



COLLEGE OF PHARMACY

THE UNIVERSITY OF TEXAS AT AUSTIN

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*Office of the Assistant Dean for Student Affairs • PHR 5.112N • Austin, Texas 78712-1074*

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## **Faculty Referral for Alleged Unprofessional Conduct**

This form is for College of Pharmacy Faculty to refer a student (or students) to the Dean's Office for intervention based on perceived unprofessional conduct. This should be viewed as an opportunity for education and professionalization of the student, but also will have consequences. We will not tolerate unprofessional behavior in our College. If the referral is upheld, this form will be a part of the student's permanent (but confidential) record. Depending on the nature of the conduct and whether or not this is a repeat offense, the matter may also be referred to the Dean of Students Office.

**Student Name(s):** \_\_\_\_\_

**Course (if applicable):** \_\_\_\_\_

If associated with a class, was the action in violation of a policy stated on the first day handout?  **yes**  **no** (if yes, please append the first day handout).

Was the behavior disruptive to the classroom environment?  **yes**  **no** (if yes, this behavior may also be considered a violation of University Rules, and may result in penalties beyond the professional conduct issue).

In the space below, describe what you believe to be the unprofessional behavior on the part of the student (describe the event(s); attach an additional sheet if necessary along with any supporting documentation):

As the faculty member reporting this unprofessional behavior, what action do you feel would be appropriate? At the very least, this will probably result in a meeting with the student and you would be encouraged to attend; would you be willing to do so?

**Faculty Name:** \_\_\_\_\_

**Faculty Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Faculty Member: Forward this form to Diane B. Ginsburg, Assistant Dean for Student Affairs for disposition.**

### **Referral for Alleged Unprofessional Conduct - Disposition**

**Deans Office Action Taken** [specify in the space below; attach any documents that result (e.g., disciplinary letter)]:

**Faculty Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Dean's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

[Note: this signature simply acknowledges the student was present for disposition of the issue, not that they admit to the allegation or agree with the disposition]

**For P4 students, a copy of this form has been forwarded to the appropriate Regional Director.**

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