**PROFESSIONALISM CONCERNS REPORT (PCR) FOR REPORTING PERSON**

Appendix 1

**The Perdue School of Business, Salisbury University**

This report is prepared when a student exhibits behavior not consistent with the standards of professional behavior set by the Perdue School of Business Student Behavior Policy and is intended to assist the student in meeting professionalism expectations in academic, professional, or administrative settings. Improvement in the area(s) noted below is required in order to meet the standards of professionalism for the Perdue School of Business. The reporting person should forward this form and supporting documentation to the Associate Dean within 10 university business days of the discovery of the incident. As required, the Associate Dean will forward a copy to the Perdue Exceptions Committee. Please note that this form is intended to document unprofessional behavior that does not fall within the purview of the University’s [Student Academic Misconduct Policy](https://www.salisbury.edu/administration/academic-affairs/misconduct-policy.aspx), [Code of Community Standards](https://www.salisbury.edu/administration/student-affairs/student-accountability-and-community-standards/community-standards/code.aspx), or the jurisdiction of the [Office of Institutional Equity](https://www.salisbury.edu/administration/institutional-equity/report-a-concern.aspx). If reporting via those policies, the reporting person should CC the Associate Dean, who will keep a local record, as well.

|  |  |
| --- | --- |
| Student Name Student ID # Student Major | Course Name & No. (if applicable) or Incident Site |
| Click here to enter text. | Click here to enter text. |
| Reporting Person Name Department | Date of Incident(s) |
| Click here to enter text. | Click here to enter text. |

**Behavior Categories**

1. **Teaching Opportunity:** This category applies to relatively minor unethical or unprofessional behavior that may be remediated through discussion with the student. The reporting person should discuss the issue with the student and provide them with clear behavioral expectations going forward. Faculty may assign an additional assignment/exam/quiz or a reduced course grade at their discretion. No further action required if the faculty or staff believes this action and/or conversation was constructive. The incident must be documented [see page 6 of the Student Behavior Policy] using the PCR for Reporting Person form. The PCR and supporting documentation must be forwarded to the Associate Dean for inclusion in the student’s file in the Dean’s Office. The Associate Dean will forward a copy to the Associate Vice President of Academic Affairs.
2. **Troubling Behavior & [Multiple] Professionalism Concerns:** This category applies to situations when a Teaching Opportunity was not successful, the behavior is more serious or recurrent, or the reporting person believes a more severe penalty would be appropriate. In this case all documents related to the incident must be forwarded to the Associate Dean and the student will be encouraged to submit a formal response prior to meeting with the Associate Dean [see pages 6 – 7 of the Student Behavior Policy]. The Associate Dean, based on the interview and in consultation with the Perdue Exceptions Committee, will document any further disciplinary action on the PCR for Exceptions Committee form. The PCR forms and all supporting documents will be kept in the student’s file in the Dean’s Office and provided to the Associate Vice President of Academic Affairs.
3. **Egregious Behavior:** This category is reserved for behavior deemed severe in nature and potentially necessitating immediate action to prevent any continuation of the behavior and to mitigate any potential harm to the individual or members of the community. The PCR form and supporting documentation should be filed with the Associate Dean within 5 university business days of the discovery of the incident [see pages 7 – 8 of the Student Behavior Policy]. Egregious action does not require the reporting person to seek the student’s signature. A student interview and investigation by the Associate Dean will immediately (i.e., within 24 hours) follow to determine appropriate interim action. All documents and interim action will be reviewed by the Perdue Exceptions Committee to determine the final sanction. Once the investigation concludes, any disciplinary action will be noted on the PCR for Exceptions Committee form and all documents will be kept in the student’s file in the Dean’s Office and provided to the Associate Vice President of Academic Affairs.

|  |  |  |  |
| --- | --- | --- | --- |
| **Violation – See pages 4 – 5 of the Student Behavior Policy for examples** | **Teaching Opportunity** | **Troubling Behavior & (Multiple) Professionalism Concerns** | **Egregious Behavior** |
| Exhibiting Disruptive Behavior |[ ] [ ] [ ]
| Unmet Professional Responsibility | [ ]  | [ ]  | [ ]  |
| Other Unprofessional or Unethical Act | [ ]  | [ ]  | [ ]  |

**Action Taken (check all that apply)**

[ ]  **Counseled student regarding expectations**

[ ]  **Developed corrective action plan for remediation/improvement**

[ ]  **Warning**

[ ]  **Issue a Reduced Grade on Assignment/Exam/Quiz**

[ ]  **Issue a Reduced Grade in the Course**

[ ]  **Issue an “F” on Assignment/Exam/Quiz**

[ ]  **Issue an “F” in the Course**

[ ]  **Department/Program Meeting Requested; Further Action Requested**

**Describe the specifics of the incident and reason for action taken; attach additional info as needed.**

Click here to enter text.

|  |  |
| --- | --- |
| Reporting Person Signature | Date |
| **X** |  |
| Associate Dean Signature (if necessary)**X** | Date |
| Student Signature | Date |
| **X** |  |

**PROFESSIONALISM CONCERNS REPORT (PCR) FOR PERDUE EXCEPTIONS COMMITTEE**

Appendix 2

**The Perdue School of Business, Salisbury University**

This report is prepared when the reporting person, using the PCR for Reporting Person, reports student behavior that is of serious concern, which is categorized in the Student Behavior Policy as either “Troubling Behavior & (Multiple) Professionalism Concerns” or “Egregious”, or when the Associate Dean identifies that there exists a pattern of student behavior (Multiple Professionalism Concerns) that warrants further action.

|  |  |
| --- | --- |
| Student Name Student ID # Student Major | Course Name & No. (if applicable) or Incident Site |
| Click here to enter text. | Click here to enter text. |
| Reporting Person Name Department | Date of Incident(s) |
| Click here to enter text. | Click here to enter text. |

|  |
| --- |
| Date of Meeting with Student: Click here to enter text. |
|  |

**Action Taken after meeting with student**

[ ]  **Affirm Faculty Action of** Click here to enter text.

[ ]  **Corrective Action Plan**

[ ]  **Counseling**

[ ]  **Dismissal from Program**

[ ]  **Dismissal from PSB**

[ ]  **Suspension**

[ ]  **Other Action:** Click here to enter text.

 **Describe the specifics of the meeting and reason for action taken; attach additional info as needed.**

Click here to enter text.

|  |  |
| --- | --- |
| Associate Dean Signature | Date |
| **X** |  |
| Student Signature | Date |
| **X** |  |

[ ]  **Student wishes to appeal (Student is encouraged to submit a written response to University Academic Policies Committee within 5 university business days)**