



CHARLESTON  
SOUTHERN  
UNIVERSITY

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**PHYSICIAN ASSISTANT PROGRAM**

PA Program Student Handbook

2025-2026

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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 (CSU PA program). This handbook serves as a resource in combination with various course syllabi and 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 of 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 – 2025

### Didactic Year

January 3	Program Orientation
January 6	Unit 1 – Classes Begin
January 10	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	Last Date for 25% Tuition Refund if Withdrawing from CSU by 5 PM
January 20	Martin Luther King Jr. Day (Campus Closed)
February 6-7	Unit 1 – Final Exams
February 10	Unit 2 – Classes Begin
February 14	Final Date to Register or Drop/Add a Class for Unit 2
March 17-21	Midterm Exams
April 18	Good Friday (Campus Closed)
April 28- May 2	Unit 2 – Final Exams
May 5-16	Student Break – No Classes
May 19	Unit 3 – Classes Begin
May 23	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 26	Memorial Day (Campus Closed)
May 30	Last Date for 25% Tuition Refund if Withdrawing from CSU by 5 PM
June 23-27	Midterm Exams
July 4	Independence Day (Campus Closed)
August 4-8	Unit 3 – Final Exams
August 11-15	Student Break – No Classes
August 18	Unit 4 – Classes Begin
August 22	Final Date To Register Or Drop/Add A Class For Unit 4; Last Date To Receive Full Refund Of Tuition If Withdrawing From CSU
August 29	Last Date for 25% Tuition Refund if Withdraw from CSU by 5 PM
September 1	Labor Day (Campus Closed)
September 22-26	Midterm Exams
November 3-7	Unit 4 – Final Exams
November 10	Unit 5 – Classes Begin
November 14	Final Date to Register or Drop/Add a Class for Unit 5
November 26-28	Thanksgiving Holiday (Campus Closed)
December 11-12	Unit 5 – Final Exams
December 13	White Coat Ceremony
December 15 – January 5	Christmas Break – No Classes

## **ACADEMIC CALENDAR – 2026**

### **Clinical Year**

January 5	Rotation 1 Begins
February 5-6	Callback 1
February 9	Rotation 2 Begins
March 12-13	Callback 2
March 16	Rotation 3 Begins
April 16-17	Callback 3
April 20-24	Student Break
April 27	Rotation 4 Begins
May 28-29	Callback 4
June 1	Rotation 5 Begins
July 2	Callback 5
July 6	Rotation 6 Begins
August 6-7	Callback 6
August 10-14	Student Break
August 17	Rotation 7 Begins
September 17-18	Callback 7
September 21	Rotation 8 Begins
October 22-23	Callback 8
October 26-30	Summative Evaluations
November 2	Rotation 9
December 3-4	Callback 9
December 7-9	PANCE Board Review
December 7-11	Remediation
December 12	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 interprofessional 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**

The Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA) has granted Accreditation-Continued status to the Charleston Southern University Physician Assistant Program sponsored by Charleston Southern University.

Accreditation-Continued is an accreditation status granted when a currently accredited program is in compliance with the ARC-PA Standards. Accreditation remains in effect until the program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the standards.

The approximate date for the next validation review of the program by the ARC-PA will be March 2032. The review date is contingent upon continued compliance with the Accreditation Standards and ARC-PA policy. The program's accreditation history can be viewed on the ARC-PA website: <https://www.arc-pa.org/accreditation-history-charleston-southern-university/>

Charleston Southern University's accreditation can be found here: <https://www.charlestonsouthern.edu/about/accreditation-disclosures/>

## 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 Dean of the College of Health Sciences, then to the Vice President for Academic Affairs, the President, and the Board of Trustees. The program director serves as the chief administrator for the PA program and is responsible for all PA program operations.

Faculty Contact Information			
Name	Position	Phone	Email Address
Dr. A. Steele	Program Director, PA-C	843.863.7456	<a href="mailto:astele@csuniv.edu">astele@csuniv.edu</a>
Dr. J. Downs	Medical Director, MD	843.863.7454	<a href="mailto:jdowns@csuniv.edu">jdowns@csuniv.edu</a>
Prof. Z. Wulbecker	Director of Didactic Education, PA-C	843.863.7455	<a href="mailto:zwulbecker@csuniv.edu">zwulbecker@csuniv.edu</a>
Dr. A Rosendale	Director of Clinical Education, PA-C	843.863.7453	<a href="mailto:arosendale@csuniv.edu">arosendale@csuniv.edu</a>
Prof. C. Davis	Assoc. Director of Clinical Education, PA-C	843.863.7450	<a href="mailto:cdavis@csuniv.edu">cdavis@csuniv.edu</a>
Dr. L. Davis	Principal Faculty, PA-C	843.863.7462	<a href="mailto:ldavis@csuniv.edu">ldavis@csuniv.edu</a>
Prof. A. Black	Principal Faculty, PA-C	843.863.7457	<a href="mailto:ablack@csuniv.edu">ablack@csuniv.edu</a>
Prof. K. McLemore	Principal Faculty, PA-C	843.863.7451	<a href="mailto:kmclmore@csuniv.edu">kmclmore@csuniv.edu</a>
Dr. L. Walthall	Instructional Faculty, MD	843.863.7427	<a href="mailto:lwalthall@csuniv.edu">lwalthall@csuniv.edu</a>
Dr. M. Corvino	Instructional Faculty, PharmD	843.863.7427	<a href="mailto:mcorvino@csuniv.edu">mcorvino@csuniv.edu</a>
Staff Contact Information			
PA Program Office		843.863.7427	<a href="mailto:paprogram@csuniv.edu">paprogram@csuniv.edu</a>
Mrs. Destiny Rubio	Administrative Assistant	843.863.7180	<a href="mailto:drubio@csuniv.edu">drubio@csuniv.edu</a>
Ms. Madison Gaskins	Admissions Coordinator	843.863.7461	<a href="mailto:mgaskins@csuniv.edu">mgaskins@csuniv.edu</a>
Mrs. Sundi Romano	Clinical Coordinator	843.863.7020	<a href="mailto:sromano@csuniv.edu">sromano@csuniv.edu</a>
Ms. Iris Kelley	Lab Technician	843.863.7460	<a href="mailto:ikelley@csuniv.edu">ikelley@csuniv.edu</a>

## 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.

## Accessibility Services

If any student thinks he/she may need accommodations for a course, that student should contact the Accessibility Services Department of CSU Student Success, which is located on the 2<sup>nd</sup> floor of Rivers Library. Guidelines, applications, documentation, and consent forms, along with additional resources regarding the requirements/procedures, are located on [the Accessibility Services' website](#) or the student may wish to contact the office at 843-863-7159 to initiate registration for accommodations.

Approval of accommodations is **only** granted by CSU Accessibility Services. Once a student has been approved to receive accommodations through Accessibility Services, the student must contact and coordinate such accommodations request(s) with each course director individually during office hours to discuss the accommodations approved by CSU Accessibility Services. Please visit the CSU Accessibility Services website for additional information about this process.

## MyCSU

MyCSU 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 Username: 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 are required to check your BucMail daily 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 students of the PA Program. This includes on and off-campus activities related 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 spaces. 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 a 9th-generation iPad. This model has a 10.2" screen. We also provide you with two (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 notetaking 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 review all 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 [charlestonsouthern.edu](http://charlestonsouthern.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 of 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 \$100.00 per occurrence, plus processing fees. Tickets can be paid online at Rydin/Permit Express website.
- Parking in a handicapped 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.
- Except for 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 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 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 situation, you may text 843-371-8445 to communicate vital information. Please store this number on 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 on 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 viewed online on the Campus Security page.

## 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.

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

## TUITION & EXPENSES

Please see <https://www.charlestonsouthern.edu/academics/college-of-health-sciences/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%

\*Before the end of the drop/add period

## CURRICULUM OUTLINE

<b>Course List - Didactic Year</b>				
<b>Semester</b>	<b>Unit</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Credit Hours</b>
<b>Spring</b>	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
<b>Total Semester Hours</b>				<b>20</b>
<b>Summer</b>	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
<b>Total Semester Hours</b>				<b>15</b>
<b>Fall</b>	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
		<b>Total Semester Hours</b>		
<b>Total Didactic Year Hours</b>				<b>53</b>

\*Credit hours for MPAS 580 Clinical Year Prep will increase from 1 credit hour to 4 credit hours contingent upon Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) approval and with no impact on tuition.

<b>Course List - Clinical Year</b>		
<b>Course Number</b>	<b>Course Name</b>	<b>Credit Hours</b>
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
<b>Total Clinical Year Hours</b>		<b>46</b>



## 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

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 within five (5) academic years according to university and program-defined academic standards.
2. Achieve a minimum cumulative GPA of 3.0 at program completion.
3. Successfully pass all components of the Summative Evaluation within four (4) months of graduation, demonstrating all Student Learning Competencies have been mastered.
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 student's responsibility to ensure all degree requirements have been met to qualify for graduation. A graduating student must apply for their degree through the Registrar's Office no later than the start of their final semester preceding said graduation.

## 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 unit/semester on time as a cohort. Progression will be a function of successfully passing all required coursework in a unit, and the coursework for the unit will serve as the prerequisite requirement for the following unit.

Students may be allowed to progress within the PA program if they are in good academic standing. The ability to progress in the program is subject to the discretion of the Academic and Professionalism Progress Committee.

1. If 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 (A&P) Committee.
2. If a student receives disciplinary action per the professionalism policy, such status will be reviewed at the end of each academic unit by the A&P Committee, which will determine if the student will be placed on academic probation and/or allowed to progress in the program.
3. For a student to progress from the didactic year into the clinical year, he or she must be in good academic standing, as defined by achieving a cumulative GPA of 3.0 or higher at the end of Unit 5 and be recommended for advancement by the A&P Committee.

\*A student receiving a negative progression decision may appeal such a decision by submitting a written letter of appeal to the Academic and Professionalism Progress Committee within seven (7) business days of receiving written notification of such a decision.

*The program director is responsible for confirming a student's eligibility to sit for the Physician Assistant National Certification Exam (PANCE) following graduation. Such eligibility is based on successfully completing the program's curricular requirements and the Academic and Professionalism Progress Committee's positive recommendation on such students' preparedness for the exam.*

## PROBATION

Probation is formal recognition of substandard performance in the program. It is intended as an encouragement towards satisfactory student performance, an official means to communicate the gravity of a student's academic or professional situation, and a means of identifying any student at risk of being dismissed from the program for failing to meet learning objectives, course outcomes, or program standards. A student may be placed on probation as delineated in the academic standards and progression requirements above.

If a student has been placed on probation by the Academic and Professionalism Progress Committee, the director of didactic education or director of clinical education will present the student with a letter indicating such student has been formally placed on 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 probation:

1. The director of didactic education or the director of clinical education, the academic advisor, and the student will meet within the first week of the regularly scheduled class after receipt of such a letter. Formal documentation will be entered into the student's academic records, noting status, expected outcomes, revised remediation plans, expected timelines, and clearly established consequences for the student's failure to remediate probationary discrepancies.
2. Every student will meet regularly with their academic advisor to monitor progress. The timing/frequency of such meetings will be determined at the sole discretion of the advisor.
3. Every student will meet regularly with the course director of the course in which they are failing to meet academic success. The timing/frequency of such meetings will be determined at the sole discretion of the course director.
4. Students must follow the steps outlined in the "Formal Remediation" section of this policy as applicable to the circumstance of academic probation.

5. Academic probation may be disclosed in any final verifications of training, employment letters, applications for state medical licensure, and any letters of reference from the CSU PA program.
6. An individual student's academic advisor must approve the student's involvement in extracurricular activities and campus events.

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

1. The student successfully completes the subsequent grading period without earning any grades below a "B" while maintaining a cumulative GPA above 3.0 and/or
2. The student successfully remediates, demonstrating significant improvement in professionalism discrepancies or substandard performance.

If a student is removed from probation, the director of didactic education or the director of clinical education will present the student with a formal letter of notification that he or she has been removed from 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, 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

Students will not request changes in the examination schedule.

Grading policies and procedures are identified within the course syllabi for each course.

Every exam will have a proctor, and PA students must follow all the proctor's instructions.

Exams must be taken at the scheduled time, and any student who fails to follow this policy will be assigned a zero (0) score for such an exam. In the event of a student's absence, such student must notify the course director before the scheduled examination or, if unable to do so, as soon as possible thereafter to request an alternate time to take the exam. Notifying the course director of an absence does not guarantee the ability to make up the exam. Missed examinations will receive a zero ("0") score and are considered "failed" and are not eligible for retake or remediation.

Examinations must be completed within the allotted time given. No extensions will be granted. The time allocated for examinations will not be extended if a student arrives late. A tardy student may proceed to the testing site and complete the exam in the remaining time allotted. No additional time will be granted. However, if a tardy student arrives after a classmate has completed and submitted the exam, the student will not be permitted to take the exam at that time.

At the discretion of the course director, a missed examination may be taken within five (5) weekdays of the original exam date at a time and location determined by the course director. 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.

All personal items and electronic devices, including but not limited to cellular phones, smart watches, laptop computers, or any other electronic devices, must be turned off and placed securely in a designated location before the examination. Failure to abide by this policy will result in the student being asked to leave the examination with a recorded zero (0). Exclusions may be granted based on necessary accommodations.

Most exams will be administered in a computer lab. Students may be permitted a restroom break one at a time and only at the discretion of the exam proctor. Students who browse the web or look at any other resources during an

exam will be considered in violation of the Academic Integrity Policy.

Reproducing examination items in any manner (e.g., written, verbal, electronic, etc.) will be considered cheating and 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 being accepted. Test grades will not be reported to the class until all class members have taken the exam.

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 individually schedule time with the course director within seven (7) business days of such examination.

## REMEDIATION

Remediation refers to any additional training, supervision, or educative assistance beyond the required instruction and training provided to the cohort. The remediation process is designed to improve the student's knowledge, skills, and professional attributes necessary to meet or exceed the graduation requirements successfully. 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, as delineated below.

*Informal Remediation:* This first step in the remediation process begins when warning signs arise, signifying the potential for a student not meeting learning objectives or course outcomes related to knowledge, skill, or professional attributes. This informal remediation allows the faculty and students to communicate outside regular class periods to improve student understanding and performance. Faculty involved in informal remediation should document the student's strengths, deficiencies, expectations for improvement, observations, and progress. This documentation is not intended to become a permanent part of a student's records unless satisfactory progress is not achieved, and the student moves from *informal* to *formal* remediation.

*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, the director of clinical education, and the program director. This remediation process will be clearly documented to include the nature of such deficiency/deficiencies (e.g., medical knowledge; clinical skills; clinical reasoning and judgment; time management and organization; interpersonal skills and communication; professionalism; practice-based learning and improvement; systems-based practices; and/or mental well-being; etc.), the remediation plan, and the expected outcomes. During the remediation process, faculty will complete the *Remediation Summary Form*, as described below. 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 80 % on a midterm, final exam, lab practical, or OSCE demonstrates programmatic concern about the mastery of content for the assessment, and the student will be required to participate in a remediation plan to be considered for continuation in the program.

2. A grade of 75-79% on a midterm, final exam, lab practical, or OSCE will result in the implementation of an *informal* remediation plan. This plan includes completing a self-reflection survey assigned by the course director.
3. A grade of less than 75% on a midterm, final exam, lab practical, or OSCE will result in a *formal* remediation plan. Formal remediation will, at a minimum, follow these steps:
4. Formal remediation will, at a minimum, follow these steps:
  - a. The course director will meet with the student to review and identify deficiencies in 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 will evaluate such a student's proficiency upon completing the remediation plan. The assessment of proficiency in 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 70 percent) on a remediation 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 form 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.
5. All formal remediation must be completed within the established timeframe as documented on the Remediation Form.
6. Should a student fail to remediate a midterm, final exam, OSCE, or lab practical successfully, the student will be referred to the Academic and Professionalism Progress Committee for review and consideration of action.
  - a. Failure to successfully remediate a mid-term or final exam in any course may result in the dismissal from the program at the discretion of the Academic and Professionalism Progress Committee.
  - b. In the event of a recommendation for dismissal based on the failure to score above 70 percent on a remediation assessment, the student may file a formal appeal per the Academic Appeals Policy.

#### **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 75 percent on the SCPE assignment is required to participate in an informal 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 such a student scores a passing grade on

their first attempted remediation exam, the recorded grade on the remediated exam shall be a 70, as stated in the CSU PA Program Remediation Policy. In the event a student fails a first attempt remediated EOR exam within a course, such student will receive an '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 before retaking the exam for the third time (second remediation exam) 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. Should the affected student complete the formal remediation process and score 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 an 'F' in the course and will be required to remediate the entire rotation, which will result in a delay in graduation. Subsequently, the student will incur all financial costs and burdens of completing such rotation a second time. Students will not be allowed to repeat a rotation in place of an elective rotation. Should the rotation for remediation be an elective rotation, the student shall have to successfully complete a second rotation in that specialty in addition to the regular course requirements. Such required repeated elective rotation may result in the student not graduating on time.

- c. Students will not be allowed to remediate preceptor evaluations or patient encounter logging to increase their grade.

#### **Remediation of the Summative Evaluation:**

1. Students must earn a grade of greater than or equal to 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 75 percent or higher to graduate from the program.
3. Students will have two (2) 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.*
4. A student who fails to earn a grade above 75 percent after the maximum allocated attempts will be dismissed from the program.

#### **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 to the Academic and Professionalism Progress Committee and 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.

**Didactic Year:**

For students requesting a leave of absence during the *didactic* year, the Academic and Professionalism Progress Committee will make a recommendation to the program director, who makes the final decision regarding whether the leave of absence should be approved and the contingencies of returning to the program if approved. Students will either be required to return to the program in January or the semester after the one they most successfully completed.

**Clinical Year:**

For students requesting a leave of absence during the *clinical* year, the Academic and Professionalism Progress Committee will make a recommendation to the program director, who makes the final decision regarding whether the leave of absence should be approved and the contingencies of returning to the program if approved. Students will return to the program within one (1) year from the date their leave of absence commenced and may not be permitted to complete The Graduate Project II coursework with their current cohort.

**Additional Considerations:**

1. Students may only be granted one (1) 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. A leave of absence will delay program completion, graduation, and registration for the Physician Assistant National Certifying Examination (PANCE).
4. If 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.
  - a. Any student granted a leave of absence for a medical reason will be required to provide documentation from their medical provider so that they may return to the program with their intent to resume letter.
5. A student with a leave of absence must complete a unique CSU application for readmission to be registered for courses and receive Financial Aid.
6. Any student granted a leave of absence will be required to complete a new background check and urine drug screen, which will be subject to the same review as other PA program matriculants within said cohort.
7. A student granted a leave of absence may choose to audit courses in the program leading up to their return to the program but will be required to comply with university course auditing fees. Any associated financial burdens shall be the sole responsibility of such student.
8. The ability of a student to return to the program outside of a January start will be contingent on the approval of the ARC-PA. Should the ARC-PA deny the program's application to exceed class size, the student will be unable to continue in the program.
9. A student denied a leave of absence by the Program director may not appeal this decision.

**PROFESSIONALISM**

One of the goals of the Charleston Southern University Physician Assistant Program is to graduate healthcare providers who are clinically sound and well-respected professionals within the medical community. Professional behavior is an essential tenant of medical practice and physician assistant medical education. The Accreditation Council for Graduate Medical Education (ACGME) identifies professionalism as professional responsibilities, ethical principles adherence, and sensitivity to a diverse patient population. Furthermore, because our graduates will be key healthcare team members, we acknowledge that professionalism within the medical training program will further develop providers



who will communicate well and respect principles of honesty, confidentiality, and respect for others and the actions of others. Therefore, CSU PA students must always exhibit professional behavior in all settings. Personal appearance and behavior are reflective of CSU and the chosen profession of a physician assistant.

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

### **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, and/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 the following:

- Adhere to standards of care in the role of the PA in the health care team.
- Demonstrate compassion, integrity, and respect for others, including professional relationships with all other healthcare providers.
- Demonstrate responsiveness to patient needs that supersedes self-interest.
- Show accountability to patients, society, and the PA profession.
- Demonstrate cultural humility and responsiveness to a diverse patient population, including diversity in sex, gender identity, sexual orientation, age, culture, race, ethnicity, socioeconomic status, religion, and abilities.
- Show commitment to ethical principles pertaining to the provision or withholding of care, confidentiality, patient autonomy, informed consent, business practices, and compliance with relevant laws, policies, and regulations.
- Demonstrate commitment to lifelong learning and education of students and other healthcare professionals.
- Demonstrate commitment to personal wellness and self-care that supports the provision of quality patient care.
- Exercise good judgment and fiscal responsibility when utilizing resources.
- Demonstrate flexibility and professional civility when adapting to change.
- Demonstrate self-reflection, critical curiosity, and initiative.
- Implement leadership practices and principles.
- Demonstrate effective advocacy for the PA profession in the workplace and policymaking processes.

*CSU PA Program uses the NCCPA's Competencies for the Physician Assistant (PA) Profession as a guideline for the CSU PA student's professional behavior expectations outlined below:*

1. Arrives on time and is prepared for class
2. Exhibits a positive and professional attitude and behavior in class and in clinical settings.
3. Actively engaged in class
4. Exhibits excellent communication skills, both written and verbal, in all interactions.
5. Demonstrates respect towards others in all interactions.



6. Demonstrates the appropriate attire and appearance.
7. Adheres to academic integrity.

**Disciplinary action will proceed as follows:**

1. Written warning and counseling from the faculty.
2. Written warning, counseling from the didactic or clinical director, and student self-reflection.
3. Academic probation and counseling with the program director.

Dismissal from the program.

## **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, or low-cut or expose the torso 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, herein, 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 clinical settings.
- **Jewelry** - Watches, wedding rings, and earrings are permissible. Students must avoid wearing excessive bracelets or necklaces that may be distracting in lectures or clinical settings.
- **Odors** - Perfumes, colognes, lotions, smoke, and deodorants with heavy scents are not permitted.
- **Piercings & Tattoos** - Ear and nostril piercings are acceptable during the didactic year. However, it should be left to the discretion of clinical sites to set appearance standards for piercings during the clinical year. No earlobe expanders are allowed. Tattoos should be covered with appropriate attire in the clinical setting when possible.
- **Shoes/Socks** - Acceptable shoe styles include oxfords, lace-ups, 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.
- **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 sundresses. Skirts and dresses should be no more than three inches above the knee.
- **Identification** - Students will be issued a CSU Student ID, which must be worn and prominently displayed at all times in their role as a student of the PA program. This includes on and off-campus activities related 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, and/or physician assistant faculty reserve the right to dismiss any student they believe is not appropriately attired from a clinical or educational site. Such action will be reviewed by the Academic

and Professionalism Progress Committee and may result in disciplinary action. The latter 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 the program.

### **Laboratory Settings**

Courses that 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. Such course requirements will have precedence over the policies noted above but will not replace them.

### **Clinical Settings**

Students must be clearly identified as Physician Assistant students in all clinical settings. They are to be clearly distinguished from other health profession students and practitioners. In medical settings, students must ALWAYS introduce themselves to patients, patient family members, clinical site staff, and others 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 must also wear either their CSU Student ID badge or a site-issued badge for each rotation.

## **STUDENT ATTENDANCE**

Attendance is a critical component of the CSU Physician Assistant (PA) program, contributing significantly to the learning experience and professional development of our students. Regular attendance is essential to mastering course content and clinical skills and cultivating a professional demeanor. Therefore, attendance is required for program lectures, skills labs, OSCEs, other educational activities, clinical rotations, call-back days, the summative assessment, and board review week for the CSU PA program. Because the program understands that occasions may exist that result in absence in class, this policy aims to establish clear expectations regarding attendance and consequences for non-compliance.

### **Didactic Phase Attendance Requirements**

**Minimum Attendance Threshold:** Attendance for each course must meet or exceed 85% of the scheduled class times. This threshold ensures that students are actively engaged in learning and meeting the program’s educational standards.

#### ***Consequences for non-compliance:***

1. First instance (less than 85% attendance in any course):
  - A written professionalism warning will be issued.
  - Counseling session with the director of didactic Education (DDE) to address concerns and develop strategies for improvement.
2. Subsequent instances (Less than 85% attendance in more than one (1) course):
  - Academic probation status will be assigned.
  - Counseling session with the program director to discuss the implications of academic probation and develop a plan for improvement.
3. Continued non-compliance (less than 85% attendance in any course after academic probation):
  - Dismissal from the PA program may be considered.
  - The decision for dismissal will be made after a thorough review by the Academic & Professionalism

Progress (A&P) Committee, considering the student's overall academic performance, professional conduct, and efforts to remedy attendance issues.

**Process:**

1. Documentation:
  - Attendance records will be regularly maintained and monitored by course instructors.
  - Instances of non-compliance with the attendance policy will be documented and communicated to the DDE.
2. Notification:
  - Students will be promptly notified of attendance concerns, warnings, and the initiation of academic probation.
3. Counseling:
  - Counseling sessions will be conducted with the aim of understanding the root causes of attendance issues and collaboratively developing strategies for improvement.

### **Clinical Phase Attendance Requirements**

**Attendance Expectations:**

- Students must attend all assigned supervised clinical practice experiences (SCPEs) when scheduled.
- Each rotation (SCPE) is five (5) weeks, and the student must 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 educational activities during evenings, overnight, and/or weekends/holidays.
- Students may miss no more than three (3) clinical days over the course of the entire clinical year, which are not to exceed two (2) days in any given rotation.
- Absences are prohibited during Call-Back Days (CBD), the Summative Evaluation, or Board Review Week.

**Protocol for reporting an unexpected absence:**

- Any student missing a clinical day for unexpected events (e.g., illness) must notify the clinical preceptor of the absence as soon as possible **on the day of absence**. The student will make every reasonable effort to contact the clinical preceptor or the clinical site to confirm the message is received and the expected return date.
- The student must also notify the director of clinical education (DCE) **on the day of absence**.
- An *Absence Report Form* must be submitted to the DCE within two (2) business days following the return from the unanticipated absence.

**Protocol for reporting an expected absence:**

- If aware of the absence in advance, students are required to notify the DCE at their earliest opportunity in advance of the absence by submitting an *Absence Report Form*.
- Once the DCE signs the *Absence Report Form*, the student must then take the form to their clinical preceptor for approval.
- Once the preceptor signs, the student will return the form to the DCE, where it will be placed in the student's file.

**Consequences for non-compliance:**

1. First failure to notify the director of clinical education and/or preceptor of absence: \*
  - A written professionalism warning will be issued.
  - Counseling session with the DCE to address concerns and develop strategies for improvement.
2. Subsequent failures to notify the director of clinical education and/or preceptor of absence: \*
  - Academic probation status will be assigned.
  - Counseling session with the program director to discuss the implications of academic probation and develop a plan for improvement.
3. Failure to attend Call-Back Days, Summative Evaluation, or Board Review Week: \*
  - Extenuating circumstances that may warrant an absence from CBDs, any part of the summative

evaluation, or board review week will be considered by the director of clinical education and program director on a case-by-case basis.

- If a student is absent without extenuating circumstances, or the circumstances are not approved, the student will receive a zero (0) for the activity, professionalism probation, and consideration for dismissal from the PA program by the Academic and Professionalism Progression Committee (A&P Committee). The decision for dismissal will be made after a thorough review by the A&P Committee, considering the student's overall academic performance, professional conduct, and efforts to remedy attendance issues.

\* ***Additional work may be required to meet specific time requirements for the rotation. Students may be required to make up shifts due to absences, which may delay graduation.***

#### **Process:**

##### 1. Documentation:

- The preceptor evaluation of the student encourages preceptors to document any absence of the PA student during a rotation.
- Instances of non-compliance with the attendance policy will be documented and communicated to the DCE.

##### 2. Notification:

- Students will be promptly notified of attendance concerns, warnings, and the initiation of academic probation.

##### 3. Counseling:

- Counseling sessions will be conducted with the aim of understanding the root causes of attendance issues and collaboratively developing strategies for improvement.

**APPEALS:** All CSU PA students have the right to appeal decisions related to academic probation or dismissal. The appeal process is outlined in the PA Student Handbook.

**APPEALS:** All CSU PA students have the right to appeal decisions related to academic probation or dismissal. The appeal process is outlined in the PA Student Handbook.

#### **Inclement Weather**

In 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 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 report to the site unless other arrangements have been made with the director of clinical education.

Students in the clinical phase of the program should exercise reasonable judgment, especially given the potential for 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, on the same date as the closing, 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 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 or disparage a product, cause, political party, or candidate for public office.
- It is expected that during lectures and clinical time, use of devices employed for social media will be used only as authorized by the faculty. If the device is combined with a cell phone, it is expected that the cell phone aspect of the device will be silenced.
- No personal phone conversations or texting are allowed anytime in patient areas or 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 notetaking and classroom activities. Using these devices is distracting for the involved student and 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.
- Students must be aware of their association with Charleston Southern University in online social networks. If identified as a student of the university, he/she must ensure their profile and related content are consistent with Charleston Southern University policies. Furthermore, consideration of how social media postings portray students to potential colleagues, clients, and potential employers is imperative. Any personal points of view must be identified as those of the student and clearly avoid implying or aligning those as belonging to Charleston Southern University.
- Health Insurance Portability and Accountability Act (HIPAA) guidelines must be always observed. Identifiable information concerning patients/caregivers/clinical rotations must not be posted in any online forum, social media, or website.
- Ultimately, the CSU PA students have sole responsibility for what they post. Students must be wise about protecting themselves, others' privacy, and confidential information.
- Text messaging is not acceptable for 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 the majority of the work required for a course but, for reasons beyond the student's control, the entirety of the coursework cannot be completed in the timeframe 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 will have to complete the required coursework, not to exceed 30 business 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 it 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 of "I" 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 voluntary withdrawal from the program at any time by writing a formal letter of resignation to the program director. It is recommended that students meet with their academic advisor and program director before initiating the withdrawal process.

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 once the appropriate paperwork is fully executed and submitted. Such students are responsible for tuition and fees according to the Tuition and Fees Policy, which can be found on the CSU PA program 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. 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 program's outlined progression requirements described above.

### **Withdrawal by Request of the Program**

Charleston Southern University reserves the right to require the withdrawal of a student whose conduct, general attitude, and/or influence are considered harmful to the university. Such administrative withdrawals or suspensions are handled through the program director, the Dean of the College of Health Sciences, and the Provost/Vice President for Academic Affairs.

## **ACADEMIC INTEGRITY**

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 in 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 on their course syllabi.

Violations of this policy will result in academic discipline, up to and including expulsion from the University. Since physician assistant students will be making decisions as future licensed professionals that affect their patients’ lives, foundational ethical integrity is a core principle of the program. The CSU PA program is committed to a zero-tolerance policy for any academic dishonesty and/or ethical infractions.

All results from the proceedings of the enrollment sub-committee of the Graduate Council should be reported to the program director, the Dean of the College of Health Sciences, and the Dean of Students.

#### **Procedure for Reporting an Academic Integrity Violation:**

1. It is the responsibility of the 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 (0) 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 course director 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 and 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, the program director, the Dean of the College of Health Sciences, and the Dean of Students. 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 Provost/VPAA.
4. A second violation of the Academic Integrity Policy will result in dismissal from the program. There is no appeal process for a second violation of this policy.

*The PA Program follows the CSU policies for academic integrity.*



## ARTIFICIAL INTELLIGENCE (AI) USE

This establishes guidelines for the ethical, responsible, and effective use of Artificial Intelligence (AI) tools within the CSU PA program and ensures that PA students responsibly utilize AI to enhance learning, research, and clinical training while upholding academic integrity, professionalism, and patient-centered care. AI should never replace medical literature or evidence-based medical resources and is not considered a substitution for critical thinking or independent learning. This policy is anticipated to grow and change with advances in technology.

Transparency about AI use eliminates concerns about credibility and perceived dishonesty. Use caution and avoid overreliance on AI, which can be inaccurate or biased. Verify, cite, and consistently use your knowledge base and clinical reasoning skills.

The use of AI for significant contributions to your work must be cited or acknowledged to avoid plagiarism. The CSU PA program uses the AMA format for writing and citations.

### Prohibited AI Use

- AI platforms and tools are strictly prohibited and must not be used to complete assessments, graded assignments, or clinical documentation unless explicitly permitted by the course director, instructor, or faculty.
- Submitting AI-generated work as original without disclosure is considered plagiarism, which is Academic Dishonesty and a violation of ethical integrity. That will result in academic discipline, including expulsion from the University.

Note: *This policy was created using ChatGPT.*

## ACADEMIC AND PROFESSIONALISM GRIEVANCES

### Procedures for PA Students Appealing Course 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 contact the course director to explain the basis of dissatisfaction, and the instructor 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 ten (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 ten (10) days of the student's request (unless the request does not fall within a major term; see paragraph 4 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 director of didactic education or the director of clinical education.
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 program director within ten (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 ten (10) days of receiving the written appeal, the program director will notify the professor, the student, and the Registrar of the program director's decision. 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 and promptly notify the student 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 shall appoint, within ten (10) days, an ad hoc review committee of three (3) 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 program director, professor, and student within ten (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 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 Provost/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 actions be taken.

#### **Procedures for Appealing Academic Integrity Violation**

1. The student who wishes to appeal an academic integrity violation should submit his/her appeal in writing to the program director by the appeal due date indicated on the *Academic Violation Form*, which is within ten (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 to the professor who completed the form's decision. The burden of proof lies with the student in such a case to show that an error or malfeasance has occurred. Within ten (10) regularly scheduled class days of receiving the written appeal, the program director will notify in writing both the professor and the student of the decision. If the program director is the one who files the *Academic Violation Form*, then the student must appeal to the Dean of the College of Health Sciences
2. 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. When, in the opinion of the program director, a student's appeal raises a reasonable doubt as to whether a mistake or malfeasance has occurred, the program director will meet with the professor and with the student and render a decision within ten (10) regularly scheduled class days of the receipt of the appeal. If the decision favors granting the student's appeal, the program director may request that the Registrar remove the *Academic Violation Form* from the student's record. The program director will notify both the student and the professor 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 ten (10) regularly scheduled class days of receiving the response from the program director. 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. The Academic Integrity Appeals Committee will be composed of five (5) members: three (3) faculty and two (2) students. The two (2) students are selected from the other CSU graduate programs and not in the appealing student's program. Faculty members and students are selected by the program director as needed. If a member

of the Academic Integrity Appeals Committee is unavailable, involved in the matter being appealed, or feels that he/she must recuse themselves, then the program director will select another candidate to replace that member.

5. All results from the proceedings of the Academic Dishonesty Appeals Committee should be reported to the program director, the Dean of the College of Health Sciences, the Dean of Students, and the Provost/VPAA as information.

### **Procedures for Appealing a Professionalism Violation**

1. The student who wishes to appeal a professionalism violation should submit his/her appeal in writing to the program director within ten (10) regularly scheduled class days. This statement should contain the reason(s) why the student is appealing the professionalism violation. The burden of proof lies with the student in such a case to show that an error or malfeasance has occurred. Within ten (10) regularly scheduled class days of receiving the written appeal, the program director will notify both the instructor and the student of the decision in writing. If the program director is the one who issues the violation, then the student must appeal to the Dean of the College of Health Sciences.
2. When, in the sole 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. When, in the opinion of the program director, a student's appeal raises a reasonable doubt as to whether a mistake or malfeasance has occurred, the program director will meet with the instructor and with the student and render a decision within ten (10) regularly scheduled class days of the receipt of the appeal. If the decision favors granting the student's appeal, the program director may request that the violation be removed from the student's record. The program director will notify both the student and the professor of this action.

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

## **ADVISEMENT POLICY**

Because the PA program curriculum is delivered in a lock-step fashion, the role of the advisor will not involve helping students design their educational plan in the academic year. All CSU PA students are assigned an academic advisor on the first day of enrollment. The advisor is a PA program faculty member. A formal advising session between a student and their advisor must occur at least once during each unit of the didactic curriculum and at least twice during the clinical year.

The faculty advisor focuses on supporting the student's academic and professional success and personal well-being. Topics of discussion at formal advising sessions should include, but are not limited to, the student's academic progress, overall GPA, and test-taking issues. Faculty advisors are to be available outside regularly scheduled meeting times when student needs arise that may affect their academic performance. Faculty advisors must complete the *Student Advising Form* for formal individual advising sessions.

Academic advising is an ongoing educational process that connects the student to the university. Academic advisors serve as mentors who represent and interpret university policies and procedures for students while helping them navigate the institution's academic and organizational paths.

*Includes excerpts from the CSU Student Handbook*

## **STUDENT EMPLOYMENT POLICY**

The Charleston Southern University (CSU) Physician Assistant (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, and/or experience(s). Students are not to be the primary instructor or instructor of record for any curriculum component 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 clinical rotation, he or she must contact the director of clinical education within 1 calendar day of such event. Information collected will be reviewed by the director of clinical education and the program director to determine the suitability of continued use of such preceptor. The following actions may be considered 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, communicate with the preceptor and/or office manager, or remove the clinical site or preceptor from program use. The assignment of preceptors will be modified as necessary to ensure each student will meet the expected learning outcomes 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 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 Charleston Southern University Physician Assistant Program policy is to follow guidelines issued 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 accepted by all healthcare providers and students training to become healthcare providers. The program will provide specific training on infectious and environmental hazards before any educational activities that would place students at risk for potential exposure.

During the clinical year, students will 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 must be immediately reported to the appropriate person following the completion of initial first aid safety procedures. Failure to report an accident or injury promptly may be grounds for disciplinary action, up to and including dismissal from the program.

#### **On Campus**

- If an incident occurs in the laboratory or classroom setting, the affected student(s) will immediately notify the instructor.

- Such student(s) should go to Trident Medical Center (located at 9330 Medical Plaza Drive, North Charleston, SC 29406) to receive an evaluation and treatment of injury, if appropriate. Such medical triage is the financial responsibility of the affected student(s).
- All such exposure incidents should subsequently be reported to the director of didactic education or the director of clinical education by submitting an *Incident Report Form* within 48 hours of the event.
- For specific exposure-related policies and procedures in the Human Anatomy Lab, please reference the *College of Health Sciences Human Anatomy Lab Policies and Procedure Manual*.

#### **Off-Campus**

- If an incident occurs at a clinical training site, the affected student(s) will notify the designated clinical preceptor immediately.
- The student will follow each clinical site's exposure protocol and seek evaluation and treatment based on that site's protocol for dealing with injuries and/or exposures.
- If the clinical site lacks such protocol, treatment should be sought in the nearest emergency department, as determined by the student and clinical preceptor, to receive an evaluation and treatment of injury if appropriate. Such medical triage is the financial responsibility of the affected student(s).
- Subsequently, the student must report all incidents to the director of clinical education by submitting an *Incident Report Form* within 48 hours of the event.

*In 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 recognized and unrecognized sources. Such precautions apply to all patient care and laboratory or clinical training experiences. The use of standard universal precautions is a mark of professionalism, and all faculty and students will utilize them in all activities that present potential exposure to bloodborne pathogens and hazardous substances. Failure to do so may be grounds for disciplinary action, up to and including dismissal from the program.

PA students should behave like any patient who may have a potentially contagious disease. In doing so, a student should avoid direct contact with blood, body fluids, secretions, excretions, mucous membranes, non-intact skin, possibly contaminated articles, and/or any other reasonable hazard source.

A student should avoid direct contact with an injury from all sharps and dispose of them in designated puncture-resistant containers directly after use.

### **Hand Hygiene**

According to the Centers for Disease Control and Prevention (CDC), hand hygiene is a general term that includes handwashing, antiseptic handwash, alcohol-based hand rub, and/or surgical hand hygiene/antiseptics. Such hand hygiene is crucial in reducing the risk of transmitting infectious agents. Students should practice hand hygiene frequently and thoroughly in all potential exposure situations, including but not limited to immediately before touching a patient, before performing an aseptic task, before moving from work on a soiled body site to a clean body site on the same patient; after touching a patient or the patient's immediate environment; after contact with blood, body fluids or contaminated surfaces; and immediately after glove removal.

Hand hygiene includes the use of soap and water as well as approved alcohol-based or chemical products for hand disinfection. The CDC guidelines for *Hand Hygiene for Healthcare Workers* recommend using an alcohol-based hand rub for hand hygiene unless hands are visibly soiled, when washing with soap and water is preferred. 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 (*C. difficile* or norovirus), soap and water should be used immediately. For more information, see the [CDC website](#).

### **Personal Protective Equipment**

Appropriate personal protective equipment (PPE) should be put on before 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, including between patients. The use of PPE is to protect skin and mucous membranes, especially the eyes, nose, and mouth. Types of PPE in healthcare include but are not limited to the following.

1. Gloves – protect hands and allow efficient removal of organisms from hands.
2. Gowns and Aprons – protect skin and clothing.
3. Face masks – protect mucous membranes of mouth and nose.
4. Respirators – prevent inhalation of infectious material.
5. Goggles – protect eyes.
6. Face shields – protect mucous membranes of the face, mouth, nose, and eyes.

Gloves should be worn when handling potentially infectious materials, including, but not limited to, blood, bodily fluids, secretions, and/or excretions, and when touching mucous membranes, non-intact skin, body orifices, or contaminated articles or equipment. Gloves must be removed and disposed of after each use.

Masks, gowns or aprons, goggles, and/or face shields should be worn for procedures and patient-care activities reasonably likely to generate splashes or sprays of bodily fluids or other hazardous material exposure and when anticipated procedures and/or activities can be reasonably expected to potentially cause contact of provider clothing and/or exposed skin and/or mucous membranes with blood, bodily fluids, secretions, excretions, and/or other potentially infectious materials.

Immediately after removing PPE, such materials should be properly disposed of, and hand hygiene should be performed.

### **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 must 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 of or clean all contaminated articles, equipment, and materials in a safe manner as prescribed by law and university and/or clinical site policy.

- In all areas where patient care is performed, cleaning and disinfection will occur after every activity, especially but not limited to between patients.

### **Respiratory Hygiene/Cough Etiquette**

- When coughing or sneezing, cover your mouth and nose with a tissue or use 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 or respirator 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.*

## **STUDENT RESPONSIBILITIES**

The 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.

Before enrollment, all students must provide proof of health insurance through a third-party agency selected by the program. Proof of health insurance must be updated through the third-party agency upon policy renewal or if there is a change in coverage. This health insurance policy must remain active throughout each student's involvement in the PA program. Failure to do so is grounds for dismissal. The financial burden of such insurance is the sole responsibility of the student.

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 Charleston Southern University (CSU) Physician Assistant (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, the program director and faculty review all CSU PA program policies with the students at New Student Orientation.

### **STUDENT GRIEVANCES**

The PA program abides by the Charleston Southern University Policy for Student Grievances on page 62 of the *2023-2024 CSU Student Handbook*.

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 *2023-2024 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 [this link](#).

## ALLEGATIONS OF HARASSMENT

Charleston Southern University is committed to providing its students with an environment free from implicit and explicit coercive harassment. Harassment based on race, gender, religion, disability, age, sexual orientation, and/or any form of aggressive pressure and/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. Students who wish to lodge formal complaints regarding institutional policies and practices and other circumstances regarding student life should contact the Dean of Students Office, Student Center, second floor. Formal complaints may be submitted electronically [here](#) or in the form of a letter or an e-mail. The [Dean of Students](#) will determine the appropriate channel for addressing the complaint and forward it to the relevant department when necessary.

The appropriate department will provide the student with an acknowledgment of receipt of the complaint within 10 business days of the receipt of the complaint. 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, 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 university department will provide the student with an institutional response to the complaint.

The university recognizes the sensitive and confidential nature of many student complaints, so documentation and correspondence about written student complaints are kept confidential. Such information is shared with other departments and/or CSU officials 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 and/or action that may be interpreted as being inappropriate and/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. Students who wish to lodge formal complaints regarding institutional policies and practices and other circumstances regarding student life should contact the Dean of Students Office, Student Center, second floor. Formal



complaints may be submitted electronically [here](#) or in the form of a letter or an e-mail. The [Dean of Students](#) will determine the appropriate channel for addressing the complaint and forward it to the relevant department when necessary.

The appropriate department and/or official will provide the student with an acknowledgment of receipt of the complaint within 10 business days of the receipt of such complaint. This acknowledgment may take written or verbal form based on the nature of the situation. Within 30 business days after receipt of such complaint, the appropriate department and/or official of the university will provide the student and the Dean of Students with the institutional response to the complaint.

## TITLE IX

Charleston Southern University is committed to maintaining a safe learning environment for everyone. In accordance with Title IX of the Education Amendments of 1972, the university prohibits any form of sexual harassment, including quid pro quo harassment, hostile environments, sexual assault, dating/domestic violence, and stalking. This policy applies to all students, employees, and visitors.

Additionally, Title IX prohibits discrimination against students based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from these conditions. Pregnant or parenting students may receive accommodations to ensure their full participation in educational programs. These adjustments can be arranged through the university's Title IX Coordinator or their designee.

Under Charleston Southern University's Title IX Policy, all faculty members, including teaching assistants, are required to report any disclosures of sex or gender-based discrimination or violence to the Title IX Coordinator. The Title IX Coordinator will provide support and resources while maintaining privacy. If you or someone you know needs assistance, please contact the Title IX Coordinator by phone at (843)-863-7374 or by email at [titleix@csuniv.edu](mailto:titleix@csuniv.edu). The Title IX Office is located on the 2<sup>nd</sup> floor of the Student Center.

For more information on Title IX procedures, anonymous reporting, or available support, please visit the university's website at <https://www.charlestonsouthern.edu/offices/title-ix/>.

## STUDENT HEALTH POLICY

### HEALTH INSURANCE AND FINANCIAL RESPONSIBILITY

The PA program will contract a third-party agency to record and certify student health records required for the program. Such an agency will notify the program of the up-to-date status of each student's 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, background checks, and other necessary documentation. This release form and documentation that the student has met program health screening and immunization requirements will be maintained in the student's file.

This policy regarding students' immunization and health screening requirements is based on the current [Centers for Disease Control and Prevention \(CDC\) recommendations for healthcare workers](#) and specific state mandates in South Carolina.



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

## **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. Such an agency will notify the program of the up-to-date status of each student's 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, background checks, and other necessary documentation. This release form and documentation that the student has met program health screening and immunization requirements will be maintained in the student's file.

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Each student is required to complete the following immunization requirements listed below before enrollment. Failure to comply with the following requirements may delay entry into the program or prevent a student from progressing in the program. Students assume the sole responsibility for the cost of all 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 before submission to the health record service.

#### COVID-19:

- The CDC recommends all healthcare workers receive an updated 2024-2025 COVID-19 vaccine from Moderna, Novavax, or Pfizer. In alignment with this recommendation, documentation of the updated 2024-2025 COVID-19 vaccine per CDC their facilities.
- EXEMPTION: Some clinical partners currently allow medical or religious exemptions for COVID-19 vaccination. These exemptions are approved on a case-by-case basis, and clinical sites are not obligated to approve medical or religious exemptions. It is the student's responsibility to pursue and be granted medical or religious exemptions if they so choose.
- NOTE: Not being fully vaccinated against COVID-19 may result in a student being unable to participate in clinical education activities at some clinical sites. There is no guarantee that alternative experiences will be found to accommodate non-vaccinated students, which will result in delayed graduation from the program or the inability to complete the program at all.

#### Hepatitis B:

- The student must provide documentation of the successful completion of a Hep B vaccine series AND a quantitative antibody titer proving immunity. If the titer provided is negative, the student must repeat one

of the CDC-recommended vaccine series and repeat the serological testing one (1) month after the second series.

Note: \*\*If the student completes six (6) doses of Hep B and two (2) titers showing no immunity, they will be considered a “non-responder” and should

#### Influenza:

- The student must provide documentation of an influenza vaccine administered during the current flu season (the CDC recognizes September and October as the best times to be vaccinated). The renewal date will be set for one (1) year from the administered date of the vaccine.
- EXEMPTION: Some clinical partners currently allow medical or religious exemptions for the flu vaccination. These exemptions are approved on a case-by-case basis, and clinical sites are not obligated to approve medical or religious exemptions. It is the student’s responsibility to pursue and be granted medical or religious exemptions if they so choose.

#### Measles, Mumps, Rubella (MMR):

- The student must provide documentation of two (2) MMR vaccines given at least 28 days apart or a positive titer showing immunity (this can be from childhood). Students with two (2) 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 must repeat the 2-shot series.

#### Tetanus/Diphtheria/Pertussis:

- The student must provide documentation of a single Tdap vaccination received within the last ten (10) years. If the last vaccination is outside of the 10-year window, an updated Tdap vaccine or Td booster *within* the last ten (10) years must be obtained and uploaded.

#### Varicella (Chickenpox):

- The student must provide evidence of varicella immunity in one of the following ways:
  - 1) Documentation of two (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 two (2) doses of varicella vaccine, four (4) weeks apart, and upload all documentation OR
  - 3) Verification of history of varicella or herpes zoster by a healthcare provider.

NOTE: The [meningococcal](#) vaccine is not routinely required by most of the CSU PA clinical partners.

#### 2-Step TB Skin (PPD) Test:

- Before enrollment, the student must complete the Health Care Personnel Baseline Individual TB Risk Assessment Form and begin completing a 2-step PPD if they mark “Yes” to any of the statements on the form.
- Before starting 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 that many clinical sites require PPDs completed *no more than 30 days* before 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 must be completed at the start of their clinical year and again in six (6) months per clinical site requirements.
- A negative blood test – *QuantiFERON®-TB Gold Plus (QFT-Plus)* or *T-SPOT®.TB test (T-Spot)* – will be accepted in place of a 2-Step PPD unless otherwise noted by clinical sites.
- NOTE: The TB blood tests are preferred for anyone who has received the TB vaccine bacilli Calmette-Guerin (BCG)

*It is important to note that clinical sites and preceptors may require additional vaccinations and documentation, and the financial burden of any and all such vaccinations and/or documentation shall remain the sole financial responsibility of the individual student.*

## **INTERNATIONAL ELECTIVES & GLOBAL MISSIONS TRIPS**

The CSU PA program requires students participating in international elective rotations or global mission trips to adhere to the CDC Travelers' Health recommended immunizations and health guidelines for travelers. Compliance with these guidelines ensures the safety and well-being of both the students and the communities they serve and is mandatory for participation in our international programs. Visit the [CDC Travelers' Health](#) page for more information.

## **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 by providing timely referrals to student counseling services for addressing personal issues that may impact their progress in the PA Program. However, faculty advisors cannot and will not act as medical providers or mental health counselors for students.

CSU Counseling Services provides professional mental health counseling to students through individual counseling for various 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 on the 2nd floor of Russell West during normal business hours. In an emergency, students are directed to call 911 or go to the nearest emergency room. More information regarding student counseling resources can be found at this [LINK](#).

## **BACKGROUND CHECK AND URINE DRUG SCREEN POLICY**

The Charleston Southern University (CSU) Physician Assistant (PA) program requires a background check and urine drug screen of all conditionally admitted applicants and current students. The purpose of such testing is to enhance the health and safety of patients, students, faculty, and staff in academic and clinical environments. The background check and urine drug screen are intended to identify potential incidents and/or behaviors in an applicant's or student's history that might pose a risk to patients and/or others.

The fees and any financial burdens associated with such background checks and urine drug screens are the sole responsibility of the applicant or student, 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 applicants admitted to the CSU PA program will be required to undergo a background check and urine drug screen before enrollment. Students will be given step-by-step instructions on completing the background check and urine drug screen once they have paid their seat deposit for enrollment. The offer of admission is contingent upon the acceptable results of the background check and urine drug screen. If an admitted applicant declines to undergo the background check and/or urine drug screen and/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 sole discretion of the program. If a student declines to undergo such background check and/or urine drug screen, and/or if findings of a serious nature are revealed, such may be grounds for dismissal from the program.

Background checks and/or 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 and/or potentially being recommended for graduation.

## **BACKGROUND CHECK AND URINE DRUG SCREEN RESULTS**

The admissions coordinator and program director are responsible for reviewing background check results. Findings that are potentially detrimental to patients, students, faculty, and/or staff in the academic and/or clinical environments will be discussed by the program director, the Dean of the College of Health Sciences, and directly with the student. The program director makes the decision on enrollment or retention of such student in association with the Dean of the College of Health Sciences and/or the Provost/VPAA. All such decisions are final, and applicants and students cannot 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/or frequency of any reported offense(s),
2. The length of time since the offense(s) occurred,
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 in 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 admissions coordinator and program director are responsible for reviewing background check results. Findings that are potentially detrimental to patients, students, faculty, and/or staff in the academic and/or clinical environments will be discussed by the program director, the Dean of the College of Health Sciences, and directly with the student. The program director makes the decision on enrollment or retention of such student in association with

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5. The relationship between the duties to be performed in 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 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 such a statement throughout their enrollment in the program. A copy of the signed statement is maintained in the student's file. The statement reads:

*I, \_\_\_\_\_, acknowledge my responsibility to abide by applicable federal law and the CSU PA Program Confidentiality Policy to keep confidential any information regarding a patient, client, and/or agency. By signing below, I agree not to reveal to any person and/or persons except specifically authorized agency staff and associated personnel any specific information regarding any patient, client, and/or agency. I 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 such agency.*

*I further understand that any unauthorized disclosure of confidential information may result in failure of the course in which the incident occurs and will result in disciplinary action, up to and including dismissal from the program.*

## APPENDIX 1 – STUDENT RESOURCES

### Accessibility Services

- 843-863-7159
- Location: Student Success Center on the 2<sup>nd</sup> floor of Rivers Library

### Brewer Center Recreation Facilities

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

### 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

### Campus Store / Mail Room

- 843-863-8071
- Regular Semester Hours: Monday – Friday, 7:45 AM – 4:30 PM; Saturday, 10 AM – 2 PM.
- Location: Student Center, 1<sup>st</sup> Floor

### Career Center

- 843-863-8019
- Hours: Monday – Friday, 9 AM – 5 PM
- Location: Student Center, 1<sup>st</sup> Floor

### Counseling Center

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

### Financial Aid

- 843-863-7050
- Email: [financialaidgraduate@csuniv.edu](mailto:financialaidgraduate@csuniv.edu)
- Location: Student Center West

### Health Services

- Roper St. Francis Express Care: 843-203-2245
- *Charleston Southern University has partnered with [Roper St. Francis Express Care](#) on University Blvd. to provide excellent sick care for our full-time undergraduate and graduate students. Roper St. Francis Express Care is open 7 days a week, from 8 AM – 8 PM, at 8901 University Blvd., N. Charleston, SC 29406 (less than 1 mile from campus). **All CSU full-time undergraduate and graduate students will receive one free visit per major semester (Fall & Spring) simply by presenting their CSU Student ID when checking in.** Please note COVID*

testing is not a part of this plan. We recommend students bring at least two COVID-19 tests with them to school. These tests are FREE from <https://covidtests.gov/>.

#### **Information Technology Services**

- 844-348-6649
- To request support with Wi-Fi, BucMail, Blackboard, or student ID cards, visit MyCSU>Student Tab>Student Technology Support Request.

#### **L. Mendel Rivers Library**

- 843-863-7946
- [https://libraryguides.csuniv.edu/physicianassistant\\_guide](https://libraryguides.csuniv.edu/physicianassistant_guide)

#### **Post Office**

- 843-863-8015
- Location: 1<sup>st</sup> floor of the Student Center
- Office Hours: Monday-Friday, 9 AM – 5 PM

#### **Student Accounts**

- 843-863-8058 or 1-866-248-0445
- Email: [studentaccounts@csuniv.edu](mailto:studentaccounts@csuniv.edu)
- Location: Student Center West
- Virtual Meetings: Monday – Friday, 8:30 AM – 1:30 PM
- Office Hours: Monday-Friday, 8 AM – 5 PM

#### **Student Success Center – The HUB**

- Location: 2<sup>nd</sup> floor of Rivers Library
- Writing Tutors are available from 11 AM – 9 PM

## APPENDIX 2 – CLINICAL YEAR ABSENCE REQUEST FORM



Please refer to the Academic and Professionalism Policy for guidelines regarding absences during the clinical phase of the program. Requests for absences must first be submitted by the director of clinical education prior to seeking approval from the student's preceptor. Once approved, this form must be signed by the preceptor and the director of clinical education. The completed form will be returned to the director of clinical education and placed in the student's file. One form is required for each day of absence. In all situations, students are to complete an Absence Request form in a timely manner (within 48 hours of the absence). Failure to do so will result in a professionalism warning.

Students are permitted to miss three (3) clinical days over the course of the entire clinical year to use for purposes of an absence. The absence must not exceed two (2) days in any given rotation. Additional absences will result in supplemental coursework/clinical days to make up for missed time as well as a professionalism warning. If additional work is required to make up for absences, graduation may be delayed. Absences are prohibited during Call Back Days, the Summative Evaluation, and Board Review Week.

---

Student Name: \_\_\_\_\_ Student ID No.: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Absence: \_\_\_\_\_ Clinical Year Absence #:  1  2  3

Reason (attach documentation if applicable): \_\_\_\_\_

---

### Required Signatures:

1. Preceptor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2. Director of Clinical Education Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved:  Denied:



### APPENDIX 3 - DIDACTIC YEAR PROFESSIONALISM EVALUATION OF STUDENT

*This assessment tool is rated pass or fail. Should a student earn a "Does Not Meet Expectations" in one area, remediation will be assigned by the Course Director, Directors of Didactic or Clinical Education, or the Program Director.*

*Failure to Meet Expectations in more than one area will be referred to the Academic and Professionalism Committee for review and consideration for Warning, Academic Probation, or Dismissal from the PA program.*

Student Name: \_\_\_\_\_

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.

<b>The Student:</b>	<b>Meets Expectations</b>	<b>Does Not Meet Expectations</b>	<b>Does Not Apply</b>
1. Arrives on time and is prepared for class.			
2. Exhibits a positive and professional attitude and behavior in class.			
3. Demonstrates excellent written and verbal communication skills with peers and instructor.			
4. Demonstrates respect towards other students, faculty, and staff members.			
5. Demonstrates the appropriate attire and appearance for the program.			
6. Demonstrates Academic Integrity in this class.			

Score (please circle):    **PASS**                      **FAIL**                      **REMEDATION REQUIRED**

Comments:

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 the incident involve possible exposure to a bloodborne pathogen(s)? \_\_\_\_\_ 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: \_\_\_\_\_

*(For Program Use Only)*

<b>Additional Follow-Up</b>

*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 is 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.

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 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 the Charleston Southern University Health Science building 24 hours 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 safekeeping of this key card, and I am to report any loss of key card to the College of Health Sciences 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 the 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.

\_\_\_\_\_  
Student 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:

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### 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: