**Sample Documentation Emails/Letters**

The following are very basic examples of how to follow up in writing after a conversation about behavior. These examples provide the kind of documentation that can be very helpful to HEAT or Student Conduct if the pattern of behavior continues and/or escalates.

A. Sample INAPPROPRIATE EXAMPLE:

Dear Student

It is incumbent upon all students to behave in class. Review the course syllabus and do not act like a freak in class anymore. If you yell again, I will kick you out and you can never return to this college again. If you decide to come to class, do not speak to me for the remainder of our time together.

B. Sample email/letter follow-up if a situation was managed through feedback and behavioral changes:

Dear \_\_\_\_\_,

This email serves to follow up on our interaction on (DATE). I asked to speak with you about your interruptions of other students in class. During our conversation, you raised your voice to the point of yelling. I appreciate that, once I informed you that yelling is not permitted in (the office/classroom), you lowered your voice and we were able to resolve the situation. I was able to listen to you and we had an effective conversation. You informed me that you interrupt others because you can’t hear them very well and you felt that your questions were more important. We discussed that if you interrupt someone, I will put my hand up to inform you to stop speaking and you will comply. I also reminded you that each student’s questions may be just as important as yours. I would appreciate it if you do not yell in the future. If you yell or if you continue to interrupt, I plan to report that to (Student Conduct, the Dean, etc). Again, I would like to thank you for your willingness to hear my feedback and act appropriately. If you have any questions or if I can be of assistance to you in the future, please let me know.

C. Sample email/letter follow-up if individual was **not** compliant with feedback:

Dear \_\_\_\_,

This email serves to follow up on our interaction on (DATE). I asked to meet with you because you have been playing on your laptop in class, and you refused to close it during class activities. During our conversation, you raised your voice the point of yelling. I attempted to inform you that yelling is not permitted in (the office/classroom), but you were not willing to listen. As a result, I informed you that if you did not stop yelling, I would need to end the meeting. You still would not stop yelling at that time. As a result, I left the (office/classroom) to call Campus Police. When I returned, you were gone. While my goal is to support your success as a (student/parent), it is my expectation that you act appropriately while on campus. Please be aware that it is expected that you do not yell in offices/classrooms in the future. If you do, (Campus Police will be contacted, a Student Conduct compliant will be filed, your supervisor will be informed, etc). It is also my expectation that you comply with my requests to promote a healthy academic environment in class. If you do not, I may remove you from that class and file a student conduct complaint. If you have any questions about this, or if I can assist you in acting appropriately in the future, please feel free to contact me.