

University of Illinois College of Medicine at Peoria

Reporting Form for Deficient Student Behavior

GENERAL INFORMATION & INSTRUCTIONS:

Policy: The University of Illinois College of Medicine (UICOM) strongly encourages individuals to report student behavior that fails to meet the standards set forth in the College's Statement on Professional Behavior that is set forth in the document, "University of Illinois College of Medicine Student Academic Policies and Professional Standards," or that fails to meet the "Safety and Technical Standards" of UICOM. Both documents are accessible on the College's Educational Policies & Procedures website.

Who and What to Report: Faculty, staff, and students should report instances in which a student fails to meet expected standards, including but not limited to, cheating, plagiarism, and other kinds of academic dishonesty, failure to participate in instruction as appropriate, failure to attend required events, failure to communicate as appropriate, and instances in which students exhibit behavior that appears to threaten or compromise the safety of patients or colleagues.

Handling of a Report: The report will be forwarded to the UICOMP Assistant Dean for Student Affairs or Associate Dean for Academic Affairs. The receiving dean will review the report and – depending upon the nature of the behavior described, take one or more of the following actions: discuss the matter with the student, contact the complainant to collect more information, refer the matter to the Site and/or College Committee on Student Promotions, refer the matter to the University Judiciary or University Student Affairs Judiciary Committee, refer the matter to the UIC Title IX Coordinator, or report the matter in accordance with UIC Clery reporting requirements. A report of behavior that presents an immediate threat to safety may result in temporary removal of a student from the educational environment pending review and assessment of the complaint. Except in certain pre-defined circumstances, the student about which the report is written will have the right to review the report and all supporting documents, and to know the names of all complainants and witnesses, before any actions are taken with respect to the student.

Questions about UICOM and UICOMP professionalism standards and about student and complainant rights and responsibilities – including questions about confidentiality of reports - should be directed to the UICOMP Assistant Dean for Student Affairs at 309-671-8410.

Instructions: Complete the form on the next page and email it to the Assistant Dean for Student Affairs, or send by campus or courier mail to the UICOMP Office of Student Affairs.

Submit Completed Form, along with Additional Sheets and Documentation to the UICOMP Office of Student Affairs, 1 Illini Drive, Peoria, or by email to the Assistant Dean for Student Affairs. Phone 309-671-8411 Fax 309-671-8480. Form and Instructions Updated 9.26.16

University of Illinois College of Medicine at Peoria
Report Form for Deficient Professional Behavior by a Medical Student
Please Print or Type

Student Information (subject of report):

Name _____ Year in Class M _____

UIN (if known) _____ Email Address _____

Incident Details

Date MM/DD/YYYY ____/____/____ TIME: _____ a.m. or p.m.

Location _____

Description of Incident or Concern: Provide a detailed narrative of the concern, including a chronological order of events and any actions taken or communication with the student prior to the submission of this report. Attach additional pages as needed:

Supporting Documents: Attach supporting documents if applicable (emails, photos, written materials, etc.). All supporting documents are subject to disclosure to the student.

Witness Information: List the names and contact information of any witnesses to the incident or concern described above:

Complainant Information:

Name: _____ Title/Position: _____

Contact Information for Follow up: _____

Signature _____

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