

<i>Policy:</i> Professional Behavior Citation Form	<i>Issued:</i> 10/05/04	<i>Revised:</i> 8/22/06	<i>Page 1 of 3</i>
--	----------------------------	----------------------------	--------------------

Name of Student: _____

Faculty Member Reporting: _____

Date of Incident: _____ Date of Report: _____

Exemplary Behavior

Unacceptable Behavior

Behavior report related to the following Core Professional Abilities (check all that apply)

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

Summary of Incident (completed by faculty member. Append any documentation you believe to be relevant):

Optional Student Response (completed by student):

Students: Please access the Professional Behaviors Policy at http://spahp.creighton.edu/Acad_SAffairs/policies.asp

<i>Policy:</i> Professional Behavior Citation Form	<i>Issued:</i> 10/05/04	<i>Revised:</i> 8/22/06	Page 2 of 3
--	----------------------------	----------------------------	-------------

Recommended Referral (completed by faculty member):

- | | |
|--|---|
| <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"/> Other (please specify): | <input type="checkbox"/> Assoc. Dean Academic Affairs (specify reason): |

Faculty member signature	Date	Student signature	Date
--------------------------	------	-------------------	------

Instructions to faculty for Exemplary Behavior report:

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 to faculty for Unacceptable Behavior report:

Step 1: Contact the Assistant/Associate Dean for Academic Affairs to identify if the infraction is the first documented event of unacceptable behavior.

Step 2: Complete the incident/activity summary and schedule a meeting with the student, and his/her advisor if desired or required by policy. Face-to-face meetings are preferred, but telephone conferences are acceptable if face-to-face meetings are impossible or cannot be arranged in a timely fashion.

Step 3: 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 4: 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 5: Make any final comments in the incident/activity summary. Provide the student with the opportunity to provide written comments.

Step 6: Sign the form and have the student do the same. Give the student a copy of the signed form at the conclusion of the meeting. If this is not possible, request the Assistant/Associate Dean to provide the student with his/her copy.

<i>Policy:</i> Professional Behavior Citation Form	<i>Issued:</i> 10/05/04	<i>Revised:</i> 8/22/06	<i>Page 3 of 3</i>
--	----------------------------	----------------------------	--------------------

Step 7: Send the original signed citation form to the Assistant/Associate Dean for Academic Affairs within 24 hours of the conclusion of the meeting. The Assistant/Associate Dean for Academic Affairs will send copies of the form as noted below.

Step 8: 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 will 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.

*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.

Xc: Student (if not previously provided by faculty)
Faculty member
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)