The faculty member should document the situation with the department chair and through the **Early Intervention System**-*see instructions below (Student Success & Academic Advising Center).
4. If faculty intervention does not resolve the problem, or if the faculty member is not comfortable meeting with the student, the faculty member may request a meeting of the student with the Chair of the Department (or, in the case of the “Schools,” the Dean). The faculty member may or may not be present; this is up to the Department or School. This meeting should again be documented, including the expected behavioral criteria. The information should be provided to the student in person and in a follow-up email if possible.
5. If issues continue, the instructor and/or the chair/dean should refer the case through the Early Intervention System (Student Success & Academic Advising Center). They may also submit an [MWSU Incident Report Form](#) (Dean of Students Office). The form is then viewed by the Vice President-Dean of Students, who evaluates and considers any previously reported behavior(s) and disciplinary matters across campus. The VPSA-DOS then follows the [MWSU Student Code of Conduct](#). If evaluated and deemed a potential threat, the [MWSU CARE Team](#) will convene to assess, intervene, and provide resources.

6. **Report Student Code of Conduct Violation**

Report a Student in Need of Care and Support



***Instructions for Using the Early Intervention System (Discipline Reporting Type):**

You can access the Early Intervention system by clicking the Early Intervention Reporting link in the Faculty Resources card on Goldlink. Students who are currently enrolled in a course will have a button under their photo entitled “Report.” Click on the “Report” button, and the student’s information, the class information, and the reporting instructor’s information are automatically populated. Choose the “Discipline Reporting Type” that best fits the situation. The report may be for documentation only, so a letter will not automatically be sent to the student.

Questions?

Early Intervention System-Contact [Mr. Derek Evans](#) at (816) 271-5993 or email devans4@missouriwestern.edu

Student Code of Conduct or CARE Team-Contact [Dr. Robert Goltra](#), Vice President of Student Affairs/Dean of Students, at 816.271.5991 or email rgoltra@missouriwestern.edu

Updated 9/11/2024