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Introduction

The purpose of this handbook is to provide the Elon University physician assistant student with the policies and procedures of the Department of Physician Assistant Studies (DPAS). This information includes the academic and professional standards and expectations reflected in University and Program policies. Adherence to these policies is important for progression through the program as well as maintenance of a beneficial learning environment for all members of the Department.

Overview of PA profession and Elon University PA Program

Physician assistants (PA) are healthcare professionals licensed to practice medicine with physician supervision. Physician assistants graduate from an accredited physician assistant educational program and are certified by the National Commission on Certification of Physician Assistants (NCCPA). Within the physician/PA relationship, physician assistants exercise autonomy in medical decision-making and provide a broad range of diagnostic and therapeutic services. The specific tasks performed by individual physician assistants are difficult to delineate because variations exist based upon state laws as well as other geographic, economic and social factors. The clinical role of physician assistants includes primary and specialty care in medical and surgical practice settings in rural, urban and suburban areas. Physician assistant practice is primarily patient care-centered but may also include educational, research, or administrative activities.

The Elon University Physician Assistant Program is a graduate level professional program designed to produce graduates who are committed to provide exceptional, compassionate, individualized patient care, serve their communities, advance the profession and engage in life-long learning and professional development. Graduates will be well prepared for the national certification examination and state licensure, enabling them to partner confidently with their physician supervisors to fulfill the requirements of their new professional roles.

Mission statement

The Elon University Department of Physician Assistant Studies embraces the overall mission of the University and seeks to fulfill the Departmental vision of “Learning. Caring. Serving. Leading.” by acting upon these commitments:

Learning: We foster a supportive, collaborative and collegial community that engages students in a learner-centered environment, appropriately challenges them to capably demonstrate clinical competence, and supports professional development of students and faculty.
Caring: We promote dialogue on personal and cultural attributes and are accepting of different values, beliefs and perspectives as a valuable addition to our learning community. We advance patient care by recognizing that our first responsibility is to our patients as we integrate the core competencies of the physician assistant profession including: medical knowledge, interpersonal communication skills, patient care, professionalism, practice- and systems-based learning.

We embrace the healthcare team approach and believe interprofessional, patient-centered care is achieved through collaboration across health professions’ disciplines and integration of patient or family preferences with the best available healthcare practices.

Serving and Leading: We are dedicated to the advancement of the PA profession and our communities as we continually seek to develop as professionals. We seek to lead change within PA education that improves patient care, eliminates health disparities and adapts to meet the needs of the ever-changing healthcare environment.

We encourage the development of engaged minds, inspired leaders and global citizens through the investment of our talents and skills toward the betterment of communities locally and around the globe.

**Curriculum delivery model**

The Physician Assistant curriculum will be delivered on a full-time basis for a total of 27 months. Students will matriculate as a cohort into a 12-month academic phase, followed by 15 months of clinical education. The academic phase curriculum is organized in a modular format. Following the one-month Introductory Module, students will be enrolled in a series of organ-systems and population-based courses. In the clinical education phase students will enroll in a series of six required and three elective experiential learning courses. Additionally throughout both the academic and clinical education phases of the program, there will be a series of courses entitled Continued Learning and Competency Development (CLCD). In the academic phase, CLCD courses will provide an opportunity for application of the material in the organ systems-based module through case studies and other learning activities. In the clinical education phase, the CLCD courses will prepare students for the rigors of the clinical learning experiences and give them an opportunity to strengthen their fund of medical knowledge through self-directed learning activities.

**General policies**

**Admissions**

Admission to Elon University's 27-month graduate program in Physician Assistant Studies is detailed on the Program’s website under admission guidelines at: [http://www.elon.edu/e-web/academics/pa/apply.xhtml](http://www.elon.edu/e-web/academics/pa/apply.xhtml)
The admissions process, admission requirements, frequently asked questions, tuition and expenses, and links to the program application and graduate admissions office are found here. Candidates selected for admission to the Program must meet all admission requirements and will be chosen following a selective on-campus interview process. Matriculates enter in January each year and complete the Program as a cohort.

**Total cost of program**

The PA program makes every effort to keep costs reasonable for students. However, because the Program runs continuously for twenty-seven months, applicants must review their financial resources carefully and anticipate expenses realistically. Due to the rigorous nature of the curriculum, students should not expect to be employed during the Program. Classes may be held in evenings and/or Saturdays if necessary, and during the clinical education phase, all students will, at times, be assigned to clinical sites outside of the immediate Burlington/Alamance County area. The student is responsible for the costs related to out-of-area travel and housing if applicable. The total cost of the program is *estimated* below. A detailed breakdown of expenses may be viewed on the Program’s website at: [http://www.elon.edu/e-web/academics/pa/](http://www.elon.edu/e-web/academics/pa/)

Year one: Tuition, $32,135, living expenses (rent, utilities, meals, insurance, books & supplies, miscellaneous) $27,100 = estimated total: $TBD

Year two: Tuition, $TBD, Living expenses (rent, utilities, meals, insurance, books & supplies, miscellaneous) $27,250 = estimated total: $TBD

Final phase: Tuition, $TBD, Living expenses (rent, utilities, meals, insurance, books & supplies, miscellaneous) $6945 = estimated total: $TBD

**Financial Aid**

In the event of withdrawal from the Physician Assistant Studies Program, students will receive tuition reimbursement based on the following timetable. This information is also available on the University’s website for the Bursar’s Office at: [http://www.elon.edu/e-web/bft/bursar/refund.xhtml](http://www.elon.edu/e-web/bft/bursar/refund.xhtml)

The acceptance deposit is nonrefundable. Students will receive tuition refunds on a pro rata basis during the first 13 weeks of each half of the academic year. The first half begins with the first day of classes in January. The second half begins with the first day of classes in July. The following is a table of pro rata charges:

<table>
<thead>
<tr>
<th>Time period</th>
<th>Percent charged</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start of the period through the end of 3rd week</td>
<td>10% charge (90% refund)</td>
</tr>
<tr>
<td>4th week through the end of the 7th week</td>
<td>50% charge</td>
</tr>
<tr>
<td>8th week through the end of the 13th week</td>
<td>75% charge</td>
</tr>
<tr>
<td>14th week</td>
<td>No refund</td>
</tr>
</tbody>
</table>
Contact information

Students must apprise the PA Administrative Assistant of changes in name, address, telephone number or emergency contact information as soon as the change occurs. In addition, changes must be reported to the Elon University Office of the Registrar. See the Registrar’s website for the necessary forms, http://www.elon.edu/e-web/administration/registrar/changeAdd.xhtml.

PA program facilities

Francis Center access: The Francis Center will be open from 8:00 am-5:00 pm, Monday through Friday, except for university observed holidays. Students will have 24-hour access to the building. After hours, students will use their Phoenix cards to enter the building via the side door. Only students enrolled in a School of Health Sciences academic program with a valid Phoenix card are permitted in the building outside of normal business hours. Students are not permitted to have alcoholic beverages in the Francis Center at any time.

Shared space: The Physician Assistant Program facilities are primarily located on the second floor of the Francis Center. However, there is shared space with Doctor of Physical Therapy Education students for anatomy and the locker rooms, the computer laboratory and a student break room on the first floor.

Parking: Students must register their vehicles in the Office of Campus Safety and Police in the Oaks Commons (http://www.elon.edu/e-web/bft/safety/p_register.xhtml) to obtain a permit to park in the spaces designated for PA students at the Francis Center. Generally, parking is open on the Elon campus during weekends and after 5:00 p.m. on weekdays.

PA Program office equipment: Use of telephones, photocopying, and secretarial service is restricted to the faculty only. Students will have access to the Francis Center computer laboratory. In addition to computers, there will be a printer available in the lab for student use and the university technology staff will provide support as needed. In an effort to raise awareness of paper usage and reduce unnecessary printing, the university has instituted a Print Management System in the library and computer labs across campus. Users must go to the selected print station and swipe their Phoenix card before the requested document will print. For more information on campus initiatives to advance sustainability, please see the Office of Sustainability’s website: http://www.elon.edu/e-web/bft/sustainability/policy.xhtml.

General maintenance of Program facilities: Each student should take responsibility to dispose of trash properly and restore spaces to their original order after use. The last person leaving a room should turn off the lights. It is also important to clean the kitchen/shared break area after use and remove leftover food from the refrigerator in a timely manner. Routine cleaning of the Program facilities will be performed by the university’s Environmental Services Department.
Smoking: At Elon, smoking is restricted to locations outside the building and away from the entranceway.

Student visits to faculty offices: PA Program faculty have an “open-door” office hours policy. However, in an effort to protect the confidentiality of the academic and personal affairs of each student, scheduled appointments or prior e-mail/phone communication regarding meetings with faculty or staff members are encouraged. When arriving for an appointment, please meet the faculty member in the reception area or check in with the administrative assistant at the front desk.

University facilities

Belk Library: Belk library is located in the center of the campus, with many print and electronic resources that PA students may find helpful. There are a number of electronic databases, such as AccessMedicine and UpToDate, to support student learning. A helpful resource for students is the PA research guide at http://elon.libguides.com/PA. In addition to the many full text print and electronic journal articles, there is an excellent interlibrary loan program to facilitate research and provide access to materials needed for evidence-based practice. For an overview of the library’s holdings and details regarding library services and policies, please see the Belk Library website at http://www.elon.edu/e-web/library/.

Moseley Center: This facility is located in the middle of campus and features offices for student organizations, conference rooms, a fireplace lounge, campus mail service, the Octagon Cafe, a coffee shop, and much more. For details on the Moseley Center, see http://www.elon.edu/e-web/students/campuscenter/.

Campus bookstore: The campus bookstore is located in the Elon Town Center at the corner of N. Williamson Avenue and W. College Avenue. In addition to textbooks and supplies, this Barnes and Noble Bookseller location offers a variety of athletic and other Elon apparel as well as technological accessories, backpacks and gift items. See the Campus Shop website for more information: http://elon.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?catalogId=10001&storeId=12551&langId=-1&CSRT=5897903782274064570.

Dining services: There are a variety of dining options on the Elon campus. Please see the website for details. http://www.campusdish.com/en-US/csse/elon

Campus recreation: Elon students have access to a number of recreational facilities (e.g. pool, fitness center, racquetball courts, etc.) in addition to some beautiful outdoor recreational spaces for individual or group activities. For a full listing of Campus recreation offerings, please see the website. http://www.elon.edu/e-web/students/campus_recreation/

Academic support: Students with learning disabilities requiring accommodations for the classroom or for administration of examinations should contact the Disabilities Service Coordinator whose office is located in the Academic Support...
Center in Duke 108. It is important to note that accommodations for disabilities are not retroactive. They can only be granted after the appropriate steps have been taken. Documentation of recommended accommodations provided by the Academic Support Center must be submitted to the Course Director, Academic Coordinator (for use in appropriate academic year courses), or Director of Clinical Education (for use in appropriate clinical education phase course) prior to or on the first day of class. In cases where this doesn’t occur the department requires notification at least 5 days prior to an examination in order to review and institute appropriate accommodations.

For more information about the Academic Support Center, information about testing accommodations and the appropriate request forms, please see the website at http://www.elon.edu/e-web/academics/support/disabilities.xhtml.

Phoenix card services: The Phoenix card is the Elon University student and employee identification card. It can be used to make purchases, pay fees and gain access to many locations on and off campus. Many local businesses allow holders of a Phoenix card to use it like a debit card in their establishments. Some even offer a discount to Elon students and employees. For information on obtaining a Phoenix card and depositing funds on it, please see the website: http://www.elon.edu/e-web/bft/pxcard/

BioBus schedule: The Elon bus system provides transportation for students and employees to a number of locations on campus, in the Town of Elon and the city of Burlington. For a map of the bus routes and a schedule of stops, please see the website: http://org.elon.edu/transit/biobus/index.html.

RN Ellington Student Health and Counseling Center:

See the Health and Counseling Services section below for description of services.

University policies

Inclement weather: The most accurate information about the status of classes and campus services is found on the E-net at http://www.elon.edu/e-net/: or by calling (336) 278-SNOW. Students are encouraged to use E-net first. Information concerning class cancellation is also broadcast on: TV Channels - WFMY, WTVD, WGHP, WXII, WXLV, WRAL and Elon University Cable Channel 3. Radio Stations WUNC, 91.5 FM; WFDD, 88.5 FM; WBBB, 920 AM; WBAG, 1150 AM; WMAG, 99.5 FM; WKSI, 98.7 FM; WKRR, 92.3 FM; WKZL, 107.5 FM; WWB, 1320 AM; WSJS 600 and 1200 AM; and Elon University station WSOE, 89.3 FM.

Bicycles on Campus: According to the Elon University Student Handbook, bicycles may only be parked in areas designated for bicycles (bicycle racks). All bicycles must be registered with the Office of Campus Safety and Police. Bicycles found in any areas including but not limited to stairwells, railings, brick colonnades and gazebos will be confiscated, and a $5 fine and $10 monthly
storage fee will be assessed. All bicycles left after May commencement become property of the university.

For those who do ride their bikes to the Francis Center, please leave them outside of the building and lock them in the bike rack located at the student, staff and faculty entrance. There are no facilities or spaces inside the Center to accommodate bikes. If your bike is stolen, report the theft to Campus Safety & Police immediately. Also, if you have any questions or concerns, please call Campus Safety & Police at (336) 278-5555.

**Harassment:** In order to promote a safe and comfortable learning environment for all members of the Elon University community, students are expected to conduct themselves in a manner that reflects concern for others in the environment. Examples of behaviors that are unacceptable include theft, vandalism, acts of violence, sexual harassment, and disrespect for personal and university property. If a student has been the recipient of behaviors that may be construed as harassment and is unable or uncomfortable addressing the behavior directly with the involved person(s), the student is encouraged to discuss the situation with his/her faculty advisor or the Program Director for support and guidance in navigating through Department or University harassment policies and procedures. For details of Elon University Social policies and the process for hearing violations, please see the Elon University Student Handbook (http://www.elon.edu/e-web/students/handbook/).

A special note on sexual harassment: Because of the personal nature of patient-provider interactions and the close working relationship of PAs with other members of the healthcare team, it is vital that PAs have a strong working understanding of the behaviors that may be construed as sexual harassment and clearly avoid them. For this reason, all PA students will participate in a seminar on sexual harassment as a part of their professional development early in the academic year of the program. For the university forms for filing a sexual harassment complaint, please see the Sexual Harassment/Misconduct Policy Case section of the student handbook, http://www.elon.edu/e-web/students/handbook/.

**Health, health insurance and immunizations**

As part of the matriculation process into the PA Program, the Department of Physician Assistant Studies requires all students to meet the following health and immunization requirements. The immunization requirements are those recommended by the Centers for Disease Prevention and Control (CDC) for Health Personnel found at: http://www.immunize.org/catg.d/p2017.pdf

Students are required to present to the RN Ellington Health and Counseling Center evidence that they are in good health and free from communicable disease. A health history, physical examination and immunization form, with attached laboratory verification as indicated must be completed and returned directly to the RN Ellington Health and Counseling Center. Students should maintain a copy for their records. With the exception of the hepatitis B immunization series and titer
demonstrating immunity, all immunizations must be completed within 30 days of matriculation. Once completed, students must maintain compliance with all CDC recommended immunizations throughout the Program or they will not be allowed to participate in patient care in clinical settings.

Health center staff will review the health and immunization form to ensure that each student meets the program requirements. A copy of the student’s immunization record, including the tuberculosis screening results, required for supervised clinical experiences, will be provided to the Program for the student file. Students will sign a release form to allow the Program to release this information to clinical sites. All other student health records are confidential and will not be accessible to Program faculty or staff.

Specific requirements:
A. Proof of current health insurance. As required by Elon University and the Department of Physician Assistant Studies, current health insurance is mandatory for each year of enrollment in the Program. Students will be required to provide a copy of their insurance card to the Program in January each year. This will be maintained in the student file.
B. Proof of two immunizations against measles, mumps, and rubella (MMR) or laboratory evidence of a positive (immune) titer against each of the three infections. In the absence of proof of either immunization or immunity, students must be immunized at the RN Ellington Health and Counseling Center or by their primary care provider.
C. Proof of a negative PPD skin test for tuberculosis (by Mantoux) within the past year; and, if positive, proof of a chest x-ray negative for active disease. Additionally, the TB skin test must be repeated in April of the academic year and again in April of the clinical education phase.
D. Documentation of two varicella (chickenpox) immunizations or proof of positive (immune) varicella titer. In the absence of proof of either immunization or immunity, students must be immunized at the RN Ellington Health and Counseling Center or by their primary care provider.
E. Diphtheria, Pertussis and Tetanus: Documentation of a completed primary series with Tdap or DTP and booster within the last ten years. All students must have documentation of a one-time dose of Tdap either as part of their primary series or as a booster. Students may be immunized at the RN Ellington Health and Counseling Center or by their primary care provider.
F. Proof of the three-dose immunization against Hepatitis B. This series must be started within 30 days of matriculation. Following completion of the Hepatitis B series, a positive (immune) titer must be completed prior to patient contact. Non-converters may require additional immunizations per the CDC recommendations.
G. Proof of influenza vaccination annually.
H. Students are financially responsible for the cost of maintaining compliance with health, health insurance and immunization requirements.
International Rotation Immunization Requirements: In addition to the above health and immunization requirements for all Elon PA students, there will be supplementary immunization and health requirements for students going to international rotations. This will include any routine and required immunizations and health recommendations for the country as recommended by the Centers for Disease Control and Prevention Travel Medicine website at: http://wwwnc.cdc.gov/travel/page/vaccinations.htm. Students traveling abroad will be instructed to follow safety precautions for the country of interest which are available through the US Department of State website: http://travel.state.gov/visa/temp/types/types_1268.html#5

Students completing international rotations also will be required to obtain medical and evacuation insurance. This is available through one of the following companies: http://travel.state.gov/travel/cis_pa_tw/cis/cis_1470.html

Additional information for students traveling internationally is available through the Elon University Isabella Cannon International Center website: http://www.elon.edu/e-web/academics/international_studies/default.xhtml

Infectious disease/environmental exposure

The Elon University Department of Physician Assistant Studies has a commitment to protect the health and well-being of students, faculty, staff, and patients. As part of their training, students may encounter exposure to infectious and environmental hazards. This may include being exposed to human donors and preservative chemicals such as formaldehyde in the anatomy lab, latex or other products such as gloves that may contain allergens, and exposure to communicable infectious disease which may be transferred via airborne, mucous membrane splashes or needle-stick exposures in the clinical setting. While the risk of transmission is small, the Program has a number of policies and procedures in place to minimize risk.

A. Students in the Department of Physician Assistant Studies are required to show proof of appropriate immunity, or documented immunization, as part of their matriculation requirements and prior to the onset of actual patient contact. Ultimately, each student is responsible for his/her health and safety in the educational and clinical settings. Therefore, it is the goal of the Department of Physician Assistant Studies that all students learn appropriate policies and procedures to follow in the event that they are injured or potentially exposed to blood-borne pathogens or other communicable diseases. Examples of blood-borne pathogens and communicable disease may include tuberculosis, hepatitis B, hepatitis C, and HIV. Women of child-bearing age may also have additional considerations, such as minimizing exposure to infectious diseases, possible teratogens or chemical exposures, or exposure to ionizing radiation.

B. During the academic year of training, presentations are given on universal blood and body fluid precautions, infection control, and prevention of the spread of communicable disease. In addition to instruction on how to
To prevent exposures, students will receive instruction on what constitutes an “exposure” and the procedures for care and treatment after an exposure. In the event of respiratory or gastrointestinal illness, students are advised to follow health provider recommendations to self-isolate at home until they are no longer potentially infectious to others. Students also will be provided with safety policies to follow in the anatomy laboratory (as detailed in the DPT Safety Manual). Allergy to formaldehyde and/or latex (previous and subsequent to enrollment) must be verified by a physician. The student must give this information to the RN Ellington Health and Counseling Center and the Academic Support Center, where the Coordinator of Disabilities Services is based, in order for protective mask/cartridge or other accommodations to be considered for payment. Additional instruction on procedures for care and treatment of exposures in the clinical setting will be provided as part of orientation to the clinical education phase.

C. The student is financially responsible for any costs incurred secondary to infectious and/or environmental hazardous exposures.

D. Effects of infectious or environmental disease or disability – acquisition of an infectious or environmental disease may impact student learning activities and outcomes. Students must be able to meet published health requirements at all times in order to continue matriculation in the Program and to provide care at clinical sites. Based upon outcomes and degree of infectious or environmental hazard exposure, a student’s continued participation in classroom and/or clinical activities as part of the PA Program may be delayed or prevented. In the event that the student contracts a communicable disease which potentially poses a risk to patients or co-workers (e.g., tuberculosis), steps will be taken to prevent dissemination in accordance with RN Ellington Health and Counseling Center, public health, and/or Centers for Disease Control and Prevention protocols. Certain communicable diseases may also be reported to county or state health authorities, as required by law. A list of reportable disease for North Carolina may be found at: http://epi.publichealth.nc.gov/gCDC/manual/reportable_diseases.html

Health and counseling services

Health and Counseling services are available to all Elon University students at the RN Ellington Health and Counseling Center on campus. During the traditional school year, the Center’s hours for health services are: Monday through Thursday, 8:30 am – 6 pm, Friday, 8:30 am – 4:30 pm, and Saturday, 11:00 am – 3:00 pm. The telephone number to schedule health services is 336-278-7230. Counseling services are provided on an appointment-only basis, except in the event of an emergency. Appointments for counseling can be scheduled by calling 336-278-7280. In the event of an emergency, students should call the Center during normal business hours (8 am – 5 pm); after hours on evenings and weekends, they should call Campus Safety and Security at 336-278-5555, who will refer them to the counselor on call.
The Health & Counseling Center does not provide clinical services during the summer and university-observed breaks. During this time, students experiencing emergency medical situations should call 911. Students with non-emergent health concerns should consult the Center’s webpage for referrals to local urgent care centers. This information is regularly updated and can be found at: http://www.elon.edu/e-web/students/summer_info.xhtml Students are responsible for all costs incurred and should take copies of their insurance information with them. During the summer, Health and Counseling Services administrative staff are available to answer administrative and non-medical questions, Monday - Friday from 8 a.m. to 5 p.m. at Health Services 336-278-7230. Counseling services are available throughout the year by calling the Counseling Center during normal business hours 336-278-7280 or by contacting Campus Safety and Security on evenings and weekends at 336-278-5555 for a referral to the counselor on call.

Students with health issues that arise while enrolled in the PA Program are encouraged to discuss any educational program related concerns with the Program Director.

The PA faculty (including the Program and Medical Directors) may not provide medical care to students or access student health records, but may facilitate referrals to health facilities.

Further information is available at: http://www.elon.edu/e-web/students/health_services/

Security and personal safety

The personal safety and security of all Physician Assistant students, faculty and staff are very important. Please observe the following policies regarding activities in the Gerald L. Francis Center facility:

A. Routine hours at the Francis Center are 8:00am to 5:00pm Monday through Friday
B. After hours on business days, weekends, and holidays, access to the Gerald L. Francis Center facility is available only to students currently enrolled in an Elon School of Health Sciences program
C. The doors to the building and the program suites are to remain locked after hours (do not prop the door open for anyone)
D. Enter and leave by the side door only
E. When leaving, turn off the lights as well as any appliances, computers or other audiovisual equipment that has been used
F. Following use, restore the area to original order, ready for routine business use the next day, including proper disposal of trash

The Office of Campus Safety and Police patrols the campus every day of the year. The office also administers the university's parking program, sponsors educational programming for the campus community related to safety and security issues,
provides an escort service, administers the Operation ID program in which student property can be engraved for identification purposes and is the campus lost and found location. The office works in very close cooperation with the Elon Police Department and the staff of the Division of Student Life.

Campus Safety and Police reminds students that the best security system is one in which every member of the community is alert. This means, among other things, that students should remember to lock their car doors and take their keys with them, not to go anywhere alone at night, and to report all suspicious persons immediately to the Office of Campus Safety and Police.

For all emergency assistance dial 911, for non-emergency assistance, dial 278-5555 from personal phones or 5555 from campus phones. Security and safety policies for the entire campus can be found in the Elon University Student Handbook at the following link: http://www.elon.edu/e-web/students/handbook/.

**Fire/Disaster Drills** - All students, faculty, and staff are to respond to all fire alarms by evacuating the Francis Center and reporting to the parking lot on the west side of the Building. Students, faculty, and staff are requested to close doors as they are leaving an area, so as to help contain any fire. No one is allowed to go back into the Building as they are exiting or after they have exited.

A First Aid Kit is located in the Anatomy Laboratory (146).

A fire extinguisher is located:
1. In the hallway outside room 227
2. In the hallway outside of the DPTE Anatomy laboratory (room 146)
3. In the hallway across Neuro/Peds Skills Lab (Room 106) past room 107
4. In the hallway across lockers/showers (Room 136)
5. In the hallway between rooms 130 and 132
6. In the hallway outside of room 152
7. In the hallway outside of room 158
8. In the hallway between offices 100T and 100S

Pull alarms are conveniently located throughout the Francis Center. Locations are:
1. In the second floor lobby next to the water fountain.
2. By the emergency exit on the north side of the building (next to room 132)
3. By the emergency exit on the east side of the building (next to room 156)
4. By the west entrance/exit to the building (faculty/staff/student entrance)
5. By the south entrance/exit to the building (main entrance)
6. By the emergency exit in the DPTE faculty offices (between room 1000 and 100N)

Formaldehyde spill kits are located in the Anatomy Laboratory prep room (146A).
In the event of an impending hurricane or tornado, everyone is advised to seek shelter in an interior room away from outside walls and windows. A crouched position is the best position to remain in until danger has completely passed. Do not let the calm in the eye of a hurricane mislead you into believing the danger is over.

**Safety alerts are available via E-Alert:**
https://wiki.elon.edu/display/TECH/E-Alert++Emergency+Notification+System

**Classroom/Laboratory Safety** – The Elon University DPAS abides by the classroom and laboratory policies and procedures documented in the DPTE Safety Manual. Copies of the Safety Manual are kept in Student Lounge and available via Moodle. In the unlikely event an injury occurs within one of the classrooms or laboratories, the procedures written in the manual will be implemented. Additional safety procedures specific to the Human Donor Lab will be kept in the Anatomy Lab along with a notebook of Material Safety and Data Sheets (MSDS).

**Safety and Security: Off-Campus Sites**
Students, faculty, and clinical preceptors are responsible for ensuring that appropriate security and personal safety measures are addressed in all locations where instruction occurs. It is everyone’s responsibility to read and observe policies on safety and security for each and every institution that they are assigned or enter. Students, faculty, and clinical preceptors should report site related security or safety concerns immediately to the appropriate emergency personnel (if necessary) and notify the Director of Clinical Education once the situation is stable.

**Liability insurance**
Elon PA students will be provided liability insurance by Elon University throughout enrollment in the Program. Coverage will be $1,000,000 per occurrence and $3,000,000 aggregate. Proof of insurance will be provided to clinical sites where students are assigned. Coverage will be in effect for Program-assigned clinical rotations and experiences, but will not be in effect for students working in a clinical setting not affiliated with the Program, such as that occurring during outside employment or in the case of volunteer work during a break, unless it is Program-related.

**Criminal background checks and drug screening**
As part of the clinical site eligibility requirements, PA students will be subject to criminal background checks and drug screening. Students are financially responsible for services related to criminal background checks and drug screening.

For any felony convictions that occur between the time of submission of the Program’s admission application and matriculation into the Program, the specific details, including date of charge(s), type of offense, and disposition of the case, must be reported to the Program Director immediately. Any felony convictions that occur after matriculation into the Program also must be reported to the Program Director.
immediately. Failure to comply will be grounds for dismissal from the Department of Physician Assistant Studies.

As a pre-requisite to participating in patient care at clinical sites during the academic year and clinical education phase, students will be required to undergo one or more national criminal background checks, which may include fingerprinting. Records may be shared with clinical sites to determine student eligibility to participate in patient care activities.

In addition, students will complete drug screening prior to the onset of clinical experiences. Depending on the specific clinical site requirements, this may need to be repeated annually or more frequently.

Criminal background check or drug screening results that limit the Program’s ability to secure clinical experiences may prevent a student from being promoted to the clinical education phase or recommended for graduation. By accepting admission to the Program, students agree to submit to national criminal background checks and drug screening, and also agree to pay expenses associated with these requirements.

Employment

Because of the rigor of the academic and clinical education phases of the PA Program, outside employment is strongly discouraged. In the event that a student decides to maintain employment during his/her program of study, work schedule conflicts will not be acceptable excuses for missing academic activities and clinical rotation assignments will not be scheduled to accommodate a student’s employment.

Students may not be employed by the PA Program. While a student may be invited by a faculty member to share his/her expertise in a specific area with the class, a student may not substitute for or function as instructional faculty. During supervised clinical experiences, students may not substitute for clinical or administrative staff.

Technical standards

Technical standards, as distinguished from academic standards, refer to those physical, cognitive and behavioral abilities required for satisfactory completion of all aspects of the curriculum, and the development of professional attributes required by the faculty of all students at graduation. A candidate for the Master of Science in Physician Assistant Studies (MSPAS) degree must have abilities and skills in five varieties, including observation; communication; motor; intellectual; and behavioral and social. Technological compensation can be made for some disabilities in certain of these areas, but a candidate should be able to perform in a reasonably independent manner. The Academic and Professional Progress Committee reviews students’ ability to meet the Technical Standards and recommends appropriate action be taken in cases where a student may not be in compliance with demonstrating the following abilities:
I. **Observation**: The candidate must be able to observe demonstrations and experiments in the basic sciences, including but not limited to physiologic and pharmacologic demonstrations in animals, microbiologic cultures, and microscopic studies of microorganisms and tissues in normal and pathologic states. A candidate must be able to observe a patient accurately at a distance and close at hand. Observation necessitates the functional use of the sense of vision and somatic sensation. It is enhanced by the functional use of the sense of smell.

II. **Communication**: A candidate should be able to speak, to hear, and to observe patients in order to elicit information, describe changes in mood, activity, and posture, and perceive nonverbal communications. A candidate must be able to communicate effectively and sensitively with patients. Communication includes not only speech but reading and writing. The candidate must be able to communicate effectively and efficiently in oral and written form with all members of the health care team.

III. **Motor**: Candidates should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion and other diagnostic maneuvers. A candidate should be able to do basic laboratory tests (urinalysis, CBC, etc.), carry out diagnostic procedures (proctoscopy, paracentesis, etc.), and read EKGs and x-rays. A candidate should be able to execute motor movements reasonably required to provide general care and emergency treatment to patients. Examples of emergency treatment reasonably required of physician assistants are cardiopulmonary resuscitation, the administration of intravenous medication, the application of pressure to stop bleeding, the opening of obstructed airways, the suturing of simple wounds, and the performance of simple obstetrical maneuvers. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.

IV. **Intellectual-Conceptual, Integrative and Quantitative Abilities**: These abilities include measurement, calculation, reasoning, analysis, and synthesis. Problem solving, the critical skill demanded of physician assistants, requires all of these intellectual abilities. In addition, the candidate should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.

V. **Behavioral and Social Attributes**: A candidate must possess the emotional health required for full utilization of his intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive, and effective relationships with patients. Candidates must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that are assessed during the admissions and education processes.
**Student records**

Student admission records will be maintained in the Office of Admissions. Student academic records will be housed in a locked cabinet in the PA Program office. In compliance with the Family Educational Rights and Privacy Act (FERPA), identifiable information from a student’s educational record will only be accessible to PA program faculty and staff, and other Elon University employees with a legitimate educational need for the information. For all other third parties, written consent will be obtained from the students prior to disclosure. In compliance with the Accreditation Review Commission for Physician Assistant Education’s (ARC-PA) 4th edition Standards, student health records will be maintained in the RN Ellington Health and Counseling Services Center and only records of immunizations and tuberculin skin tests results will be made available to program faculty and staff.

**Academic and professional policies**

**Faculty advisors**

Following acceptance to the program and receipt of the tuition deposit, each student will be assigned a faculty advisor for the academic year. Because the PA program curriculum is delivered in a lock-step fashion, the role of the advisor will not involve helping students design their educational plan in the academic year. The focus of the faculty advisor will be to support the student’s academic success and personal well-being. Early in the educational program there will be required meeting times for advisors and advisees. Later, as the advising relationship becomes established and the student becomes grounded in the program, the meeting times may be periodic and occur as needed. The advisor’s role may include advising the student regarding study skills, time management and adjusting to life in a program of graduate study at Elon, as well as providing formative feedback to the student regarding his/her academic progress and professional development. In the clinical education phase, the faculty advisor role will shift to the Director of Clinical Education and the clinical education team. In addition, each student will work with an advisor/mentor for his or her master’s project. Request for changes in advisor assignments should not be based on personal preference, but on the presence of factors that prevent effective advisement. Requests for changes should be submitted to the Program Director for consideration.

**Transfer and credit for experiential learning**

All PA students must complete the entire PA curriculum. No advanced placement or advanced standing is granted, nor is transfer credit or credit for experiential learning accepted in lieu of PA courses.
Program grading scheme

Grade Scale and Grade Points:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Letter Grade</th>
<th>Grade points</th>
</tr>
</thead>
<tbody>
<tr>
<td>93-100</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>90-92</td>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>87-89</td>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>83-86</td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>80-82</td>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>77-79</td>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>73-76</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>Below 73</td>
<td>U</td>
<td>0</td>
</tr>
</tbody>
</table>

Assessment procedures

Test day expectations: On the day of an examination, students are expected to be in their seats five minutes prior to the scheduled start time for the examination. Students may bring a covered beverage into the room and a pencil or pen. All other personal belongings should be stored outside of the classroom where the examination is occurring. Because the study rooms may be needed for other educational purposes, study materials and personal belongings should be placed in the student locker or other personal space before all examinations. Students are encouraged to take care of their personal needs prior to the examination. Restrooms breaks, one at a time, will be allowed with permission from the proctor.

Absence and make-up examinations: Students are expected to take all examinations at the time they are administered to the entire class. In the event of an excused absence that has been discussed in advance with the course director, a make-up examination may be possible. The make-up examination would be scheduled as soon as possible after the original examination date. Unexcused absences from an examination will result in a score of 0 (zero) for the examination. If a student arrives late for an examination, he/she should enter the examination room quietly, from the back of the room and take the nearest open seat. The proctor will bring the examination materials to the student. No allowances for extra time will be given. The student who is tardy will still be required to end the examination at the same time as the rest of the class.

Examination grades: Unless the course director communicates otherwise, examination scores for a multiple choice exam will be posted within three (3) days of the examination and those for other types of examinations will be posted within one (1) week. See individual course syllabi for policy on reviewing examinations. Challenges to individual items should be made in writing to the course director with at least two (2) peer-reviewed references to support them. Credit for the test item challenge is at the discretion of the course director and will only be granted to the student submitting the challenge.
Grades for written assignments: See the course syllabus for a grading rubric and timetable for disseminations of scores on individual assignments. Every effort will be made to provide feedback to students on one assignment prior to an additional assessment of the same skill or topic.

The decisions of course directors regarding examination and assignment grades are final. Students may appeal a course grade if a compelling reason exists. The procedure for appealing a course grade within the Department of Physician Assistant Studies reflects that of the university outlined on pages 20-21 of the Elon University Student Handbook (http://www.elon.edu/e-web/students/handbook/). The DPAS appeal procedure differs from that of the university in its timeline. If a student believes an error has been made regarding a course grade, he/she should contact the faculty course director immediately after the grade is posted to set up a meeting to discuss the grade. As it is the student's responsibility to demonstrate that the appeal has merit, the student should bring to the meeting any work from the course that the student has in his/her possession for the professor to review. At the meeting, the professor will:

1. Review any work the student brings to discuss
2. Show the student any of the student's work that remains in the professor's possession (e.g., papers, examinations, etc.)
3. Explain how the student's grade was determined based on the standards set forth at the beginning of the course and in the course syllabus.
4. Recalculate the numerical computation of the grade to determine if there has been a clerical error.

If the student wishes to continue the appeal following this meeting, he or she must file a written appeal with the Program Director within one week of the meeting. If the Program Director is the professor involved, the written appeal will go to the Dean of the School of Health Sciences. The student will submit to the Program Director the “Student Grade Appeal Statement” form together with copies of the course syllabus, tests, assignments, and papers in the student's possession. The Program Director will notify the professor involved, and the professor will file the “Professor Grade Appeal Statement” form with the Program Director within one week together with copies of the syllabus, assignments, and any of the student’s work that remain in the professor's possession. The Program Director, following consultation with the Dean, will render a decision in writing regarding the grade appeal within one week.

If the student wishes to continue the appeal beyond the Dean of Health Sciences, please see the procedures outlined in the Elon University Student Handbook, http://www.elon.edu/e-web/students/handbook/.
Summative assessments

As part of the assessment process of academic year and clinical education phases, PA students will complete “summative” examinations as part of their overall academic and professional assessment to determine readiness to be promoted to the either clinical education phase or graduation as appropriate.

During the latter part of the Continued Learning and Competency Development (CLCD) 4 course, academic year students will take the Physician Assistant Clinical Knowledge Rating and Assessment Tool (PACKRAT) examination (written, multiple choice) and complete two objective structured clinical exams (OSCEs) (practical exams). Both the PACKRAT and the OSCE examinations will be graded pass/fail. Academic year students must achieve greater 60% or greater on the PACKRAT exam to receive a “pass” and a 73% or higher on each of the OSCEs to receive a “pass” score. Failure to achieve a “pass” on any of the examinations will result in the student being required to meet with his/her academic advisor to identify area(s) of weakness, determine a plan for remediation, and retake any failed examinations and receive a “pass” score by the end of the fall semester. A second failure on any examination(s) may result in the student not being promoted to the clinical education phase without additional remediation or being dismissed from the Program.

In December of the clinical education phase, students will complete a Program-generated summative multiple-choice examination and two OSCEs as part of their CLCD 6 course. Both the Program-generated summative examination and the OSCE examinations will be graded pass/fail. Clinical education phase students must achieve greater 73% or greater on the Program-generated multiple-choice summative exam to receive a “pass” and a 73% or higher on the OSCEs to receive a “pass” score. Failure to achieve a “pass” on any of the examinations will result in the student being required to meet with their clinical education phase advisor to identify area(s) of weakness, to determine a plan for remediation, and to retake any failed examinations and receive a “pass” score by the end of January. A second failure on any examination(s) may result in the student having to complete additional remediation upon completion of their clinical rotations, thereby delaying graduation and incurring additional fees, or being dismissed from the Program.

Course evaluations

Course and instructor evaluations are valuable to promoting improvements in the program and delivery of curriculum. The information provided in evaluations is an important aspect of our continuous program self-assessment required for ARC-PA accreditation. Completion of evaluations is required and comments should be constructive and professional in presentation.
**Academic & professional progress**

A student’s progress through the Program is based upon successful demonstration of expected competencies and professional behaviors and attitudes. At the completion of each module of the Program, the DPAS Academic and Professional Progress Committee will review each student’s demonstration of the knowledge, skills, attitudes, and professional comportment necessary to progress to the next module and make a recommendation to the Program Director regarding progression.

The DPAS Academic & Professional Progress Committee functions to uphold the academic, clinical education and professional conduct policies of the Elon University Department of Physician Assistant Studies. The committee approves students for advancement within the professional component of the curriculum and reviews the academic records of each student on a regular basis. In addition, the committee notes any exceptional or concerning professional behaviors including, but not limited to, those defined by the National Board of Medical Examiners:

1. Adheres to institutional policies and procedures
2. Admits errors and assumes responsibility
3. Advocates for the individual patient
4. Arrives on time for scheduled activities and appointments
5. Conveys information honestly and tactfully
6. Demonstrates sensitivity to power inequalities in professional relationships
7. Fulfills responsibilities in a timely manner
8. Maintains composure during difficult interactions
9. Maintains thoroughness and attention to detail
10. Modifies behavior based on feedback
11. Requests help when needed
12. Responds promptly to communication requests
13. Acknowledges limits of one’s own knowledge
14. Responds receptively to diverse opinions and values
15. Demonstrates humility
16. Maintains the confidentiality of test material

Positive and negative feedback regarding academic progress and professional comportment are reported to the advisor to aid in the professional development of individual students. Persistent or extreme negative professional behaviors may result in Academic Probation or failure to progress/be promoted. The committee reviews petitions for special consideration and hears student appeals. In special instances, the faculty may be convened at other than scheduled times to consider cases of unusual circumstances, such as those involving probation or dismissal.

**Academic and professional conduct expectations**

Elon University and the Physician Assistant Program value and strive to maintain an academic and residential environment that is conducive to learning including
personal and professional growth. As a result the Elon Honor Code is comprised of academic and social policies covering a number of issues germane to campus life.

**Academic Policy**

Academic honesty is an important characteristic in student life at Elon University and in the professional development of a PA student. Students are expected to read, agree with and adhere to all aspects of the Elon University Academic Honor Code. Please see the Elon University Student Handbook (http://www.elon.edu/e-web/students/handbook) for details of the code and policies regarding infractions. Any PA student witnessing a possible violation of the honor code in the academic year should report the allegation to the course director or the student’s academic advisor. In the clinical education phase, allegations should be reported to the Director of Clinical Education. Please see Appendix B for Elon’s Honor Pledge. A copy of the signed Honor Pledge will be maintained in the student file.

**Professional Conduct Policy**

In order to promote a safe and comfortable learning environment for all members of the Elon University community, students are expected to conduct themselves in a manner that reflects concern for others in the environment. Examples of behaviors that are unacceptable include theft, vandalism, acts of violence, sexual harassment, disrespect for personal and university property. For further details of Elon University Social Policies and the process for hearing violations, please see the Elon University Student Handbook.

A special note on sexual harassment: Because of the personal nature of patient-provider interactions and the close working relationship of PAs with other members of the healthcare team, it is vital that PAs have a strong working understanding of the behaviors that may be construed as sexual harassment and clearly avoid them. For this reason, all PA students will participate in a seminar on sexual harassment as a part of their professional development early in the academic year of the program.

**Attendance**

Due to the intense nature and rapid pace of the curriculum, attendance for all classes and required activities within the Department of Physician Assistant Studies is considered mandatory. Students are expected to be on time for class and should plan their schedules accordingly. Medical and personal appointments should be scheduled on evenings or weekends, as much as possible.

Requests for excused absences must be submitted to the Academic Coordinator and course instructor using the Program’s “Academic Year Absence Request Form” (see Appendix D) prior to the absence. Clinical students will be provided a similar form to complete for any clinical education phase absences.

All absences due to illness, accident or other unexpected personal or family events must be reported via e-mail to the Academic Coordinator, the course instructor and administrative assistant as soon as the student is aware that he/she may miss class.
time. All other absences that are not pre-approved by the Academic Coordinator and course instructor will be considered unexcused.

For any absences where students will miss a written test or practical examination, students must follow the policy as detailed under “Assessment Procedures”.

Unexcused absences, repeated absences or repeated tardiness may be considered unprofessional behavior and can be grounds for a disciplinary hearing or dismissal from the Program.

Dress code

As a relatively new profession, PA students should be aware that the image they project is very important to both the Department of Physician Assistant Studies and the PA profession. PA students are expected to dress in a manner that is supportive of an effective learning environment for their peers, faculty, and staff. Business casual attire is preferred during class; clothing that is revealing in nature is not acceptable. When guest lecturers or other guests are present during a class or lab, students should be mindful that they are representing the Program in the community and should convey a professional image. Mini-skirts, shorts, tube tops, excessive jewelry, facial piercings, and flip-flops are not appropriate. Students are also expected to follow these guidelines when they are representing the Program in any setting that requires them to interact with the University community, the professional medical community, or the general public. Faculty reserve the right to remove students from the classroom or ask them to alter their appearance if they feel they are not achieving this standard.

Attire during anatomy laboratory will be: scrubs, lab coat optional and closed toed sneakers or shoes. No one will be permitted in the anatomy laboratory without safe footwear. Attire during clinical skills labs will be: shorts, jog/sports bras for women, tee shirts for men and women, socks, and sneakers. Anatomy and clinical skills lab attire must be worn in the lab area only and not in the classroom area or other areas of the Francis Center. Locker room facilities are provided for changing into appropriate clothing for a given class.

In the clinical setting, business professional attire, along with a short white lab coat is required to be worn at all times, unless otherwise directed by the site. For example, men should wear a shirt, tie, dress slacks and shoes. Women should wear a blouse and skirt, or dress slacks. Closed toe shoes must be worn at all times.

Failure to adhere to the dress code standards may be considered a violation of Standards for Professional Conduct and students may be subject to disciplinary hearings or dismissal for repeated infractions.
Identification

All students will be provided with a university identification badge, including name and photo, clearly identifying each student as an Elon University physician assistant (PA) student. Students are required to wear these badges at all times when participating in PA professional functions such as a health fair or when in patient care areas. In clinical practice settings, students must identify themselves as PA students to patients and health care practitioners. This badge must be returned to the Program upon graduation or after withdrawal from the Department of Physician Assistant Studies.

Communication expectations

E-Mail - Each student will be assigned an e-mail account and will be instructed in its use during orientation. A list serve will be developed for each class. The list serve address for all members of the class entering in January 2013 is pa2015@elon.edu. E-mail accounts are automatically created for new students. If you have any questions concerning your e-mail account, please contact the Technology Help Desk at 336-278-5200. The Elon e-mail account is the only electronic mailing address recognized by the university. The university and its employees are not responsible for forwarding e-mail to students at personal e-mail accounts. Not receiving a communication due to a faulty e-mail address is not an excuse for failing to complete a course requirement.

Telephone - The phone number for the DPAS is (336) 278-6847. The fax number for the DPAS is (336) 278-2898.

Violations of Standards for Academic or Professional Conduct

Good academic standing implies that a student is in compliance with all Program policies, is not on academic probation or suspension and has not been dismissed.

A student whose performance falls below the minimum acceptable standard(s) for any area of study will be notified of such deficiency by the course director, his/her academic advisor, and/or the Program Director as soon as evidence of such substandard performance is available.

Students who do not meet the Standards for Academic and Professional Conduct or do not adhere to program policy may be candidates for probation or dismissal. Violations of the policies will be reported to the Program Director. The Program Director may elect to deal with the matter directly or refer the matter to DPAS Academic and Professional Progress Committee for assessment and recommendation of appropriate sanctions. Decisions may be appealed by employing the procedures for Student Appeals listed in the Elon Student Handbook.

Unsatisfactory Course Grades - An unsatisfactory grade (“U”) in any course constitutes a failing grade, and immediately places the student on academic probation, requiring that the course be remediated.
1. Remediation may extend the length of the program beyond 27 months.

2. Failure to earn a grade of “C” upon remediation of a course will render the student subject to dismissal from the Program.

3. If a student successfully remediates a course, the new grade for the course will be recorded on the official transcript beneath the original course grade of “U” (Unsatisfactory).

4. A student who earns a second “U” for a course in the program will be subject to dismissal from the Program.

_Remediation_

A student earning a course grade of “U” must consult the course director for a plan to remediate the course for the purpose of closing gaps in the student’s fund of knowledge. The student should schedule an appointment with the course director as soon as possible after receiving notification of the failing grade. The course director will develop an individualized remediation plan (including a timeline for completion, expectations, assessment strategies, etc.) based on his/her assessment of the student’s knowledge deficits and in consultation with the student. Other faculty teaching in the course also may be consulted for their input. The remediation plan must be reviewed and approved by the DPAS Academic and Professional Progress Committee. A student who remediates a course may not earn higher than a “C”. The remediated course will be noted on the official academic transcript with an asterisk following the remediated grade (e.g., C*). The asterisk is defined on the transcript as “* Course was remediated to earn a maximum grade of C.” A student who fails to achieve a grade of “C” in a remediated course will be considered for dismissal from the program.

_Deceleration_

The Elon University PA curriculum is designed to be delivered on a full-time basis to students in a cohort. There is no formal deceleration plan or option to complete the curriculum on a part-time basis.

_Academic probation_

Students who earn a grade of “U” for any course in the program or whose cumulative grade point average falls below 3.0 at any time during the program will be placed on academic probation. A student placed on probation will receive a letter from the Program Director outlining the reason for and conditions of probation and the steps necessary to return to good academic standing. In addition, the student on probation is required to meet with his/her faculty advisor to discuss the situation and develop a strategy for improving performance. While on probation, students will not be permitted to hold an office in the student society or serve as the leader of
any PA program function or activity. When the student has met the conditions to return to good academic standing, he/she may be permitted to resume leadership roles with the approval of his/her academic advisor.

**Promotion**

Promotion is defined as progression from the academic year to the clinical education phase. The DPAS Academic and Professional Progress Committee will recommend a student for promotion. A student may not be recommended for progression from the academic year to the clinical education phase with any outstanding grades of Unsatisfactory (U) on his/her academic record or with a cumulative grade point average of less than 3.0. When considering a student for promotion from the academic year to the clinical education phase, professional (e.g. satisfactory criminal background report and drug screen results) and ethical conduct as well as academic performance will be considered. In addition, a student will be promoted only if provided all legal and financial requirements of the University have been satisfied. Completion of all requirements for successful promotion will be documented by DPAS Academic and Professional Progress Committee and recorded in the student file.

**Maximum time to complete the DPAS curriculum**

The maximum length a person may be enrolled in the DPAS curriculum is 48 months (4 years). The terms of an extension to complete the program will be determined by the DPAS Chairperson or, in extenuating circumstances, by the President.

**Disciplinary procedures**

Students whose performance is considered unacceptable as a result of not meeting the Standards for Academic and Professional Conduct or not adhering to program policy may be candidates for probation. Violations of the Standards will be reported to the Program Director. The Program Director may elect to deal with the matter directly or refer the matter to the appropriate DPAS committee for review and recommendation of appropriate action. Decisions may be appealed by employing the procedures for [Student Appeals](#) listed in the Elon Student Handbook. The Dean of the School of Health Sciences may be consulted for clarification about initiation of the process to appeal decisions of the Program Director (Chair of DPAS).

**Leave of absence**

A student in good academic standing may request a leave of absence due to occurrence of a medical problem, serious personal problem(s), or pregnancy.

Students requesting a leave of absence must apply in writing to the Program Director. In the event of a medical problem, the request should be accompanied by a letter from a healthcare provider describing the nature of the condition for which the leave is requested and the estimated length of time needed for recovery.
After consultation with the student, the Program Director will decide whether or not the leave is to be granted and the conditions under which the student may return to school. A student requesting a leave of absence during or at the end of the academic year must go through the following procedure:

A. Request in writing a leave of absence from the Program Director.

B. The student must personally meet with the Program Director to discuss the reason for the leave.

C. After consulting with the student, the Program Director will assist the student through the official exit procedure.
   1. The Program Director will send an official letter to the student indicating that the leave of absence has been approved, specifying the terms of the leave.
      a. The terms of the leave of absence will be determined by the Program Director and reviewed with the student, including the following elements:
         i. Implications for resuming the curriculum (course requirements and sequencing issues)
         ii. Duration of the leave (no longer than 12 months)
         iii. Method for demonstrating academic readiness upon return to the Program
         iv. Method for demonstrating ability to meet the technical standards upon return to the Program
         v. Need to repeat criminal background check and/or urine drug screen prior to return (at the student’s expense)
         vi. Curriculum or policy revisions to which the student will be subject upon return to the Program
   2. The student takes the application for leave of absence, a letter from the Program Director (and a note from his/her healthcare provider if applicable) to the Financial Planning and the Bursar's Office for signatures. The following information will be required with the application:
      a. One family contact with phone and address
      b. Two references (not relatives) with phone and address who reside in the area
      c. Driver's license
   3. The student then returns the signed documents to the Program Director, who will forward the signed documents to the Office of Student Life / Associate Dean of Students.

If the leave of absence is approved, its official start date will be the original date of receipt of the student’s request. In the event the student is incapacitated and unable to initiate the request, the Program Director may facilitate this process. Any tuition reimbursement will be in accordance with the institution’s refund policy.
Withdrawal

See the Elon Student Handbook for information about voluntary withdrawal from the PA program.

Suspension

Each student is expected to govern his/her conduct with concern for other individuals and for the entire university community. Actions that threaten or endanger, in any way, the personal safety and/or well-being of others, or which disrupt or interfere with the orderly operation of the university are cause for immediate disciplinary action. Either the President, Provost - Vice President of Academic Affairs, Dean of the School of Health Sciences, DPAS chair, or University Administrative designee has the authority to summarily suspend a student when, in the opinion of the President, Provost, Vice President of Academic Affairs, Dean of the School of Health Sciences or DPAS Chair, such action is appropriate to protect the health or safety of any individual, or to preserve the orderly operation of the university. When a student is summarily suspended, the student shall be informed, in writing, of the specific charges on which such suspension is based. Such notice shall be delivered personally to the student, or mailed by certified mail, within forty-eight (48) hours of the imposition of the suspension. Such conduct by a student shall be considered a violation of the standards of academic and professional conduct and suspected violations will be handled by the procedures outlined under Violations of Standards of Academic or Professional Conduct section of the DPAS Student Handbook.

If a student is suspended for any reason, all student financial aid will be withheld until the appeal process is resolved by reinstatement of the student or dismissal of the student. If reinstated, the financial aid funds can be released to the student. If the student is dismissed, the funds will be returned to the proper agency/lender respectively.

Dismissal

The following conditions will result in a student being subject to dismissal from the program:

1. Violation of the Standards for Academic and Professional Conduct
2. A second course grade of “U”
3. Lack of professional or personal attributes considered appropriate for continuance in the program and profession
4. Any event that could result in either academic or professional probation for a student currently on academic or professional probation
5. Violation of the terms of probation as stated in a letter at the time the student is placed on probation
6. Being convicted of a crime that will preclude the student from participating in clinical education. A record of conviction, or entered plea of guilty, or nolo contendere with respect to any felony, or any crime
against a dependent population, specifically including but not limited to, elder abuse, child abuse, or child molestation, may prevent a PA student from participating in clinical education experiences.

7. Falsification of records or materials pertinent to the application to the PA program

Dismissal Procedure - The following process applies when a student is being considered for academic or professional dismissal:

1. The facts and reasons in support of the recommendation for dismissal are presented by the professor(s) to the Program Director.
2. The student is advised to obtain guidance from his/her faculty advisor (if the student's advisor is the faculty member presenting the reason for dismissal to the Program Director, a new advisor will be assigned).
3. If desired, the student may present his or her case to the Program Director and faculty.
4. The faculty will review and consider all relevant information from the professor(s) and the student to make a determination regarding student dismissal or continuation in the program.
5. The student will be advised by the Program Director of the faculty recommendation in accordance with one of the following outcomes:
   a. Dismiss from the PA Program;
   b. Require or highly recommend counseling to improve academic performance and/or professional behavior;
   c. If the student has less than a 3.0 grade point average (GPA) he or she may return to the curriculum on academic probation and must improve the GPA to 3.0 or higher or be subject to dismissal from the program.
6. The student will then be given a written notification of the final decision by the Program Director.
7. If the student is not in agreement with the dismissal decision and wishes to pursue it through the grievance procedure, he or she may contact the Judicial Appeals Office[ http://www.elon.edu/e-web/students/handbook/appeal.xhtml] or the Academic Appeals Committee [http://www.elon.edu/e-web/students/handbook/affairs.xhtml#appeal] (see Elon Student Handbook).

Other

Requesting records or references

Student files and academic information are kept in strict confidence. Information will not be released to external agencies or individuals without the express written permission of the student (or graduate). The record release form used by the Department of Physician Assistant Studies can be obtained from the DPAS
Administrative Assistant. Please allow two weeks for completion of reference or recommendation forms.

Students should understand that any academic or professional conduct sanction (e.g. probation) received while in the PA Program will be reported to credentialing agencies or licensing boards upon request. When students or graduates authorize a faculty member to complete a credentialing form, application for license or letter of reference, they are consenting to release of this information.
# Appendix A Curriculum overview

## Department of Physician Assistant Studies Academic Year Curriculum

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAS 500</td>
<td>Introduction to Medicine</td>
<td>6</td>
</tr>
<tr>
<td>PAS 502</td>
<td>Medical Physiology</td>
<td>2</td>
</tr>
<tr>
<td>PAS 510</td>
<td>Head, Eyes, Ears, Nose &amp; Throat (HEENT)</td>
<td>4.5</td>
</tr>
<tr>
<td>PAS 512</td>
<td>Infectious Disease</td>
<td>1.5</td>
</tr>
<tr>
<td>PAS 514</td>
<td>Endocrinology</td>
<td>3</td>
</tr>
<tr>
<td>PAS 516</td>
<td>Hematology</td>
<td>1.5</td>
</tr>
<tr>
<td>PAS 518</td>
<td>Pulmonary</td>
<td>3</td>
</tr>
<tr>
<td>PAS 520</td>
<td>Cardiovascular</td>
<td>5</td>
</tr>
<tr>
<td>PAS 522</td>
<td>Gastrointestinal</td>
<td>3</td>
</tr>
<tr>
<td>PAS 524</td>
<td>Nutrition</td>
<td>1</td>
</tr>
<tr>
<td>PAS 526</td>
<td>Neurology</td>
<td>4.5</td>
</tr>
<tr>
<td>PAS 528</td>
<td>Musculoskeletal</td>
<td>4.5</td>
</tr>
<tr>
<td>PAS 530</td>
<td>Oncology</td>
<td>3</td>
</tr>
<tr>
<td>PAS 532</td>
<td>Urology &amp; Sexually Transmitted Infections (STI)</td>
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</tr>
<tr>
<td>PAS 534</td>
<td>Nephrology</td>
<td>3</td>
</tr>
<tr>
<td>PAS 536</td>
<td>Obstetrics &amp; Gynecology</td>
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</tr>
<tr>
<td>PAS 538</td>
<td>Human Sexuality</td>
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</tr>
<tr>
<td>PAS 540</td>
<td>Behavioral Medicine</td>
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<tr>
<td>PAS 542</td>
<td>Dermatology</td>
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<td>PAS 550</td>
<td>Introduction to Emergency Medicine</td>
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</tr>
<tr>
<td>PAS 552</td>
<td>Introduction to Surgical Care</td>
<td>2</td>
</tr>
<tr>
<td>PAS 554</td>
<td>Introduction to Pediatrics</td>
<td>1.5</td>
</tr>
<tr>
<td>PAS 556</td>
<td>Geriatrics</td>
<td>1</td>
</tr>
<tr>
<td>PAS 558</td>
<td>Underserved Populations</td>
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</tr>
<tr>
<td>PAS 570</td>
<td>Continued Learning and Competency Development (CLCD) I</td>
<td>5</td>
</tr>
<tr>
<td>PAS 572</td>
<td>CLCD II</td>
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<tr>
<td>PAS 574</td>
<td>CLCD III</td>
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<td>PAS 576</td>
<td>CLCD IV</td>
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<td>PAS 580</td>
<td>Master's Project I</td>
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<td>Sub-Total Academic Year Credit Hours</td>
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## Department of Physician Assistant Studies Clinical Education Phase Curriculum

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<th>Course title</th>
<th>Credits</th>
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<tr>
<td>PAS 630</td>
<td>Primary Care</td>
<td>3</td>
</tr>
<tr>
<td>PAS 632</td>
<td>Pediatrics</td>
<td>3</td>
</tr>
<tr>
<td>PAS 634</td>
<td>Emergency Medicine</td>
<td>3</td>
</tr>
<tr>
<td>PAS 636</td>
<td>Inpatient Medicine</td>
<td>3</td>
</tr>
<tr>
<td>PAS 638</td>
<td>Surgery</td>
<td>3</td>
</tr>
<tr>
<td>PAS 640</td>
<td>Women's Health</td>
<td>1.5</td>
</tr>
<tr>
<td>PAS 650</td>
<td>Elective I</td>
<td>1.5</td>
</tr>
<tr>
<td>PAS 652</td>
<td>Elective II</td>
<td>3</td>
</tr>
<tr>
<td>PAS 654</td>
<td>Elective III</td>
<td>3</td>
</tr>
<tr>
<td>PAS 670</td>
<td>CLCD V</td>
<td>2</td>
</tr>
<tr>
<td>PAS 672</td>
<td>CLCD VI</td>
<td>2</td>
</tr>
<tr>
<td>PAS 680</td>
<td>Master's Project II</td>
<td>2</td>
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<tr>
<td></td>
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</tr>
<tr>
<td></td>
<td>Total Credit Hours</td>
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</tbody>
</table>
Appendix B Elon Honor Code and Pledge

Introduction to Elon’s Honor Code
Elon University recognizes and affirms the importance of character development and personal responsibility as essential elements of an Elon education. Students are expected to uphold the four values listed below for themselves and others in their decisions and day-to-day interactions. Conduct affirming these four values should be followed in all settings, including in and out of the classroom, on- and off-campus, and in all domestic and international sites during study abroad or course-related study experiences. Upon graduation, students are expected to have demonstrated their commitment to academic excellence and honor.

Elon’s Honor Code (A description of the Elon University community values)
Every member of Elon University has the right to live and learn in an atmosphere of trust and support. Responsibility for maintaining these values in our community rests with each individual member. Values that promote this atmosphere include:

HONESTY: Be truthful in your academic work and in your relationships.

INTEGRITY: Be trustworthy, fair and ethical.

RESPONSIBILITY: Be accountable for your actions and your learning.

RESPECT: Be civil. Value the dignity of each person. Honor the physical and intellectual property of others.

The Honor Pledge is an abbreviated form of the Honor Code. Students sign the Honor Pledge when they join the Elon community to publicly affirm their intent to behave according to the values of the Elon community. They also sign this pledge on papers, tests, assignments and other documents when requested. The honor pledge is printed on signs in classrooms and residence halls throughout campus.

Elon’s Honor Pledge
“On my honor, I will uphold the values of Elon University: honesty, integrity, responsibility, and respect.”

Name (Print): ________________________________

Signature: ________________________________

Date: ________________________________

http://www.elon.edu/e-web/students/handbook/honorcpp.xhtml
Appendix C: Statement of Student Advisement on Institutional and Program Policies

I, ____________________________, have attended orientation for the Elon University Physician Assistant Program Academic Year on __________________________

Name of student (please print)

Date of attendance

and have been advised of institutional and program policies and requirements.

I have been provided with a copy of the DPAS Student Manual, which references applicable University policies. By signing my name below, I certify that I understand and agree to comply with all institutional and program policies and requirements. Should I have any questions, I understand that it is my responsibility to ask program faculty for clarification. Furthermore, I understand that noncompliance with the stated policies and requirements may be grounds for my dismissal from the program.

__________________________________________
Student Signature

Date

__________________________________________
Program Director Signature

Date
Appendix D: Academic Year Absence Request Form

Complete Part 1 and submit electronically to Dr. Brenda Quincy (bquincy@elon.edu) within 24 hours unless there has been a medical emergency. The DPAS will approve or deny the request and provide a completed copy of this form to the student and maintain a copy in the student's file.

**Part 1: To be completed by the student.**

Please print or type.

Student's Name: ____________________________

Date(s) of absence: _______________________

List of classes/Exams/Quizzes missed:

Reason for absence:

Student signature: ____________________________ Date: ________________

**DPAS Decision**

_____ Absence request approved by Academic Coordinator

Conditions (if any):

_____ Absence request not approved.

Explanation (if appropriate):

Academic Coordinator Signature: ____________________________ Date: ________________