

Medical College of Georgia
School of Medicine
Documentation of Professional Behavior

- Reporting Process
 - Step 1
 - Completed forms go to the module/clerkship director for review.
 - Step 2
 - The module/clerkship director notifies the student and meets with him/her if necessary.
 - Step 3
 - If deemed appropriate, the module/clerkship director will then send the form to the Associate Dean for Student Affairs.
 - Step 4
 - The Associate Dean for Student Affairs and the Associate Dean for Curriculum meet with the student if necessary.
- Administrative Issues
 - Students may complete a form in conjunction with a faculty member or module/clerkship director. The student's signature must be on the form.
 - The student cannot contact the person who completed the form. However, the module/clerkship director can arrange a meeting with the student and the individual completing the form. The module/clerkship director or their designee must be present at the meeting.
 - If a student has two forms submitted for inappropriate or unprofessional behavior, the Promotion Committee is notified in writing regarding the student's conduct.