



CHARLESTON
SOUTHERN
UNIVERSITY

PHYSICIAN ASSISTANT PROGRAM

PA Program Student Handbook

2021-2022

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PURPOSE

The purpose of this handbook is to outline the policies, procedures, practices and processes for Charleston Southern University's Physician Assistant Program, in combination with various course syllabi and the handbooks covering the conduct of the clinical rotations, which provide additional information.

This *CSU PA Program Student Handbook* functions in conjunction with the policies and procedures of Charleston Southern University found both in the *CSU Graduate Catalog* and the *CSU Student Handbook*. The information outlined in this handbook is specific to the CSU PA Program and does not supersede the policies of CSU except as specifically permitted by university policy.

Every student is responsible for being knowledgeable about the contents in the *PA Program Student Handbook* and the *CSU Student Handbook* and is expected to act in compliance with all of the policies outlined throughout both handbooks.

This handbook is intended as guidance but does not address every situation that may arise in the CSU PA Program. The PA Program reserves the right to amend this handbook at any time. As such, amendments or revisions may or may not be in writing but will be communicated clearly. Any questions not addressed in these resources should be discussed with the student's faculty advisor, course directors, or other members of the administration.

ACADEMIC CALENDAR – 2021

Didactic Year

January 3	Program Orientation
January 4	Unit 1 – Classes Begin
January 7	Final Date to Register or Drop/Add a Class for Unit 1; Last Date to Receive Full Refund of Tuition if Withdrawing from CSU
January 17	Martin Luther King Jr. Day (Campus Closed)
January 21	Last Date for 25% Tuition Refund if Withdrawing from CSU by 5 PM
February 3-4	Unit 1 – Final Exams
February 7	Unit 2 – Classes Begin
February 11	Final Date to Register or Drop/Add a Class for Unit 2
March 14-18	Midterm Exams
April 15	Good Friday (Campus Closed)
April 25-29	Unit 2 – Final Exams
May 2-13	Student Break – No Classes
May 16	Unit 3 – Classes Begin
May 20	Final Date to Register or Drop/Add a Class for Unit 3; Last Date to Receive Full Refund of Tuition if Withdrawing from CSU
May 30	Memorial Day (Campus Closed)
June 3	Last Date for 25% Tuition Refund if Withdrawing from CSU by 5 PM
June 20-24	Midterm Exams
July 4	Independence Day (Campus Closed)
August 1-5	Unit 3 – Final Exams
August 8-12	Student Break – No Classes
August 15	Unit 4 – Classes Begin
August 19	Final Date to Register or Drop/Add a Class for Unit 4; Last Date to Receive Full Refund of Tuition if Withdrawing from CSU
September 2	Last Date for 25% Tuition Refund if Withdrawing from CSU by 5 PM
September 5	Labor Day (Campus Closed)
September 19-23	Midterm Exams
Oct 31-Nov 4	Unit 4 – Final Exams
November 7	Unit 5 – Classes Begin
November 11	Final Date to Register or Drop/Add a Class for Unit 5
November 23-25	Thanksgiving Holiday (Campus Closed)
December 8-9	Unit 5 – Final Exams
December 10	White Coat Ceremony
December 12 - January 1	Christmas Break – No Classes

ACADEMIC CALENDAR – 2022

Clinical Year

January 2	Rotation 1 Begins
February 2-3	Callback 1
February 6	Rotation 2 Begins
March 9-10	Callback 2
March 13	Rotation 3 Begins
April 13-14	Callback 3
April 17-21	Student Break
April 24	Rotation 4 Begins
May 25-26	Callback 4
May 29	Rotation 5 Begins
June 29-30	Callback 5
July 3	Rotation 6 Begins
August 3-4	Callback 6
August 7-11	Student Break
August 14	Rotation 7 Begins
September 14-15	Callback 7
September 18	Rotation 8 Begins
October 19-20	Callback 8
October 23-27	Summative Evaluations
October 30	Rotation 9 Begins
Nov 30 - Dec 1	Callback 9
December 4-8	Remediation and Board Review
December 9	Graduation (Saturday)

MISSION AND GOALS OF THE CSU PA PROGRAM

CSU Mission Statement

Promoting Academic Excellence in a Christian Environment.

CSU Vision

To be a Christian university nationally recognized for integrating faith in learning, leading and serving.

- **Learning:** 2 Corinthians 10:5 - We demolish arguments and every pretension that sets itself up against the knowledge of God, and we take captive every thought to make it obedient to Christ.
- **Leading:** Colossians 3:17 - And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.
- **Serving:** Ephesians 2:10 - For we are God's workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do.

PA Program Mission Statement

The mission of the Charleston Southern University Master of Medical Science in Physician Assistant Studies Program is to educate compassionate and highly motivated individuals in a Christian environment who excel in providing patient-centered care, practicing as an inter-professional team, serving as leaders in their communities, and advancing the PA profession.

PA Program Goals

- Recruit diverse and highly-capable students to the program.
- Deliver an outstanding curriculum that prepares students to provide patient-centered medical care upon graduation.
- Foster a healthy and supportive Christian learning environment that prepares students appropriately to transition from student to clinician.
- Engage faculty and students in opportunities for service, leadership, and scholarly activities in the school, our community and the profession.

PA Competencies

Upon completion of the program, clinical education phase students will have acquired the knowledge, interpersonal skills, clinical reasoning and problem-solving abilities, clinical and technical skills, and professional behaviors required for entry into PA practice:

Knowledge

1. Demonstrate an understanding for the medical, behavioral and social knowledge necessary to evaluate and manage patients across all ages and patient populations in both primary care and specialty settings.
2. Demonstrate an ability to make informed decisions about the care of patients consistent with up-to-date scientific evidence and sound clinical judgment.

Interpersonal Skills

3. Demonstrate an ability to elicit an accurate medical history on patients.

4. Demonstrate the ability to deliver accurate patient education that encompasses verbal, nonverbal and written forms of information to the patient, their family and their care team that considers disease prevention and health awareness.
5. Demonstrate excellent communication skills with patients, their care teams and other members of the healthcare team that adapts to the needs of that person as necessary.

Clinical Reasoning and Problem-Solving Abilities

6. Demonstrate an ability to formulate a differential diagnosis relevant to the findings in the history and physical exam.
7. Demonstrate an ability to recommend appropriate diagnostic studies to assist in the evaluation and treatment of the patient.
8. Demonstrate the ability to develop and implement an appropriate therapeutic management plan, either pharmacological or nonpharmacological, based on the patient's medical history, physical exam and diagnostic study findings.

Clinical and Technical Skills

9. Demonstrate the ability to perform a detailed physical exam relevant to the medical history.
10. Demonstrate the ability to perform clinical procedures common to general medicine practice including but not limited to: surgical wound management (e.g. staple, suture, drain placement/removal, basic skin biopsy, incision and drainage), administration of topical and local anesthesia, simple laceration repair with suturing, injections and aspirations (e.g. trigger point, cyst, bursa, and joint injections), peripheral intravenous access (e.g. intravenous access or venipuncture), nasopharyngeal swabs, bladder catheterization, and a Papanicolaou test.
11. Demonstrate the ability to perform clinical skills common to general medical practice including but not limited to interpretation of diagnostic tests and interpretation of diagnostic imaging.

Professional Behaviors

12. Demonstrate professionalism with high ethical principles, sensitivity and responsiveness to all patients, their care teams and members of the healthcare team.

PROGRAM ACCREDITATION

Southern Association of Colleges and Schools Commission on Colleges

Charleston Southern University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate, masters, and doctorate degrees. Questions about the accreditation of Charleston Southern University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Accreditation Review Commission on Education for the Physician Assistant

The ARC-PA has granted Accreditation-Provisional status to the Charleston Southern University Physician Assistant Program sponsored by Charleston Southern University.

Accreditation-Provisional is an accreditation status granted when the plans and resource allocation, if fully implemented as planned, of a proposed program that has not yet enrolled students appear to demonstrate the program's ability to meet the ARC-PA Standards or when a program holding Accreditation-Provisional status appears to demonstrate continued progress in complying with the Standards as it prepares for the graduation of the first class

(cohort) of students.

Accreditation-Provisional does not ensure any subsequent accreditation status. It is limited to no more than five years from matriculation of the first class.

The program's accreditation history can be viewed on the ARC-PA website: <http://www.arc-pa.org/accreditation-history-charleston-southern-university/>

Professional Licensure Disclosure Statement

The Charleston Southern University Physician Assistant Program is an Accreditation Review Commission on Education (ARC-PA) accredited program.

All 50 states require graduation from an ARC-PA accredited program and National Commission on Certification of Physician Assistants (NCCPA) certification following successful completion of the Physician Assistant National Certification Exam (PANCE) as conditions for initial PA licensure. Successful completion of the CSU PA Program affords our PA graduates the opportunity to sit for the PANCE.

Successfully passing the NCCPA PANCE exam meets all 50 state licensure requirements. Additional licensure information for each state may be found on the American Academy of PAs (AAPA) website: <https://www.aapa.org/download/19739/>

Students are responsible for investigating the specific requirements of the state in which they are planning to practice following graduation.

PA Program Organizational Structure

The PA Program Director reports directly to the Vice President for Academic Affairs then to the President and the Board of Trustees. The Program Director serves as chief administrator for the PA Program and is responsible for all PA Program operations.

Faculty Contact Information			
Name	Position	Phone	Email Address
Dr. J. Derr	Interim Program Director, DMSc, PA-C	843.863.7452	jbrodhead@csuniv.edu
Dr. J. Downs	Medical Director, MD	843.863.7454	jdowns@csuniv.edu
Dr. S. Wade	Director of Didactic Education, EdD, PA-C	843.863.7455	mwade@csuniv.edu
Dr. S. Stewart-Clark	Principal Faculty, PhD, PA-C	843.863.7457	sstewartclark@csuniv.edu
Dr. J. Kerns	Principal Faculty, MD	843.863.7302	jkerns@csuniv.edu
Prof. Z. Wulbecker	Principal Faculty, PA-C	843.863.7462	zwulbecker@csuniv.edu
Dr. L. Walthall	Instructional Faculty, MD	843.863.7427	lwalthall@csuniv.edu
Dr. M. Corvino	Instructional Faculty, PharmD	843.863.7427	mcorvino@csuniv.edu
Staff Contact Information			
	Executive Assistant	843.863.7427	
	Admissions Coordinator	843.863.7461	
Ms. Stephanie Schley	Clinical Coordinator	843.863.7451	sschley@csuniv.edu
Ms. Iris Kelley	Lab Technician	843.863.7460	ikelley@csuniv.edu

GENERAL STUDENT INFORMATION

Technical Standards

The following Technical Standards are necessary for acceptance to and continuation in the program:

Observation

The student must possess the ability to accurately perceive information through sensory input in the educational and patient care settings. Visual (near and distance), auditory, tactile and olfactory senses are used to assess the patient and disease processes. Additionally, the ability to observe non-verbal cues such as posture and body language is needed for diagnostic information and healthy patient-provider interactions.

Multiple instructional methods are used throughout the program and the student must be able to learn from all of the following: auditory instruction, written materials and visual aids, hands-on kinesthetic learning and demonstrations, microscopic and diagnostic images, and physical examination.

Communication

Accurate, timely and professional communication is essential in all aspects of health care. The student must be able to speak clearly, effectively and compassionately in all interactions. The student must be able to hear and understand the spoken English language and listen for more subtle sounds on physical examination.

The student must be able to use hand-written and electronic methods to complete assignments in a timely manner, accurately and sensitively document patient encounters and communicate with the health care team and any other relevant parties.

Motor

Intact gross and fine motor functions, sensation and equilibrium are necessary for PA curriculum completion and for patient care. The student must be able to execute coordinated movements in order to manipulate medical equipment and instrumentation and to perform medical procedures. One must be able to conduct a physical exam using palpation, percussion and auscultation, while being able to assist with patient movements and transfers.

Cognitive

The intellectual ability to assimilate large amounts of complex information is necessary for successful completion of the PA Program. A PA must be able to extract and synthesize significant information from the medical history, physical exam and diagnostic testing to formulate diagnoses and care plans. Problem-solving skills within time constraints, given written, verbal and visual information are essential for program success. Additionally, one must be able to comprehend and retain information learned from the educational process, medical literature, clinical experience and continuing medical education to deliver quality patient care. Critical thinking by combining knowledge and reasoning to complete tasks, as well as to analyze, implement, assess and reassess patient information and care plans is also required.

Behavioral

The program expects that all students will conduct themselves in a professional, compassionate and emotionally mature manner. Professional dress, language and actions are expected of the PA student. The student is to be respectful to others, including but not limited to other classmates, instructors and staff, health care team members, as well as patients and family members.

The emotionally mature student can accept criticism and respond by modifying behaviors. One must exercise sound judgment and integrity in all situations and be able to tolerate stress in the educational and clinical settings. The student will also be able to engage in appropriate physical contact with the patient during the physical examination and exhibit sensitivity to the personal nature of these interactions by using a caring bedside manner.

The successful practice of medicine requires one to be adaptable, flexible and compassionate towards people from all backgrounds and belief systems. The student will develop appropriate interpersonal relationships with others and strive to engage, motivate and educate patients as part of the comprehensive treatment plan.

The PA student will demonstrate safe, ethical, and legal professional practice and abide by program and University policies. It is important to recognize one's own personal and professional limitations and seek assistance when needed.

Inquiries

Approval for accommodations is granted by CSU Disability Services only. Students may contact the office at 843-863-7159. Students who have been approved to receive accommodations must contact the Course Director during office hours to discuss the accommodations approved by CSU Disability Services. Please visit the CSU Disability Services website for additional information about this process.

MyCSU

My CSU is the student portal for Charleston Southern University. The link for MyCSU can be found at the bottom of the CSU homepage. You can use it to see your financial aid information, current and upcoming course schedules, account information, and more. You will use your ID and PIN number to log in.

ID and Pin

To access your CSU ID and PIN number, go to MyCSU at the bottom of the CSU webpage. In the middle of the page under Password Help, you will click "I forgot my CSU ID #". You will also use the "I forgot my CSU PIN" to access your PIN number. *Please memorize both of these numbers, and please keep your PIN number private – this is only for you to know.*

Blackboard

The link for Blackboard is located on the left of the MyCSU homepage. Students can log into their Blackboard account by using the following User Name: student ID number without leading zeros and Password: pin number.

Although some professors may turn their courses on early, courses do not have to appear in Blackboard until the first day of classes. If you are having trouble accessing your Blackboard account, please contact 24X7 Tech Support at 843.863.7277 or visit MyCSU and fill out a student work order via the link found under the Student tab.

CSU Email

A student's official email is csustudent.net and is referred to as BucMail. You will be given an email by the University. You will need to check your BucMail often as this is the only email account your professors and university staff will use to contact you. Contact Information Technology Services at 843-863-8022 with any questions or concerns about this email account.

Student Technology Work Orders

Students who need help with technology issues, such as the Student Wireless Network, BucMail, Blackboard and BucAlert, can submit a work order via the Student Work Order link on the Student Tab in MyCSU.

Student IDs and Health Science Building Access

Students will be issued a CSU Student ID by Campus Security upon entrance to the program. Students are to wear and prominently display their ID at all times when they are in their role as a student of the PA Program. This includes on and off campus activities that relate to their training and education as a student. Students will also be issued a key card by the PA Program which allows access to the Health Science Building 24 hours a day, as well as all designated Physician Assistant study and lecture space. If a student loses their key card, they must report the loss and pay a \$12 fee for a replacement card. Students will sign the Health Science Building Access Form upon entrance to the program.

Student iPads

As part of your Program Fee, you will receive an 9th generation iPad. This model has a 10.2" screen. We also provide you with 2 years of AppleCare for your devices. While it is not a requirement, we highly recommend getting a cover and screen protector for your iPad. Many of our students also recommend an Apple Pencil to help with note taking in class. Your iPad will be given to you at New Student Orientation with several of the applications we use in the program uploaded to them already. We will go over all of these resources and how they are utilized that day.

CAMPUS SECURITY

Charleston Southern University provides 24-hour armed security patrols on campus. Coverage utilizes a combination of trained professional university and contracted security officers. Although the university makes every reasonable effort to provide a safe and secure environment, it is up to each individual to exercise due care at all times to protect his or her personal safety. While on campus, all students should always have their Charleston Southern University Student ID cards in their possession. For on campus emergencies, 2020 may be called from any CSU landline phone. From your mobile phone or an off-campus phone dial 843-553-5896 for emergencies. During some emergency situations communicating by voice may not be a good option. In this type of situation, you may text 843-371-8445 to communicate vital information. Please store this number in your mobile phone, but only use it for texting. A crime-stoppers program called Silent Witness is also available for students to report crime confidentially. Anyone may submit a Silent Witness report online at charlestonsonthern.edu.

Campus Security Precautions

- Retain possession of your keys. Do not loan them to others.
- Report lost or stolen items immediately to the Campus Security office. Fill out a theft report regardless of the amount or value of the items lost.
- Record the serial number of any item of value.
- Mark any item with an identification mark and keep a record of it.
- Cooperate with the residence hall staff, Campus Security and police.
- Students are advised to purchase insurance for their possessions if they are of great value; the university is not liable for lost or stolen items.
- Textbooks are items of value; students should mark their books.

Vehicle and Parking Regulations

University regulations require that all motor vehicles owned and/or operated by students on campus be registered and display a current vehicle permit issued before the beginning of the Drop/Add date of the Spring semester, or within 24 hours any other time a vehicle is brought onto campus. Permits are purchased online at the CSU web page under the Campus Security section. You will be directed to a page for Rydin/Permit Express to purchase your decal. You will receive a temporary parking permit for your dash and a decal will be mailed to you upon completion of the purchase. Permits must be displayed prior to the beginning of the Drop/Add date of the Spring semester. Permits will remain valid for two years.

- Failing to display a permit by the beginning of the Spring Drop/Add deadline will result in a fine of \$50.00 per occurrence, plus processing fees. Tickets can be paid online at Rydin/Permit Express website.
- Parking in a handicap space results in a fine of \$100.00, plus processing fees.
- All other parking violations result in a fine of \$20.00, plus processing fees, per occurrence.
- Permits must be displayed on the lower driver's side windshield. Failure to display one's permit properly is a violation.
- Physically handicapped students may obtain special parking consideration by submitting a request to the Campus Security Office which is located on the first floor of Quad Three.
- With the exception of the field across from the football stadium, parking on the grass anywhere on campus is a violation.
- Registered drivers are responsible for any violations involving their vehicle. A hold will be placed on accounts with unpaid tickets.
- The university assumes no responsibility for the care or protection of any vehicle or its contents while on university property.
- Vehicle maintenance is not allowed on campus at any time.
- Temporary permits may be issued by the Campus Security Office, which is located on the first floor of Quad Three.

BUC Alert Emergency Information System

The university uses an emergency response system called BucAlert to alert students, parents, faculty and staff when an emergency situation exists. All students are automatically enrolled via their CSU email address. Students may register for alerts to be sent to their room phone, mobile phone, parents' home phone or mobile phone, email account, or text messages. To register or to update information, students must log into MyCSU with their CSU ID Number and PIN.

Emergencies

Campus Security is on duty 24 hours a day and may be reached by either dialing 2020 from any campus phone or 843-553-5896 on a mobile phone. During some emergency situations communicating by voice may not be a good option. In this type of situation, you may text 843-371-8445 to communicate vital information. Please store this number in your mobile phone but only use it for texting. Students should be prepared to give their exact location and the nature of the emergency.

Emergency Phone Locations on Campus

- Physical Plant Side of Art Lab
- Back Side of Quad
- Front Side of Quad 3
- Back Side of Library
- Reflection Pond Side of Science Building
- Parking Lot Side of Science Building
- Parking Lot Side of Wingo/Norris
- Parking Lot Side of Ashby/Jones
- Parking Lot Side of College of Nursing
- Parking Lot Side of Hunter Center
- Communications Building by Pool
- Reflection Pond Side of Thurmond Center
- Softball Field End of Russell West
- Russell Side of Women's North
- Parking Lot Side of Women's North
- Softball Field Side of Women's South
- Baseball Field Press Box
- Parking Lot Side of Field House
- Whitfield Stadium Center

Timely Warning

If a situation arises either on or off campus that, in the judgment of the Dean of Students in consultation with the President and/or Vice President(s), constitutes an ongoing threat to the CSU community, a campus wide timely warning may be issued. The decision whether to issue a timely warning will be made on a case by case basis. Timely warnings will be issued to the campus community as a Buc Alert as soon as pertinent information about the incident is available.

Escort Policy

Security escorts are available from any location on campus. If a student requires an escort, he or she should dial 2020 from any campus phone or 843-553-5896 from a mobile phone. Students should be prepared to give their location and destination. Students are encouraged to use this service and not walk alone after dark. All escorts will be provided by uniformed officers.

Disclosure of Campus Crime

In compliance with its duties under federal law, Charleston Southern University makes an annual disclosure of campus crime statistics. A copy of the annual campus crime statistics may be obtained from Campus Security.

First Aid

CSU does not have a medical staff or a first aid dispensary. However, for minor injuries such as cuts and abrasions, the university maintains a well-stocked first aid kit in the Residence Life Office located on the second floor of the Student Center. All Residence Life and Campus Security personnel are trained in basic first aid and CPR.

First aid assistance may be obtained anytime by dialing 2020 on CSU landline phones. In addition, Trident Regional Medical Center, with emergency room facilities, is located immediately across the street from the university. Students should notify their Resident Assistant whenever medical treatment is needed.

For additional information about Campus Security, please see the CSU Student Handbook.

TUITION & EXPENSES

Please see <https://www.charlestonsouthern.edu/academics/physician-assistant/cost-aid/> for the most up to date information on tuition and expenses.

Refund Policy

- 100% of semester tuition and fees are due at the beginning of the semester.
- Fees paid directly to the University are nonrefundable.

Tuition refunds are made as follows:

Refund Timeline Per Semester	
Before Classes Begin	100%
During 1st Week*	100%
During 2nd Week	25%
After 2nd Week	0%

*Prior to the end of the drop/add period

CURRICULUM OUTLINE

Course List - Didactic Year				
Semester	Unit	Course Number	Course Name	Credit Hours
Spring	1	MPAS 500	Human Anatomy and Lab	4
		MPAS 590	Diagnostic Sciences	1
	2	MPAS 510	The Path to Becoming a PA I	1
		MPAS 520	Clinical Medicine I	6
		MPAS 530	Basic Sciences I	3
		MPAS 540	Patient Assessment and Diagnostic Methods I	2
		MPAS 550	Pharmacology I	2
		MPAS 560	Problem-Based Learning I	1
Total Semester Hours				20
Summer	3	MPAS 521	Clinical Medicine II	6
		MPAS 531	Basic Sciences II	3
		MPAS 541	Patient Assessment Diagnostic Methods II	2
		MPAS 551	Pharmacology II	2
		MPAS 511	The Path to Becoming a PA II	1
		MPAS 561	Problem-Based Learning II	1
Total Semester Hours				15
Fall	4	MPAS 522	Clinical Medicine III	6
		MPAS 532	Basic Sciences III	3
		MPAS 542	Patient Assessment and Diagnostic Methods III	2
		MPAS 552	Pharmacology III	2
		MPAS 512	The Path to Becoming a PA III	1
		MPAS 562	Problem-Based Learning III	1
		MPAS 570	Fundamentals of Pediatrics	1
	5	MPAS 580	Clinical Year Prep	1
		MPAS 600	The Graduate Project I	1
		Total Semester Hours		
Total Didactic Year Hours				53

Course List - Clinical Year		
Course Number	Course Name	Credit Hours
MPAS 610	Family Medicine Rotation	5
MPAS 620	Internal Medicine Rotation	5
MPAS 630	Emergency Medicine Rotation	5
MPAS 640	Surgery Rotation	5
MPAS 650	Pediatrics Rotation	5
MPAS 660	Psychiatry Rotation	5
MPAS 670	Women's Health Rotation	5
MPAS 680	Elective 1 Rotation	5
MPAS 690	Elective 2 Rotation	5
MPAS 601	The Graduate Project II	1
Total Clinical Year Hours		46

PROGRAM POLICIES

Program policies apply to all students, principal faculty and the program director regardless of location. The program informs students of program policies and practices by posting the PA Program Student Handbook to Blackboard.

SUPERVISED CLINICAL PRACTICE EXPERIENCES POLICY

Students will not be required to provide or solicit preceptors or clinical sites for the program mandated SCPE component of the curriculum. Students may voluntarily submit to the Director of Clinical Education the name(s) of potential preceptors and/or clinical sites not already affiliated with the CSU PA Program by completing a Request for New Rotation Development Form. There is no direct or implied guarantee on the part of the program that the student will be assigned a rotation with any requested clinical site or preceptor, including those already affiliated with the program. It is ultimately up to the Director of Clinical Education to decide whether the clinical site and preceptor are deemed appropriate for use in SCPEs. A student may request the development of a maximum of two new rotation sites by June 1st prior to the start of the clinical year.

The majority of clinical sites will be located within a 60-mile radius of the Charleston area. Students may be required to attend rotations at a site outside of this area and will be responsible for all expenses related to such assignments.

ACADEMIC AND PROFESSIONALISM POLICY

Students enrolled in the Charleston Southern University PA Program must maintain adherence to the program standard of academic performance and professionalism outlined in this policy.

GRADUATION REQUIREMENTS

In order to graduate from the Charleston Southern University Physician Assistant Program and be awarded a Master of Medical Science in Physician Assistant Studies, a student must:

1. Successfully complete all coursework according to program defined academic standards within 5 years.
2. Achieve a minimum cumulative GPA of 3.0 at program completion.
3. Successfully pass all components of the Summative Evaluation at the end of the clinical year demonstrating all Student Learning Outcomes have been achieved.
4. Be in good professional standing with the program.
5. Complete the CSU graduation application process.
6. Complete payment of tuition, program fees, graduation fees and outstanding university fees or library charges.

It is the responsibility of the student to make sure all degree requirements have been met to qualify for graduation. Graduating students must apply for their degree at the start of their final semester through the Registrar's Office.

GRADING CRITERIA

A final score of 70% is required to pass all courses in the didactic and clinical years. Grades will be assigned based on the following percentages: **A** (92-100%); **B+** (89-91%) **B** (80-88%); **C** (70-79%); **F** (<70%).

PROGRESSION REQUIREMENTS

Given the sequential nature of the curriculum, students are expected to complete each semester on time as a cohort. Progression will be a function of successfully passing all required course work in a unit, and the coursework for the unit

will serve as the prerequisite requirement for the following unit.

1. If a student earns a “C” in any course, he or she will be placed on academic probation and allowed to progress in the program at the discretion of the Academic and Professionalism Progress Committee.
2. A student must achieve a semester GPA of 3.0. If he or she fails to achieve a semester GPA of 3.0, he or she will be placed on academic probation and allowed to progress in the program at the discretion of the Academic and Professionalism Progress Committee.
3. If a student earns one final course grade below “C” during the clinical year, he or she will be placed on academic probation and allowed to progress in the program at the discretion of the Academic and Professionalism Progress Committee. However, this may result in a delay of graduation.
4. Earning one final course grade below “C” during the didactic year or two final course grades below “C” during the clinical year of the program will result in academic dismissal from the program.
5. In the event that a student is remediating a course or course component, they may progress to the next unit at the discretion of the Academic and Professionalism Progress Committee.
6. If a student receives a disciplinary action per the professionalism policy, this will be reviewed at the end of each unit by the Academic and Professionalism Progress Committee who will determine if the student should be placed on academic probation and allowed to progress in the program.
7. In order for a student to progress from the didactic year into the clinical year, he or she must have a cumulative GPA of 3.0 or higher and be recommended by the Academic and Professionalism Progress Committee. If a student fails to achieve a cumulative GPA of 3.0 or higher, he or she will be dismissed from the program.
8. Two or more semesters on Academic Probation may result in dismissal from the program.

*A student may appeal a progression decision by written documentation to the Academic and Professionalism Progress Committee.

The Program Director is responsible for confirming eligibility for the Physician Assistant National Certification Exam (PANCE), which is based on successful completion of the curricular requirements of the program and the Academic and Professionalism Progress Committee’s recommendation on preparedness for the exam.

ACADEMIC PROBATION

Academic probation is formal recognition of substandard performance in the program. It serves as an encouragement towards satisfactory performance, an official means to communicate the gravity of a student’s academic situation, and a means of identifying students at risk of being dismissed from the program for failing to meet learning objectives, course outcomes, or program standards. Students may be placed on academic probation as determined by the progression requirements above.

If a student has been placed on academic probation by the Academic and Professionalism Progress Committee, the Director of Didactic Education will present the student with a letter indicating that they have been formally placed on academic probation. A copy of this letter will be sent to the CSU Registrar’s office, the Program Director, and the student’s academic advisor. As a result of being placed on Academic Probation:

1. The Director of Didactic Education, the student’s academic advisor, and the student will meet where formal documentation will be entered into the student’s records noting status, expected outcomes, any revised

remediation plans, expected timelines, and clearly established consequences for failing to remediate probationary discrepancies.

2. The student must meet with their academic advisor weekly to monitor progress.
3. The student must follow the steps outlined in the “Formal Remediation” section of this policy as applicable to the circumstance of the academic probation.
4. Academic probation may be disclosed in any final verifications of training, employment letters, and any letters of reference from the CSU PA Program.
5. The student’s involvement in extracurricular activities and campus events will have to be approved by their academic advisor. The student would not be eligible to serve as an officer of the Student Leadership Association while on Academic Probation.

A student may be removed from academic probation at the discretion of the Academic and Professionalism Progress Committee under the following circumstances:

1. The student successfully completes the following grading period without earning any grades below a “B” while maintaining a cumulative GPA above 3.00, and/or
2. The student successfully remediates, demonstrating significant improvement, any professionalism discrepancies or substandard performance.

In the event a student is removed from academic probation, the Director of Didactic Education will present the student with a letter of formal notification that he or she has been removed from academic probation status. A copy of this letter will be sent to the CSU Registrar’s office, the Program Director, and the student’s academic advisor.

Should a student not satisfactorily improve through informal or formal remediation, or through academic probation, they will be referred to the Academic and Professionalism Progress Committee for consideration of dismissal from the program in accordance with the progression requirements established in this policy.

EXAMINATIONS

Grading policies and procedures are identified within the course syllabi for each course. Exams must be taken at the scheduled time, and any student who fails to follow this policy will be assigned a zero score. In the event of an excused absence (see Student Attendance), the student must notify the Course Director prior to the scheduled examination, or if unable to do so, as soon as possible to request an alternate time to take the exam. Notifying the Course Director of an absence does not guarantee that the absence will be excused. Examinations missed for unexcused reasons are considered to be failed and are not eligible for retake or remediation. Students may not request changes in the examination schedule.

Time allocated for examinations will not be extended if a student arrives late. If the student believes that the tardiness resulted from an unforeseen event, the student has two choices:

- 1) The student may proceed to the testing site and complete the exam in the remaining time allotted.
- 2) The student may inform the Course Director as soon as possible about their tardiness or absence for determination as to whether or not it constitutes as excused. If not deemed excused, then the student will be given a zero score for the examination.

All makeup exams for an excused absence must be taken within 5 days of the original exam date. The Course Director will determine scheduling (time and location) of the makeup exam. Although makeup examinations will test the same

knowledge content as the original examination, the style and type of questions may differ as determined by the Course Director

Every exam will have a proctor, and PA students must follow all of the instructions of the proctor. Examinations must be completed within the allotted time given.

All personal items and electronic devices, including cellular phones, laptop computers, or any other electronic media devices, must be turned off and placed securely in a designated location prior to the examination. Failure to abide by this policy may result in the student being asked to leave the examination with a recorded zero.

Most exams will be administered in a computer lab. Students are not permitted to leave the exam site at any time during an exam. Students who browse the web or look at any other resources during an exam will be in violation of the Academic Integrity Policy.

Reproduction of examination items, in any manner (i.e. written, verbal, or electronic), for the purpose of sharing or distribution is cheating and is a violation of the Academic Integrity Policy.

Computer statistical analysis of exam items will be utilized to assess the integrity of each exam item. The outcome of this review may result in exam items being discarded or alternative answers accepted. Test grades will not be reported to the class until the exam has been taken by all members of the class.

At the discretion of each Course Director, a post-examination review may be performed only after every student has completed the examination, the examination has been statistically analyzed, and the scores validated and finalized. The post-examination review is only for informational purposes to provide feedback to students on highly-missed exam items and clarification of measured objectives. The topic of grade changes will not be entertained at any post-examination review session. For a more detailed post-examination review or feedback, students may schedule time individually with the Course Director during his or her regular office hours.

DISABILITY SERVICES

Approval for accommodations is granted by CSU Disability Services only. Students may contact the office at 843-863-7159. Students who have been approved to receive accommodations are responsible for notifying the Course Director to discuss the accommodations approved by CSU Disability Services. Please visit the CSU Disability Services website for additional information about this process.

REMEDATION

Remediation refers to any additional training, supervision, or educative assistance beyond the required instruction and training provided to the cohort as a whole. The remediation process is designed to improve the students' knowledge, skills, and professional attributes needed to successfully meet or exceed the graduation requirements. The goal of remediation is to promptly identify and address areas of academic, clinical, or professional deficiencies and collaborate with students for improved outcomes. Remediation may be classified as either informal or formal.

Informal Remediation: This first step in the remediation process begins when warning signs arise signifying a potential for a student to not meet learning objectives or course outcomes related to knowledge, skill, or professional attributes. This informal remediation provides faculty and students a means to communicate

outside regular class periods to improve student understanding and performance. Faculty involved in informal remediation are encouraged to document the strengths, deficiencies, expectations for improvement, observations, and progress. This documentation is not intended to become a permanent part of the student's records unless satisfactory progress is not achieved and the student moves from informal remediation to formal.

Formal Remediation: This step in the remediation process identifies students who are not successfully meeting the academic or professionalism standards established by the program as listed below. Formal remediation will be initiated by the appropriate Course Director and coordinated through the Director of Didactic Education or Director of Clinical Education and the Program Director. This remediation process will be clearly documented to include the nature of the deficiency (i.e. medical knowledge, clinical skills, clinical reasoning and judgement, time management and organization, interpersonal skills and communication, professionalism, practice-based learning and improvement, systems-based practices, mental well-being), the remediation plan, and expected outcomes. During the remediation process, faculty will document extra time, effort, and resources utilized to correct the identified deficiencies. A clear timeline will be established for formal remediation monitoring and completion. Students who fail to progress towards successfully meeting the learning objectives, course outcomes, or program standards will be placed on academic probation, and potentially dismissed from the program as applicable according to the established policies and procedures.

Remediation During the Didactic Year:

1. A grade of less-than 75 percent demonstrates concern about the mastery of content for the assessment, and the student will be required to participate in a formal remediation plan to be considered for continuation in the program.
2. Formal remediation will, at a minimum, follow these steps:
 - a. The Course Director will meet with the student to review and identify deficiencies from the assessment.
 - b. The Course Director will consult with the Director of Didactic Education to develop a remediation plan. The remediation plan may include, but is not limited to:
 - i. Reading assignments
 - ii. Review of lecture material
 - iii. Individual focused faculty-lead tutoring
 - iv. Mandated program established tutoring programs
 - c. The Course Director must evaluate the student's proficiency upon completion of the remediation plan. The assessment of proficiency on remediated subjects is at the discretion of the Course Director with the approval of the Director of Didactic Education or the Program Director.
 - i. If the student is re-examined for a change in grade, the final grade on any remediated assessment may not exceed 70 percent.
 - ii. Any failing grade (less than a 70 percent) on an exam necessitates a full reexamination of all objectives.
 - d. The Course Director will complete the Remediation Summary Form which outlines the remediation process and outcome(s) of the remediation effort. This documentation, and any supporting documentation, will become a part of the student's official file.
 - e. The Course Director will notify the Director of Didactic Education, the Program Director, and the Academic and Professionalism Progress Committee of the remediation efforts and outcomes.

3. All formal remediation must be completed by the established time as documented on the Remediation Form.

Remediation During the Clinical Year:

1. The remediation process for the clinical year mirrors the didactic year guidance with the following additions:
 - a. A student who earns less than a 75 percent on the SCPE assignment will be required to participate in a formal remediation plan with a member of the Clinical Education Team to be considered for continuation in the program.
 - b. A student who fails an End of Rotation (EOR) exam will automatically be allowed one remediated retest per SCPE before the final course grade is assigned. If the student scores a passing score on the first attempted remediated exam, the grade on the remediated exam shall be a 70 as stated in the CSU PA Program Remediation Policy. In the event a student fails the remediated EOR exam within a course, the student will receive a 'F' in the course and be required to participate in formal remediation of the knowledge portion of the rotation at the discretion of the Director of Clinical Education prior to retaking the exam for the third time which may result in a delay in graduation. Formal remediation may include additional direct patient care under the supervision of a preceptor and is assigned at the discretion of the Director of Clinical Education. The maximum grade the student can earn on a second or third retest will be a 70. After the student completes the formal remediation process and scores a passing score on the third attempt of the EOR exam, a change of grade request will be completed to reflect the course grade that was earned from the completion of assessment tools during the time on the SCPE in addition to the remediated exam score of a 70. If a student fails the exam on the third attempt, the student will earn a 'F' in the course and will be required to remediate the entire rotation, which will result in a delay in graduation, and the student will incur the financial costs of completing the rotation a second time. Students will not be allowed to repeat a rotation in place of an elective rotation. Failure of two SCPEs during the clinical year will result in dismissal from the program per the Progression Requirements of the Academic and Professionalism Policy which can be found in the *PA Program Student Handbook*.
 - c. Students will not be allowed to remediate preceptor evaluations or patient encounter logging to increase their grade.

Remediation for the Summative Evaluation:

1. Students must earn a grade of greater than or equal to a 75 percent on all aspects of the summative evaluation.
2. Students earning a grade of less than 75 percent on any assessment item must remediate and successfully meet the student learning outcome reassessment with a 75 percent or higher in order to graduate from the program.
3. Students will have two additional attempts to earn a grade greater than or equal to 75 percent on the summative evaluations. *It is important to note that the timing of remediation for this process may delay graduation.*

DECELERATION

The CSU PA Program curriculum is designed to be delivered on a full-time basis to students in a cohort. The program must be completed on a full-time basis and students are not eligible to opt into deceleration. Program policies may result in program-required deceleration for an approved leave of absence as outlined below.

LEAVE OF ABSENCE

Students seeking a leave of absence from the CSU PA Program must submit a written request and meet with the Program Director to obtain permission. Acceptable leave of absence requests are considered for personal, financial or medical reasons and are not typically granted for academic reasons. The following will be upheld with regards to any leave of absence that is granted for a student:

1. Students may only be granted one leave of absence for the program duration.
2. A leave of absence may be no more than 1 year in length. Anyone requiring longer than one year, will have to reapply for the program, and their application will be treated in the same manner as all other applicants at that time.
3. Students granted a leave of absence during the didactic year will be required to join the next cohort and will be allowed to start the program after the semester they most successfully completed.
4. Students granted a leave of absence during the clinical year will work with the Director of Clinical Education and the Program Director on a timeline for returning to his or studies (no longer than 1 year) and may not be permitted to complete The Graduate Project II coursework (research project and summative evaluation) with their current cohort.
5. A student who is denied a leave of absence by the Program Director may not appeal this request.
6. At the time the leave of absence is granted a date will be established by which the student must notify the program of their intent to resume the program.
7. A student who is granted a leave of absence may choose to audit courses in the program leading up to their return in the program but will be required to comply with university course auditing fees.
8. Any student granted a leave of absence will be required to complete a new background check and urine drug screen subject to the same review as at the time of initial enrollment prior to rejoining the program.

PROFESSIONALISM

Professional behavior is an important aspect of the physician assistant education. One of the goals of the Physician Assistant Program at Charleston Southern University is to graduate healthcare providers who are not only clinically sound, but who are also well-respected professionals within the medical community. Students are expected to exhibit professional behavior at all times and in all settings. Personal appearance and behavior are reflective of CSU and in the chosen profession of a physician assistant.

The following professionalism expectations are used to evaluate every student in the PA Program. The PA Program considers breaches of professional conduct as important as academic deficiencies, and violations will be reviewed by the Academic and Professionalism Progress Committee, which may result in disciplinary action.

Disciplinary action will proceed as follows:

1. Written Warning and Counseling from the Faculty
2. Written Warning and Counseling from the Didactic Director or Clinical Director
3. Academic Probation and Counseling with the Program Director
4. Dismissal from the Program

National PA Competencies for Professionalism

Professionalism is the expression of positive values and ideals as care is delivered. Foremost, it involves prioritizing the

interests of those being served above one's own. Physician assistants must acknowledge their professional and personal limitations. Professionalism also requires that PAs practice without impairment from substance abuse, cognitive deficiency or mental illness. Physician assistants must demonstrate a high level of responsibility, ethical practice, sensitivity to a diverse patient population, and adherence to legal and regulatory requirements. Physician assistants are expected to demonstrate:

- Understanding of legal and regulatory requirements, as well as the appropriate role of the physician assistant
- Professional relationships with physician supervisors and other health care providers
- Respect, compassion, and integrity
- Accountability to patients, society, and the profession
- Commitment to excellence and on-going professional development
- Commitment to ethical principles pertaining to provision or withholding of clinical care, confidentiality of patient information, informed consent, and business practices
- Sensitivity and responsiveness to patients' culture, age, gender, and abilities
- Self-reflection, critical curiosity, and initiative
- Healthy behaviors and life balance
- Commitment to the education of students and other health care professionals

This was taken directly from the Competencies for the Physician Assistant Profession revised in 2012, and the PA Program at CSU uses these guidelines as a part of the student's professional behavior expectations.

APPEARANCE AND ATTIRE

Attire for the PA Program is described as business casual. Clothing should allow for adequate movement and should not be tight, short, low cut, or expose the trunk with movement. This is expected in both the classroom and on clinical rotations. If the appearance standard for a clinical site is stricter than those outlined below, the student must adhere to that clinical site's policy. Clothing should be clean, pressed and in good condition without tears or holes. In addition, students should follow these guidelines:

- **Hair** - Hair should be neat, clean, and of a style that stays out of the face when giving patient care. Hair color must be a natural tone. No brightly colored or elaborate ornaments may be worn in the hair. Males may have beards and/or mustaches; however, these must be kept well-groomed and clean.
- **Nails** - Fingernails should be short enough so that they will not injure patients. For clinical settings, clear or light colored nail polish may be worn, but must be kept neat in appearance. Artificial nails of any type are not allowed in the laboratory or clinical settings.
- **Jewelry** - Watches, wedding rings and earrings are permissible. Students are not to wear excessive bracelets or necklaces that are a distraction in lectures or in clinical settings.
- **Odors** - Perfumes, colognes, lotions, smoke, and deodorants with heavy scents are not permitted.
- **Piercings & Tattoos** - Visible body piercing jewelry (other than one earring per ear) are not permitted. No earlobe expanders are allowed. Tattoos should be covered when possible with appropriate attire.
- **Shoes/Socks** - Acceptable shoe styles include oxfords, lace-ups, and loafers, clogs, boots, flats, sandals and moderate heels. Flashy athletic shoes, flip-flops, or slippers are not acceptable.
- **Shirts** - Unacceptable shirts include tee shirts, tank tops, spaghetti strap blouses, shirts exposing midriff, shirts with slogans, sweatshirts and hoodies. Specifically, men's shirts should have collars. 3-button polo shirts, partial zipper shirts with collars and sweaters are acceptable.

- **Bottoms** - Unacceptable bottoms include denim jeans, cargo pants, pants with holes or rips, shorts of any type, sweatpants, exercise pants, leggings without skirts or dresses, mini-skirts, skorts and sun dresses. Skirts and dresses should be no more than three inches above the knee.
- **Identification** - Students will be issued a CSU Student ID. Students are to wear and prominently display their ID at all times when they are in their role as a student of the PA Program. This includes on and off campus activities that relate to their training and education as a student.
- **Scrubs** - Students are allowed to wear CSU PA Program scrubs only on dates and times as assigned by course directors or the Program Director. *These will be provided by the PA Program.*

Clinical supervisors, preceptors, or physician assistant faculty reserve the right to dismiss from a clinical or educational site any student who is not appropriately attired. That action may result in requiring further professional, developmental training for the student, and may also interfere with graduation in a timely manner or even completion of program.

Laboratory Settings

Courses which include a laboratory component, such as Human Anatomy, Patient Assessment and Diagnostic Methods and Clinical Year Prep, will have specific guidelines for attire and appearance in their respective course syllabi.

Clinical Settings

Students must be clearly identified as Physician Assistant students in clinical settings at all times. They are to be clearly distinguished from other health profession students and practitioners. Students will ALWAYS introduce themselves to patients, patient family members and clinical site staff by stating their full name and position title – “Physician Assistant Student.” Students will wear a short white lab coat, embroidered with the Charleston Southern University PA Program logo, during all assigned rotation activities unless otherwise directed by the clinical preceptor. Students should wear either their CSU Student ID badge or a site issued badge for each rotation.

STUDENT ATTENDANCE

Consistent attendance, punctuality, and class participation also reflect a student’s professionalism and are considered academic standards. Attendance is required for all program lectures, activities, and clinical rotations for the PA Program at Charleston Southern University.

Repeated tardiness, excessive absences and unreported absences may result in make-up days, failed or incomplete courses or rotations, a delay in completion of the program, or other disciplinary action which may include dismissal from the program.

Didactic Phase

Students are responsible for all class materials given, whether or not they are in attendance, and for contacting the Course Director to discuss make-up work, if applicable.

It is the student’s responsibility to notify the Course Director of any known absences and receive prior approval when possible by filling out an Excused Absence Request Form. In the case of an unexpected absence due to illness or emergency, if the student cannot reach the Course Director, the student must notify the Director of Didactic Education.

The student must also complete the Excused Absence Request Form and send it to the Course Director no later than two business days following an unanticipated absence. This request must be approved and signed off by the Course Director and then submitted to the Director of Didactic Education. Documentation (i.e. doctor's note, obituary) may be required to justify the absence(s), especially in the case of illness or emergency. Approval of excused absences is at the discretion of the Director of Didactic Education.

Students are permitted one unexcused absence day in a 5 week unit and two unexcused absence days in a 12 week unit.

Clinical Phase

Students are expected to attend all supervised clinical rotations assigned by the program's Director of Clinical Education and to be at their rotation/experience when scheduled.

Each rotation is five weeks in length and the student is expected to be at the clinical site when the preceptor or designated preceptor is working. Students may be required by some clinical sites to engage in clinical or education activities during the evenings and/or weekends.

Any student missing a clinical day must notify the Clinical Preceptor of Clinical Site of the unexcused absence as soon as possible on the day of absence. The student must also notify the Director of Clinical Education by completing an Excused Absence Request Form within two business days following the unanticipated absence. Every effort should be made to make direct contact with the Clinical Preceptor or the Clinical Site to confirm the message is received.

It is the student's responsibility to notify the Director of Clinical Education of any known anticipated absence and receive prior approval by the Director of Clinical Education by filling out an Excused Absence Request Form. Once approved by the Director of Clinical Education, the student is to then take the form to their Clinical Preceptor for approval. Once approved by the preceptor, the student is to return the form to the Director of Clinical Education, where it will be placed in the student's file. Documentation (i.e. doctor's note, obituary) may be required to justify the absence(s), especially in the case of an illness or emergency. Approval of excused absences is at the discretion of the Director of Clinical Education.

Students are permitted to miss three clinical days over the course of the entire of the clinical year to use for purposes of an Excused Absence. The Excused Absence must not exceed two days in any given rotation. Excused Absences will not be approved for use during Call Back Days, the Summative Evaluation, or Board Review Week.

Students are not permitted any unexcused absence days during their clinical year. An unexcused absence will lead to a professionalism warning.

Inclement Weather

In the event of severe weather conditions, students should listen to local radio and television news for closing announcements. This information is also posted on the CSU website. The BUC Alert System is also used to notify all students, faculty, and staff of university emergencies including weather related incidents. The PA Program abides by university closing decisions made by CSU administrators.

Official school holidays and school campus closures for inclement weather do not apply to students on supervised clinical education experiences (SCPEs). The attendance needs of the SCPE site supersede the traditional school holiday schedule. If the SCPE site is open and the preceptor is working during school holidays or days that the school is closed for inclement weather, the student is expected to be in attendance unless other arrangements have been made with the Director of Clinical Education.

Students in the clinical phase of the program should exercise reasonable judgement, especially in light of the fact that they may be a considerable geographic distance from campus with dramatically different circumstances. If the facility the student is assigned for the specific rotation is closed, the student will not report to that site for the day(s) closed and must notify the Director of Clinical Education of the business closing.

SOCIAL MEDIA AND ELECTRONIC DEVICE USE

The following are guidelines established by Charleston Southern University and the PA Program regarding social media and electronic device use:

- Protect confidential, sensitive, and proprietary information - Do not post confidential or proprietary information about the university, staff, students, clinical facilities, patients/clients, or others with whom one has contact in the role of a Charleston Southern University PA Program student.
- Respect copyright and fair use. When posting, be mindful of the copyright and intellectual property rights of others and of the university. For guidance, visit the University's Library site or seek consultation through the Copyright Office, Libraries.
- Do not use Charleston Southern University or Physician Assistant Program marks, such as logos and graphics, on personal social media sites. Do not use Charleston Southern University's name to promote a product, cause, or political party or candidate.
- It is expected that during lectures and clinical time, use of devices employed for social media will be used only as authorized by faculty. If the device is combined with a cell phone, it is expected that the cell phone aspect of the device be silenced.
- No personal phone conversations or texting are allowed at any time while in patient areas or in the classroom. If the student needs to respond to an emergency text or phone call during class, the student is asked to leave the classroom and respond as deemed necessary.
- Use of computers (iPads, Notebooks, etc.) during class shall be restricted to note taking and classroom activities. Use otherwise is distracting for not only the student involved in the activity but those in the immediate area/vicinity.
- No student shall videotape and/or audiotape instructors or peers for personal or social media use without the express written permission of the faculty or fellow student. At NO time shall patients be videotaped or photographed without written permission of the patient/client and of the Clinical Preceptor.
- Be aware of your association with Charleston Southern University in online social networks. If you identify yourself as a student, ensure your profile and related content is consistent Charleston Southern University policies and with how you wish to present yourself to colleagues, clients, and potential employers. Identify your views as your own. When posting your point of view, you should neither claim nor imply you are speaking on Charleston Southern University's behalf, unless you are authorized to do so in writing.
- Health Insurance Portability and Accountability Act (HIPAA) guidelines must be followed at all times. Identifiable information concerning clients/clinical rotations must not be posted in any online forum, social media or websites.

- Ultimately, you have sole responsibility for what you post. Be smart about protecting yourself, others privacy, and confidential information.
- Text messaging is not an acceptable form of communication with PA faculty or staff. CSU PA faculty and staff members are not permitted to extend or accept social media requests to/from PA Program students.

All students are expected to review and conform to the social media policy outlined in the [CSU Student Handbook](#).

ADVERSE ACADEMIC ACTIONS

Incomplete Grades

The temporary grade of “I” can only be awarded in cases where a student has completed and passed a majority of the work required for a course but, for reasons beyond the student’s control, cannot complete the entire course in the time frame of the term enrolled.

Incomplete grades are awarded at the discretion of the Course Director. Incomplete grades should only be assigned when, in the Course Director’s judgment, it is feasible for the student to complete the coursework while not enrolled, and without attending additional class meetings to complete course requirements. The Course Director will determine the length of time a student has to complete the required course work, not exceeding 30 days. An Incomplete will not be given as a substitute for a failing grade or because a student failed to complete assignments over the course of the academic term. To award a grade of “Incomplete,” a Course Director completes a Request to Receive an Incomplete Course Grade form (found on MyCSU) and submits to the Office of the Registrar.

A grade of "I" will be factored into a student's grade point average with hours carried and no quality points. If the student fails to complete the required coursework in the time allotted, the grade will convert to an “F” and will be on the transcript permanently. Failing a course is grounds for program dismissal.

Withdrawal by Request of the Student

Students may initiate a voluntary withdrawal from the program at any time. It is a recommendation of the program that students meet with their academic advisor prior to initiating the withdrawal process. To initiate the process, the student must supply the PA Program Director with a written letter of resignation.

To officially withdraw from CSU, a Withdrawal Form must be completed online. The form is found in the Student section of MyCSU under Forms. Students must first login using their student IDs and PIN. The Office of the Registrar will process the withdrawal and remove the student from any current and/or future enrollments when the appropriate paperwork is submitted. Students are responsible for tuition and fees according to the Tuition and Fees Policy, which can be found on the CSU PA website. Note that all financial and university property obligations must be satisfied to prevent “holds” from being placed against the student’s academic records. Such holds normally prevent transcript requests from being processed, and can prevent future registration for classes.

CSU will request student input regarding reasons for withdrawal, including any problems that may have caused the withdrawal decision. This information is requested during the online withdrawal process. Students may be contacted as part of an effort to improve student services.

Due to the nature of the PA Program, withdrawal from an individual course will not be permitted because it does not meet the Progression Requirements for the program as outlined above.

Withdrawal by Request of the University

Charleston Southern University reserves the right to require the withdrawal of a student whose conduct, general attitude, or influence is considered harmful to the university. Such administrative withdrawals or suspensions are handled through the Dean of Students' Office in accordance with the *CSU Student Handbook*.

ACADEMIC INTEGRITY

Community of Honor

As a liberal arts university committed to the Christian faith, Charleston Southern University seeks to develop ethical men and women of disciplined, creative minds and lives that focus on leadership, service and learning. The Honor System of Charleston Southern University is designed to provide an academic community of trust in which students can enjoy the opportunity to grow both intellectually and personally. For these purposes, the following rules and guidelines will be applied.

Academic Dishonesty

"Academic Dishonesty" is the transfer, receipt, or use of academic information, or the attempted transfer, receipt, or use of academic information in a manner not authorized by the instructor or by university rules. It includes, but is not limited to, cheating and plagiarism as well as aiding or encouraging another to commit academic dishonesty.

"Cheating" is defined as wrongfully giving, taking, or presenting any information or material borrowed from another source, including the Internet, by a student with the intent of aiding himself/herself or another on academic work. This includes, but is not limited to a test, examination, presentation, experiment or any written assignment, which is considered in any way in the determination of the final grade.

"Plagiarism" is the taking or attempted taking of an idea, a writing, a graphic, music composition, art or datum of another without giving proper credit and presenting or attempting to present it as one's own. It is also taking written materials of one's own that have been used for a previous course assignment and using it without reference to it in its original form.

Students are encouraged to ask their instructor(s) for clarification regarding their academic dishonesty standards. Instructors are encouraged to include academic dishonesty/integrity standards in their course syllabi.

Procedure for Reporting an Academic Integrity Violation:

1. It is the responsibility of a Course Director to certify that academic assignments are independently mastered sufficiently to merit course credit. The responsibility of the student is to independently master academic assignments, refrain from acts of academic dishonesty, and refuse to aid or tolerate the academic dishonesty of others.
2. If an instructor or Course Director determines that the student is guilty of academic dishonesty, the Course Director must discuss the matter with the student. The Course Director then completes the Academic Violation Form, which should include evidence and other necessary documentation and submits it to the Academic and Professionalism Progress Committee. The Academic and Professionalism Progress Committee will determine the appropriate penalty: either a grade of zero on the assignment in question or a grade of F in the course, resulting in dismissal from the program. The student will designate whether he/she accepts the

penalty for the violation of the dishonesty policy or wishes to appeal the instructor's decision. If a student elects to appeal, the appeal due date line must be completed on the Academic Violation Form. (See the Appeals section below for more information regarding the appeals process).

3. Upon completion, the instructor forwards the Academic Violation Form to the Registrar's Office for placement in the student's permanent record. The student is then permanently disbarred from membership in any honorary society, is permanently ineligible for any CSU honor list, graduate assistantship, or any university funded financial aid. The Registrar will forward copies of the Academic Violation Form to the student, the faculty member, department chair and/or graduate program director, academic dean(s), VPAA and president. Not appealing when the form is first completed or by the appeal due date will be taken as an admission of guilt, except under compelling circumstances to be determined at the sole discretion of the VPAA.
4. If upon receipt of the Academic Violation Form, the Registrar determines that the student is guilty of a second offense, then a grade of FD (Failure Due to Academic Dishonesty) will be assigned by the Registrar for the course regardless of the remedy specified on the Academic Violation Form. Assigning the FD is to be done by the Registrar when the second Academic Violation Form is placed in the student's record, and the Registrar will notify all parties in writing. After all appeals are exhausted, if the second offense still stands, then the student will be permanently expelled from the university. The notice of expulsion will be forwarded to the student, department chair and/or graduate program director, appropriate academic dean(s), VPAA and president. A copy of the final report with the two offenses will become a part of the student's permanent record. The university reserves the right to expel the student after a first offense, depending on the circumstances and at the sole discretion of the VPAA.

The PA Program follows CSU Student Handbook's policies for academic integrity.

ACADEMIC GRIEVANCES

Procedures for PA Students Appealing Course Final Grades

1. The first level of appeal for a student who is dissatisfied with a grade received is to the Course Director assigning the grade. The student should make contact with the Course Director to explain the basis of dissatisfaction and the professor should explain the basis for the grade. This meeting should be face to face; however, the Course Director may allow other forms of communication (via telephone or e-mail, for example). The student must request this interview in writing to the Course Director within 10 days of the posting of the final grade. Once the faculty member has received the request, the interview (or other communication) must be scheduled within normal working hours (8 a.m. - 5 p.m.), Monday through Friday within 10 days of the student's request (unless the request does not fall within a major term; see paragraph D below). Failure by the faculty member to respond to the student's request within the established time will be considered a violation of the university policy. Failure of the student to appear at the scheduled interview ends the appeals procedure. If the student has not been contacted by the Course Director within 30 days of mailing the appeal, the student should file the appeal directly with the Registrar, who will forward the appeal to the Director of Didactic Education (Didactic Year) or Program Director (Clinical Year).
2. If the student wishing to appeal a final course grade is still dissatisfied after an interview (or other agreed upon communication) with the professor, the student should then submit a written statement to the Registrar, who will forward the appeal to the Program Director, within 10 days of the interview. This should contain the reasons for dissatisfaction and the specific changes the student regards as fair and desirable. The burden of proof lies with the student in such a case to show that an error or malfeasance has occurred. Within 10 days of

receiving the written appeal from the Registrar, the Program Director will notify in writing the professor, the student, and the Registrar of the Program Director's decision (as noted in Paragraph D, this deadline is extended when the appeal is not lodged during a major semester). When, in the opinion of the Program Director, the student fails to show reasonable cause for further investigation, the Program Director may deny the appeal without taking further action.

3. When, in the opinion of the Program Director, a student's appeal raises reasonable doubt as to whether a mistake or malfeasance has occurred; the Program Director and the Director of Didactic Education shall appoint within 10 days, a committee of three faculty members whom the Program Director considers most nearly competent in the subject matter. This committee will meet and issue a decision in writing to the Director of Didactic Education, the Program Director, professor, and student within 10 days of the request. Both the Course Director and student should be asked to bind themselves in advance to accept the committee's decision. Neither may be required, however, to bind themselves.
4. If the student files the initial request at a time other than during a major term and if the Course Director or Program Director is not available during that time, all of the foregoing time requirements will begin with the first day of class in the next major term. In extreme or unusual circumstances regarding the timeliness of the appeals process, the VPAA will make the final determination.
5. Any student who has exhausted the remedies open under the procedures outlined above may appeal the entire matter to the Enrollment Sub-Committee of the Graduate Council. The student should be advised that the Enrollment Sub-Committee of the Graduate Council will not alter a grade under these circumstances, but if the student can show compelling evidence that the procedures outlined above have been violated, the Enrollment Sub-Committee may recommend that a reexamination or other appropriate assignment be given to the student, that the Program Director investigate the entire matter, or other appropriate action be taken.
6. All results from the proceedings of the Enrollment Sub-Committee of the Graduate Council should be reported to the Program Director and Vice President of Academic Affairs as information.

Procedures for Appealing Academic Integrity Violation

1. The student who wishes to appeal an academic violation charge should submit his/her appeal in writing to the Director of Didactic Education by the appeal due date indicated on the Academic Violation Form, which is within 10 regularly scheduled class days after the completion date of the Academic Violation Form. This statement should contain the reasons for which the student is appealing the Course Director's decision. The burden of proof lies with the student in such a case to show that an error or malfeasance has occurred. Within 10 regularly scheduled class days of receiving the written appeal, the Director of Didactic Education will notify in writing both the instructor and the student of the decision. If the Director of Didactic Education is the one who files the Academic Violation Form, then the student must appeal to the Program Director.
2. When, in the opinion of the Director of Didactic Education, the student fails to show reasonable cause for further investigation, the Director of Didactic Education may deny the appeal without taking further action. When, in the opinion of the Director of Didactic Education, a student's appeal raises reasonable doubt as to whether a mistake or malfeasance has occurred, the Director of Didactic Education will meet with the Course Director and with the student and render a decision within 10 regularly scheduled class days of the receipt of the appeal. If the decision favors granting the student's appeal, the Director of Didactic Education may request that the Registrar remove the Academic Violation Form from the student's record. The Director of Didactic Education will notify both the student and the instructor of this action.

3. Any student who has exhausted the remedies under the procedures outlined above may appeal the entire matter to the Academic Integrity Appeals Committee in writing within 10 regularly scheduled class days of receiving the response from the Director of Didactic Education. Upon receipt of the appeal, the Academic Integrity Appeals Committee will review the matter and issue a decision within fifteen (15) regularly scheduled class days. The Academic Integrity Appeals Committee has the authority to deny the appeal, reduce the penalties in the event of extenuating circumstances, or direct the registrar to remove the record of the Academic Violation Form from the student's permanent record. The results of the Academic Integrity Appeals Committee are final.
4. All results from the proceedings of the Academic Dishonesty Appeals Committee should be reported to the Program Director, VPAA and president as information.
5. The Academic Integrity Appeals Committee will be composed of five members: three faculty and two students. The two students are selected from the other graduate programs and are not in the appeal student's graduate program.
6. Faculty members and students are selected as needed. If a member of the Academic Integrity Appeals Committee is unavailable, is involved in the matter being appealed, or feels that he/she must excuse himself/herself, then either the Director of Didactic Education (Didactic Year) or Program Director (Clinical Year) will replace that member.

Note: During the appeals process, the student may continue to attend the class in which the violation occurred.

ADVISEMENT POLICY

On the first day of enrollment into the PA Program, each student will be assigned to an advising group. Each group will have a faculty advisor who will supervise the student's progress throughout the program. Students will meet with their advisor regularly in both group and individual settings.

Group setting will be used at the discretion of the faculty advisor and students to determine the best use of time and topics at this meeting. Some topics may include transition into the rigor of the program, academic professionalism, study habits, and time management.

Faculty will formally meet with students individually at least one time during each unit of the curriculum during the didactic year and at least twice during clinical rotations during the clinical year. Faculty must complete the Student Advising Form for all formal individual advising sessions. At these meetings some topics that can be addressed are: the student's academic progress, overall GPA, test taking issues, and particularly troublesome topics for the student. Faculty advisors are to be available outside regularly scheduled meeting times for when student needs arise that may affect their academic performance.

Academic advising is an ongoing educational process that connects the student to the university. Faculty members serve as academic advisors who represent and interpret university policies and procedures to students. Advisors help students navigate the academic and organizational paths of the institution.

Includes excerpts from the [CSU Student Handbook](#).

STUDENT EMPLOYMENT POLICY

The Charleston Southern University PA Program does not allow students to work for the PA Program in a paid or

volunteer capacity under any circumstances.

The PA Program does not allow students to substitute for or function as instructional faculty regardless of their prior knowledge, education, or experiences. Students are not to be the primary instructor or instructor of record for any component of the curriculum under any circumstances.

During clinical rotations, students will not be used to substitute for regular clinical or administrative staff under any circumstances. If a student is asked to substitute for a staff person on a rotation, he or she must contact the Director of Clinical Education. Information collected will be presented to the Curriculum Committee to determine the suitability of continued use of the preceptor. This committee may consider the following actions if a concern arises: conduct a site visit prior to the next student experience at the site or with the preceptor, conduct a site visit in conjunction with the next student placement, communication with the preceptor and/or office manager, or removal of the clinical site or preceptor from program use. Assignment of preceptors will be modified as necessary to ensure the expected learning outcomes will be met by each student by program completion.

The PA Program strongly discourages any form of employment while enrolled as a PA student. This intensive graduate-level training requires full-time attendance during both the didactic and clinical years. Outside work obligations will not be considered an acceptable excuse for poor performance or absence from any scheduled course activities.

STUDENT EXPOSURE TO INFECTIOUS AND ENVIRONMENTAL HAZARDS POLICY

The policy of the Charleston Southern University Physician Assistant Program is to follow guidelines made by the Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA) regarding exposure to infectious and environmental hazards.

PROCEDURES FOR CARE AND TREATMENT AFTER EXPOSURE

Exposure to bloodborne pathogens and hazardous substances is a risk assumed by all healthcare providers and students training to becoming healthcare providers. The program will provide specific training on infectious and environmental hazards prior to any educational activities that would place students at risk for exposure.

During the clinical year, students are expected to familiarize themselves with each clinical site's specific policies regarding standard precautions.

When injury or hazardous exposure to chemical agents, blood or body fluids occurs, either in the laboratory or in the clinical setting, the incident is to be immediately reported to the appropriate person following the completion of initial first aid safety procedures. Failure to report an accident or injury in a timely manner may be grounds for disciplinary action.

On Campus

- If the incident occurs in the laboratory or classroom setting, the instructor is to be notified immediately.
- The student should go to Trident Medical Center, located across the street from campus, to receive an appropriate evaluation and treatment of injury if appropriate.
- Subsequently, all incidents should be reported to the Director of Didactic Education by submitting an "Incident Report" form within 48 hours of the event.

Off Campus

- If the incident occurs at a clinical training site, the designated clinical preceptor should be notified immediately.
- The student must follow each clinical site's protocol and is to seek evaluation and treatment based on the site's protocol for dealing with injuries and exposure.
- If the clinical site lacks protocol, treatment should be sought in the nearest emergency department determined by the student and clinical preceptor.
- Subsequently, all incidents should be reported to the Director of Clinical Education by submitting an "Incident Report" form within 48 hours of the event.

In the case of an emergency, call 911 for rapid treatment and transport to the nearest emergency room.

PREVENTION - STANDARD PRECAUTIONS

Standard precaution practices are designed to protect healthcare professionals and reduce the risk of exposure to bloodborne pathogens and hazardous substances from both recognized and unrecognized sources. These precautions apply to all patient care and laboratory or clinical training experiences. Use of standard precautions is a mark of professionalism, and all faculty and students will utilize them in activities that present exposure to bloodborne pathogens and hazardous substances. Failure to do so may be grounds for disciplinary action.

In general, act as though any patient may have a potentially contagious disease. In doing this, avoid direct contact with blood, body fluids, secretions, excretions, mucous membranes, non-intact skin, and possibly contaminated articles.

Avoid direct contact and injury from all sharps and dispose of them in designated puncture-resistant containers directly after use.

Hand Hygiene

Hand hygiene is crucial in reducing the risk of transmitting infectious agents. Hand hygiene includes the use of soap and water as well as approved alcohol-based products for hand disinfection. CDC guidelines recommend use of an alcohol-based handrub for hand hygiene. Practice hand hygiene frequently and thoroughly: After touching blood, bodily fluids, secretions, excretions, contaminated articles; immediately after removing gloves or any personal protective equipment and before and after any patient contact.

If hands are visibly soiled or come in direct contact with blood, bodily fluids, secretions, excretions, contaminated articles or after caring for patients with known or suspected infectious diarrhea, soap and water should be used immediately.

Personal Protective Equipment

Appropriate personal protective equipment (PPE) should be put on prior to patient care whenever risk of exposure is present depending on job duties. Protective apparel should not be worn from one patient or activity to another and should be properly removed and disposed of after each use. Appropriate barriers include gloves, masks, and protective clothing. The use of this apparel and equipment are to protect skin and mucous membranes, especially the eyes, nose and mouth.

Gloves are to be removed and disposed of after each use and in should be used when handling blood, bodily

fluids, secretions, or excretions, when touching mucous membranes, non-intact skin body orifices, or when touching contaminated articles or equipment.

Masks include but are not limited to facial masks, goggles, and face shields. Protective clothing includes but is not limited to gloves, gowns, aprons, caps, and shoe covers. Masks and protective clothing should be worn for procedures and patient-care activities likely to generate splashes or sprays of bodily fluids or other hazardous material exposure. Masks and protective clothing should be worn when anticipated procedures and activities will cause contact of clothing and exposed skin with blood, bodily fluids, secretions, or excretions.

Needles and Other Sharps

- Do not recap, bend or hand-manipulate used needles.
- Use safety resources when available, such as self-sheathing needles and/or needleless systems.
- All needles and other sharps are to be placed in a puncture-resistant container as soon as possible after use.

Safe Handling of Possible Contaminated Articles or Surfaces

- All patient-care equipment, textiles and laundry should be handled in a manner that prevents the transfer of microorganisms to others and the environment; perform hand hygiene after handling.
- Dispose or clean all contaminated articles, equipment and materials in a safe manner prescribed by law.
- In all areas where patient care is performed, cleaning and disinfection will occur at the conclusion of every activity, especially between patients.

Respiratory Hygiene/Cough Etiquette

- Cover mouth and nose with tissue when coughing or sneezing or by using the crook of the elbow.
- Use and dispose of tissues properly.
- Perform hand hygiene directly after hands have contact with respiratory secretions.
- Consider using a mask to prevent aerosol spread.
- Sit as far away from others as possible when coughing or sneezing.

The standard precautions outlined above are based on standard guidelines provided by the CDC and OSHA (<https://www.cdc.gov/oralhealth/infectioncontrol/summary-infection-prevention-practices/standard-precautions.html>) (<https://www.osha.gov/SLTC/etools/hospital/hazards/univprec/univ.html>)

STUDENT RESPONSIBILITIES

Principal faculty, the program director, and the medical director WILL NOT participate as healthcare providers for students enrolled in the program except in an emergency situation.

Prior to enrollment, all students must provide proof of health insurance through a third party agency selected by the program. This health insurance policy must remain active throughout each student's involvement in the PA Program. Failure to do so is grounds for dismissal.

Payment for medical evaluation, treatment and care is the responsibility of the student and their insurance carrier for any exposure or injuries that may occur while in the program.

Continued participation in the activities of the PA Program following accidental exposure or injury will be reviewed on an individual basis by the Program Director.

STUDENT GRIEVANCES AND ALLEGATIONS OF HARASSMENT AND MISTREATMENT POLICY

POLICY STATEMENT

The PA Program has a policy for processing student allegations of harassment, allegations of mistreatment, and for student grievances and appeals. The program informs students of program policies and practices by posting the *PA Program Student Handbook* to Blackboard and to the program website. In addition, all policies are reviewed with the students at New Student Orientation by the Program Director and faculty.

STUDENT GRIEVANCES

The PA Program abides by the Charleston Southern University Policy for Student Grievances. This information can be found on page 61 of the *CSU Student Handbook*. The *CSU Student Handbook* can be found on the CSU website at: <https://www.charlestonsouthern.edu/wp-content/uploads/studenthandbook.pdf>.

Students who believe they have been subjected to discrimination on the basis of disability, or have been denied access to services or accommodations required by law, have the right to use the grievance procedure outlined in the *CSU Student Handbook*.

In addition, the CSU PA Program has developed the Academic and Professionalism Policy which includes a section entitled academic grievances with procedures for appealing a course final grade and an academic integrity violation. This section can be found on page 16 of the *PA Program Student Handbook*, which is located at <https://www.charlestonsouthern.edu/academics/physician-assistant/student-resources/>.

ALLEGATIONS OF HARASSMENT

Charleston Southern University is committed to providing its students an environment free from implicit and explicit coercive harassment. Harassment based on race, gender, religion, disability, age, sexual orientation, or any form of aggressive pressure or intimidation will not be tolerated.

Reports of harassment will be met with appropriate disciplinary action, up to and including dismissal from the university. Any student who is a victim of harassment can request assistance from the Dean of Students.

Any student who is a victim of sexual harassment can request assistance from the Title IX Coordinator.

Other complaints of harassment should be addressed to the Dean of Students, located on the second floor of the Student Center. Complaints may be submitted by letter or by email but must be signed. The Dean of Students will determine the correct channel for addressing the complaint and forward it on, if need be, to the appropriate department. The appropriate department will provide the student with acknowledgment of receipt of the complaint within 15 business days of the receipt of the complaint. This acknowledgment may take written or verbal form based on the nature of the situation. Within 30 business days after receipt of the complaint, the appropriate department of the university will provide the student with an institutional response to the complaint.

The university recognizes the sensitive and confidential nature of many student complaints and as a result documentation and correspondence about written student complaints are kept in the office of either the Dean of Students or the department issuing the institutional response. This information is shared with other departments only on a need-to-know basis.

ALLEGATIONS OF MISTREATMENT

The CSU PA Program is founded on the principles of respect, dignity, and inclusion and is therefore committed to ensuring all students are free from mistreatment during their medical training. Mistreatment is defined as any behavior that may be interpreted as being inappropriate or inconsiderate of a person's well-being.

Reports of mistreatment will be met with appropriate disciplinary action, up to and including dismissal from the university. Any student who is a victim of mistreatment can request assistance from the Dean of Students.

Complaints of mistreatment should be addressed to the Dean of Students, located on the second floor of the Student Center. Complaints may be submitted by letter or by email but must be signed. The Dean of Students will determine the correct channel for addressing the complaint and forward it on, if need be, to the appropriate department. The appropriate department will provide the student with acknowledgment of receipt of the complaint within 15 business days of the receipt of the complaint. This acknowledgment may take written or verbal form based on the nature of the situation. Within 30 business days after receipt of the complaint, the appropriate department of the university will provide the student with an institutional response to the complaint.

The university recognizes the sensitive and confidential nature of many student complaints and as a result documentation and correspondence about written student complaints are kept in the office of either the Dean of Students or the department issuing the institutional response. This information is shared with other departments only on a need-to-know basis.

STUDENT HEALTH POLICY

HEALTH INSURANCE AND FINANCIAL RESPONSIBILITY

Prior to enrollment, all students must provide proof of health insurance through a third party agency selected by the program. This health insurance policy must remain active throughout each student's involvement in the PA Program. Failure to do so is grounds for dismissal.

CSU does not have a medical staff or a first aid dispensary. However, for minor injuries such as cuts and abrasions, the University maintains a well-stocked first aid kit in the Residence Life Office located on the second floor of the Student Center. All Residence Life and Campus Security personnel are trained in basic first aid and CPR. First aid assistance may be obtained anytime by contacting Campus Security.

In addition, Trident Regional Medical Center, with emergency room facilities, is located immediately across the street from the University.

Students are neither an employee of Charleston Southern University nor the clinical preceptor site; therefore payment for medical evaluation, treatment and care is the responsibility of each student and their insurance carrier for any care needed while in the program. Each student is required to carry their own individual health insurance throughout their time in the program.

STUDENT HEALTH RECORDS AND IMMUNIZATIONS

The PA Program will contract a third party agency to record and certify student health records required for the program. This agency will notify the program with the up-to-date status of all student immunizations. All forms and health records must be submitted to this agency by the student and not to the CSU PA Program. The PA Program requires students to sign a release form allowing CSU to provide preceptors with the status or results of immunizations, TB screenings, drug screenings, and background checks. This release form, as well as the documentation that the student has met program health screening and immunization requirements will be kept in the student's file.

This policy for immunization and health screening requirements of students is based on the current Centers for Disease Control and Prevention recommendations for health professionals and specific state mandates

Each student is required to complete the following immunization requirements listed below prior to enrollment. Failure to comply with the following requirements may delay entry into the program or prevent the student from progressing in the program. Students assume the responsibility for the cost of healthcare services they may require while enrolled in the program, even when adhering to policy requirements.

Immunizations & Tests:

Proof of each immunization must be dated and signed or stamped by a healthcare professional or office prior to submitting to health record service.

Measles, Mumps, Rubella (MMR): The student must provide documentation of 2 MMR vaccines given at least 28 days apart or a positive titer showing immunity (this can be from childhood). Students with two documented doses of MMR are not recommended to be serologically tested for immunity. However, if serological testing is completed and the student has a negative titer, the student will need to repeat the 2-shot series.

Tetanus/Diphtheria/Pertussis: The student must provide documentation of a single Tdap vaccination. If documentation of Tdap is not within the past 10 years, documentation of Tdap vaccine OR Td booster within 10 years is required to be uploaded.

Varicella (Chicken Pox): The student must provide evidence of varicella immunity in one of the following ways:
1) Documentation of 2 doses of varicella vaccine given at least 28 days apart (this can be from childhood) OR
2) Laboratory evidence of immunity through a qualitative titer. PLEASE NOTE: If the student has a negative titer, the student will need to get 2 doses of varicella vaccine, 4 weeks apart and upload all documentation OR
3) Verification of history of varicella or herpes zoster by a healthcare provider.

Hepatitis B: The student must provide documentation of 3 doses of Hep B vaccine AND a quantitative antibody titer proving immunity. If the titer provided is negative, the student must repeat the 3-shot series and repeat the serological testing 1 month after the second series.

Series Timing: Students repeating the Hep B series will be marked complete at the first shot with an expiration date set for one month later when the 2nd shot is due. Once the 2nd shot is provided, record will be marked complete with an expiration date set for 5 months later when the 3rd shot is due. Once the 3rd shot has been provided, the record will be marked complete and an expiration date will be set 1 month later when the final titer is due. Once a positive titer is provided, an indefinite expiration date will be set (E.g. 01/01/99).

*If the student completes 6 doses of Hep B and 2 titers showing no immunity, they will be considered a "non-

responder and should notify the Admission Coordinator or Clinical Coordinator for program documentation.

TB Skin (PPD) Test:

Prior to enrollment, the student must complete the Health Care Personnel Baseline Individual TB Risk Assessment Form and should begin the process of completing a 2 step PPD if they mark “Yes” to any of the statements on the form.

Prior to the start of the clinical year, the student must complete a 2-Step PPD assigned with an expiration date a year from the date the second test was completed. Please note – many clinical sites require PPDs completed no more than 30 days prior to the rotation start date, so students may be required to complete additional PPD testing.

If the student has a history of positive PPDs, a clear chest x-ray will need to be completed at the start of the student’s clinical year and again in 6 months per clinical site requirements.

A negative Quantiferon TB Gold test will also be accepted in place of a 2-Step PPD.

Influenza: The student must provide documentation of a flu shot administered during the current flu season. The renewal date will be set for 1 year from the administered date of the vaccine.

Meningococcal: This is recommended for those who are routinely exposed to isolate of N. meningitis per CDC recommendations. This is not required by the program but may be required by some clinical sites.

COVID-19: The student must provide documentation of either one dose of the Johnson and Johnson vaccine or two doses of the Pfizer or Moderna vaccines.

The immunizations and screenings outlined above are based on the guidelines for healthcare professionals by the CDC (<https://www.cdc.gov/vaccines/adults/rec-vac/hcw.html>)

It is important to note that clinical sites and preceptors may require additional vaccinations and documentation, and the cost of these will be deferred to the students.

MEDICAL CARE DURING ENROLLMENT

Principal faculty, the program director, and the medical director WILL NOT participate as healthcare providers for students enrolled in the program except in an emergency situation.

COUNSELING SERVICES

Faculty advisors can assist students in providing for timely referral to student services for addressing personal issues that may impact their progress in the in the PA Program. Faculty advisors cannot and will not act as a medical provider or mental health counselor for students.

CSU Counseling Services provides professional mental health counseling to students in the form of individual counseling for a wide range of issues. Counseling Services also offers special events throughout the academic year to promote student wellness. Counseling Services are available to all enrolled CSU students free of charge. Information shared in counseling sessions is kept confidential according to the American Counseling Association standards. Students can request a non-urgent appointment by calling the counseling line at 843-863-8010 or stopping by the Counseling Services office in the Student Center during normal business hours. In case of an emergency, students are directed to call 911 or to go to the nearest emergency room.

BACKGROUND CHECK AND URINE DRUG SCREEN POLICY

Charleston Southern University's Physician Assistant Program requires a background check and urine drug screen on all of its conditionally admitted applicants and current students. The purpose of this testing is to enhance the health and safety of patients, students, faculty, and staff in the academic and clinical environments. The background check and urine drug screen will identify incidents in an applicant's or student's history that might pose a risk to patients or others.

The fees associated with background checks and urine drug screens are the responsibility of the applicant or student and not the university or the program.

Acceptance into the Charleston Southern University PA Program does not imply or guarantee that the student will be able to obtain state licensure upon graduation.

PRIOR TO ENROLLMENT

All admitted applicants to the CSU PA Program will be required to undergo a background check and urine drug screen prior to enrollment. Students will be given step by step instructions on how to complete the background check and urine drug screen once they have paid their seat deposit for enrollment. The offer of admission is contingent upon the results of these tests. If an admitted applicant declines to undergo the background check or urine drug screen or if findings of a serious nature are revealed, the offer of admission may be revoked.

ADDITIONAL TESTING

All CSU PA Program students will be required to undergo a background check and urine drug screening annually, or more frequently, at the discretion of the program. If a student declines to undergo the background check or urine drug screen or if findings of a serious nature are revealed, this may be grounds for dismissal from the program.

Background check and drug testing results that limit the program's ability to secure a student's clinical experiences may prevent them from progressing in their clinical phase of study, or potentially being recommended for graduation.

BACKGROUND CHECK AND URINE DRUG SCREEN RESULTS

The Program Director is responsible for reviewing background check results. Findings that are potentially detrimental to patients, students, faculty, and staff in the academic and clinical environments will be discussed by the Program Director and the Dean of Students and directly with the student. The decision on enrollment or retention of the student is decided by the Program Director and the Dean of Students. All decisions are final and applicants and students are not able to appeal these decisions.

Factors involved in the individual case review of background checks may include, but are not limited to:

1. The nature, circumstances, and frequency of any reported offense(s)
2. The length of time since the offense(s)
3. Available information that addresses efforts at rehabilitation
4. The accuracy of the information provided by the student in their application materials

5. The relationship between the duties to be performed as part of the educational program and the offense committed

CSU has a zero tolerance policy for the use, possession and or distribution of illegal drugs on or off campus.

CONFIDENTIALITY POLICY

The CSU PA Program understands the federal regulations addressing patient healthcare confidentiality as described in the Health Insurance Portability and Accountability Act (HIPAA). Students receive HIPAA training as part of their annual updates and as specified by the agencies in which they are assigned as students. Records of the training are maintained in their student files.

- a. A PA student will hold in confidence all personal client information and agency information entrusted to them.
- b. Confidential clinical information and research data (written or oral) given to a PA student is considered privileged within the content of the learning site and the enrolled course.
- c. A PA student will limit his or her discussion of client, family, and agency to structured learning situations such as conferences and clinical learning experiences. At no time are clients, families, or agencies to be discussed at lunch tables, clinical or university dining facilities, elevators, dormitories, or any other public setting.
- d. Failure to comply with the above policy represents unethical conduct for a PA student and may result in failure of the course in which the incident occurs and may include dismissal from the program.

CONFIDENTIALITY STATEMENT

All PA students are required to sign a confidentiality statement at the time of enrollment in the program. The student is expected to comply with the terms of the statement throughout the program. A copy of the signed statement is maintained in the student's file. The statement states:

I, _____, acknowledge my responsibility to abide by applicable federal law and the PA Program Confidentiality Policy, to keep confidential any information regarding a patient, client, or agency. By signing below, I agree not to reveal to any person or persons except authorized agency staff and associated personnel any specific information regarding any patient, client, or agency and further agree not to reveal to any third party any confidential information of an agency, except as required by law or as properly authorized by an agency.

I further understand that any unauthorized disclosure of confidential information may result in failure of the course in which the incident occurs and may include dismissal from the program.

APPENDIX 1 – STUDENT RESOURCES

Bookstore

- 843-863-8071
- Location: Student Center, 1st Floor

Brewer Center

- 843-863-7888
- Hours: Monday-Thursday 6:30AM – 12AM, Friday 6:30AM – 9PM, Saturday 9AM – 9PM, Sunday 2PM – 12AM

Campus Security

- 843-863-7105
- All On-Campus Emergencies: 9-843-553-5896 or Dial 9-1-1
- Campus Security (on campus): Dial 2020
- Campus Security (off campus): 843-553-5896
- Text Line: 843-371-8445
- Location: Quad Three.

Career Center

- 843-863-8020
- Location: Student Center, 1st Floor

Counseling Center

- 843-863-8010
- Location: Student Center
- Office Hours: Monday-Friday 9:00 am – 5:00 pm

Disability Services – Student Success Center

- 843-863-7159
- Location: Student Center

Financial Aid

- 843-863-7050
- Email: financialaid@csuniv.edu
- Location: Student Center
- Office Hours: Monday-Friday 8:00 am – 5:00 pm

Health Services (Fetter Health Care Network)

- 843-998-1756 or 843-709-5989
- *Fetter Health Care Network is on campus every Wednesday from 8:30 a.m. – 1 p.m. at the Russell Horseshoe and students can make appointments at any of the Lowcountry Offices during the week. Students will be required to use their health insurance for these services.*

Information Technology Services

- 843-863-7762
- *To request support with Wi-Fi, Bucmail, Blackboard or IDCards: visit MyCSU, and under the Student Tab find the Student Technology Support Request.*

L. Mendel Rivers Library

- 843-863-7946
- http://libraryguides.csuniv.edu/physicianassistant_guide

Learning Center

- 843-863-7091
- Location: Building 304, Russell Breezeway
- Office Hours: Monday-Thursday 10 AM – 10 PM, Friday- 10AM – 2 PM

Post Office

- 843-863-8015
- Location: Student Center
- Office Hours: Monday-Friday 9AM – 5PM

Student Accounts

- 843-863-8058
- Email: studentaccounts@csuniv.edu
- Location: Student Center
- Office Hours: Monday-Friday 8:00 am – 5:00 pm

Writing Center

- 843-863-7385
- Email: writingcenter@csuniv.edu
- Location: Norris Hall 209

APPENDIX 2 - EXCUSED ABSENCE REQUEST FORM

In the didactic year, all requests for excused absences must be submitted to the Course Instructor and the Course Director to be approved by the Director of Didactic Education.

In the clinical year the request must be submitted to the Director of Clinical Education. Students should not seek approval from the preceptor without prior approval by the Director of Clinical Education. This request must also be approved and signed off by your clinical preceptor prior to final submission of the form to the Director of Clinical Education.

In some cases the Program Director may review requests. Approval is not guaranteed. It is the responsibility of the student to discuss the request and consequences with the appropriate person.

Absences or lateness due to unexpected medical and/or personal issues are unavoidable. In all situations, students are responsible for completing an Excused Absence Request Form in a timely manner.

Student Name: _____ Student ID No.: _____

Phone: _____ Email: _____

Dates of Absence: _____ Course Title: _____

Reason: _____

Documentation (attach if provided): _____

Preceptor/ Course Director Notes: _____

Course Instructor Signature: _____ Date: _____

Preceptor/Course Director Signature: _____ Date: _____

Director or Didactic Education/Director of Clinical Education: _____

Signature

Approved: _____

Denied: _____

Date: _____

APPENDIX 3 - DIDACTIC YEAR PROFESSIONALISM EVALUATION OF STUDENT

(To be completed only if a student does not earn full credit for professionalism in a course)

Student Name: _____ Score: _____ / 35 Percentage: _____
 Course Director: _____ Course Name: _____

INSTRUCTIONS: Carefully read each of the following statements and indicate your level of agreement with the statement as it pertains to the student by placing an "X" in the appropriate box.

The Student:	Greatly Exceeded Expectations (5)	Exceeded Expectations (4)	Met Expectations (3)	Less than Expected (2)	Much less than Expected (1)
1. Arrives on time and is prepared for class.					
2. Exhibits a positive and professional attitude and behavior in class.					
3. Participates in class discussions.					
4. Works cooperatively with peers in class.					
5. Demonstrates excellent communication skills, both written and verbal with peers and instructor.					
6. Demonstrates respect towards other students, faculty and staff members.					
7. Demonstrates the appropriate attire and appearance for the program.					

Please comment on any Less Than Expected or Much Less Than Expected Responses:

Did the student exhibit Academic Integrity in this class? Yes _____ No _____
If no, the student will automatically receive a 0/35 on the professionalism evaluation.

Course Director Signature: _____ Date: _____

APPENDIX 4 - REMEDIATION SUMMARY FORM

This form is to be completed by the Course Director, discussed with the student, signed and appropriately notated by the student, and filed within the student's electronic file. *The Course Director will notify the Academic and Professionalism Progress Committee of the remediation efforts and outcomes.*

Student Name: _____

Student ID No.: _____

Course Title/Number: _____

Course Director: _____

Remediation Plan of Study

Deficient Assignment: _____

Grade: _____

Identified area(s) of weakness and deficiencies include the following areas and are described below:

Knowledge ____ *Interpersonal Skills* ____ *Clinical Reasoning and Problem-Solving* ____
Clinical and Technical Skills ____ *Professionalism* ____

1. _____
2. _____
3. _____

The remediation plan to include the following tasks:

1. _____
2. _____
3. _____

Self-Study Remediation

I agree to complete the self-study remediation plan by: _____ (Date)

I agree to meet again with the Course Director for reassessment on: _____ (Date)

Student (Name/Signature) _____ Date

Faculty Overseeing the Remediation (Name/Signature) _____ Date

Director of Didactic Education (Signature) _____ Date

Date of Completed Remediation Work: _____ Successful _____ Unsuccessful _____

Results of Remediation/Final Grade _____

APPENDIX 5 - STUDENT ADVISING FORM

This form is to be completed by the faculty advisor, discussed with the student, signed and appropriately notated by the student, and filed within the student's paper file each time there is an individual meeting between the advisor and advisee.

Student Name: _____ Student ID No.: _____
Unit: _____ Week: _____ Date: _____
PA Class Year: _____ Advisor Name: _____

Academic Progress Rating

On Target Concerns At Risk

Comments: _____

Professionalism Progress Rating

On Target Concerns At Risk

Comments: _____

Wellness/Coping Overall Rating

On Target Concerns At Risk

Comments: _____

Action Plan for areas of Concern or At Risk:

Student Signature (with action plan): _____ Date: _____

Faculty Advisor Signature: _____ Date: _____

APPENDIX 6 - INCIDENT REPORT

In the event you are injured, at CSU or Clinical Site, your highest priority is prompt treatment. Do not delay seeking appropriate treatment to fill out paperwork or make notifications. Students should comply with all accident/injury protocols in place at the clinical site. In the absence of a protocol, seek treatment in the nearest emergency department.

Student Name: _____ Student ID No.: _____

Rotation/Class/Activity in which Incident/Injury Occurred: _____

Nature of Incident

Date of Incident: _____ Approximate Time of Incident: _____

Nature of Incident (e.g. needlestick, laceration, exposure, contusion): _____

Did Incident Involve Possible Exposure to Bloodborne Pathogen? _____ No _____ Yes (see below)

Description of Incident: _____

Medical Treatment

Actions/First Aid Taken Immediately Following Incident: _____

Was medical treatment evaluation and treatment pursued by the student? _____

Date Treatment Completed: _____

Name of Facility Initiating and Completing Medical Treatment: _____

Notifications	Date and Time Notified	Signature
Course Instructor/Clinical Preceptor		
Onsite Health Services / Employee Health/Occupational Health OR Emergency Department		
Director of Clinical Education or Didactic Education		

Corrective Action Recommendations

What corrective action do you think should be pursued to avoid recurrence? _____

Student Signature: _____ Date: _____

Submit this Form to the PA Program Office Attention to Director of Didactic Education or Director of Clinical Education – Fax: 843.863.7393

Received in the PA Program Office on (date): _____
 Received by: _____

Additional Follow Up (For Program Use)

Please submit all copies of documentation from incidents that occur at clinical sites in conjunction with this report.

APPENDIX 7 - CONFIDENTIALITY POLICY STATEMENT

Confidentiality Statement

All PA students are required to sign a confidentiality statement at the time of enrollment in the program. The student is expected to comply with the terms of the statement throughout the program. A copy of the signed statements are maintained in the student's file. The statement is:

I, _____, acknowledge my responsibility to abide by applicable federal law and the PA Program Confidentiality Policy, to keep confidential any information regarding a patient, client, or agency. By signing below, I agree not to reveal to any person or persons except authorized agency staff and associated personnel any specific information regarding any patient, client, or agency and further agree not to reveal to any third party any confidential information of an agency, except as required by law or as properly authorized by an agency.

I further understand that any unauthorized disclosure of confidential information may result in failure of the course in which the incident occurs and may include dismissal from the program.

Printed Name

Student ID No.

Signature

Date

APPENDIX 8 - STUDENT HANDBOOK AND POLICY ACKNOWLEDGEMENT

The information in the *PA Program Handbook* is an overview of current policies and procedures for the Physician Assistant Program at Charleston Southern University. This handbook is not designed to replace the University policies and procedures. Students are expected to follow both the PA Program and CSU's policies and procedures. Note: Because of the unique characteristics of healthcare educational programs, whenever a conflict exists between University policy and the PA Program policy, the PA Program policy takes precedence.

Student The *PA Program Student Handbook* is published annually. Every effort is made to provide accurate and correct information at the time of publication. The Department reserves the right to change policies, calendar dates, and any statements in the *PA Program Student Handbook*.

By initialing alongside each policy below, I agree that I have received, read, and understand these policies as outlined in the PA Program Student Handbook. I also acknowledge that these policies apply to me at all times while enrolled in the program regardless of location and that the program has defined, published, made readily available, and will consistently apply these policies and to all students while enrolled in the program.

- _____ Policy No. PAS: 001 - Academic and Professionalism
- _____ Policy No. PAS: 002 - Student Advisement
- _____ Policy No. PAS: 003 - Student Employment
- _____ Policy No. PAS: 005 - Student Exposure to Infectious and Environmental Hazards
- _____ Policy No. PAS: 007 - Student Health
- _____ Policy No. PAS: 006 - Student Grievances and Allegations of Harassment and Mistreatment
- _____ Policy No. PAS: 010 - Background Check and Urine Drug Screen

By signing below, I agree that I have received, read, and understand the PA Program Student Handbook.

Printed Name

Student ID No.

Signature

Date

APPENDIX 9 - EMERGENCY CONTACT INFORMATION

Student Name: _____ Student ID No.: _____
Phone: _____ Email: _____
Current (local) Address: _____
Roommate(s) names, if applicable: _____

Emergency Contact Information:

(1) Name: _____ Relationship: _____
Address: _____
City, State, ZIP: _____

Home Telephone #: _____ Cell #: _____
Work Telephone #: _____ Employer: _____

(2) Name: _____ Relationship: _____
Address: _____
City, State, ZIP: _____

Home Telephone #: _____ Cell #: _____
Work Telephone #: _____ Employer: _____

Medical Contact Info:

Doctor Name: _____ Phone #: _____
Doctor Name: _____ Phone #: _____

_____ I have voluntarily provided the above contact information and authorize CSU Physician Assistant Program and its representatives to contact any of the above on my behalf in the event of an emergency.

Signature: _____ Date: _____

APPENDIX 10 - HEALTH SCIENCE BUILDING ACCESS

I, _____ acknowledge receipt of a key card, which allows me access to Charleston Southern University's Health Science building 24hours a day, as well as all designated Physician Assistant study and lecture space. I understand that this key card grants access only to myself. I am not able to grant access for any other student or person to areas of the building or the building after hours.

I understand that I am solely responsible for the safe keeping of this key card and I am to report any loss of key card to the Physician Assistant Executive Assistant. I understand this keycard is not to be loaned/given to any other student or anyone else. I also understand that if I lose this key card I will be held financially responsible for the replacement of this card. Upon my departure from Charleston Southern University I will return my key card to the Physician Assistant Program. If I fail to return key card, I understand the cost for the replacement of the card (\$12) will be added to my student account, and must be settled before graduation from the Physician Assistant Program at Charleston Southern University.

Signature

Date

APPENDIX 11 – Request for New Rotation Development Form

Student Name: _____ Date Submitted: _____

REQUEST #1:

Preceptor Name:	_____	<input type="checkbox"/> MD	<input type="checkbox"/> DO	<input type="checkbox"/> PA-C
Specialty:	_____	<input type="checkbox"/> Core Rotation	<input type="checkbox"/> Elective Rotation	
Clinical Site Name:	_____			
Address:	_____			
Primary Contact Person:	_____	Position:	_____	
Phone Number:	_____	Fax Number:	_____	
Email Address:	_____			
Relationship to the requested office/preceptor:	_____			

Clinical Year Team Notes:

REQUEST #2:

Preceptor Name:	_____	<input type="checkbox"/> MD	<input type="checkbox"/> DO	<input type="checkbox"/> PA-C
Specialty:	_____	<input type="checkbox"/> Core Rotation	<input type="checkbox"/> Elective Rotation	
Clinical Site Name:	_____			
Address:	_____			
Primary Contact Person:	_____	Position:	_____	
Phone Number:	_____	Fax Number:	_____	
Email Address:	_____			
Relationship to the requested office/preceptor:	_____			

Clinical Year Team Notes: