Procedure: Issuing the *Professional Fitness Form* requires the following action:

1. Faculty member provides *Professional Fitness Form* with accompanying narrative/document to program chair.
2. Department chair provides *Professional Fitness Form* to the fitness alert committee chair.
3. Fitness alert committee meets to determine if fitness alert meets minimum requirements.
   - Copies provided to program coordinator and student.
   - Within 10 days.
4. Fitness alert committee meets with student and/or faculty to review and discuss the *Professional Fitness Form*.
   - Complaint is dismissed.
   - *Intervention and Growth Plan* to be implemented.*
   - Student is dismissed from the program.
   - Copies of the committee’s decision provided to student, program coordinator, department chair.

*During the intervention period if credible information of continued inappropriate behavior is brought to the attention of the committee in writing, the fitness alert committee will reconvene to consider further action.*