



FAULKNER

COLLEGE OF HEALTH SCIENCES

Student Conduct/Professionalism Infraction Form

*For use by Faulkner CHS and University Faculty/Staff/Administration;
(Submit to Office of the Dean)*

Student Name _____

Program: _____ Date of Infraction: _____

Name and of person originating this ***Infraction Form***: _____

Title/role of person initiating this ***Infraction Form***: _____

This form is being completed based on:

- ☐ my direct observation(s) or encounter(s) with this student
☐ information about this student provided to me by a third party:

Please check the box(es) next to the conduct infraction committed by the student and provide details and comments about the infraction in the space provided. See CHS Handbook for additional information regarding conduct infractions.

Category One Violations:

- ☐ Minor, first-time professionalism infraction
☐ Threatening to engage in behavior that would cause damage to university property or to the personal property of others
☐ Violation of dress code principles
☐ Violation of parking/safety regulations
☐ Gambling on campus or concerning program activities
☐ Use of tobacco in any form on campus or at any university-sponsored event
☐ Use of profanity, vulgarity, or obscenity in any form on campus
☐ Failure to present official Faulkner ID card upon request of university authorities
☐ Failure to accurately list with the university a current place of residence and



FAULKNER

COLLEGE OF HEALTH SCIENCES

to promptly inform the university of any subsequent changes in the correct address listing

- ☐ Failure to notify proper university officials of knowledge of a violation of certain university policies or of students in violation of certain university policies
- ☐ Posting photographs or comments on social networking sites that document or publicize suspected violations of the Student Handbook. (Refer to the internet information section of the General Policy Guide.)
- ☐ Other: _____

Category Two Violations:

- ☐ Multiple, repeated, or severe Category One violations
- ☐ Serious or repeated professionalism infraction
- ☐ Violations of the CHS Academic Integrity Policy
- ☐ Violations of the University Alcohol Policy
- ☐ Violations of the Sexual Stewardship and Purity Policy that occur on campus
- ☐ Consuming alcoholic beverages, using tobacco, or using illegal drugs while representing Faulkner at an off-campus event OR while wearing Faulkner University attire
- ☐ Failure to comply with the directive of a university official acting in the performance of his or her duties
- ☐ Vaping of any kind while on campus
- ☐ Disrespectful behavior toward a university staff or faculty member.
- ☐ Knowingly providing false or misleading information to a university authority, including all staff and faculty.
- ☐ Engaging in behavior that would cause damage to university property or to the personal property of others.
- ☐ Minor instances of disruptive behavior. Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor's appropriate classroom rules or instructions, or interferes with the normal operation of the university.
- ☐ Veiled or direct threats to harm any member of the university community (to include verbal or physical posture – expressed in person, or written via email, text messaging, Facebook, Snapchat, or any other form of social media).
- ☐ Minor disturbances of the peace. A disturbance will be defined as an event in which failure to maintain control of the event occurs and/or complaints are



FAULKNER

COLLEGE OF HEALTH SCIENCES

- ☐ reported and/or police/security officers respond to the scene.
- ☐ Unauthorized possession or use of university keys.
- ☐ Unauthorized entry or use of university buildings, facilities, equipment, supplies or resources.
- ☐ Possession or use of fireworks or chemicals that are of an explosive or corrosive nature on campus
- ☐ Possession and/or use of pornography of any kind on campus
- ☐ Violation of law or university policy related to computer use or copyright infringement.
- ☐ Forgery, alteration or misuse of university documents, forms, records, or identification cards.
- ☐ Producing in writing, whether electronically or in print, containing any information regarding patients/preceptors/instructors/facilities for any purpose other than the completion of express assignments.
- ☐ Using social media to discuss patient/preceptors/instructors/facilities or any aspect of Faulkner CHS in a negative way or that would compromise patient care and confidentiality
- ☐ Using social media or technology to demean or speak negatively about another student or faculty member
- ☐ Negligent HIPAA violations.
- ☐ Any activity that qualifies under applicable criminal law as a misdemeanor, regardless if charges are filed.
- ☐ Other: _____

Category Three Violations

- ☐ Repeated or severe Category Two violations.
- ☐ Failure to comply with disciplinary decisions, including conditions of probation and previous sanctions
- ☐ Failure to report any criminal history to the university, including but not limited to admissions applications.
- ☐ Repeated or severe violations of the alcohol policy.
- ☐ Violation of university drug policy
- ☐ Violation of the university weapons policy
- ☐ Misuse of fire or safety equipment.
- ☐ Causing or reporting a false warning of a campus emergency.
- ☐ Major instances of disruptive behavior. Disruptive behavior includes conduct



FAULKNER

COLLEGE OF HEALTH SCIENCES

that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor's appropriate classroom rules or instructions, or interferes with the normal operation of the University.

- ☐ Major disturbances of the peace. A disturbance will be defined as an event in which failure to maintain control of the event occurs and/or complaints are reported and/or police/security officers respond to the scene.
- ☐ Knowingly accessing a computer, computer network, or computer system beyond the standard assigned and/or accepted permissions.
- ☐ Causing physical or emotional harm to another person. Emotional harm includes but is not limited to, intimidation, stalking, cyber-bullying, and/or threats by text messaging or other electronic media.
- ☐ Creating a hostile environment, including but not limited to hate speech, harassment, or sexual harassment.
- ☐ Veiled or direct threats to harm any member of the University Community (to include verbal or physical posture – expressed in person or in written via email, text messaging etc.)
- ☐ Any activity that qualifies under applicable criminal law as a felony, regardless if charges are filed.
- ☐ Grossly negligent and/or intentional HIPAA Violations
- ☐ Other: _____

Professionalism Infractions

- ☐ Failure to demonstrate professional relationships with faculty, preceptors, patients, or employees of the University or clinical site
- ☐ Does not function and interact appropriately within groups
- ☐ Insensitivity to the needs, feelings or wishes of others
- ☐ Use of demeaning or disrespectful language about others
- ☐ Is abusive or arrogant during times of stress
- ☐ Failure to maintain a professional appearance / attire
- ☐ Inadequate personal commitment to honoring the needs of patients
- ☐ Resistant or defensive in accepting criticism
- ☐ Remains unaware of his/her limits
- ☐ Resists considering or making changes based on feedback
- ☐ Appears to seek or accept the minimally acceptable level of effort as a goal
- ☐ Failure to follow protocol regarding absence from class or clinical rotation



FAULKNER

COLLEGE OF HEALTH SCIENCES

- ☐ Repeatedly tardy to class, clinic, or mandatory school sponsored events
- ☐ Participates in any action that could result in legal action being taken against the student by the clinical site or University
- ☐ Failure to fulfill responsibilities reliably
- ☐ Misrepresents or falsifies actions and / or information
- ☐ Failure to accept responsibility for actions
- ☐ Use of his/her professional position to take advantage of a patient emotionally or sexually
- ☐ Using social media to discuss patient/preceptors/instructors/facilities or any aspect of Faulkner CHS in a negative way or in a way that would compromise patient care and confidentiality
- ☐ Other professional shortcomings including violations of program specific professional requirements.
- ☐
- ☐ Other: _____

Submitter Comments regarding infraction (Attach additional pages if necessary):

Instructions:

1. Complete this ***Student Conduct Infraction Form*** and forward this form to the Office of the Dean who will pass the form to the appropriate Program Director.
2. The Program Director will convene the Program committee which will inform the student within 72 hours of receiving this form.

3. The student may respond to the infraction within 48 hours of notification by the Program Committee by completing the student response section of this form.
4. The committee will convene within 7 days of receiving the student's response to review the infraction and other contents in the student file, and may meet with the student and/or person submitting the form, and will then make a recommendation for sanction(s) to the Program Director by documenting on their actions on this "Conduct Infraction Form."
5. The program committee should send the completed form to the Program Director.
6. The Program Director together with the Office of the Dean will review the committee's recommendation, and the final sanction will be enforced by the respective Program Director.
7. The completed infraction form will be maintained by the program director with an additional copy placed in the student's file located in the Dean's suite.

Submitter Signature_____Date_____

Student Signature _____ Date _____



FAULKNER

COLLEGE OF HEALTH SCIENCES

The following section is to be completed by the program committee.

Student Progress Committee (Circle): PT OT SLP PA

Student Name _____ Committee Meeting Date _____

Important Dates:

Form Received from Submitter: _____ *Form sent to student:* _____

Date Infraction form sent to student: _____ *Date of student response:* _____

Committee Members Present:

Individuals interviewed by committee:

Key comments from meeting:

Committee Sanction Recommendation(s):

Initials of Committee Members present:



FAULKNER

COLLEGE OF HEALTH SCIENCES

To be completed by the program committee:

Classification of student response to Infraction Notice

Circle the classes that best describe the student's response to the conduct infraction.

	<u>Class 1</u>	<u>Class 2</u>	<u>Class 3</u>	<u>Class 4</u>
Recognition	Spontaneously recognized that behavior was inappropriate	Recognized error when brought to their attention	Receptive to recognizing inappropriate nature of their behavior after discussion	Remained resistant to recognizing inappropriate action or denied it occurred
Responsibility	Spontaneously accepted responsibility	Accepted responsibility when described to them	Remained resistant to accepting responsibility but agreed to comply anyway	Rejected responsibility
Sample Content	'I forgot to make a note of that schedule change; I'm sorry I missed it and embarrassed I messed up.'	'I had no idea they took attendance at orientation so seriously. It won't happen again.'	'I realize the course wants it done a certain way. I still think it's unnecessary, but I'll do what they say.'	'The course is blowing it way out of proportion. I spoke my mind and they are taking it out of context.'
Documented Response				
Comments				



FAULKNER

COLLEGE OF HEALTH SCIENCES

To be completed by the Program Director:

Date infraction form received from program committee: _____

Response to sanction recommendations by program committee:

- ☐ Approve
☐ Deny
☐ Altered

Final Sanction:

Date sent to Office of the Dean: _____

Date form placed in student file: _____

Did the student fulfill sanction requirements?

- ☐ Yes
☐ Partially
☐ Yes, but needed an extension
☐ No

Program Director Signature _____ Date _____

***Please turn in a completed copy to the Office of the Dean.**