

Managing Reports of Unprofessional Academic Student Behavior

Options for Reporting Concerns About a Student's Professional Behavior

1. Concerns about a student's professional behavior may be either
 - a. directly observed or otherwise noted by a JSSOM course or clerkship director; or
 - b. directly observed or otherwise noted by other course/clerkship faculty or staff with whom the student interacts

Some student behaviors, such as academic dishonesty and unlawful behavior are managed under the University's disciplinary process and are not a part of this policy.

2. A course/clerkship director who either directly experiences, or receives a report of potentially unprofessional behavior must first discuss the concerns directly with the student, and has the options of:
 - a. including professionalism concerns in the student's formal course/clerkship evaluation;
 - b. submitting a **referral to the Coaching and Professionalism Program (CAPP)**;
 - c. including professionalism concerns in the student's evaluation and submitting a **referral to CAPP**; or
 - d. determining that no action is indicated.
3. Individuals other than course/clerkship directors who are concerned about a student's behavior are encouraged to discuss the concerns directly with the student. If the individual feels uncomfortable with such a discussion, or believes the behavior warrants further review, the student should discuss their concerns directly with the course/clerkship director who, after discussing the behavior with the student may submit a **referral to CAPP**.
4. Upon receipt of a **CAPP referral** on a student, the CAPP director will meet with the student to discuss the report, and will make recommendations to the student regarding appropriate intervention, which are not binding. The student will be encouraged to write a response to the report, which will be maintained with the **CAPP referral system** for future reference.
5. **CAPP referrals** are not anonymous. For this reason, those who submit a **CAPP referral** are required to review their concerns personally with the student before the referral is submitted. **CAPP referrals** are confidential (their contents are shared only with the person initiating the report and the student), except as described in (7) and (8) below.

Consequences of Referrals to the Coaching and Professionalism Program (CAPP)

6. The first time a student is referred to the **Coaching and Professionalism Program (CAPP)** during their medical school enrollment will result in a private discussion between the student and the CAPP director, and the potential for voluntary referral and counseling. No further action will be taken unless the CAPP Director determines that, in his/her judgment, urgent intervention is indicated for the protection of the student or others.
7. A second **CAPP referral** received by a student during medical school enrollment will result in a report of both **CAPP referrals** (and any student written responses) by the CAPP director to the John Sealy School of Medicine Senior Associate Dean for Educational Performance who will meet with the student to discuss the **CAPP referrals**. No further action will be taken unless the Senior Associate Dean for Educational Performance

determines that, in their judgment, urgent intervention is indicated for the protection of the student or others.

8. The third or subsequent times a student is referred to the ***Coaching and Professionalism Program (CAPP)*** during their medical school enrollment will result in
 - a. a report of all ***CAPP referrals*** (and any student written responses) by the CAPP director to the Academic Progress Committee (APC);
 - b. the student appearing before the APC for a hearing to discuss the ***CAPP referrals***; and
 - c. formal action as determined by the APC, including dismissal or alternative action; the APC may also choose to take no action; and
 - d. if APC action is taken, a notation of the ***CAPP referrals*** and any APC action will be included in the student's MSPE; and
 - e. required successful completion of a professionalism remediation program, if prescribed, on the student's transcript.