

Policy: Professional Behavior Citation Form	Issued: 10/05/04	Revised: 9/27/2016	Page 1 of 4
--	----------------------------	------------------------------	--------------------

Instructions: Download the form to your hard drive and fill in by clicking on the shaded area. Please attach documentation separately. Additional instructions appear on the last page.

Name of Student:

Faculty Member Reporting:

Date of Incident:

Date of Report:

Type and Reason(s) for Action: (Click all boxes that apply)

- Unprofessional Behavior Citation Exemplary Behavior Citation
- Memo of Concern re Unprofessional Behavior

Behavior report related to the following Core Professional Abilities:

- Professional Formation and Critical Self-Reflection
- Communication Skills
- Critical Thinking and Clinical Judgement
- Learning and Professional Development
- Ethical Foundation and Moral Agency
- Social Awareness, Leadership, Advocacy

Summary of Incident: (completed by faculty member.)

1000-character limit -Please attach additional documentation separately.

Optional Student Response: (Completed by student – Please access the professional Behavior Policy)

<https://spahp.creighton.edu/current-students/office-academic-and-student-affairs/policies-procedures>

1000-character limit -Please attach additional documentation separately.

Policy: Professional Behavior Citation Form	Issued: 10/05/04	Revised: 9/27/2016	Page 2 of 4
--	----------------------------	------------------------------	--------------------

Recommended Referral: (completed by faculty member. Check all boxes that apply)

- | | |
|---|---|
| <input type="checkbox"/> Academic Advisor | <input type="checkbox"/> Financial Aid Office |
| <input type="checkbox"/> SPAHP Education Coordinator | <input type="checkbox"/> Personal Physician/Student Health |
| <input type="checkbox"/> Creighton Counseling Center | <input type="checkbox"/> Pastoral Care |
| <input type="checkbox"/> Department Chair | <input type="checkbox"/> Assoc. Dean Academic Affairs (LOA) |
| <input type="checkbox"/> Assoc. Dean Academic Affairs (specify reason): | |
| <input type="checkbox"/> Other (please specify): | |

Faculty Member Signature

Date

Student Signature

Date

*Student Signature required but does not de facto indicate agreement with the citation. Students not in agreement with the issued citation should articulate their view in the Optional Student Response section of the Citation form.

Instructions to faculty for Exemplary Behavior Citation:

Step 1: Complete incident/activity summary and forward copies to the Assistant/Associate Dean for Academic Affairs, who will distribute copies to the appropriate Student Awards Committee Chair and as noted below.

Instructions for Memorandum of Concern regarding Unprofessional Behavior:

Step 1: Complete a memorandum to Student File, providing a narrative description and time line regarding the behavior of concern. Describe any communications with the student regarding this behavior.

Step 2: Send the completed memorandum to the Assistant/Associate Dean for Academic Affairs, who will file the document in the Student File. The concerned faculty member may directly provide a copy of the memorandum to the student and his/her advisor. The faculty member may alternatively request that the Assistant/Associate Dean for Academic Affairs distribute the copies.

Policy: Professional Behavior Citation Form	Issued: 10/05/04	Revised: 9/27/2016	Page 3 of 4
--	----------------------------	------------------------------	--------------------

Instructions to faculty for Unprofessional Behavior Citation:

Step 1: Address the behavior immediately if present at time of occurrence, and if deemed appropriate.

Step 2: When feasible, contact the Assistant/Associate Dean for Academic Affairs to identify if previous infraction(s) of unprofessional behavior have been documented.

Step 3: Complete the incident/activity summary and schedule a meeting with the student if feasible, (including advisor if desired or required by policy). Face-to-face meetings are preferred, but virtual or telephone conferences are acceptable if face-to-face meetings are impossible or cannot be arranged in a timely fashion.

Step 4: Provide the student with a copy of the Professional Behavior Policy or a link to the policy on the School website at the time the meeting is requested.

Step 5: Review the incident/activity, the need for behavior modification, and the reason(s) the citation is being issued. Encourage reflection on professionalism and the importance of appropriate behavior.

Step 6: Make any final comments in the incident/activity summary. Provide the student with the opportunity to provide written comments.

Step 7: Sign the form and have the student do the same. Give the student a copy of the signed form. If this is not possible, request the Assistant/Associate Dean to provide the student with his/her copy. * If the student refuses to sign, refer to Asst/Assoc Dean for Academic Affairs.

Step 8: Send the original signed citation form to the Assistant/Associate Dean for Academic Affairs as soon as possible after completion of the professional citation. **The Assistant/Associate Dean for Academic Affairs will send copies of the form as noted below.**

Step 9: If, after a good faith effort on the part of the faculty member, a meeting with the student cannot be accomplished in a timely fashion, the citation form should be completed and sent to the Assistant/Associate Dean for Academic Affairs. Any lack of responsiveness on the student's part should be noted in the citation report. The Assistant/Associate Dean for Academic Affairs will summon the student to discuss the issues, secure his/her signature, and provide copies of pertinent documents. Lack of student response to faculty or administrator requests to discuss behaviors may result in additional citations or disciplinary action.

<i>Policy: Professional Behavior Citation Form</i>	<i>Issued:</i> 10/05/04	<i>Revised:</i> 9/27/2016	<i>Page 4 of 4</i>
---	-----------------------------------	-------------------------------------	---------------------------

Cc: Student (if not previously provided by faculty)
Academic Advisor
Department Chair
Experiential Education Coordinator
Student's file housed in the Office of Academic and Student Affairs
OASA Compliance Coordinator
Student Awards Committee Chair (If exemplary behavior)