

Professionalism Alert and Honor Code Violation Form

General Information: This form may be used to report professionalism concerns, including suspected Honor Code violations. The form is typically completed by the faculty/staff member observing the behavior or the administrator reporting the behavior.

General Instructions: Please save this form to your computer and then complete the form. When finished, attach the completed form to an email. Filling out the form solely on the website will result in submission of a blank form.

Student's Full Name: _____	Student ID #: _____
Preferred Phone Number: _____	Academic Year: <input type="checkbox"/> P1 <input type="checkbox"/> P2 <input type="checkbox"/> P3 <input type="checkbox"/> P4
Patriot Email: _____ @patriots.uttyler.edu	<input type="checkbox"/> Other: _____
Faculty's Full Name: _____	Faculty Email: _____
Course Number and Title: _____	Faculty Phone: _____

Please indicate the category for the reported professionalism concern: ^{1,2,3,4}

Professionalism Alert – General:

- | | |
|---|---|
| <input type="checkbox"/> Dress Code | <input type="checkbox"/> Classroom Behavior |
| <input type="checkbox"/> Excessive Absenteeism and/or Tardiness | <input type="checkbox"/> Collegiality |
| <input type="checkbox"/> Other: _____ | |

Professionalism Alert – Suspected Honor Code Violation:

- | | |
|--|---|
| <input type="checkbox"/> Respect | <input type="checkbox"/> Legal and Professional Standards |
| <input type="checkbox"/> Non-Academic Honesty/Integrity | <input type="checkbox"/> Professionalism and Ethical Behavior |
| <input type="checkbox"/> Academic Honesty/Integrity ² – <i>Attach a copy of the submitted UT Tyler Scholastic Dishonesty report to this form.</i> | |

Please describe the incident(s) that prompted this alert and documentation, if applicable.

Continued on page 2

¹ Suspected Honor Code Violations and Professionalism Alerts should be reported using **this form**.

² Suspected Scholastic Honesty Violations should be reported using the **UT Tyler Scholastic Dishonesty Report Form**. Submit a copy of the Scholastic Dishonesty form to the Professional and Academic Standards Committee using this form.

³ Requests for a Grade Appeal should be completed using the **UT Tyler Grade Appeal Form**.

⁴ Petitions to the Professional and Academic Standards Committee (PASC) should be submitted using the **PASC Petition Form**.

Page 2: Faculty Recommended Sanction (Select all that apply)

Under guidelines set forth by the policies and procedures of The University of Texas at Tyler, appropriate sanctions for non-academic ethics violations (e.g., College of Pharmacy Honor Code; MOPP Section 8-803- 805) include informal and formal warnings, suspension or dismissal from the College and/or University, and referral to appropriate outside legal (e.g., courts), regulatory (e.g., state boards of pharmacy) or professional authorities (e.g., counseling, Behavioral Intervention Team).

Informal Sanctions: *A copy of this report and accompanying documents are not placed in the student’s file. However, if an additional report(s) is/are filed, this report may be submitted along with new information to the FCOP Professional and Academic Standards Committee. The FCOP Office of Academic Affairs retains a copy of this form until the student has completed all requirements for graduation.*

- A. Informal Warning:** Verbal or written informal warning.
- B. Additional Assignment:** Ethical decision-making seminar and/or reflection paper assigned.

Formal Sanctions: *A copy of this report and accompanying documents are placed in the student’s file. If an additional report(s) is/are filed, this report may be submitted along with new information to the PASC. The appropriate office selected below is also notified.*

- C. Formal Warning:** The report will be sent to the FCOP Office of Academic Affairs. The report may be forwarded to the FCOP Professional and Academic Standards Committee (PASC) and/or the UT Tyler Judicial Affairs Office.
- D. Academic Penalty:** Please indicate the specific academic penalty imposed.
 - Additional Assignment: _____
 - Assignment Grade Change: _____
 - Other (describe): _____
- E. Internal Referral(s):** The report will be sent to the FCOP Professional and Academic Standards Committee (PASC) for investigation and/or sanctions. The report may be forwarded to the UT Tyler Judicial Affairs Office for investigation and/or sanctions.
- F. External Referral(s):** The appropriate legal, regulatory, and/or professional authorities will be contacted regarding this report. Please specify the agency: _____

Faculty Member’s Signature: _____ Date: _____
 Faculty’s Full Name: _____ Email Address: _____

Student Response Required:

- I acknowledge the informal warning and agree (if applicable) to complete the additional assignment in the timeframe specified.
- I accept responsibility for the actions described in this Professionalism Alert and accept the proposed sanction(s). By accepting responsibility, I acknowledge that I waive my rights to any other adjudicatory process or appeal.
- I accept responsibility for the actions described in this Professionalism Alert, but I do not agree with the proposed sanction(s). I request a formal hearing with the PASC regarding the sanction.
- I do not accept responsibility for the actions described in this Professionalism Alert. I request a formal hearing with the PASC or, if appropriate, the UT Tyler Office of Judicial Affairs.

Student Comments:

You may attach an additional page if more space is needed.

Student’s Signature: _____ Date: _____
 Student’s Full Name: _____

Please Submit This Form to The Office for Student Affairs, Fisch College of Pharmacy
 WT Brookshire Hall, Room 120 | Fax 903.565.5598