

OUHSC Graduate College Professionalism Concerns Report Policy and Procedure

The University of Oklahoma Health Sciences Center and the Graduate College expect students to possess the intellectual capacity for a research based degree as well as a high capacity for ethical and professional behavior. Training in ethical behavior is a vital component of health education and is, therefore, considered an academic issue. The Professional Behavior in an Academic Program Policy is located in both Student and Faculty Handbooks.

Ethical behavior is expected in all educational, laboratory, and clinical settings. Failure to meet expected ethical and professional standards may result in actions from meeting with the student to discuss their actions, filing of a Professionalism Concerns Report (PCR), to dismissal from the program, dependent upon the egregiousness of the behavior. The purpose of filing a PCR is educational with the goal of professional development and the objective to document the activity, articulate expectations, and identify actions to be taken. For the complete policy, go to:

[Student Handbook](#) (Section 2.17)

[Faculty Handbook](#) (Section 4.20)

Procedure for Handling Breaches of Ethical and Professional Behavior Standards

1. Complaints may be initiated within OUHSC (students, faculty, staff, administration) or outside OUHSC (patients, families, visitors, extramural rotation sites, other agencies with which a student has had contact). Complaints must be in writing with a brief description of the incident and submitted within 10 University business days after discovery to the course coordinator/ faculty mentor/ program director/graduate liaison or the Graduate College.
2. Course coordinator/faculty mentor/ program director/graduate liaison will meet with the student, within 10 University working days of receiving the complaint, to determine whether a breach of ethical behavior has occurred that warrants formal reporting.
3. If the action is determined to warrant formal reporting, the faculty member will discuss the concern and methods to address the concern ranging from a corrective action plan to academic probation. The Graduate College [PCR form](#) is completed and the student must sign the form indicating that the meeting occurred.
4. The faculty member meeting with the student will submit the original PCR to the Graduate College Dean within 10 working days, excluding University breaks, after receiving the written complaint, with a copy to the department chair of the student's program.
5. The original PCR will be kept in the student's file in the Graduate College and may be referenced if another incident or pattern of behavior occurs.
6. If three PCR documents are received, the Graduate College Dean or appropriate administrator will meet with the student to provide an opportunity to present his/her version of events.
7. With 3 days of such meeting, the student will be notified of the action to be taken.
8. A student who has been dismissed may request a hearing under the OUHSC Academic Appeals Policy (OUHSC Faculty Handbook, 4.16)