DIVISION OF PHYSICIAN ASSISTANT EDUCATION

SCHOOL OF ALLIED HEALTH PROFESSIONS
COLLEGE OF MEDICINE
UNIVERSITY OF NEBRASKA MEDICAL CENTER

POLICIES and REQUIREMENTS
for
PHYSICIAN ASSISTANT STUDENTS

2006-2007 ACADEMIC YEAR

EFFECTIVE AUGUST 2006

Prepared August, 2006
INTRODUCTION

Academic Probation - Means the student has not met the minimum academic or professional standards of the Program and will be required to meet certain standards established by the Program for a defined period of time. Academic Probation for one semester is automatic if a student does not meet the standards of academic progress in Section D of this document. During the period of academic probation the student must earn a cumulative grade point average (GPA) of 2.00 or better, must earn grades of C- or better in each course or clerkship, must receive “Satisfactory” ratings on all sections of the Professionalism Checklist, and receive “Pass” or “Satisfactory” in all non-graded assignments and projects. Failure to achieve these standards during the probationary period and thereafter will result in termination of enrollment via voluntary withdrawal or academic dismissal. Only one semester of Academic Probation will be allowed during a student’s course of study. Any occasion necessitating a second period of Academic Probation will result in termination of enrollment via voluntary withdrawal or academic dismissal.

Academic Suspension - Means the student has failed to comply with Program requirements or policy related to conduct or professional behavior, and will result in termination of enrollment.

Academic Warning - Means the student has not met the minimum academic standards of the Program or is in violation of Program requirements or policies and will not be allowed to continue in the Program for a specified period of time.

Clerkship - A supervised clinical learning experience in a defined area of medicine characterized by utilizing clinical knowledge and skills in working with patients, occurring in Phase II (Clinical Phase) of the PA Program.

Course - A unit of instruction which may involve lectures, observation, performance, assignments and evaluation which usually takes place in the classroom or laboratory occurring primarily in Phase I, the Academic (Didactic) Phase, of the PA Program.

Disciplinary Dismissal - Means the student has failed to comply with Program requirements or policy related to conduct or professional behavior and will result in termination of enrollment.

Disciplinary Probation - Means the student has failed to comply with Program requirements or policy related to conduct or professional behavior, and will be required to meet certain standards established by the Program for a defined period of time. Failure to meet the established standards will result in termination of enrollment via voluntary withdrawal or disciplinary dismissal.

Disciplinary Suspension - Means that the student has failed to comply with Program requirements or policy related to conduct or professional behavior, and will incur a period of involuntary separation from the Program for a prescribed period of time. Reinstatement may be subject to certain requirements set either by the Dean or Student Disciplinary Hearing Board.

Good Standing - Means that the student is currently meeting all requirements for satisfactory academic progress and all other requirements of the Program.

Voluntary Withdrawal - Means the student has not met the minimum academic standards or other requirements of the Program.
and agrees to withdraw from the Program, or simply wishes to withdraw for personal reasons.
INTRODUCTION

This document is presented to each student accepted into the University of Nebraska Physician Assistant Program for his/her thorough review and understanding. It contains essential information about basic policies, which govern academic performance and student conduct applicable to all students who are enrolled in any phase of the twenty-eight months of the Program. These policies are unique to the Program and are designed to promote standards for academic competency, professional discipline and personal responsibility. It presents, in concise form, the parameters of achievement and behavior the Program faculty expects of its students.

Each student enrolled in the Program is expected to read and understand these policies, and keep them in a handy place for ready reference. Additionally, each student is encouraged to obtain clarification from the Program Director about any sections not understood. Accompanying this document is a declaration to be signed by each student which states that the student understands all policies contained herein, understands that the policies will be applied to all aspects of the student's academic progress and personal conduct for as long as the student is enrolled in the Physician Assistant Program, and agrees to be governed by these policies for as long as the student is enrolled.

The policies contained herein are policies that will replace previous policies and will be effective for all students in the Fall Semester of the 2006-2007 academic year and thereafter. Consequently, any student appeals invoking, utilizing or assuming as precedent any past policies or practices will not be considered as valid or legitimate.
SECTION A: Overall Evaluation of Student Performance

A.1. The faculty of the University of Nebraska Physician Assistant Program is charged with the responsibility for educating students as well as determining the capacity of every student for professional competency and responsibility. At regular times throughout the length of the Program, the faculty must evaluate this capacity for each student and recommend whether or not the student should continue in the program. Therefore, the faculty reserves the right and has the responsibility to recommend the academic or disciplinary suspension or dismissal, or voluntary withdrawal of a student when unsatisfactory academic progress, academic dishonesty, unsatisfactory clinical performance, unsatisfactory professional growth, impaired mental or physical health, unsatisfactory personal conduct, failure to comply with published Program requirements or other factors deemed necessary for professional competency make it impractical or inadvisable for the student to continue in the program.

If at any time during his/her course of study a student is in the position of being recommended for academic or disciplinary suspension or dismissal, or voluntary withdrawal, for any reason, the student shall be notified in writing as to the cause for such action by the Program Director.

SECTION B: Academic Requirements for Graduation

B.1. In order to graduate from the PA Program, every student must satisfactorily complete all required course work and all graded and non-graded course work, clerkships (required and elective), assignments and projects designated by the Program as “required,” and receive an overall “satisfactory” rating on professionalism throughout the student’s enrollment in the Program. “Satisfactory completion” shall mean completing all non-graded assignments and projects with an instructor’s “Pass,” completing each course and clerkship with a minimum grade of C- and maintain a cumulative GPA of 2.00 throughout the student’s entire enrollment in the Program. A grade of C- represents quality points of 1.67 and is only acceptable as a satisfactory grade when the cumulative GPA is 2.00 or above.

B.2. All courses in the PA Program are designated as “required” and must be taken by every student. This includes the courses in Clinical Skills I, and II in which students serve as examiners and examinees for each other in learning the skill of physical examination. No Program courses will be waived, no advanced standing in the Program will be granted, and no advanced credit for any previous course work will be given even though it may be similar or identical to course work in the Program.

B.3. All clerkships designated as “required” must be taken by every student unless excused in writing by the Program Director.
B.4. As a requirement for graduation, all students must undergo a summary evaluation of their medical knowledge and clinical skills. This summary evaluation will consist of written and performance examinations, and will occur prior to each student’s completion of the Program. In order to graduate from the Program, every student must pass the summary evaluation with acceptable scores, which will be determined by the faculty. Students will be notified in advance of the particulars of the examination in a timely manner.

B.5. All written and performance assignments for all PHAS classes will be required to be performed or turned in before a class will be considered “successfully completed” by a student. Assignments turned in or performances completed past the designated due date will be penalized according to the criteria established in the course syllabus, or by the instructor unless other specific arrangements have been made with the instructor. A student, who has not completed and turned in all assignments or completed all performances by the end of the course, unless other arrangements have been made with the instructor, will receive a grade of F (failure) for the course.

B.6. Failure in a course or a clerkship will necessitate an extension of the usual time required for a student’s completion of the Program and will require the assignment of a new completion date and a new graduation date.

SECTION C: Grading

C.1. All courses and clerkships will be letter graded according to the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.00</td>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td>D-</td>
<td>.67</td>
</tr>
<tr>
<td></td>
<td></td>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

C.2. Definition of Letter Grades

- A+, A, A- = Excellent performance
- B+, B, B- = Very good performance
- C+, C, C- * = Satisfactory performance
- D+, D, D-, F = Unsatisfactory performance
- WP = Withdrew passing
- WF = Withdrew failing
- I = Incomplete
- NR = No report
- WX = Administrative withdrawal
- W = Withdrawal (good standing)

* PLEASE NOTE: Receiving a grade of C- in a particular course (or more than one course) may result in a GPA that does not meet satisfactory standards of academic progress, i.e., a GPA below 2.00 (see p. 5).
SECTION D: Standards of Academic Progress

Every student must meet all four of the following standards of academic progress each semester and/or enrollment period in order to be designated as making satisfactory academic progress in the Program and to be considered “in good standing” in the Program.

D.1. Standard I
Every student must maintain a cumulative grade point average (GPA) of 2.00 (on a 4.00 scale) throughout the student’s entire enrollment in the Program.

D.2. Standard II
Every student must attain a grade of not less than C- in each course or clerkship taken. Any grade below C- (i.e., D+, D, D- and F) will be considered unsatisfactory and designated as a failure in the course or clerkship.

D.3. Standard III
Every student must maintain a “Satisfactory” rating in all categories of the Professionalism Checklist (see p. 8) on a continuing basis throughout the student’s enrollment in the Program.

D.4. Standard IV
Every student must achieve a faculty “Pass” or “Satisfactory” on all non-graded (i.e., non-letter graded) assignments and projects designated as “required.”

SECTION E: Academic Probation

E.1. Failure of any student to maintain all four Standards of Academic Progress throughout all semesters and/or enrollment periods during the student’s enrollment in the Program will result in the student being automatically placed on Academic Probation. A student will be allowed only one Academic Probation during his or her course of study throughout his or her entire enrollment in the Program. Any occasion for a second Academic Probation (e.g., obtaining another D+, D, D- or F or dropping below a cumulative 2.00 GPA after the first Academic Probation) will result in termination of enrollment via voluntary withdrawal or academic dismissal. This policy is in conformity with the School of Allied Health Professions Policy (SAHP) for Academic Probation and may be found in the Policies for Students in the Allied Health Professions. The following consequences will apply with reference to each of the four Standards of Academic Progress.

SECTION F: Academic Consequences

F.1. Standard I
Students must maintain a cumulative GPA of 2.00. Any student failing to achieve a GPA of 2.00 at the end of the first semester or cumulatively thereafter, will incur automatic Academic Probation. The period of Academic Probation will be for one semester and will be effective during the semester or enrollment period immediately following the semester or enrollment period in which the student failed to achieve a cumulative GPA of 2.00. During the semester or period of Academic Probation the student 1) must take the regular, required academic course work as sequenced in the PA Program curriculum; 2)
must attain a cumulative GPA of 2.00; 3) must not obtain any grades below C-; and, 4) must obtain “satisfactory” ratings on the Professionalism Checklist (see p. 8). Failure to achieve any of these four requirements during the probationary semester will result in termination of enrollment via voluntary withdrawal or academic dismissal. Thereafter, throughout the remainder of the student’s enrollment, the student must maintain a cumulative GPA of 2.00 or better. Failure to maintain a cumulative GPA of 2.00 will result in termination of enrollment via voluntary withdrawal or academic dismissal.

F.2. Standard II

F.2.1. Phase I Consequences

The following academic consequences will be in effect for any student who receives a grade below C- (D+, D, D-, F) in any single Program course in any semester in Phase I PROVIDED the student has been proved an exemption from Policy G11- Promotion from Phase I to Phase II (P.16) by the Program Director, and is allowed to continue in the Program.

a) The student must repeat the course at the earliest time the course is offered again. The course must be satisfactorily completed with a grade of C- or better. Failure to pass the course a second time with a minimum grade of C- will result in termination of enrollment via voluntary withdrawal or academic dismissal.

b) The student will be placed on automatic Academic Probation (see Academic Probation Policy above) for one semester following the semester in which the unsatisfactory grade was received. During the probationary semester, the student must obtain a cumulative GPA of at least 2.00 (and maintain a GPA of 2.00 for the remainder of the student’s enrollment).

c) The student will be returned to “good standing” in the PA Program upon satisfactory repetition of the course with a grade of C- or better provided that a cumulative GPA of 2.00 is maintained and no other grades below C- have been received.

F.2.1.1. The following consequences will be in effect for any student receiving two grades below C- (D+, D, D-, F) in any semester in Phase I.

a) Termination of the student’s enrollment via voluntary withdrawal or academic dismissal.

F.2.2. Phase II Consequences

F.2.2.1. Clerkship grades below C- (D+, D, D-, F)

Any student failing to obtain a grade of C- or better in any clerkship, required or elective, will be considered to have performed unsatisfactorily in the clerkship and will incur academic consequences. The following academic consequences will be in effect for any student who receives a grade below C- (D+, D, D-, F) in any clerkship.

a) The student must repeat the clerkship at a time designated by the clinical coordinator of the Program.
b) The repeated clerkship must be satisfactorily completed with a grade of C- or better. Failure to obtain a minimum grade of C- for the repeated clerkship will result in termination of enrollment via voluntary withdrawal or academic dismissal.

c) The student will be automatically placed on Academic Probation (see Academic Probation Policy above) for one semester following the semester in which the unsatisfactory grade was received. During the probationary semester, the student must obtain a minimum cumulative GPA of 2.00 and must not receive any grade below C-. If a grade below C- is received in any clerkship during the semester of Academic Probation or thereafter, the result will be termination of enrollment via voluntary withdrawal or academic dismissal. (NOTE: Academic Probation will be extended beyond one semester when a clerkship originates in, but extends beyond the designated probationary semester. In such cases, the Academic Probation period will terminate when the clerkship period ends. A student will be allowed only one Academic Probation throughout the student’s entire course of study.)

d) Throughout Phase II, the Clinical Phase, only one grade below C- will be allowed. If at any time during Phase II the student receives a second grade below C- (in any clerkship), the result will be termination of enrollment via voluntary withdrawal or academic dismissal. This policy applies to both required and elective clerkships.

e) The student will be returned to “good standing” in the Program provided that a minimum grade of C- is attained in the repeated clerkship, a cumulative GPA of 2.00 is maintained, and no other grades below C- are received.

F.3. **Standard III**

Students must maintain a “Satisfactory” rating in all categories of the Professionalism Checklist (see p. 8).

The concept of professional identity implies knowledge of professional conduct, professional attitudes and professional growth collectively known as professionalism. Every student in the PA Program is encouraged to move intellectually and attitudinally toward developing a greater sense of professionalism in order to realize his/her greatest contribution in the promotion of health and alleviation of suffering. In particular, the attributes of competence, knowledge, and skills, together with a sense of dedication to service and to ethical principles need to be developed if a student is to grow toward a sense of professional competence, professional identity and the shared ethical values which function to reinforce greater service to humanity within the PA profession.
# PROFESSIONALISM CHECKLIST

Student Name ____________________________    Semester __________    Date _________

Students will be evaluated on each of the six categories. Examples of expected professional behaviors and activities are listed below under each category, but are not inclusive.

<table>
<thead>
<tr>
<th>Category</th>
<th>Satisfactory</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reliability and Responsibility</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dependably and punctually completes duties</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arrives on time for assignments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Follows through on tasks agreed to</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>Teachability</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Accepts teaching and guidance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Able to discern own strengths and weaknesses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Takes steps to correct shortcomings</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>Communication Skills</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Able to effectively relate information to patients, peers and colleagues</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uses language appropriate to setting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attentive</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Effectively identifies concerns of patients</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Honesty and Integrity</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adheres to professional and ethical standards</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Truthful to patients and colleagues</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accurately attributes work information sources</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintains confidentiality</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Respect</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Promotes patient emotional and physical comfort</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Addresses others by appropriate name</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrates cultural, gender and racial sensitivity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Respectful toward peers and co-workers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Personal Health/Demeanor</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Neat in grooming, dress and hygiene</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physically capable of performing duties</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional demeanor toward co-workers and patients</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

________________________________________________________________________

________________________________________________________________________

Signature of Director for the PA Program Faculty  ______________________________________________  Date __________

Signature of Student  ____________________________________________________________________  Date __________

It is incumbent upon the PA faculty to foster the concept of professionalism whenever possible, and more, to evaluate professional growth in students as they progress through the Program. Therefore, the faculty has adopted the Professionalism Check List (currently in use by the College of Medicine) to monitor and assess the professional skills and attitudes of physician assistant students as they move through the Program. Each student will be evaluated by the faculty on a continuing basis throughout his or her enrollment in the Program on the six categories of professionalism specified on the Professionalism Checklist (see p. 8). Any action, behavior, incident or occasion at any time during enrollment that results in a student receiving a rating of *Unsatisfactory* by the faculty in one or more categories of the Professionalism Checklist will result in the student being placed on Academic Probation automatically and immediately. The student will also be placed on Academic Probation for the semester following the action, behavior, incident or occasion which will be designated the “probationary semester” during which the student will be expected to improve or remediate the unsatisfactory area of professionalism. The student shall be informed in writing and, if deemed necessary, in a meeting with the faculty as to the exact nature of the ratings of *Unsatisfactory*. At the end of the probationary semester the student must obtain ratings of *Satisfactory* in all categories in which ratings of *Unsatisfactory* were received in the previous semester. Failure to achieve *Satisfactory* ratings in these categories at the conclusion of the probationary semester will result in recommendation for termination of enrollment via voluntary withdrawal or academic dismissal. Should the action, behavior, incident or occasion be so serious a breech of professionalism that it causes harm to self or others, the faculty will recommend termination of enrollment via voluntary withdrawal or academic dismissal.

F.4. **Standard IV**

There are very few non-graded assignments or projects in the PA Program, and most relate to clinical skills. These assignments and projects are considered important components of the Program and must be satisfactorily completed by every student. Satisfactory completion criteria will be designated by the faculty for each assignment or project at the time of the assignment. Failure to satisfactorily complete the assignment or project or to arrange with the faculty for its completion will result in Academic Probation during the semester following the assignment or project. During the probationary semester, the student must complete or arrange the completion of the assignment or project under the supervision and/or approval of a faculty member (or individual designated by the faculty). Failure to complete the assignment or project with faculty approval will result in termination of enrollment via voluntary withdrawal or academic dismissal.

F.5. **Consequences of Failure to Meet Two or More Standards of Progress**

Failure to meet any two or more Standards of Academic Progress in Section D in any semester or enrollment period will result in termination of enrollment via voluntary withdrawal or academic dismissal.
SECTION G: General Policies

G.1. Phase I Policy on Class Attendance

Attendance at all classes is required. "Cutting" (or not attending) classes is unacceptable. An excused absence is required each time a student will be absent from any class. To obtain an excused absence, from each class session for which the student intends to be absent, the student must (1) Notify the PA office and (2) the course instructor or coordinator that he/she will be absent from class. This notice must be given as far in advance of the class as is practical. Notice may be given by phone, e-mail or in writing.

The expectation by the faculty that all students will attend all classes cannot be overemphasized. Attendance at all classes is considered an aspect of professional responsibility and individual dependability. Most importantly, attendance is essential to understanding the content, structure and testing rationale of medical courses. Attendance is, therefore, considered critical for the successful completion of all courses. Regular checks of attendance are not possible for every class. Therefore, unannounced and random checks of attendance will be carried out through all semesters of Phase I.

Consequences for unexcused absences from courses are:

* First Occurrence - A meeting with the student’s advisor to discuss prevention of further occurrences.
* Second Occurrence - Academic warning and a meeting with the faculty to discuss prevention of further occurrences.
* Third Occurrence - Academic suspension.
* Continued Unexcused - Absences after the third occurrence may result in academic dismissal.

Excessive absences, whether excused or unexcused, will require a meeting with the faculty to discuss continuation in the Program.

G.2. Policies Related to Phase II

1. All students must complete the clerkships designated as "required" by the Program. Reasonable effort will be made to accommodate student preference on clerkship scheduling and sites. However, in all cases the final determination for all clerkships times, sites and activities will be at the discretion of the Clinical Coordinator.

2. All students will be governed by the requirements for clerkships and other educational activities and assignments during Phase II as outlined in the Phase II Handbook on Blackboard.

3. Grades will be assigned on the basis of performance and end of clerkship examinations as defined in the Phase II Handbook on Blackboard.

4. All students shall be subject to the requirement that up to 15 months of clerkships may be assigned in rural areas of Nebraska outside of the Omaha area.
5. Where not otherwise provided, students shall be responsible for all costs for transportation, housing and meals at all assigned clerkship sites.

6. Students will observe a dress code when working in any clinical situation. This means that a professional appearance is mandatory for all students unless otherwise specified by the clinical preceptor. In all clinics a white coat with a Program approved name tag and the PA Program cloth patch will be worn with appropriate dress to reflect a "professional" or "business" appearance (i.e. no blue jeans, shorts, tennis shoes, etc.). Personal grooming and hygiene must be a priority. For men a shirt and tie with appropriate dress pants are required. For women a skirt and blouse, dress, or dress slacks are required. In certain clerkships, the requirement for the white coat may be waived by the preceptor.

7. All students are required to be present for clinical duties at the times designated by the preceptor, including Saturdays and Sundays. Students shall not be required to be present on holidays designated by the official PA Program Academic Calendar. Absences from clerkship duties shall be governed by preceptor requirements at each clerkship site. However, in all cases, students are required to notify both the preceptor and his or her Academic Advisor at the Program of all absences during all clerkships.

8. Failure to notify the Program of an absence from any clerkship site shall constitute an unexcused absence and be subject to consequences. The following consequences shall be in effect for unexcused absences from clerkships:

* **First Occurrence** -
  Academic warning from advisor.

* **Second Occurrence** -
  A drop of one letter grade for the clerkship and a meeting with the faculty to discuss prevention of future occurrences.

* **Third Occurrence** –
  Academic suspension from clerkships and a meeting with the faculty to determine the student's continuation in the Program.

* **Fourth Occurrence** -
  Termination of enrollment via voluntary withdrawal or academic dismissal.

Excessive absences, whether excused or unexcused, will require a meeting with the faculty to discuss continuation in the Program.

9. All students will be required to take the appropriate end-of-rotation examinations as directed by the Program. All transportation and associated costs for being at the designated test site for the examinations will be the student's responsibility.
10. Students falsifying entries on the electronic patient logs will be considered to be engaging in academic dishonesty and will incur disciplinary consequences as follows:

* First Occurrence - Disciplinary warning from advisor.
* Second Occurrence - A drop of one full letter grade.
* Third Occurrence - Termination of enrollment via voluntary withdrawal or disciplinary dismissal.

11. Failure to submit entries on the electronic patient logging system in a timely manner as described in the Phase II Handbook on Blackboard will result in academic suspension from clerkships. Habitual and long-term failure to submit clerkship log entries will result in termination of enrollment via voluntary withdrawal or academic dismissal.

G.3. Policy on Absences Related to Professional Organization Sponsored Activities

Students who are approved by the program and who cannot be present for required and/or assigned academic work because of attendance or involvement in professional organization sponsored activities specifically approved by the Program will have the opportunity and the obligation to make up any missed assignments, quizzes, examinations, clinical clerkship days or other academic work as determined by the program faculty and the ability of the faculty to provide such activities or comparable substitutes upon the return of the student from the approved activity. Such activities include but are not limited to SAAAPa membership and leadership activities, AAPA membership and leadership activities, AAPA regional activities, and the NAPA conference. This policy applies only to Division of Physician Assistant Education course work and clerkships. Students enrolled in course work in other academic departments must consult with the course directors for department policies regarding absences.

G.4. Policies Related to Personal Conduct

The Physician Assistant Program is part of an educational institution in which there is an atmosphere of learning, as well as a sense of community. The Program prides itself upon the principles of academic integrity, self-respect, respect for others and individual responsibility. Students enrolled in the Physician Assistant Program assume an obligation to conduct themselves in a manner compatible with these principles. Should a student’s personal conduct adversely affect other persons, the Program, the University, or under certain conditions, the student himself or herself, the faculty will investigate any circumstances surrounding the conduct and render a decision about the conduct. The decision may result in disciplinary action, which may include but is not limited to the following: written reprimand, grade adjustment, disciplinary probation, disciplinary suspension, or disciplinary dismissal. Examples of conduct for which students are subject to disciplinary action include but are not limited to the following:
a. Dishonesty in any form, such as cheating, academic misconduct, fabrication, plagiarism, misuse of identification cards and furnishing false information to the school or college.
b. Obstruction or disruption of any academic, social or administrative activity.
c. Threats, physical harm or verbal abuse of any person on institutional property or at institutional-sponsored activities.
d. Theft of or damage to property of the institution.
e. Unauthorized entry into UNMC facilities.
f. Violation of rules governing institution facilities.
g. Use, possession, sale or distribution of narcotics or abuse of drugs or stimulants.
h. Drunkenness, or use, possession, sale or distribution of alcoholic beverages on institution property.
i. Gambling on institution property.
j. Unauthorized possession or use on campus of explosives or firearms.
k. Failure to comply with the directions of institution officials acting in the performance of their duties.
l. In addition to the above, all Physician Assistant students will be subject to the rules and regulations for students matriculating at the University of Nebraska Medical Center as described in the University of Nebraska Medical Center Student Handbook and the Policies for Students in the School of Allied Health Professions.

G.5. **Policy on Probation Limitation**

It is the policy of the UNMC Physician Assistant Program that only one probationary period will be allowed during a student’s course of study while enrolled in the Program. The probation period may be designated as Academic Probation or it may be designated as Disciplinary Probation. Once an Academic Probation or Disciplinary Probation is given to a student, and that student successfully completes all the requirements for the probationary period the student will be returned to “good standing” status in the Program. During the student’s remaining course of study in the Program, the student will not be granted a second probation of either type. Instead, if circumstances arise that would result in another probationary period, the student’s enrollment will be terminated via academic or disciplinary dismissal.

The policies relating to Academic Probation may be found on pages 5 and 9 of this manual.

The policy relating to Disciplinary Probation may be found on page 12 of this manual.
G.6.  *Policy on Leaves of Absence*

a)  **Regular Leave of Absence**

Students in the Physician Assistant Program may, under exceptional circumstances, be granted a leave of absence. Any such leave of absence granted shall be solely within the discretion of the Program Director based upon the merits of the request, evaluated on a case-by-case basis. A leave of absence constitutes formal permission to delay progression through the Physician Assistant Program, but does not excuse the student from any course requirements. A leave of absence may be granted for a period of time mutually agreed upon by the student and the Program Director, but under no circumstance will a leave be granted for longer than one year. A leave of absence that extends the student’s academic program beyond the usual 28 consecutive months will require the assignment of a new program completion date, new graduation date, and may require assignment to a new class. The new graduation date assigned will depend on the length of the leave and the official University graduation dates. In addition, a new completion date will delay eligibility for taking the NCCPA PANCE examination and will delay the temporary and/or permanent licensing process in various states including Nebraska. **NOTE:** Any student who is experiencing academic failure, or who is not in good academic standing (for example a student with failing grades on exams or clinical clerkships), or any student who is the subject of an involuntary dismissal from the Program for any reason is not eligible to utilize this policy for the purpose of avoiding or delaying academic or disciplinary consequences.

For all leaves of absence, the following will apply:

<  The student request for a leave of absence must be made in writing and addressed to the Program Director. The reason for the request should be stated clearly in the letter. In most cases, the student should continue to attend classes, take examinations and fulfill any other class assignments until leave has been formally granted.

<  The student is responsible for initiating determination of the financial consequences of taking a leave of absence. Students must review financial arrangements with the Business Office and the Office of Financial Aid.

<  When a leave of absence is granted, the Program may require that the student meet additional academic requirements (e.g., remedial course work) and/or submit specific documentation (e.g., certification for medical leave or a medical release to return to classes).

<  When a leave of absence is granted, students must notify the course coordinators of all classes in which they are enrolled of their withdrawal from course work, or the clinical preceptors of any clerkships in which they are enrolled of their withdrawal from clerkships.

<  A student who has been granted a leave of absence is responsible for notifying the Program Director in writing of his/her intention to return to classes on the appointed date no later than two months before the start of classes. If not so notified, the student’s place in the class will be forfeited.
Re-entry into the program will then require re-application through the usual admissions process of the program.

Upon re-enrollment following a leave of absence, the student will be subject to all rules and regulations which pertain to any new class to which he/she will be assigned.

b) Military Leave of Absence
It is the policy of the University of Nebraska Physician Assistant Program that students will not be excused from classes to attend short sessions (2 to 31 days) of active duty associated with their national guard or reserve training commitments. Because of the critical nature of the educational material being presented at any given time, absence from scheduled classes or clerkships could seriously interrupt the academic progress of students. In the event an entire unit is called to active duty because of a local or national emergency, the UNMC Policy #7013 will apply.

G.7. Policy on Student Service Work
In order to avoid practices which might conflict with the professional and educational objectives of the University of Nebraska Physician Assistant Program during Phase I and Phase II, and to avoid practices in which students are substituted for regular staff, the following policy shall be in effect with regard to service work.

1. Students may not be hired as employees for any private or public practice, clinic or institution to perform any medical services during any time they are part of the physician assistant educational program including during the time the student is under the sponsorship of a specific practice, clinic or institution during a clerkship.
2. Students may not take the responsibility or place of qualified staff in any medical setting.
3. Students may not be given any payments, stipends or other remuneration for medical services performed as part of the physician assistant educational program.
4. Students may volunteer their medical services to charitable, humanitarian or community service organizations when such services are assigned or approved within the physician assistant educational program.

G.8. Policy on Appeals
The Physician Assistant Program policy on appeals for academic and disciplinary actions conforms with the policies and procedures designated by the College of Medicine and the School of Allied Health Professions. These policies and procedures are described in The University of Nebraska Medical Center Student Handbook and in Policies for Students in the School of Allied Health Professions. Students are referred to these publications for detailed information.

Unless otherwise indicated by the course instructor, students are required to wear scrub attire for any classes where exposure to blood, bodily fluids, chemicals or potentially harmful agents is possible. Additionally, footwear that covers the major part of the foot is required (e.g. athletic shoes). **No open-toed shoes are to be worn.**

G.10. *Policy on Awarding Degrees with Honors*

Awarding of degrees with honors will be based on grade point average. The grades from the first six semesters of the Program will be used in the computation of the GPA for degrees with honors for all students. The last or 7th semester grades of the Program will not be used in the computation for degrees with Honors.

G.11. *Policy on Promotion from Phase I to Phase II*

Students must successfully complete and pass all Phase I course work and all Phase I requirements (graded and non-graded) to be promoted to and begin Phase II of the Program. Any exception to this requirement must be approved in writing by the Program Director.
SECTION H: General Expectations

1. All students will be assigned academic advisors and are expected to consult with their advisors at least two times per semester during Phase I. In Phase II, individual arrangements for meetings will be made between the advisor and student.

2. All students are expected to show common courtesy to others.

3. All students are expected to appear neat, clean, groomed and appropriately attired in the classroom, clinic and at all student functions and activities. Sloppiness, slovenliness and lack of grooming are unacceptable.

4. All students are expected to conduct themselves in an appropriate manner and demonstrate qualities reflecting a professional-in-training. These qualities include honesty, self-responsibility, consideration for others, mature judgment, fairness and academic integrity.

5. All students are expected to be cooperative with faculty and staff.

6. All students are expected to participate in class meetings and activities.

7. All students are expected to participate in Program activities requiring student input and service. Examples are participating in research or assisting with CME activities, health fairs and other activities as designated by SAHP or Program administration as beneficial to students, the Program or the staff.

8. All students are expected to have a desire to become competent professionals, have a positive attitude toward the profession, join the student professional society, and contribute to the profession in personal ways where possible.

9. All students are expected to understand that as a health care professional in training, they may be required to participate in educational and clinical experiences at times that may be outside traditional work week hours.

10. All students eligible to graduate are expected to participate in graduation ceremonies.

11. Desire to succeed in all academic and professional assignments and activities will be expected of all students.

12. All students should expect to meet for themselves the highest academic and professional standards throughout their enrollment in the Program.
Declaration of Understanding and Agreement

I have received, read and understand the document entitled “Physician Assistant Student Requirements and Policies” (effective August 2006) containing requirements and consequences, rules and regulations, and expectations of PA students. I understand that these requirements and policies differ from past policies. I further understand that these policies will be applied to all phases of PA student evaluation during the time I am enrolled. Additionally, I agree to be governed by these policies for as long as I am enrolled in the University of Nebraska Physician Assistant Program.

_______________________________________
Student Signature

________________________________________
Name Printed

___________________
Date