Definition: UTA CONHI believes in a culture of caring. At the CONHI, civility is expected from faculty, staff and students. Incivility will not be tolerated. Incivility is defined as any one-time or repeated action or unprofessional behavior (whether physical, psychological, verbal and/or non-verbal) that is included but not limited to being: disrespectful, obnoxious, impolite, hostile, disregarding, rude, discourteous, offensive, vulgar, aggressive, taunting, violent, intimidating, belligerent, and/or bullying.

Policy: The CONHI believes in maintaining an environment conducive for learning. Therefore, behavior that is unprofessional or uncivil is considered to be unacceptable and will not be tolerated (see definition). If any uncivil behavior is observed and reported, the Incivility Procedure Guidelines will be implemented as outlined in the procedure (see procedure guidelines below).
UTA College of Nursing and Health Innovation
Undergraduate Nursing
Incivility Procedure Guidelines

Unprofessional/Uncivil Behavior

Disruptive Behaviors

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<tr>
<th>Witnessed</th>
<th>Unwitnessed</th>
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| 1. Notification of the account to the Lead Faculty.  
2. Follow the Performance Improvement Plan (PIP) policy and procedure.  
• Situations are handled on a case by case basis. The consequences may reflect the severity of the offense or uncivil behavior (i.e. documentation of verbal counseling or initial written PIP).  
• Second or subsequent offenses would initiate a written PIP per the policy and procedure.  
• Severe offenses are subject to disciplinary action (including but not limited to course failure and/or removal from program). | 1. Informant to contact AND meet with Lead and/or Clinical Faculty to discuss allegations of unwitnessed account.  
2. Follow the Performance Improvement Plan (PIP) policy and procedure.  
• Situations are handled on a case by case basis. The consequences may reflect the severity of the offense or uncivil behavior (i.e. documentation of verbal counseling or initial written PIP).  
• Second or subsequent offenses would initiate a written PIP per the policy and procedure.  
• Severe offenses are subject to disciplinary action (including but not limited to course failure and/or removal from program). |

Threatening Behaviors

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<tr>
<th>Witnessed</th>
<th>Unwitnessed</th>
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| 1. Notification of the account to UTA Police (or Hospital Security) AND the Lead Faculty.  
2. Lead and Clinical Faculty to meet with student to discuss the unprofessional behavior. May collaborate with the UTA CONHI Leadership Team as needed.  
3. Follow the Performance Improvement Plan (PIP) policy and procedure.  
4. Complete the documentation for the Program PIP and review with student per policy and procedure.  
5. Referral to the Office of Community Standards.  
6. Offenses are subject to disciplinary action per the PIP policy and procedure (including but not limited to course failure and/or removal from program). | 1. Informant to contact UTA Police (or Hospital Security) AND meet with Lead and/or Clinical Faculty to discuss allegations of unwitnessed account.  
2. Lead and Clinical Faculty to meet with student to discuss the unprofessional behavior. May collaborate with the UTA CONHI Leadership Team as needed.  
3. Follow the Performance Improvement Plan (PIP) policy and procedure.  
4. Complete the documentation for the Program PIP and review with student per policy and procedure.  
5. Referral to the Office of Community Standards.  
6. Offenses are subject to disciplinary action per the PIP policy and procedure (including but not limited to course failure and/or removal from program). |

Informant – Individual reporting student engaging in unprofessional/uncivil behavior.
Student – Individual identified as engaging in unprofessional/uncivil behavior.
Student Conduct Policy Link – [https://catalog.uta.edu/academicregulations/dishonesty/](https://catalog.uta.edu/academicregulations/dishonesty/)
UTA CONHI Departmental Expectations – Policy
Performance Improvement Plan Policy and Procedure Link – [PIP Forms](#)
Disruptive Behaviors – Defined as distracting, annoying, and irritating behaviors. Examples include eye rolling, sarcastic comments, bullying, and taunting (Clark, 2013). Also, any form of disruptive behavior occurring in an online or written format. Examples include posting rumors, misinformation, gossipping, or publishing online responses and/or submitting written coursework that defame and humiliate others (Clark, Werth, & Ahten, 2012).
Threatening Behaviors – Defined as aggressive and potentially violent behaviors. Examples include racial/ethnic slurs, intimidation, physical violence, and tragedy (Clark, 2013).
Witnessed – Clinical faculty observed the unprofessional/uncivil behavior.
Unwitnessed – Clinical faculty did not observe the unprofessional/uncivil behavior.

REFERENCES

Approved 12/2019