



Elon University
Department of
Physician Assistant
Studies

Student Handbook Class of 2022
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ELON UNIVERSITY

**DEPARTMENT OF PHYSICIAN ASSISTANT STUDIES
(DPAS)**

STUDENT HANDBOOK – CLASS OF 2022

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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 and to maintain a beneficial learning environment for all members of the Department. All policies in this handbook are applicable to students in both the academic and clinical education phases.

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 in state laws and are impacted by 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 providing exceptional, compassionate, individualized patient care, serving their communities, advancing the profession and engaging 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 role.

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-linked 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 curriculum is a 24-month program that engages students through an innovative, systems-organized educational path, employing large and small group discussion, hands-on clinical skills labs, simulated patient experiences, lecture, and patient scenario discussions. Over the course of the academic year, the patient scenarios and simulated patient experiences will increase in complexity. These will culminate in an Advanced Clinical Reasoning course in the fall that builds on existing, learner-centered models by guiding students to reapply knowledge and build competence in all areas of the NCCPA [Competencies for the Physician Assistant Profession](#). Additionally, students will have a Clinical Phase Preparation course in the fall of the academic year to prepare them for their transition to supervised clinical education experiences. In the clinical education phase, the Clinical Year seminar courses will further 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 24-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>

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 plan to be employed during the Program. Classes may be held in evenings and/or Saturdays if necessary. 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:

<https://www.elon.edu/u/academics/health-sciences/physician-assistant/admissions-information/tuition-financial-aid/>

Year one: Tuition, \$49,720; Living expenses (rent, utilities, meals, insurance, books & supplies, miscellaneous) \$22,500 = estimated total: \$72,220

Year two *projected*: Tuition, \$ 49,720**; Living expenses (rent, utilities, meals, insurance, books & supplies, miscellaneous) \$21,200 = estimated total: \$70,920**

*****Tuition is projected to increase each year.***

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>

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:

Time period	Percent charged
Start of the period through the end of 3rd week	10% charge (90% refund)
4th week through the end of the 7th week	50% charge
8th week through the end of the 13th week	75% charge
14th week	No refund

Contact information

Students must inform the PA Program 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. This may be amended based on COVID-19 and/or other State/National Emergencies. Only students enrolled in a School of Health Sciences academic program with a valid Phoenix card have 24-hour access to the building. All Elon University students with a valid Phoenix card have limited after-hours access to classrooms and general use areas of the building on evenings and weekends. After hours, students will use their Phoenix cards to enter the building. All key-coded access rooms, such as laboratories, clinical skills and small group rooms should be securely locked by closing the door upon leaving to ensure security of the human donor laboratory, program equipment, books, etc. Allowing unauthorized persons to enter these areas may be considered a breach of professionalism. 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 on the first floor for anatomy, the locker rooms, the computer laboratory, and a student break room. As noted above, all Elon students will have limited after-hours access to classrooms and general use areas on evenings and weekends. As such, students should not leave any personal items unsecured in the building at any time.

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 are printer stations with copy capabilities in the lab and in the second-floor break room for student use. 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 hour 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.

University facilities

Belk Library: Belk Library is located in the center of the campus and houses 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, Irazu 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.elondining.com>

Campus recreation: Elon students have access to several recreational facilities (e.g. pool, fitness center, racquetball courts, etc.) in addition to some beautiful outdoor recreational spaces for individual or group activities. School of Health Science students also may use the fitness center in the Francis Center during periods when it is not being used for research or instruction. 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 Disability Resources office in the Koenigsberger Learning Center (KLC) within the Belk Library. The phone number for the Center is (336)278-6500. 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 to review and institute appropriate accommodations.

For more information about Disability Resources, 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 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: <https://www.elon.edu/u/bft/transportation/>

University policies

Inclement weather: The most accurate information about the status of classes and campus services is found on 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.

All members of the Elon community are recommended to register for emergency text messages through the E-Alert system found at <http://www.elon.edu/e-web/bft/safety/emergency.xhtml>.

This is the university's primary source for campus crisis information and the most important service for which to register. Elon can text your cell phone and email you timely information about emergencies, class cancellations, and inclement weather information.

Students may also download the LiveSafe app which offers two-way communication direct to Campus Safety & Police. Students and employees can share information, anonymously if they so choose, through text, photo or video directly from their smart phones. Additionally, app users can receive important broadcast notifications sent by the Elon University Police Department. With a built-in SafeWalk feature, students also will be able to invite others to “virtually escort” them by monitoring their location on a map. <http://www.elon.edu/e-web/bft/safety/emergency.xhtml>.

Bicycles on Campus: According to the Elon University Student Handbook, bicycles may only be parked in areas designated for bicycles with bike 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.

For those who 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.

Sexual Discrimination/Misconduct, Domestic Violence, Intimate Partner Violence and Stalking Elon University has a legal obligation to ensure a working and learning environment that is free from discrimination, harassment, or violence. Elon University has procedures to receive, investigate, respond to and resolve

complaints of discrimination, including harassment based on sex, as well as domestic violence, intimate partner violence, and stalking. In this policy, “discrimination,” refers generically and inclusively to all forms of discrimination based on sex or gender, including sexual harassment, sexual exploitation, nonconsensual sexual acts, sexual misconduct and sexual violence. ***These policies and processes are universal student policies and apply to all students, including graduate and law students.*** All Elon University students, including graduate and law school students, will be held responsible for policies regarding sexual harassment, sexual discrimination/misconduct, domestic violence, partner violence and stalking as defined in the *Elon University Student Handbook*, available at <http://elon.smartcatalogiq.com/en/2020-2021/Student-handbook>. All reported incidents of sexual harassment, sexual discrimination/misconduct, domestic violence, partner violence and stalking involving Elon University students, including those enrolled in graduate programs and law school, will be adjudicated per the processes defined in the *Elon University Student handbook* available at <http://elon.smartcatalogiq.com/en/2020-2021/Student-handbook>.

Elon University does not discriminate on the basis of sex in its programs and activities. Federal law prohibits discrimination on the basis of sex including sexual harassment as well as sexual violence (Title IX of the Education Amendments of 1972).

Reports Against Students

A member of the University community who wishes to make an official report of sexual misconduct or interpersonal violence committed by a student may report the incident to the University through the following channels:

- Title IX Coordinator: Molly Zlock, Title IX Coordinator, Leadership & Professional Deve 106, 2067 Campus Box Elon, NC 27244, (336) 278-5787; mzlock@elon.edu
- Deputy Title IX Coordinator for Student Life: Dr. Eleanor Finger, Assistant Vice President for Student Life and Dean of Campus Life, Moseley Center 221E, 2985 Campus Box Elon, NC 27244, (336) 278-7109; efinger3@elon.edu
- Deputy Title IX Coordinator for Athletics: Ms. Faith Shearer, Associate Athletic Director and Senior Women’s Administrator, Alumni Field House 239-H, 2500 Campus Box, Elon, NC 27244, (336) 278-6790; fshearer@elon.edu
- Deputy Title IX Coordinator for the Law School: Ms. Melissa Duncan, Associate Director of Student and Professional Life, Law School Room 107-M, 2005 Campus Box, Elon, NC 27244, (336) 278-9256; mduncan6@elon.edu
- Any of the following responsible employees, who will promptly report the incident to the University’s Title IX Coordinator:
 - deans
 - department chairs
 - director of clinical education
 - assistant director of clinical education
 - EPASS faculty advisor
 - human resources staff

- campus safety and security staff
- residence life staff (including student staff)
- student conduct administrators
- faculty and other employees supervising overnight domestic or international student trips and advising student groups
- Online through our [Sexual Misconduct and Interpersonal Violence Reporting Form](#).
- In the event that an incident involves alleged misconduct by the Title IX Coordinator, or other Title IX staff, reports should be made directly to the Associate Vice-President for Human Resources. (336) 278-5562

Law Enforcement Reporting Options

Legal charges may be filed with Elon University Campus Safety and Police (who will also report to the Title IX Coordinator) or the Town of Elon Police Department (or other department) depending on the jurisdiction in which the crime was committed. For more information on how to report a sexual misconduct violation to law enforcement, visit [Campus Safety & Police](#).

Confidential Options for Reporting (On & Off-Campus)

Elon University has trained on-campus counselors with whom a student may discuss an alleged violation of this policy without the information being reported to the Title IX Coordinator and who can provide an immediate confidential response in a crisis situation. Those persons designated as confidential resources under Title IX are:

- Safeline, (336) 278-3333 (anytime)
- The Coordinator for Violence Response, (336) 278-5009
- Counseling Services, R.N. Ellington Center for Health and Wellness, (336) 278-7280
- Counselor on Call (24/7 Hotline) 336-278-5555 and ask for the counselor on call.
- Health Services, R.N. Ellington Center for Health and Wellness, (336) 278-7230
- Members of the Truitt Center for Religious and Spiritual Life staff who are ordained and acting in their role as a clergy-counselor within their respective faith tradition. (336) 278-7729

The following off-campus resources are also available:

- CrossRoads Sexual Assault Response and Resource Center - 336-228-0360 - 1206 Vaughn Road, Burlington, NC <http://www.crossroadscares.org/>
- Family Abuse Services - 336-226-5985- 1950 Martin Street, Burlington, NC <http://www.familyabuseservices.org/>
- Employee Assistance Program (faculty and staff), 1-800-532-8651 or www.guidanceresources.com; Faculty and Staff may access at any time and location.
- National Sexual Assault Hotline at 1-800-656-4673

[Confidential Support and Advocacy \(Safe Line\)](#)
[Sexual Violence, Relationship Violence and Stalking](#)
[Campus Safety and Police](#)

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 in the academic year of the program. Students also will be required to complete university mandated Title IX training on Moodle in order to work with those under the age of 18. For the university forms for filing a sexual harassment complaint, please see the Sexual Harassment/Misconduct Policy Case section of the student handbook
<http://elon.smartcatalogiq.com/en/2020-2021/Student-handbook>.

Incidences of Bias, Discrimination, Harassment, and Hate

Elon University values and celebrates the diverse backgrounds, cultures, experiences and perspectives of our community members. By encouraging and celebrating these differences, we create an environment that promotes freedom of thought and academic excellence. Elon University denounces bias-related conduct as a violation of University Honor Code. Bias-related incidents, including slurs based on racial or ethnic identity, faith tradition, gender expression/identity, sexual orientation, ability and others create a hostile educational, living and working environment and such acts are not tolerated in our academic community. The term “bias-related” refers to language, behaviors and acts that demonstrate discrimination or hate against persons or groups because of any of the following identity categories (perceived or otherwise): race, ethnicity, faith tradition, national origin, gender, gender expression/identity, sexual orientation, age/generation, socio-economic status and disability. These categories are examples and are not an exhaustive list of attributes or characteristics protected under this policy. Elon works in many ways to celebrate diversity and build a more inclusive community, but we recognize that incidents of bias and hate will occur to and by our community members. When this happens, we want our students, staff and faculty to fully understand their options for support and redress. More information regarding bias and bias reporting may be found at <https://www.elon.edu/u/bias-response/confidentiality/>

Student Complaints

The university provides a Student Complaint Form that offers students a place to submit concerns where no specific process to do so currently exists. This form is not meant for use with Title IX, disability, grade appeals, or student conduct appeals, each of which have a specific process to follow.

If a student has a complaint other than those related to Identity-based bias, Title IX, disabilities/special needs, grade appeal, or student conduct appeals, the student should:

- Attempt to resolve the issue at the office that is the source of the complaint by speaking with a supervisor.
- If step #1 does not result in a satisfactory resolution, the student will be instructed to submit a written complaint by filling out the online form located at www.elon.edu/complaint.
- Any University staff member or administrator can also submit a form on behalf of a student.
- A University staff person from the office of the Vice President for Student Life will then direct the information to the appropriate department to determine a course of action.
- You will receive confirmation that your complaint was received and routed to the appropriate office within 24 hours.

Please see the [student handbook](#) for additional information.

If this is an emergency situation, please contact campus safety and police at [\(336\) 278-5555](tel:336-278-5555).

If you have questions about this form or would like to speak with a staff member about your complaint, please contact [Susan Lindley](#), Executive Assistant to the Vice President for Student Life and Dean of Students at [\(336\) 278-7220](tel:336-278-7220) or slindley@elon.edu.

Students can find the complaint form online:
<https://www.elon.edu/u/students/complaints/>

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 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 will also need to upload these forms to the department into the clinical database, Exxat. Information on forms and upload information is provided to students prior to orientation.

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. Additionally, no student may volunteer at Open Door Clinic until all immunizations/titers have been completed. 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.

*A student with chronic hepatitis B infection will be allowed to enroll if they meet all other Program requirements, but will be monitored to ensure that they are in compliance with the 2012 Centers for Disease Control and Prevention (CDC) *Updated CDC Recommendations for the Management of Hepatitis B Virus-Infected Health-Care Providers and Students* found at: <http://www.cdc.gov/mmwr/pdf/rr/rr6103.pdf>

The CDC noted that since its last update in 1991, there have been no reports of hepatitis B transmission in the United States or other developed countries from “medical or dental students . . . or any others who would not normally perform exposure-prone invasive procedures.”

In brief: The CDC’s updated recommendations provide current medical information about managing students in health-related schools who have hepatitis B. The CDC recommends that DNA serum levels be relied on, rather than hepatitis B e-antigen status, to monitor infectivity and states that individuals with hepatitis B can conduct exposure-prone invasive procedures if a low or undetectable hepatitis B viral load is documented by regular testing at least every six months. The CDC also recommends that a hepatitis B viral level of 1,000 IU/ml (5,000 GE/ml) or its equivalent is an appropriate viral load threshold for a review panel to adopt. The CDC stresses that for most students with chronic hepatitis B “who conform to current standards for infection control, [hepatitis B virus] infection status alone does not require any curtailing of their . . . supervised learning experiences.” Students with chronic hepatitis B virus infection may have restrictions imposed on their participation in exposure-prone invasive procedures, CDC notes the challenges posed in defining exposure-prone invasive procedures that pose a risk for hepatitis B virus transmission and cautions against defining

“exposure-prone procedures too broadly; the great majority of surgical and dental procedures have not been associated with the transmission of [hepatitis B virus].” CDC classifies exposure-prone invasive procedures as “limited to major abdominal, cardiothoracic, and orthopedic surgery, repair of major traumatic injuries, abdominal and vaginal hysterectomy, caesarean section, vaginal deliveries, and major oral or maxillofacial surgery (e.g., fracture reductions).”

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 should also keep a copy for themselves that is readily available. In order to allow the Program to release the information to clinical sites, students will sign a release form. 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 the latter part of the academic year (October-November) and again 1 year later in the clinical education phase. * An acceptable alternative test is a negative Interferon-Gamma Release Assay (IGRA)”, which is a blood test for TB Infection from your health care provider. The commercial names of these tests are QuantiFERON TB Gold In-tube or T-SPOT.
- 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.

1. For students with chronic hepatitis B infection*, the program will follow the *Updated CDC Recommendations for the Management of Hepatitis B Virus-Infected Health-Care Providers and Students* detailed above and require DNA serum levels every 6 months to monitor infectivity levels. Students whose hepatitis B level is not undetectable or below level of 1,000 IU may require limitation of exposure-prone invasive procedures or modifications in their clinical training as required by the Program or clinical education sites.
- 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:
<https://travel.state.gov/content/travel/en/international-travel.html>

Students completing international rotations also will be required to obtain medical and evacuation insurance. This is available through one of through the following companies: <https://travel.state.gov/content/travel/en/international-travel/before-you-go/your-health-abroad/insurance-providers-overseas.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. Furthermore, each student matriculating in the class of 2022 will be required to have a negative test for COVID-19 before beginning classes in the Francis Center. Ultimately, each student is responsible for their 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 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 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 will need to notify the program of the intended absence and fill out an absence request form upon their return to class. 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, PA or NP. The student must give this information to the RN Ellington Health and Counseling Center and the Coordinator of Disabilities Services, in order for protective mask/cartridge or other accommodations to be. 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, COVID-19), 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:

https://epi.publichealth.nc.gov/cd/lhds/manuals/cd/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.

Appointments may be scheduled online at <https://www.elon.edu/u/health-wellness/health-services/appointments/> or by calling 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 or going to the [Counseling Center](#). 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 at 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. During the months of June and July, students' counseling needs will be referred to local community resources for non-urgent matters.

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 8:00 am to 5:00 pm Monday through Friday.
- B. Currently enrolled Elon School of Health Sciences program students have 24-hour access to the Francis Center. After hours on business days, and on weekends and holidays, access to the classrooms and general use areas of the Gerald L. Francis Center facility is available on a limited basis to all Elon students.
- 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 a secured access room (lock box code access), turn off the lights as well as any appliances, computers or other audiovisual equipment that has been used and make certain the door is closed securely behind you to prevent unauthorized access
- 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 patrol 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://elon.smartcatalogiq.com/en/2018-2019/Student-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, to help contain any fire.

Never open or exit through emergency exit doors except in an emergency as this can result in emergency personnel being activated. No one is allowed to go back into the Building as they are exiting or after they have exited until the building is cleared for entry by appropriate personnel.

First Aid Kits are located in the Anatomy Laboratory (146) and in the Clinical Skills lab (237).

[An automated external defibrillator \(AED\) is located outside the student lounge area on the first floor of the Gerald Frances Center.](#)

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 from the Neuro/Peds Skills Lab (Room 106) past room 107
4. In the hallway across from the 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 100)

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 the 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 either during the academic year or during a break, unless it is Program-assigned.

Criminal background checks and drug screening

All students prior to matriculation into the Master of Science Degree program in the Elon University Department of Physician Assistant Studies will be required to have a criminal background check and a drug screen completed. At any time during your enrollment in the Program additional drug screening may be required to address any concerns for meeting technical standards. The student is responsible for all financial costs associated with background checks and drug screenings. *The offer of admission is conditional upon results of the background check and drug screening.*

Criminal background checks include but are not limited to the following:

- National Sex Offender Registry search
- Determination of areas of residence for the past seven years through a social security number check
- State and local (county)-level search based on areas of residence for the past seven years for all:
 - levels of criminal offense
 - types of adjudications
 - legal processes not yet resolved

- other types of offenses

Should the background check yield any criminal information, the offer of admission or continued enrollment in the program may be revoked.

It is important to remember that all drug tests are federally regulated. Since marijuana is still illegal at the federal jurisdiction level, it will continue to be recorded as a controlled substance on drug screening. **It doesn't matter whether the state in which you live has legalized the drug.** Further, drug testing tries to isolate, THC, the regulated component of marijuana, and therefore use of CBD products, theoretically, should not result in a positive test. However, CBD products and formulations vary widely and **use of CBD products will not be an acceptable reason for a positive screen.** Any prescription medication which results in a positive test will be subject to review by the Program.

In addition, for any charges or legal infractions that occur between the time of submission of the 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 legal charges or infractions that occur after matriculation into the Program also must be reported to the Program Director immediately. Institutional review of the specific facts may determine **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 repeat national criminal background checks, which may include finger printing. 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 checks or drug screening results that limit the Program's ability to secure clinical experiences can 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 their program of study, work schedule conflicts will not be an acceptable excuse for missing academic activities. 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 domains, including observation; communication; motor; intellectual; and behavioral and social. Technological compensation can be made for some disabilities in certain areas, but a candidate should be able to perform in a reasonably independent manner. Students will be asked to have a medical provider complete a medical attestation form prior to matriculation into the program to determine the students' ability to meet the Technical Standards. The Academic and Professional Progress Committee reviews students' ability to meet the Technical Standards during the program 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 human donors, 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 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 electronically in a secure platform provided by Elon University (i.e. Edocs). 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 and professional 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. Advisors may review with advisees the Reflective Practice Assignment (completed prior to the program beginning) and reference it prior to or during advising meetings regarding academic and professional progress. In the clinical education phase, the faculty advisor role will shift to 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.

Grading Scale and Grade Points

Percentage	Letter Grade	Grade points
89.50-100	A	4.0
85.50-89.49	B+	3.3
79.50-85.49	B	3.0
75.50-79.49	C+	2.3
69.50-75.49	C	2.0
Below 69.50	U	0

There is no rounding of grades.

Assessment procedures

Exam Software: The PA program requires students to utilize Examplify, exam software provided by ExamSoft Worldwide, Inc for student assessments. Examplify provides a secure testing environment which locks out all other applications and access to the internet. Therefore, all students are required to have Examplify to complete exams on their laptops. Examplify can be used on most modern Microsoft Windows- and Mac OS X-based computers. In the event the student does not have a device, the student must notify the course director at the beginning of the course.

Prior to Assessments with Exemplify:

- Download the exam between 24-48 hours prior to the scheduled exam time.
- Charge your device to 100% prior to the exam.
- Close ALL programs and internet browsers before launching Exemplify in testing room.
- Recommendation: Turn off antivirus programs before starting the exam

Test day expectations: On the day of an examination, students are expected to be in their seats at least five minutes prior to the scheduled start time for the examination and to create a quiet environment for the duration of the exam. All students must sign in with devices turned on and set up ready to start by the designated exam time. As students enter the exam room, they are to launch the exam and navigate to the starting screen and wait for instructions and password from the proctor. After entering the password, the student will wait on the orange screen until instructed to begin exam. Students may only bring their device, charger, and writing utensil. Bags, cell phones, iPods/music players, all wrist devices, purses, food, coffee, backpacks, notes, paper or other personal belongings must stay at the front of the room. **Cell phones and wrist devices are strictly prohibited.** Failure to comply with these standards may result in a zero for the assessment. Proctors will not answer questions during the exam (ie: provide interpretation) but can be notified about any formatting or technical issues. For exams held in the computer lab, students may bring a covered beverage into the room and will be provided a pencil and blank piece of paper that will be collected at the end of the exam. In the event of a paper exam, students may bring a covered beverage into the room and a pencil or pen. All other personal belongings should be stored outside or in front 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. Students must PAUSE Exemplify session and all materials must be left at the student's seat. Students must upload their exam file to have their assessment scored. (Green Screen) If students are unsure if their file uploaded, they may go to their ExamSoft student portal and check exam history for confirmation

Absence and make-up examinations: Students are expected to take all examinations at the time they are administered to the entire class. Excused absences for exams are granted only in emergency situations. In the event of an emergent, excused absence that has been discussed in advance with the course director or APPC chair, 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 taken on Exemplify will be posted within one (1) day 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.

It is left to the discretion of individual faculty course directors to determine how best to provide quiz and exam feedback. This may include an optional attendance session within the week following the exam where the exam is reviewed as a class. Alternatively, faculty may choose to “flip” the exam or quiz at a time after the exam is completed and faculty have had a chance to review performance and make any adjustments if indicated. In this event, the testing room would be utilized to review individual exam performance. However, test security remains of utmost concern and thus, students will not be able to take any notes, discuss questions with classmates or ask the proctors questions at that time. Personal items, pen, paper, and electronic devices such as phones and tablets must be left at the front of the room. Additionally, should anyone be absent, faculty would not be able to “flip” an exam. Students also can request to review their individual examination performance with the course director **within one week** of the examination grade being released. After that time, faculty will not review previous quizzes or exams within a module. See individual course syllabi and/or the course director for the policy on reviewing examinations.

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 timely feedback to students on one assignment prior to an additional assessment of the same skill or topic.

Online assessments such as quizzes or class activities during the didactic phase and quizzes and article evaluations in the clinical phase are assignments that are to be completed by an individual student unless otherwise instructed. They are not to be copied, downloaded, verbally shared or otherwise distributed. Any infractions will be treated as a violation of the honor code.

The decisions of course directors regarding examination and assignment grades are final.

Students may appeal a course grade if a compelling reason exists. Grades given by an instructor after the student is found responsible for an academic honor code violation through the University Honor System may not be appealed. The procedure for appealing a course grade within the Department of Physician Assistant Studies is as follows:

If a student believes an error has been made regarding a course grade, they should contact the faculty course director within one week 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 their 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/Designee.

The student will submit to the Program Director the "[Student Grade Appeal Statement](#)" (Appendix E) 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](#)" (Appendix F) 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/Designee, will render a decision in writing regarding the grade appeal within one week.

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 either the clinical education phase or graduation as appropriate.

During the latter part of the Clinical Phase Preparation 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). The PACKRAT is used only as a *student self-assessment tool* (meaning there is no course grade attached to it). Academic year students should see the PACKRAT as a way to identify strengths and areas of concern as they prepare to enter the clinical phase. They will receive feedback on their individual performance as well as information about how their class performance compares to other program students nationally at a similar level of education. Students are encouraged to meet with their advisors to discuss

their performance and any areas of concern. Any students wishing to repeat a PACKRAT must do so at their own expense.

The OSCE examinations will be graded pass/fail. Students must receive a 69.50% or higher on each of the OSCEs to receive a “pass” grade. Failure to achieve a “pass” on either of the OSCE 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 final academic year module. A second failure may result in a requirement for additional remediation prior to promotion to the clinical education phase or dismissal from the Program.

In December of the clinical education phase, students will complete an end of curriculum summative multiple-choice examination and two OSCEs as part of their Clinical Year Seminar II course. Both the end of curriculum summative examination and the OSCE examinations will be graded pass/fail. Clinical education phase students must achieve 69.50% or higher on the Program-generated multiple-choice summative exam to receive a “pass” and a 69.50% 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 by students is required and comments should be constructive and professional in presentation. If course and instructor evaluations are not completed in a timely manner by students, additional class time may be scheduled at the end of each module to complete the evaluations.

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 the spring, summer II and fall II modules of the Program, the DPAS Academic and Professional Progress Committee (APPC) will review each student’s demonstration of the knowledge, skills, attitudes, and professional comportment necessary to progress to the next module and will make a decision 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 Department of Physician Assistant Studies as the Assessment of Professional Behaviors:

1. Adheres to institutional policies and procedures
2. Admits errors and assumes responsibility
3. Advocates for the individual patient
4. Arrives on time and prepared for scheduled activities and appointments
5. Conveys information honestly and tactfully
6. Demonstrates sensitivity to power inequalities in professional relationships
7. Fulfills responsibilities, obligations and commitments in a timely manner
8. Maintains personal control and composure during difficult interactions
9. Constructively approaches conflict resolution
10. Maintains thoroughness and attention to detail
11. Actively solicits and incorporates feedback
12. Modifies behavior based on feedback in a timely manner
13. Requests help when needed
14. Takes initiative, perseveres, and prioritizes time effectively
15. Responds promptly to communication requests
16. Demonstrates respect for peers, professors, patients and their families, and clinical setting colleagues and supervisors in all specialties, disciplines and professions
17. Acknowledges limits of one's own knowledge
18. Demonstrates sensitivity and responds receptively to diverse opinions and values
19. Demonstrates humility
20. Maintains the confidentiality of test material

Positive and negative feedback regarding academic progress and professional comportment are reported to the advisor or APPC Chair to aid in the professional development of individual students. The student advisor or APPC Chair may discuss and document feedback with the student prior to an APPC meeting. Persistent or extreme negative professional behaviors may result in a meeting with the APPC, professional probation, or failure to progress/be promoted. The committee reviews petitions for special consideration and hears student appeals. In special instances, the APPC 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, accept 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. Professional conduct involves relationships and interactions between all those involved in medical education and the delivery of patient care including, but not limited to PAs, physicians, nurses, other allied health professionals, students, and administrators.

In addition to the professionalism standards set forth above, examples of behaviors that are unacceptable include, but are not limited to, disrespect for faculty and staff members, clinical setting colleagues and supervisors, other students, patients and their families or standardized patients, theft, vandalism, acts of violence, sexual harassment, disrespect for personal and university property, tardiness, or unapproved absences for classes or other Program activities. 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 in the academic year of the program. Students also will complete university-required Title IX training.

Guidelines for Professionalism in the Use of Social Media by PA Students

Social media such as email, Facebook, Twitter, Instagram, blogs, etc., have become ubiquitous agents throughout the world. Each offers the ability to connect and share information and photos with other people in nearly real-time situations. While social media can provide many unique, beneficial experiences, physician assistant students need to be aware of the potential pitfalls associated with the use of social media by health care providers and students. Photos and comments posted online

can be viewed by nearly anyone with an Internet connection. Privacy settings often are not enough to prevent photos and comments from being distributed by the student, provider, or their friends and family members. Online actions can affect the student's personal and professional reputations as well as impacting the reputation of the department, the university, and the profession.

Medicine is a conservative field. Physician assistants and other healthcare providers are generally held to higher standards of personal and professional conduct than other professions due to the ethical and private nature of patient interactions. The online availability of a provider's personal information can be used in hiring decisions especially when a graduate is applying for a first job or in the event of dismissal decisions when a physician assistant is already employed. State licensing boards have the authority to discipline healthcare providers for online professionalism issues including revealing patient information, unprofessional conduct, actions or behaviors deemed provocative, appearance of intoxication, misrepresentation of credentials, and discriminatory practices or comments. Students should use extreme caution when posting verbal or photographic depictions of their personal lives and understand that unprofessional behavior shown on social media will be considered significant breaches of professionalism that are not acceptable in this Program.

Elon University DPAS students are considered members of the physician assistant profession upon entering the Program and should conduct themselves accordingly. Many hospitals and other healthcare systems have very stringent guidelines on the use of social media by their employees. Elon DPAS has adopted the following guidelines to help prepare students for what they may expect as they enter the workforce:

1. No patient information will be shared online by any student in the program without documentation of patient permission. Students must recognize that even attempts to de-identify information can be insufficient to protect patient privacy.
2. Students may not engage in online discussions of patients or groups of patients, classmates, instructors, preceptors, Elon University, or clinical practice sites using profanity, discriminatory or disparaging comments.
3. Students must not interact with current or past patients via social media.
4. Students must refrain from posting photos or comments showing themselves in potentially unprofessional situations (e.g. drinking alcohol, smoking hookahs, using weapons, etc.)
5. Students may not represent themselves online as healthcare providers until after they have successfully graduated and completed appropriate licensing requirements.
6. Students may not use social media during class, lab or other instructional time unless given specific permission by the instructor.

Any violation by a student of the Elon DPAS Social Media Guidelines will result in appearance before the Academic and Professional Progress Committee and may result in dismissal from the program.

Adapted from the [American Medical Association's Opinion 9.124 Professionalism in the Use of Social Media](#) and the [Federation of State Medical Boards Model Policy Guidelines for the Appropriate Use of Social Media and Social Networking in Medical Practice](#)

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 mandatory. Students are expected to be on time for class and should plan their schedules accordingly. Failure to arrive on time is considered a professionalism violation and may result in a meeting with the APPC chair. Medical and personal appointments should be scheduled on evenings or weekends, as much as possible.

Requests for absences during the academic year must be submitted to the chair of the Academic and Professional Progress Committee (APPC) using the Program's "Academic Year Absence Request Form" located online in the DPAS Resource Folder (see Appendix D) prior to the absence. It is the student's responsibility to notify the course director and arrange for any missed work due to any absence. If the APPC chair is out of the office or there is an emergent request, absence forms should be submitted to the Program Director.

Absences in the clinical year will be addressed by the clinical team according to the policy in the Clinical Year Student Handbook.

Student Bereavement Policy

In the event that a student experiences a death of an immediate family member or house-hold member, the student will be excused from class for funeral leave, subsequent bereavement, and/or travel considerations for **up to three (3) consecutive business days**. The student will communicate the need for leave to the APPC chair or Program Director and complete a student absence request. Upon notification of the absence the student will arrange to complete missed classroom work and each faculty member shall excuse the student from class according to this policy and provide an opportunity to complete missed exams, quizzes, and other required work. Ultimately, the student is responsible for all material covered in class and must work with each individual professor as soon as they return to complete any required work.

In the event that a death occurs to a family member or friend that is not specifically covered by the student bereavement policy, or more than three days are needed, students can communicate the circumstances to the APPC chair or Program Director to consider the request based on unique circumstances.

All absences due to illness, accident, bereavement or other unexpected personal or family events must be reported via e-mail or telephone to the chair of the Academic and Professional Progress Committee, or Program Director as soon as the student is

aware that he/she may miss class time. All other absences that are not **approved** by the APPC Chair will be considered unexcused.

Process for requesting an absence:

1. The student should fill out the [absence request form](#) found on Moodle.
2. In the academic year, the form is submitted to the chair of the academic and professional progress committee. In the clinical year, the form is submitted to the director of clinical education.
3. If the absence is approved by the APPC chair, the student is responsible for notifying the course directors of the absence. The student will be responsible for making up any work missed during those courses.

Personal Days

While the Program has a 100% attendance policy, we recognize that each student has times when they need to be absent. As such, each student is allowed three (3) personal days during the academic year for personal events/activities. The days can only be used one day at a time, once during each module: spring (Jan-May), summer (June-August) and fall I (September –mid-November). Personal days may NOT be used during Fall II due to the unreproducible nature of the training required in the Clinical Phase Preparation course. The days cannot be used in increments or carried over to the next module. These days must be approved in advance with the APPC chair, and cannot occur on days when there are exams, quizzes, procedure or skills check-offs – or on a day that involves specialized instruction in areas such as ACLS testing or Gyn/GU training with standardized patients that cannot be made-up. Students will be responsible for any material missed during a personal day. Emergencies and sick days are not considered personal days and will need to be reported to the APPC chair to be excused on a case-by-case basis. Personal days are requested by submitting an absence request form to the APPC chair a minimum of two business days in advance of the date the absence is desired.

Tardiness Policy

As noted in the Assessment of Professional Behaviors (p. 28) and the Professional Conduct Policy (p.29), arriving late and unprepared for scheduled activities and appointments is considered unprofessional. Students should arrive to class and be fully prepared prior to the start time, so that the activity can begin as scheduled and as to not be a disruption to the class. 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. No allowances for extra time will be given.

Unexcused absences, repeated absences or repeated tardiness is considered unprofessional behavior and may result in a disciplinary hearing with the APPC, professional probation, 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. 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, optional lab coat 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 unless specific permission is given. 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, a shirt, tie, and dress slacks or a blouse and a skirt or dress pants. Leggings are not considered dress pants and should not be worn as such. 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.

PA students must have the ability to touch and be touched during the process of learning and practicing the art and science of medicine and physical examination. Students will be partnered with another student regardless of age, gender, nationality, religion, race, or size. Students with concerns about this policy should address them with the course director.

For the purpose of learning diagnostic and physical examination skills, students must dress in a prescribed manner:

- Males are to wear gym or bathing shorts.
- Females are to wear gym shorts or swim shorts, and any of the following: bathing suit top or sports bra.

All students may wear T-shirts, scrub wear, or sweat shirt/pants when not the subject of examination or treatment. The wearing of street clothes, unless otherwise notified, is not permitted during physical diagnosis sessions.

The wearing of hats or sunglasses during lectures, examinations, or laboratory sessions, except for religious and/or health reasons, is not permitted. The clinical skills courses, as well as other courses, require hand contact by a partner with the student's body, including the head.

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 or dismissal from the Department of Physician Assistant Studies.

Shadowing during the academic phase

During the academic phase, "shadowing" in clinical settings that is not arranged or authorized by the Program is not permitted. This is to assure that students do not violate health care facility credentialing procedures (HIPAA, immunization compliance, safety, etc.) and are not put in a situation where they are expected to provide patient care for which they do not have appropriate training. An example of shadowing that is permitted during the academic phase includes volunteering at the Open Door Clinic, provided a student has completed all immunization requirements

Communication expectations

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

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 2021 is pa2022@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.

Expectations for email:

1. Faculty and staff business hours are Monday-Friday 8am -5pm. Students can expect an email response within 2 BUSINESS days.
2. Class time is meant for focused attention to classwork. If an email is sent during class time and it does not clearly state at the top “sent during class break,” the faculty will assume the issue is critical (because it could not wait). Class will be interrupted to ask the student to discuss the critical issue immediately. Please hold non-urgent emails until class breaks or after classes are finished.

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 filing a formal appeal to the Dean of the School of Health Sciences or their Designee.

Appeals are considered under the following circumstances:

1. The dismissal occurred as a result of policy not addressed in the DPAS Student Handbook
2. Appropriate procedure for dismissal was not followed by DPAS.
3. Evidence of bias in the dismissal decision is available.
4. New information has been discovered that was not available at the time the dismissal decision was rendered.

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 time for the student to complete the program.
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 grade of “U” on an examination, assessment activity, or in a course must consult the course director for a plan to remediate the content of the assessment 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 assist the student in developing 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 an examination may not earn higher than a “C.” A student who fails to complete the agreed-upon remediation or fails to achieve a grade of “C” on a remediated assessment will be referred to the APPC Committee for consideration of academic probation.

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 3.00 at any time during the program will be placed on academic probation. A student placed on probation will receive a letter from the Chair of the Academic and Professional Progress Committee 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 promotion 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 3.00. When considering a student for promotion from the academic year to the clinical education phase, meeting the technical standards of the program, 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 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 of time a person may be enrolled in the DPAS curriculum is 36 months (3 years). The terms of an extension to complete the program will be determined by the DPAS Chairperson or, in extenuating circumstances, by the Dean of the School of Health Sciences or their Designee.

Disciplinary procedures

Students whose performance is unacceptable due to not meeting the Standards for Academic and Professional Conduct or who do not adhere to program policy will be placed on probation. Students also may be dismissed if they do not meet the Technical Standards while enrolled in the Program. Violations of the Standards will be heard by the Academic Professional Progress Committee for review and recommendation of appropriate action. A letter outlining the violation and required steps to return to good standing (either academic, professionalism, or failure to meet the technical standards) will be provided to the student from the APPC Chair. Decisions of the APPC may be appealed to the Program Director. The Dean of the School of Health Sciences/Designee may be consulted for clarification about initiation of the process to appeal decisions of the APPC

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. The APPC also can place a student on leave if deemed necessary to allow time for the student to take steps to be in compliance with program requirements as detailed above. A leave of absence will likely result in a delayed graduation.

A leave of absence should generally be no longer than 12 months cumulatively. The Program will consider an extension of the leave of absence due to extenuating circumstances on a case-by-case basis.

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 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, and upon approval of the leave, 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
 - 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

The Program Director will also notify the Dean of the School of Health Sciences/Designee of the approved leave of absence. The official start date of the leave 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. Should the leave require a formal withdrawal from the university; the Program Director will assist the student in complying with the requirements detailed in the Elon Student Handbook.

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. Failure to meet the technical standards of the program.
5. Any event that could result in either academic or professional probation for a student currently on academic or professional probation
6. Violation of the terms of probation as stated in a letter at the time the student is placed on probation
7. 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.

8. 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 to the Academic and Professional Progress Committee.
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 APPC.
4. The APPC 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 APPC 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 3.00 grade point average (GPA) he or she may return to the curriculum on academic probation and must improve the GPA to 3.00 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.

If the student is not in agreement with the dismissal decision and wishes to pursue it through the grievance procedure, they may file a formal appeal to the Dean of the School of Health Sciences or their Designee. Appeals are considered under the following circumstances:

1. The dismissal occurred as a result of policy not addressed in the DPAS Student Handbook
2. Appropriate procedure for dismissal was not followed by DPAS.
3. Evidence of bias in the dismissal decision is available.
4. New information has been discovered that was not available at the time the dismissal decision was rendered.

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		
<i>*The order of the courses may vary within a given module to best accommodate sequencing.</i>		
Course Number	Course title	Credits
PAS 500	Introduction to Medicine	2
PAS 502	Medical Physiology	2
PAS 504	Introduction to History and Physical Exam	2
PAS 506	Professional Issues Seminar	1
PAS 510	Anatomy I	3
PAS 512	Pathophysiology I	6
PAS 514	Clinical Medicine I	12
PAS 516	Pharmacology 1	9
PAS 518	History and Physical Exam I	4.5
PAS 520	Anatomy II	1
PAS 522	Pathophysiology II	2.5
PAS 524	Clinical Medicine II	5
PAS 526	Pharmacology II	3.5
PAS 528	History and Physical Exam II	2
PAS 530	Emergency Medicine	5
PAS 532	Surgical Care	5
PAS 540	Special Populations	5
PAS 542	Reproductive Medicine & Sexual Health	4
PAS 544	Behavioral Medicine	2
PAS 546	Advanced Clinical Reasoning	5
PAS 580	Master's Project I	3
PAS 582	Clinical Phase Preparation	2
<i>Sub-Total Academic Year Credit Hours</i>		86.5
Department of Physician Assistant Studies Clinical Education Phase Curriculum		
Course Number	Course title	Credits
PAS 630	Primary Care	3
PAS 632	Pediatrics	3
PAS 634	Emergency Medicine	3
PAS 636	Inpatient Medicine	3
PAS 638	Surgery	3
PAS 640	Women's Health	1.5
PAS 642	Behavioral Medicine	1.5
PAS 650	Elective I	3
PAS 670	Clinical Year Seminar I	2
PAS 672	Clinical Year Seminar II	2
PAS 680	Master's Project II	2
<i>Sub-Total Clinical Education Phase Credit Hours</i>		30
Total Credit Hours		113.5

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: _____

<https://www.elon.edu/u/student-conduct/honor-code/>

Appendix C: Statement of Student Advisement on Institutional and Program Policies

I, _____, have attended orientation for the
Name of student (please print)

Elon University Physician Assistant Program Academic Year on _____
Date of attendance

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

I have been provided access to 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: Sample Advising Form

Note: This form should be used to document faculty-student meetings related to: 1. Routine advisor-advisee meetings, and 2. Faculty-student meetings that are formally providing guidance on improving student performance, promoting student well-being, or correcting severe or persistent professional behavior issues.

Student:

Location:

Faculty:

Time:

Date:

Mode of Contact:

Student contacted faculty

Faculty contacted student

Other:

Reason for Contact:

Routine Advising

Personal Issues

Academic Performance

Professional Behavior

Other Student Concern:

Other Faculty Concerns:

Describe reason for encounter:

Describe discussion content:

Result of Encounter:

Advisement. Please summarize:

Referral to:

Leave of Absence

Withdrawal

Other:

Recommended Follow Up:

Faculty Advisor

Course Director

Faculty subject matter expert

Program Director

Dean

Other:

Measures of Professionalism

(any "no" response requires an explanation in the comments section below.)

Did the student: Yes No, see comment

Adhere to institutional policies and procedures?

Present self professionally and adhere to the DPAS dress code?

Admit errors and assume responsibility for actions, if necessary?

Arrive on time for scheduled activities and appointments?

Demonstrate sensitivity to power inequalities in professional relationships?

Fulfill responsibilities in a timely manner?

Maintain composure during difficult interactions?

Modify behavior based on feedback?

Request help when needed?

Respond promptly to communication requests?

Acknowledge limits of his/her own knowledge?

Respond receptively to diverse opinions and values?

Maintain the confidentiality of test material?

Refrain from demonstration of other extreme negative professional behaviors?

Comments:

Appendix E
Elon University
Student Grade Appeal Statement

Student Information

Student's Name _____

Local Address _____

Phone _____

Course Information

Course Number & Title _____

Semester _____ Professor's Name _____

Grade Received in Course _____ Grade Expected in Course _____

Number of Class or Rotation Absences _____

Date of meeting with instructor about grade received _____

Was a change of grade requested? _____ Yes _____ No

Basis of Grade Appeal Request:

____ Personal Bias ____ Arbitrary Grading ____ Clerical Error

Please attach a separate sheet explaining the reason for requesting a grade change, any discussions with the instructor about your class performance prior receiving the disputed grade and during the meeting to discuss the grade, and the outcome of the meeting with the professor.

Provide documentation of class performance, including laboratory portions of the course if applicable.

Include copies (not originals) of:

1. Syllabus and other course materials (handouts, assignments, etc.)
2. All tests, assignments, papers, etc. returned by the professor
3. Any other pertinent materials or information

Student Signature _____ Date _____

This form is to be filed with the department chairperson no later than one week after the final course grade is posted. Please retain copies of all information filed with this statement.

Appendix F
Elon University
Professor Grade Appeal Statement

Professor Information

Name _____
Campus Address _____
Office Phone _____ Department _____

Course Information

Course Number & Title _____
Semester _____ Student's Name _____
Number of class/lab meetings or clinical hours per week _____
Number of Student Absences _____
Grade Given in Course _____
Date of meeting with student about grade _____
Was a change of grade requested? _____ Yes _____ No

Basis of Grade Appeal Request:

___ Personal Bias ___ Arbitrary Grading ___ Clerical Error

Please attach a separate sheet explaining any discussions with the student about his/her class performance prior to the granting of the disputed grade and during the meeting to discuss the grade, and the outcome of the meeting with the student.

Provide documentation of the student's class performance, including in laboratory portions of the course if applicable.

Include copies (not originals) of:

1. Syllabus and other course materials
2. All tests, assignments, paper requirements, preceptor evaluations, etc.
3. All of the student's work still in your possession
4. Any other pertinent materials or information

Professor Signature _____ Date _____

This form is to be filed with the department chairperson no later than one week after the final course grade is posted. Please retain copies of all information filed with this statement.