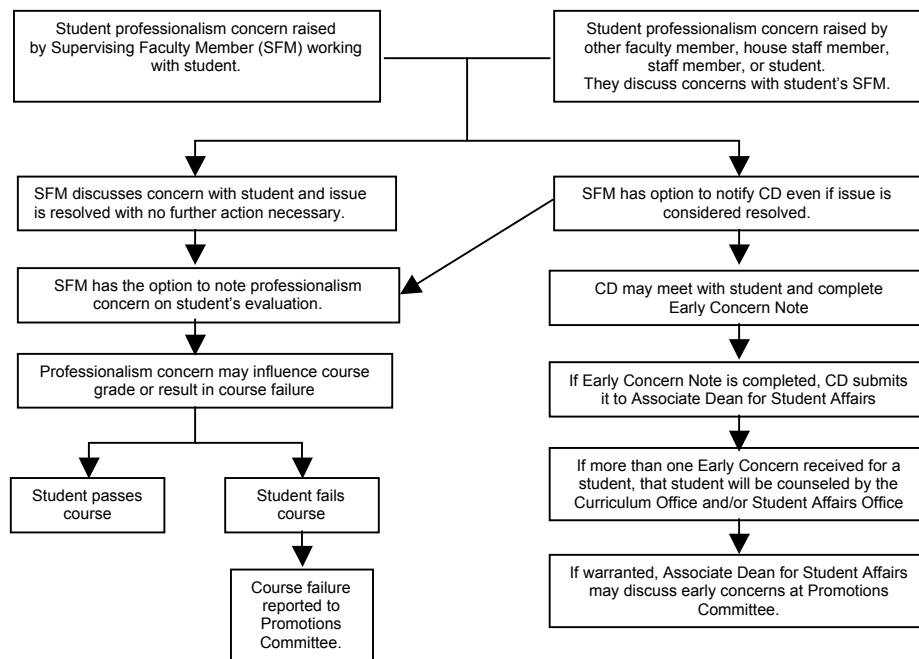


Managing Reports of Academic Student Behavior

- Concerns or commendations about student professional academic behavior may arise from (a) faculty with whom a student interacts during a course or (b) another faculty member, house staff member, staff member, student, or patient with whom the student interacts. These individuals will be expected to report their concerns or commendation to the faculty responsible for the student’s evaluation. In some instances such reports may go directly to the course/clerkship director. Some student behaviors, such as academic dishonesty and unlawful behavior are managed under the University’s disciplinary process and are not a part of this policy.
- Faculty are expected to discuss all concerns or commendations about a student’s professional behavior both with the student and with the course/clerkship director. The faculty then has the option to (a) include professionalism concerns or commendations in the student’s formal evaluation, (b) reports a concern to the course/clerkship director, (c) include professionalism concerns in the student’s evaluation and report a concern or (d) determine that no action is indicated. In the case of reports which come to the course/clerkship directors directly from staff, students, patients or faculty not responsible for the student’s evaluation, the course/clerkship director may choose to complete the Early Concern Note.
- Upon notification of a concern, the course/clerkship director will review the information with the student and make recommendations regarding appropriate intervention. The course/clerkship director may complete an Early Concern Note and forward it to the Associate Dean for Student Affairs. While Early Concern Notes are confidential (their contents are not shared with anyone except the reporting faculty, course director and student), they are not anonymous. The student will know which faculty/course director reported the concern. For this reason, course faculty/course directors are strongly urged to review their concerns personally with the student when a concern is reported.
- Upon receipt of an initial Early Concern Note on a student, the course/clerkship director will meet with the student to discuss the report. After this discussion, the course/clerkship director will make recommendations to the student regarding appropriate intervention. Professionalism forms do not become part of a student’s formal academic record.



Comments (required from person reporting concern or commendation; a separate sheet may be attached):

Instructions for Course Director:

1. Review this *Early Concern or Commendation Note*. If possible, meet with the student to review/discuss the concerns.
2. Sign below; if you meet with the student, ask the student to complete the student section below.
3. Forward this Early Concern Note to Dr. Ike Wood, Associate Dean for Student Affairs, Sanger Hall, Room 1-002.

Intervention:

Follow-up:

I have reviewed the contents of this Early Concern or Commendation Note with the student

Course Director Signature _____ Date _____

For completion by the student:

I have read this evaluation and discussed it with the course/clerkship director. The student's signature on this form is intended only to verify that the student has reviewed the form with the course or clerkship director.

Student Signature _____ Date _____

Student Comments (optional) _____
