

## MEMORANDUM

DATE: August 24, 2007

TO: USC Faculty, Deans and Directors

FROM: Michael L. Jackson  
Vice President for Student Affairs

SUBJECT: Disruptive Student Behavior

Dear Colleague:

We would like to remind you of our brochure *Disruptive and Threatening Student Behavior: Guidelines for Faculty and Staff* that we distribute in the fall semester. Occasionally, you may encounter a student at the University of Southern California engaging in threatening or disruptive behavior. Behaviors range from simple class disruptions, to verbal or physical threats. In response, the Division of Student Affairs provides this brochure as a resource. For your convenience, this brochure is available online at:

[http://www.usc.edu/student-affairs/pd/USC Dis Behavior Brochure 906.pdf](http://www.usc.edu/student-affairs/pd/USC_Dis_Behavior_Brochure_906.pdf)

The brochure is designed to: 1) assist your department in thinking through its response to situations in which students may behave in unusual or unpredictable ways prior to such encounters; 2) help you to effectively handle an actual threat; and 3) inform you of referral and protocol procedures. When your department has adequately prepared its faculty and staff to handle disruptive and threatening student behavior, the chances of serious disruption may be lessened.

I ask that you please familiarize yourself with these guidelines. If you have further questions, please contact Lynette Merriman, Senior Associate Dean for Student Affairs, or Brad King, Director of Student Counseling Services. In addition, the Department of Public Safety is available to address questions and concerns.

Thank you for your time and attention to this important issue.

cc:

Lynette Merriman, Senior Associate Dean for Student Affairs  
Brad King, Director of Student Counseling Services  
Carey Drayton, Chief - Department of Public Safety  
Charles Lane, Assoc. Senior Vice President, Career and Protective Services