1. Professionalism problem is identified by:
   a. Faculty interacting with student
   b. Staff, patient or another student interacting with student, in which case the initial report is made to a faculty member, course director, or directly to the Chair of the Professionalism Committee if the behavior is observed outside the realm of a “course.”
   c. The Honor Council if it determines that an alleged Honor Code violation is a professionalism issue

2. The faculty member (or Chair) meets with student, describes problem and has a discussion. The Student Professionalism Feedback Form is filled out and submitted to the Chair of the Professionalism Committee so that patterns of behavior may be tracked. (It is important that whoever completes the form should give direct feedback to the student prior to submitting the form to the Chair of the Professionalism Committee.)

3. The student is given a copy of the form and asked to submit a written reply to the Chair of the Professionalism Committee.

4. If the behavior described is egregious or a documented repeated behavior, then the Professionalism Committee Chair refers the matter to the Professionalism Committee. If the behavior relates to the honor code, the Professionalism Committee Chair confers with the Chair of the Honor Council and refers the matter to the Honor Council. It cannot be referred to both simultaneously. If the behavior is not particularly egregious and not a documented repeated behavior, the Chair of the Professionalism Committee may choose to follow-up with the student individually rather than referring the matter to the Professionalism Committee or Honor Council.

5. The Professionalism Committee or Chair makes a recommendation and suggests a remediation plan.

6. If the remediation plan is successfully completed, the forms are destroyed at graduation

7. If the matter is determined to be particularly egregious by the Chair and/or the Professionalism Committee, there is a pattern of recidivism, or the student fails to complete the remediation plan, the matter is referred to the Promotions Committee.

8. In the case where students are referred to the Promotions Committee, the Professionalism Committee will remain available to assist in the development of a remediation plan when deemed appropriate by the Promotions Committee.

For further information, please contact:
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Additional resources are available on our website:
medschool.ucdenver.edu/studentprofessionalism
http://www.ucdenver.edu/academics/colleges/medicalschool/education/studentaffairs/AcademicLife/professionalism/Pages/default.aspx

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