

POLICY: Professionalism Reporting

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE DIVISION/ DEPARTMENT/COMMITTEE
March 14, 2025	March 14, 2025	Curriculum Committee Office of Student Affairs

POLICY STATEMENT

Medical students, faculty, and staff are required to adhere to FIU Regulations and Policies, and HWCOM Policies and Professionalism Standards. Any medical student, faculty member, or staff member who is aware of a potential breach of professionalism must provide notification of the alleged breach utilizing the incident reporting methods provided below.

Students, faculty, and staff can also be commended for positive, honorable, and notable behaviors or actions utilizing the Professionalism Advocacy Reporting System (PARS).

SCOPE

This policy applies to all medical students, faculty members, and staff members.

REASON FOR POLICY

This policy covers the criteria for professionalism reporting.

DEFINITIONS

TERM	DEFINITIONS
Professionalism Advocacy Reporting System	The HWCOM Professionalism Advocacy Reporting System ("PARS") is used for reporting and documenting positive professional attitudes or behaviors.

RESPONSIBLE PARTIES

Associate Dean for Student Affairs

RELATED RESOURCES

FIU Regulation 2501: Student Conduct and Honor Code
FIU Regulation 105: Sexual Harassment (Title IX) and Sexual Misconduct
FIU Regulation 106: Discrimination, Harassment, and Retaliation
Procedure, Professionalism Reporting

CONTACTS

Questions about this policy should be directed towards the Associate Dean for Student Affairs, Office of Student Affairs.

POLICY HISTORY

List initial effective date, revision dates, and/or review date.

Initial Effective Date: March 14, 2025

Review Dates (*review performed, no updates*): N/A

Revision Dates (*updates made to document*): March 14, 2025

PROCEDURE: Professionalism Reporting

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PROCEDURE STATEMENT

Student Professionalism Violations

Faculty/staff must report student behavior that violates FIU Regulations and Policies and/or HWCOM Policies and Standards through the Incident Reporting Form at <https://report.fiu.edu>. These reports are first reviewed by the FIU Office of Student Conduct and Academic Integrity (SCAI) and the FIU Office of Civil Rights Compliance and Accessibility (CRCA) for violations of FIU Regulations and Policies.

Except in cases where the action has resulted in expulsion, following a final determination from SCAI and CRCA, reports of student unprofessional behavior will be referred to the deans of Student Affairs and Medical Education for the overall evaluation of a student's professionalism in accordance with HWCOM Policies and Standards.

Faculty/Staff Professionalism Violations

Faculty/Staff behavior that violates FIU Regulations and Policies and/or HWCOM Policies and Standards can be reported through the Incident Reporting Form at <https://report.fiu.edu>.

Professionalism Commendation Reporting

A commendation can be submitted by any person when exemplary professional behavior is demonstrated. When a student has received a commendation, it is maintained as a permanent education record and may be noted in the Medical Student Performance Evaluation (MSPE). Commendations can be submitted at <https://pars.medicine.fiu.edu>.