

## STUDENT ISSUES: PROBLEM SOLVING TIPS & RESOURCES FOR FACULTY & STAFF

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### **During Class, at any location:**

When students are disruptive to the learning environment or exhibit other problematic behavior, here are some options:

- Make sure your syllabus describes your behavioral expectations for the class.
- Consult & problem solve with your manager, your colleagues, or a *Judicial Advisor* for Academic and Student Affairs (see contact list below).
- Dismiss the student for that class period only as a way to encourage him/her to regain composure. You must document this in writing or by email with your division dean, and copy Helen Garrett [garretth@lanecc.edu](mailto:garretth@lanecc.edu) (primary contact for the Judicial Advisors) so that your concern is documented with Academic and Student Affairs.
- Cite the student under the Student Code of Conduct. To do this, email Helen Garrett with a brief description of the situation and your concerns. She will route the citation to the appropriate Judicial Advisor, who will follow up with the student.
- **If you believe your safety or the safety of others is threatened, ALWAYS contact Public Safety or other appropriate law enforcement (see contact list below).**

### **Outside of Class, at the Downtown Center, at other Lane campuses/facilities, or during any college activities:**

All student actions/behaviors are governed by the Student Code of Conduct when they occur on any of Lane's campuses/facilities/property or during off campus learning activities that are sponsored by the college. If students are disruptive or exhibit problematic behavior, see the During Class options described above.

### **Cheating or Plagiarism:**

If you believe a student has cheated in your class or plagiarized material, you are to assess an appropriate academic penalty according to what is outlined in your syllabus. (Be sure to clearly state in your syllabus the consequence for cheating or plagiarism.) In addition to the academic penalty you determine, you also have the option of citing the student under the [Student Code of Conduct](http://lanecc.edu/cops/conduct.htm) ([lanecc.edu/cops/conduct.htm](http://lanecc.edu/cops/conduct.htm)). To do this, email Helen Garrett with a brief description of the situation and your concerns. She will route the citation to the appropriate Judicial Advisor, who will follow up with the student.

<b>JA Primary Contact:</b>	Helen Garrett	<a href="mailto:garretth@lanecc.edu">garretth@lanecc.edu</a>	541-463-5725
<b>Judicial Advisors:</b>	Barbara Delansky	<a href="mailto:delanskyb@lanecc.edu">delanskyb@lanecc.edu</a>	541-463-5337/5264
	John Hamblin	<a href="mailto:hamblinj@lanecc.edu">hamblinj@lanecc.edu</a>	541-463-5686
	Nancy Hart	<a href="mailto:hartn@lanecc.edu">hartn@lanecc.edu</a>	541-463-3010
	Jerry de Leon	<a href="mailto:deleonj@lanecc.edu">deleonj@lanecc.edu</a>	541-463-5870

### **Public Safety:**

Main Campus:	541-463-5558 (non emergency)	or <b>541-463-5555 (emergency)</b>
Downtown Cntr:	541-463-4949 (direct line to PS officer)	or <b>911 (emergency)</b>
Cottage Grove:	541-463-4202 (main office line)	or <b>911 (emergency)</b>
Florence	541-997-8444 (main office line)	or <b>911 (emergency)</b>

**Administrative Support** for student issues: Sara Fox [foxs@lanecc.edu](mailto:foxs@lanecc.edu) 541-463-5732  
**Executive Dean for Student Affairs:** Helen Garrett [garretth@lanecc.edu](mailto:garretth@lanecc.edu) 541-463-5725