



**Saint Elizabeth  
University**

**PHYSICIAN ASSISTANT PROGRAM**

**Student Handbook**  
**2025-2026**

*\*The policies and procedures within this handbook are subject to change.*

*Within these pages, students will discover comprehensive guidance covering every aspect of academic and professional life throughout the Physician Assistant program. Each section is carefully organized to provide clarity on expectations, resources, policies, and procedures ensuring that every learner is well-equipped from orientation to graduation. From curriculum details and learning outcomes to standards for professionalism, health policies, and student services, the handbook serves as a thorough roadmap for success and responsible conduct.*

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## PREFACE

The policies in this manual apply to all students and faculty in the Saint Elizabeth University Physician Assistant Program (SEU PA Program) regardless of their location.

Many of the policies provided in this handbook are the same as and reference the SEU Student Handbook and Academic Catalog. However, due to the nature of the SEU PA Program curriculum and education, some SEU PA Program policies are more stringent than those of the University. In the event that the PA Program policy differs, it will take precedence. In addition, some policies at affiliated clinical sites may also supersede those outlined here in the SEU PA Program Student Handbook. Such policies are provided to the students during the orientation to the clinical year, electronically in the eMedley system, and/or from the sites themselves.

All material in this handbook is presented in a good faith effort to inform accepted and enrolled students of the SEU PA Program of current policies and procedures.

Students are required to sign an acknowledgement statement confirming that they have received a copy of this handbook, have read, reviewed, and understand the information and program requirements described within, and agree to uphold the policies while a student in the SEU PA Program.

**\*\*The SEU PA Program reserves the right; at its sole discretion; to make changes in the policies and procedures of the program, its academic calendar, admissions requirements, degree requirements, and standards necessary for successful completion of the program. It is the responsibility of each student enrolled in the SEU PA Program to read and abide by the rules, regulations, and policies outlined in this handbook and within all SEU publications.\*\***

## ACCREDITATION STATUS

The ARC-PA has granted Accreditation-Probation status to the Saint Elizabeth University Physician Assistant Program sponsored by Saint Elizabeth University.

At its March 2025 meeting, the Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA) placed the Saint Elizabeth University Physician Assistant Program sponsored by Saint Elizabeth University on Accreditation-Probation status until its next review in April 2027. Probation accreditation is a temporary accreditation status initially of not less than two years. However, that period may be extended by the ARC-PA for up to an additional two years if the ARC-PA finds that the program is making substantial progress toward meeting all applicable standards but requires additional time to come into full compliance.

Probation accreditation status is granted, at the sole discretion of the ARC-PA, when a program holding an accreditation status of Accreditation - Provisional or Accreditation - Continued does not, in the judgment of the ARC-PA, meet the Standards or when the capability of the program to provide an acceptable educational experience for its students is threatened.

Once placed on probation, a program that fails to comply with accreditation requirements in a timely manner, as specified by the ARC-PA, may be scheduled for a focused site visit and is subject to having its accreditation withdrawn.

Specific questions regarding the Program and its plans should be directed to the Program Director and/or the appropriate institutional official(s).

The program's accreditation history can be viewed on the ARC-PA website at <https://www.arc-pa.org/accreditation-history-st-elizabeth-university/>.

## INTRODUCTION

Welcome and congratulations on your acceptance into the SEU PA Program. We are honored that you have selected Saint Elizabeth University to further your education.

The SEU PA Program is a 28-month, 104 credit, cohort based graduate degree program. It is designed to prepare you to become a competent PA who is committed to respectfully serving patients from all walks of life. You will be prepared to be a socially responsible leader and advocate and provide leadership within your sphere of influence to promote quality medical care to all patients. The first 16 months of the program provides a solid foundation in the basic sciences, patient interaction and evaluation skills, evidence-based practice, clinical medicine and pharmacology, and clinical decision making. During the final 12 months, you will participate in clinical rotations, which consist of completing nine full-time supervised clinical practice experiences delivering care to patients across the lifespan, in a variety of settings and disciplines, as a member of the healthcare team.

\*Please note that pending approval by the ARC-PA in January 2026, starting Summer 2026, the 28-month program will increase its graduation requirements from 104 credits to 120 credits. More information can be found in the curriculum section of the handbook.

We hope that you will fully engage in your education and strive to be a leader in this field of study and a leader in service to your community.

If we can help you in any way, please do not hesitate to reach out to us. We are looking forward to partnering with you in this exciting educational experience.

Sincerely,  
SEU PA Program Faculty and Staff  
**SEU PA Program Contact Information**



### **SEU PA Program**

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## **SAINT ELIZABETH UNIVERSITY MISSION**

### **Mission Statement**

The mission of Saint Elizabeth University, sponsored by the Sisters of Charity of Saint Elizabeth, is to be a community of learning in the Catholic liberal arts tradition for students of diverse ages, backgrounds, and cultures.

Through the vision and values of Elizabeth Ann Seton, Vincent de Paul and Louise de Marillac and rooted in Gospel values and in Catholic Social Teaching, Saint Elizabeth University affirms its solidarity with the poor and its commitment in service to the community.

### **Vision Statement**

Saint Elizabeth University will be nationally recognized for educating individuals who seek an education focused on engaged learning for leadership in service to others.

### **Core Values**

Saint Elizabeth University as an engaged institution of higher education, driven by mission and informed by our Catholic and Sisters of Charity traditions, seeks to live the following core values to achieve our mission, vision and strategic goals:

#### **Integrity**

As a community, we are called to unite in honesty, trust and mutual respect and be transparent in our choices.

#### **Social Responsibility**

As a community we are required to support the just and ethical well-being of individuals and communities to promote justice, diversity, and sustainability.

#### **Leadership**

As a community, we are inspired and empowered to move beyond our own boundaries to be accountable, to innovate and to transform for the common good.

#### **Excellence in Teaching and Learning**

As a community we are committed to creating a stimulating learning environment that promotes critical inquiry and the holistic development of the individual

# SEU PHYSICIAN ASSISTANT PROGRAM MISSION

## Mission Statement

The mission of the SEU PA Program is to provide a collaborative, respectful, and spiritually enriched learning environment that educates PAs who are competent and ethical medical providers committed to high-quality patient care as responsible members of the healthcare team. Our graduates will promote the dignity and diversity of all patients, in the spirit of service, social justice, and leadership to the community and the PA profession.

## Vision

The PA Program at Saint Elizabeth University will be recognized as a leader in graduating PAs committed to excellence, servant leadership, and social justice in the provision of medical care to all patients.

## Values

The SEU PA Program affirms the values of Saint Elizabeth University: Integrity, Leadership, Social Responsibility and Excellence and the translation of these values into the provision of medical care for all individuals.

## Program Goals

The program goals flow from the mission of the SEU PA Program and support a learning environment that emphasizes student achievement and service. The rigorous curriculum provides the student with the knowledge, skills and attitudes necessary for competent clinical practice with a strong focus on leadership and patient advocacy skills in the spirit of community service and social justice.

### **The SEU PA Program strives to achieve the following:**

1. Prepare competent PAs who exhibit the knowledge, skills and attitudes consistent with entry level clinical practice.
2. Provide a learning environment that promotes academic excellence.
3. Foster the development of critical thinking skills.
4. Create a spiritually enriched atmosphere.
5. Support the academic, professional, and personal growth and development of the student.
6. Model the collaborative, respectful, and successful healthcare team approach to achieving goals.
7. Promote respect for patient diversity.
8. Endorse social justice for all individuals within the context of healthcare.
9. Encourage leadership at the local, regional, and national levels.
10. Enhance diversity amongst students, faculty, and staff.

## Competencies and Program Student Learning Outcomes (PSLOs)

The SEU PA Program's Competencies and Student Learning Outcomes (PSLOs) are adapted from the *Competencies for the PA Profession 2012*,<sup>1</sup> which reflect the expected competencies for clinically practicing PAs in the areas of medical knowledge, interpersonal and communication skills, patient care, professionalism, practice-based learning and improvement, and systems based practice. The SEU PA Program Competencies and PSLOs have been set at the level of a new graduate.

Graduates of the PA Program at Saint Elizabeth University are expected to:

Medical Knowledge Competency: Employ critical thinking skills to incorporate medical knowledge, evidence-based principles, and patient information into the provision of medical care to patients across the lifespan and in a variety of settings.

PSLO 1. Explain the etiologies, risk factors, underlying pathophysiologic processes, signs and symptoms, differential diagnosis, and management for medical and surgical conditions across all organ systems and across the lifespan;

PSLO 2. Utilize an investigatory and analytical approach to knowledge acquisition, assessment and problem solving to diagnose and manage common medical, surgical and behavioral conditions;

PSLO 3. Incorporate knowledge of basic and clinical sciences and principles of evidence-based medicine into the provision of preventative, acute, chronic, and emergent care to patients across the lifespan.

Patient Care Competency: Provide patient-centered medical care including assessment, evaluation and management of patients across the lifespan, as a responsible member of the healthcare team. Support patients in the achievement of optimal health and wellness, taking into account their personal situation.

PSLO 4. Skillfully and competently perform comprehensive and focused interviews, and physical examinations on patients across the lifespan, develop a differential diagnosis, and initiate an assessment plan based upon the results;

PSLO 5. Recognize when urgent or emergent care is warranted and initiate evaluation and management.

PSLO 6. Interpret the results of laboratory tests and diagnostic studies in order to evaluate and direct patient care.

PSLO 7. Develop, initiate, and monitor appropriate evidence-based treatment plans including pharmacologic and non-pharmacologic modalities; incorporating the results of the patient assessment, clinical judgement, and the patient's personal situation;

<sup>1</sup> <https://prodcmstoragesa.blob.core.windows.net/uploads/files/PACompetencies.pdf>

PSLO 8. Accurately organize, interpret, document, and record information regarding the patient encounter, and effectively communicate findings in written, electronic, and oral forms to all members of the healthcare team;

PSLO 9. Recognize and address the psychological, behavioral, social, and cultural factors, and health disparities that impact the health of a patient.

PSLO 10. Provide appropriate counseling and patient education aimed at preventing disease, promoting and improving health and/or optimizing the patient's current situation.

PSLO 11. Perform medical and surgical procedures germane to general PA practice.

Interpersonal and Communication Skills Competency: Develop appropriate relationships with the members of the multidisciplinary healthcare team, and patients and their family members; utilize interpersonal and communication skills appropriate to a given context to effectively exchange information.

PSLO 12. Engage in effective, sensitive, and respectful communication with patients and families to accurately obtain and use essential information to construct a patient-centered management plan;

PSLO 13. Utilize appropriate interpersonal skills at all times to promote cultural and diversity responsive care to patients from all walks of life.

PSLO 14. Collaborate as a responsible member/leader of an interprofessional health care team to provide developmentally appropriate, effective, and evidence-based patient care.

Professionalism Competency: Exhibit exemplary professional and ethical behavior at all times and demonstrate respect and sensitivity to diverse patient populations.

PSLO 15. Act with professional honesty and integrity at all times; demonstrating professional and ethical behavior in all interactions with supervisors, colleagues, patients, families, and other members of the healthcare team;

PSLO 16. Upon graduation, be prepared to enter the workforce as a clinically practicing PA with knowledge and skill to gain employment, obtain and maintain state licensure, and achieve and maintain NCCPA certification.

Practice Based Learning and Improvement Competency: Engage in meaningful personal and professional self-assessment and development activities to promote excellence in the practice of medicine and delivery of quality patient care.

PSLO 17. Exhibit on-going self-reflection and actively engage in personal and professional growth and development to promote excellence in the provision of patient care.

PSLO 18. Identify areas of individual practice needing improvement, design, and recommend strategies to improve to support development of effective medical practice.

PSLO 19. Search the current body of literature, critically analyze the information, synthesize the results and apply it to the care of the patient.

System Based Practice Competency: Provide quality medical care and promote patient advocacy and social justice within the context of the larger healthcare system; participate in leadership and advocacy opportunities to support the delivery of healthcare to all individuals and advance the PA profession.

PSLO 20. Promote health, wellness, and accessible care for all populations and recognize and develop strategies to address system biases and social justice issues that contribute to health care disparities;

PSLO 21. Identify system failures and contribute to a culture of safety and improvement to support quality patient care.

PSLO 22. Advocate for and support the patient and family in obtaining quality care as they navigate the complexity of the healthcare delivery systems.

PSLO 23. Demonstrate the ability to participate as PA leaders at the local, regional, state and national levels, shaping future policy, and legislation to advance the PA profession.

## **TECHNICAL STANDARDS**

Graduates of the SEU Physician Assistant Program are expected to provide high quality medical care to patients as compassionate, professional and knowledgeable members of the healthcare team. Therefore, students admitted into the SEU PA Program must possess the ethical, physical, cognitive and behavioral abilities that are necessary to successfully engage in and complete the academic, clinical and professional requirements of the program. As such, applicants must verify that they understand and are able to meet these technical standards, which include communication, observation, sensory/motor function, critical thinking skills and professional attributes as detailed below.

These “technical standards” are required for admission, must be maintained throughout a student’s matriculation and progress through the SEU PA Program, and are required for graduation. It is expected that students be able to adhere to the technical standards throughout all aspects of the SEU PA Program including the classroom, small group, simulation, and clinical rotation courses and in all interactions with faculty, instructors, fellow students, preceptors, members of the healthcare team, patients and their families.

### **Communication:**

Applicants and students must be able to employ effective communication skills to participate in the meaningful exchange of information in oral, written and electronic formats in the English language. Therefore, they must be able to speak clearly and intelligibly, hear sufficiently, successfully elicit and accurately share information with instructors, classmates, patients and their families, and members of the healthcare team. In addition, applicants and students must be able to recognize and appropriately respond to verbal, visual, behavioral, and other nonverbal cues.

### **Observation:**

Applicants and students must be able to observe material presented in a variety of learning modalities throughout all phases of instruction including during the clinical care of patients. Therefore, they must have the visual acuity to read information presented in print and electronic formats; be able to observe classroom presentations, laboratory and lecture demonstrations, on-line modules, simulation activities and clinical experiences; and be able to observe patients accurately at a distance, and close at hand, with or without standard medical equipment to determine findings on a physical examination.

### **Sensory / Motor Function:**

Applicants and students must have the sensory and motor skills necessary to fully participate in all aspects of the educational program and patient care. Therefore, they must have sufficient visual, hearing, smell and somatic capacity to fully appreciate the nuances of the educational experiences in all settings including but not limited to the classroom, laboratory and patient care settings.



Applicants and students must have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic techniques. They should be able to execute movements reasonably required to move from area to area, maneuvering small spaces, calibrate and use large and small equipment, position and move patients, and provide patients with general care and emergency treatment.

### **Critical Thinking Skills:**

Applicants and students must have critical thinking skills to acquire knowledge and integrate that knowledge into the practical care of the patient. Therefore, they must have the intellectual capacity to measure, calculate, reason, analyze, integrate, and synthesize information from various sources. In addition, applicants and students must have the critical thinking skills necessary to problem solve in a clinical setting, perform multiple tasks simultaneously, discriminate normal from abnormal findings during the patient encounter and work-up, and incorporate that information along with the information from peers, instructors and the medical literature into the formulation of diagnosis and treatment plans.

### **Professional Attributes:**

Applicants and students must exhibit professional and ethical behaviors at all times and possess the emotional health required for full participation in the educational program. Therefore, they must demonstrate emotional stability and maturity to be able to exercise good judgment during all aspects of the program and in the care of patients; and demonstrate honesty, integrity, dedication, compassion, nondiscrimination and motivation in all interactions. In addition, students and applicants should have the ability to adapt to changing environments, display flexibility, and learn to function in an environment of uncertainty inherent in the clinical practice of medicine.

### **Technical Standards Notes:**

Students are required to sign the *Technical Standards Attestation* located in *Appendix A* prior to matriculation into the Didactic year and prior to progression into the Clinical Year.

The SEU PA Program's Technical Standards must be maintained throughout a student's matriculation and progress through the SEU PA Program and are required for graduation. It is expected that students be able to adhere to the technical standards throughout all aspects of the SEU PA Program including the classroom, small group, simulation, and clinical rotation courses and interactions with faculty, instructors, fellow students, preceptors, members of the healthcare team, patients and their families.

SEU PA Program Faculty advisors will review the technical standards with students at the end of each semester / beginning of subsequent semester. If it becomes apparent that a matriculated student is unable to perform any of the essential functions or meet any of the technical standards a student may not be allowed to progress in the program.

It should be noted that successful completion of all clinical rotation courses is a graduation requirement, and some facilities with which the SEU PA Program affiliates may not be able to meet the same accommodations as those offered to the student by the University during the didactic portion of the curriculum.

The Office of Accessibility Services at Saint Elizabeth University provides assistance and accommodation for all students with documented physical, medical, learning, emotional and/or psychological disabilities, both temporary and permanent:

<https://www.steu.edu/academics/accessibility-services/>

When applying for services, students should call the Office of Accessibility Services at (973) 290-4261.

## SEU PA PROGRAM CURRICULUM

The Master of Science (M.S.) in Physician Assistant degree program (SEU PA Program) is a 28-month, full time, cohort-based graduate program. The SEU PA Program curriculum is designed to be completed over seven semesters in a lock step, sequential manner and students must complete each semester in the sequence before moving to the subsequent semester.

Student progress and success in achieving the PA Program's defined competencies, student learning outcomes, and expectations are monitored and assessed throughout the didactic and clinical phases of the SEU PA Program.

### Curriculum Overview

The first four semesters of the SEU PA Program are primarily didactic in nature providing a solid foundation in the basic sciences, patient interaction and evaluation skills, evidence-based practice, clinical medicine, and critical thinking skills. The SEU PA Program curriculum incorporates a team-based approach to clinical application thus integrating theoretical knowledge, experience with patients, practical skills, and professional behaviors, while preparing students to function as responsible and respectful members of the healthcare team. Seminar-based coursework focused on PA professional practice, leadership skills, social justice, and application to actual clinical scenarios, continues into the clinical portion of the SEU PA Program.

During the final 12-month clinical portion of the program students complete nine full-time supervised clinical practice experience courses (clinical rotations) where they deliver care to patients in a variety of settings and disciplines, as members of the healthcare team. Under the guidance of clinical preceptors, these experiences provide students with opportunities to develop competency in the areas of medical knowledge, patient care, and clinical skills while refining their interpersonal and communication skills and professional behavior. Each student will be exposed to patients in the disciplines of internal medicine, family medicine, pediatrics, women's health, psychiatry, general surgery, and emergency medicine. Two elective 5-week clinical rotations provide the student with the opportunity to explore other areas of medicine and surgery and prepare them to transition to clinical practice.

In order to be awarded the M.S. in Physician Assistant (M.S.) degree, the student must remain in good academic and professional standing, successfully complete and pass all courses, complete the community service-learning requirement, and complete and pass all components of the summative evaluation.

A cumulative GPA of 3.0 is required for the awarding of the M.S. in Physician Assistant (M.S.) degree.

### Curriculum Sequence

#### [Physician Assistant Course Sequences](#)

## Advanced Standing

The SEU PA Program does not accept transfer students. PA students must complete all SEU PA Program course requirements. No advanced standing will be granted, nor will any transfer credit be applied toward fulfilling the SEU PA Program curriculum requirements regardless of previous foreign, domestic, graduate or undergraduate coursework. No courses will be waived.

## ACADEMIC CALENDAR

The SEU PA Program follows its own academic calendar, which is based on Saint Elizabeth University Academic calendar but with changes that address the 12-month design of the curriculum. The SEU PA Program holds regular scheduled courses throughout the entire summer months and utilizes the intersession semester to complete program activities.

The first day of classes of the Fall semester for each matriculating cohort is typically the Tuesday after Labor Day, unless otherwise specified. The full SEU PA Program Academic Calendar is at:

[Academic Calendar](#)

The academic calendar and information regarding holidays and vacations is provided to students upon acceptance and is reviewed during new PA student orientation. Before planning any vacations, students should discuss their plans with their faculty advisor.

## Holiday Schedule

Saint Elizabeth University is closed on the following holidays:

- New Year's Day
- Martin Luther King Day
- Holy Thursday
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Thanksgiving Day, and the Friday after Thanksgiving
- Christmas Eve, Christmas Day, and the week following Christmas

In the event the University adds or changes the holiday schedule, the PA Program Academic Calendar will remain in effect, unless otherwise expressly stated by the PA Program. Students are advised to address all questions regarding the calendar and holiday schedule with the PA Program Director.

## Semester Schedule

Students are provided with the overall semester schedule prior to the first day of class for the semester and a working Google semester calendar throughout matriculation. The SEU PA Program frequently uses guest lecturers from the medical community as content experts and the schedule may need to be adjusted to take into consideration their clinical responsibilities.

Thus, flexibility in scheduling is required. Students are reminded that the program is a full-time program, and the program faculty reserves the right to schedule classes between 8:00 am and 6:00 pm, as well as some additional evening activities via Zoom. The program faculty and staff make every effort to keep the Google calendar up to date, but last-minute changes may occur, therefore students are encouraged to schedule personal appointments during breaks or after consulting with their advisor and individual course directors.

## **ADVISEMENT**

### **Advisors**

Upon matriculation, each PA student is assigned to a SEU PA Program faculty advisor who will serve in this capacity throughout both the didactic and clinical portions of the program. The advisor will function as an academic counselor as well as a professional role model and mentor.

SEU PA Program faculty advisors will officially meet with each of their advisees as indicated below. Students or advisors may request an unscheduled meeting as needed.

### **Scheduled Meetings**

- At minimum, advisees **MUST** meet with their assigned advisor a minimum of one (1) time per semester during both didactic and clinical years.
- As needed to address academic, professionalism, or personal concerns

### **Office Hours / Appointments**

Each SEU PA Program faculty advisor will post his/her office hours in accordance with university policies and may include evening hours via Zoom. Students who wish to make appointments outside of these hours should contact the faculty members directly. In the event that a faculty member is not available, students are notified of alternative arrangements for faculty advisement to ensure the students' needs are met.

Formal advisor meetings will usually take place in person. Depending on the circumstances, other contact may take place via phone or zoom/Google video chat. All interactions between the student and faculty advisor are documented and maintained in the student's confidential electronic folder.

## ACADEMIC EXPECTATIONS Academic Standing

Academic standing and eligibility for graduation are dependent upon both quality and quantity of work. Graduate students, including PA students, at Saint Elizabeth University are expected to achieve grades of “A” or “B” to demonstrate satisfactory performance and must maintain an overall GPA of 3.00 or higher to remain in good academic standing.

The following is the grading system used for all SEU PA Program courses. Grade (on a 100-point Scale) Letter Grade Quality Points (on 4.0 Scale)

|           |    |     |
|-----------|----|-----|
| 93 – 100  | A  | 4.0 |
| 90 – 92.9 | A- | 3.7 |
| 87 – 89.9 | B+ | 3.3 |
| 83 – 86.9 | B  | 3.0 |
| 80 – 82.9 | B- | 2.7 |
| 76 – 79.9 | C+ | 2.3 |
| 70 – 75.9 | C  | 2.0 |
| ≤ 69.9    | F  |     |

### Academic expectations

PA students must demonstrate satisfactory performance in all individual courses and maintain an overall GPA of 3.0 or better. Satisfactory performance in all SEU PA Program courses is a B or better (80 on a 100-point scale).

### GPA Requirements

- A PA student is considered in good academic standing in the SEU PA Program if he/she maintains an overall GPA of 3.0 or better. A SEU PA student who fails to maintain a 3.0 GPA in his/her coursework is automatically subject to academic probation for two semesters. A student on academic probation must meet with the PA Program Director to discuss the conditions of probation. Failure to meet the conditions and standards of probation will result in dismissal from the SEU PA Program.
- If the student fails to achieve an overall cumulative GPA of 3.0 after the two semesters (during the third semester), the student, based on recommendations of the SEU PA Program Student Progress Committee, may be dismissed from the SEU PA Program.
- If the student achieves a cumulative GPA of 3.0 or better at the end of the academic probation period, the academic probation status will be removed.

However, if at any time during subsequent semesters the student again falls below a cumulative 3.0 GPA, the student, based on the recommendation of the SEU PA Program Student Progress Committee may be dismissed from the SEU PA Program.

- Any student who is on academic probation at the end of the final semester of the program, will undergo a full academic review by the SEU PA Program Student Progress Committee to determine if the student has made sufficient academic progress, including achieving a cumulative GPA of 3.0, to have met the Program Competencies and Student Learning Outcomes. A student who does not meet the requirements, may be subject to remediation and/or dismissal from the program.

### Didactic Course Grade Requirements

- *Satisfactory performance* in all SEU PA Program didactic courses is a “B-” or better.
- Final course grades of “C/C+” are considered *unsatisfactory performance* and must be remediated as outlined in the **Remediation Policies** regardless of the PA student’s overall GPA.
- A student who earns a first final course grade of "C/C+" in the didactic year, will receive an academic warning.
- A student who earns a second final course grade of "C/C+" in the didactic year will receive an academic warning and be in academic jeopardy.
- A third final course grade of “C/C+” in the didactic year will not be remediated regardless of the student’s overall GPA, and the student, based on recommendation of the SEU PA Program Student Progress Committee, may be dismissed from the SEU PA Program.
- A final course grade of “F” is considered *failing* and will not be remediated, regardless of the student’s overall GPA. A student who has received a failing grade will be dismissed from the SEU PA Program.
- A student who is dismissed from an academic program at Saint Elizabeth University for any reason must wait one full calendar year past the semester of dismissal before reapplying to a graduate program. The program faculty may deny a student readmission for any cause.
- PA students who feel they have not been graded fairly may initiate a grade appeal in accordance with the policies and procedures outlined in the Academic **Grievance** section below.
- All dismissal decisions are finalized by the SEU PA Program Student Progress Committee.

## Clinical Course Grade Requirements

- *Satisfactory performance* in all SEU PA Program clinical courses is a “B-” or better.
- Final course grades of “C/C+” are considered *unsatisfactory performance* and must be remediated as outlined in the Remediation Policies regardless of the PA student’s overall GPA.
- A student who earns a first final course grade of "C/C+" in the clinical year, will receive an academic warning.
- A student who earns a second final course grade of "C/C+" in the clinical year will receive an academic warning and be in academic jeopardy.
- A third final course grade of “C/C+” in the clinical year will not be remediated regardless of the student’s overall GPA, and the student, based on recommendation of the SEU PA Program Student Progress Committee, may be dismissed from the SEU PA Program.
- A final course grade of “F” is considered failing and will not be remediated, regardless of the student’s overall GPA. A student who has received a failing grade will be dismissed from the SEU PA Program.
- A student who is dismissed from an academic program at Saint Elizabeth University for any reason must wait one full calendar year past the semester of dismissal before reapplying to a graduate program. The program faculty may deny a student re-admission for any cause.
- PA students who feel they have not been graded fairly may initiate a grade appeal in accordance with the policies and procedures outlined in the Academic [Grievance](#) section below.
- All dismissal decisions are finalized by the SEU PA Program Student Progress Committee.

Final course grades of “C/C+” from the Didactic phase of the program will carry over into the clinical year. In addition, academic status will remain in effect, including academic warning, jeopardy, and probation.



## **Progression**

Due to the sequential nature of the curriculum, students must successfully complete all coursework in one semester before being allowed to progress to the subsequent semester.

At the conclusion of each semester, the SEU PA Program Student Progress Committee reviews each student's academic and professional performance. Students must be recommended for progression by the SEU PA Program Student Progress Committee in order to continue to the following semester.

At the conclusion of the didactic year, review of student performance is done to ensure the student has met the SEU PA Program defined level of competency for the program student learning outcomes before being recommended for progression to the clinical year.

Prior to the completion of the SEU PA Program, overall student performance is reviewed to ensure the student has met the SEU PA Program student learning outcomes (PSLOs) and demonstrated an ability to meet the Competencies of a program graduate in order to be recommended for graduation.

In the event the SEU PA Program Student Progress Committee determines whether a student is not recommended for the next semester or not recommended to progress to the clinical year or not recommended for graduation, the committee will make a recommendation of the student's status. This recommendation may include, but is not limited to, progression pending completion of required remediation, deceleration to a subsequent matriculating cohort, or dismissal.

Students may progress to the subsequent semester pending completion of the required remediation, per the discretion of the SEU PA Program Student Progress Committee. PA students who are required to remediate and repeat a clinical rotation course and/or remediate a component of the summative evaluation are permitted to complete the requirements during the semester immediately following their original expected completion date. This situation will result in a delay in the students' completion and degree conferral dates.

## **Deceleration**

A deceleration is defined by the ARC-PA as "the loss of a student from the entering cohort, who remains matriculated in the physician assistant program." The SEU PA Program does not allow for deceleration, due to the lock-step nature of the program and the dynamic changes that may take place in the curriculum from year to year.

## Remediation Policies

Remediation is a process that allows PA students the opportunity to demonstrate satisfactory achievement of learning outcomes. Remediation plans are individualized and can be implemented through all phases of the program as required, based on academic performance and/or as determined by the SEU PA Program Student Progress Committee.

The SEU PA Program Student Progress Committee reserves the right to place a student on an Academic Improvement Plan at any time, if their performance on assessment measures puts them at academic risk, despite their overall GPA or course grades.

Requirements for successful performance on individual course evaluation measures and remediation requirements, if any, are at the discretion of the course director and instructors and are defined in the course syllabi.

Students who score below 80% on any exam, (excluding a cumulative final exam) will be required to meet with the Course Director to identify areas of weakness. Within 48 hours of that meeting, students must independently review the assigned topics using resources of their choice (e.g., Currents, lecture slides, YouTube, Lecturio, podcasts), and complete at least one Lecturio quiz question per topic. Students must submit all questions answered, including explanations for why each correct answer is correct and why the distractors are incorrect. Additionally, students will write three original, PANCE-style questions based on three assigned topics, also with full answer explanations. This process is intended to reinforce learning and will not affect the student's grade. Written assignment will be remediated at the discretion of the course director within time constraints as per the syllabus.

For clinical skills and procedures, Foundational OSCEs, patient encounters and practical assessments, students must demonstrate competency in required procedures and techniques. Those who do not will be assigned remediation, which may include extra instruction, written/practical assignments, and/or re-testing. Remediation must be completed by the end of the semester or, if necessary, by the end of the first week of the following semester. Failure to demonstrate competency by the deadline will result in referral to the Student Progress Committee. All students must meet the technical standards outlined in the SEU PA Student Handbook to pass the course.

### Clinical Rotation Course Remediation

Required remediation of a clinical rotation course may include, but is not limited to, retaking a failed end of rotation examination, remediating a failed component on the *Preceptor Evaluation of Student Performance*, remediating an OSCE, and/or repeating the entire clinical rotation course. Repetition of the course will delay the student's expected completion date and must be successfully completed before a degree is conferred.

A student who earns a C/C+ for a Core Discipline rotation grade will be placed in that discipline

for one of their Elective rotations, in order to prove competency in that discipline and to avoid delay in graduation. Recommendations for such action may be made by the Clinical Year Faculty and approved by the SEU PA Program Student Progress Committee.

Students may be required to repeat a clinical year course per the discretion of the SEU PA Program Student Progress Committee, despite receiving a passing course grade. Instances where course repetition may be required include but are not limited to the following: failure to pass the end of clinical rotation exam and make up exam (70% or better) or failure to achieve a 3 or better on all components of the preceptor evaluation. In these situations, the student will also be referred to the SEU PA Program Student Progress Committee for evaluation, which will include review of the student's overall academic record and determination of the student's suitability for continuing in the program (see Progression section above).

Students are fully responsible for any additional tuition and fees, including changes in tuition and fees, resulting from a clinical year course repetition.

Please refer to the Clinical Year Handbook for further information.

#### Didactic Capstone (PA 680) Remediation

If you do not get higher than 70% on the End of Curriculum Exam, you will need to remediate it. This will involve receiving a list of topics that you were weak on and studying them independently. A remediation exam will then be administered. You are required to get at least 70% on the second exam. If you do not get at least 70% on the second exam, you will not pass this course.

If you do not get higher than 70% on the Summative OSCE, you will need to remediate it. Failure to receive 70% or higher during the remediation will result in failure of the course.

Professionalism Review: Students must receive a score of 4 or higher on all components of the faculty Assessment of Student Professional Behavior evaluation. Failure to do so will result in a mandatory meeting with the Professional Committee.

Please refer to the PA680 Syllabus for further information.

#### Summative Evaluation Remediation

The summative evaluation will take place during the final four months of the program in PA 690 Summative Capstone. If you do not achieve a grade of 1470 or greater on the End of Curriculum Exam, you will need to remediate it. The End of Curriculum Exam takes place during the final four months of the program. Any PA student who does not score at or above the benchmark of 1470 will be given 1 opportunity to remediate the End of Curriculum Exam. Should the student fail to score a 1470 or above on the remediation exam, that student will fail the course and, as a result, be dismissed from the program.

If a student scores <80% on the overall Summative OSCE or any component of the OSCE, they will have 1 attempt to remediate either the entire OSCE (different case) or the component in which the student failed to demonstrate competency. Any PA student who does not pass the remediation OSCE/component does not meet the defined level of competency for the program level student learning outcomes and will be dismissed from the program.

Students will not be recommended for graduation unless they have the knowledge, skills and behaviors necessary for clinical practice as indicated by demonstrated competency and achievement of the program level student learning outcomes.

Failure of the student to adhere to the remediation plan or failure to meet the remediation assessment requirement will result in the student being dismissed from the SEU PA Program.

PA students who feel they have not been treated fairly may initiate grievance in accordance with the policies and procedures outlined in the Academic **Grievance** section.

### **Early Identification of Academic Difficulty: Professional and Personal issues**

PA student performance in all courses is closely monitored with interventions initiated by the instructors, course directors, advisors and/or PA faculty as needed. However, students who are experiencing academic or professional difficulty, or are experiencing a personal issue that may impact their progress in the SEU PA Program, are encouraged to contact the course instructor (and/or course director) and their academic advisor as soon as they begin to have a concern. Students should not wait to seek assistance; rather they should be proactive in the educational process. It is the student's responsibility to contact the Office of Accessibility Services at Saint Elizabeth University for assistance and accommodation, prior to matriculation to ensure their needs are met by the University and the SEU PA Program. Students may also contact the Student Success Center (<https://www.steu.edu/academics/success-center>) for on-line tutoring and additional academic assistance.

Strategies to aid students may include but are not limited to tutoring, specific targeted learning plans, learning contracts, or referral to appropriate student services. A full listing of student services is available on the SEU website (<https://www.steu.edu/student life/>) and in the **Student Services** section below.

### **Withdrawal**

A student who wishes to withdraw from the SEU PA Program must notify the Director of Operations and the PA Program Director in writing. A student who has withdrawn, will no longer be considered a student in the SEU PA Program. They must reapply to the PA Program if they wish to be considered for admission; however, there is no guarantee of acceptance.

Non-attendance of class, instructor notification, or non-payment of tuition and/or fees do not constitute appropriate notification of withdrawal. A matriculated student at Saint Elizabeth

University who has not earned any credits toward the degree in a one-year period is, however, considered to have voluntarily withdrawn from the program. Should a matriculated student who has earned credit towards the degree withdraw unofficially, academic penalty be imposed. In cases of unofficial withdrawal, the withdrawal date is the last recorded date of attendance as determined and documented by the University. That date must be determined no later than 30 days after either (a) the date of termination or (b) the end of the semester or summer term. Furthermore, that date will be finalized as the earlier date of these options.

### **Leave of Absence Policy**

Students who enroll in the SEU PA Program may request a leave of absence. The Leave of Absence Policy is below. Medical Leaves of Absence have additional provisions and are discussed later in this document. Students accepted to the SEU PA Program are expected to work with continuity and will be registered for courses in the program until all requirements are completed. Students who wish to request a Leave of Absence for up to one year must submit the request in writing to the PA Program Director and Operations Manager. Students are reminded that an interruption of studies may affect their ability to make satisfactory progress towards the completion of their degree. The PA Program Director and Operations Manager will only consider student-initiated requests for a Leave of Absence for up to one full year.

Students granted a Leave of Absence will join the next cohort upon their return. If a student takes a Leave of Absence, a seat cannot be guaranteed for the student in the following semester because the availability of seats will be based on the size of the next incoming cohort. If seats are not available, students will be placed on a waiting list and enrolled as seats become available. The student's academic status at the time of the Leave of Absence will remain in effect including the current GPA and number of unsatisfactory course grades, if applicable. A Leave of Absence, other than a Medical Leave of Absence (see the Medical Leave of Absence Policy section below), will only be granted to students who are in good academic standing. Prior to approval, the student must meet with the Student Progress Committee. A student is not permitted to enroll in another program (healthcare field or otherwise) while on Leave of Absence.

If a student is unable to complete a course(s) due to extenuating circumstances, the student may request a grade(s) of "Incomplete." An incomplete grade may be granted, but only if a student petitions the instructor for that grade prior to the end of the academic term in which she/he is enrolled in the affected course(s) (see Saint Elizabeth University - Academic Policies). A grade of "Incomplete" may be granted if the students' already completed work is of passing grade quality, but remaining coursework is unfinished because of illness or other serious cause. Due to the sequence of the coursework, a student is unable to request an incomplete for some courses and a withdrawal for others. The student will either be approved for incomplete grades in all semester courses or will be required to withdraw from all semester courses. The Student Progress Committee and the Course Director will determine if a student is eligible for incomplete grades in all semester courses. If a student has not completed a sufficient amount of work, as determined by the Course Director and the Student Progress Committee, the student will be required to withdraw from all semester courses. An "Incomplete" in any course becomes a failure and is recorded as a grade of "FI" (Failure Resulting from an Incomplete) if course requirements are not completed within four weeks following

the end of a semester (fall, spring, or summer) or two weeks following the end of an accelerated session or winter intersession.

Requests for extensions must be submitted to the instructor of the course and the Director of the Graduate Program prior to the end of the incomplete period. Requests for an Incomplete Extension form can be obtained in the Registrar's Office. The student is responsible for making satisfactory arrangements with the instructor for the completion of the course requirements. The student earning an incomplete grade is expected to complete the course requirements as soon as possible. Under no circumstances will any student carrying more than one Incomplete grade be permitted to begin additional course work.

At the end of an approved Leave of Absence, a student wishing to extend the Leave, or request a second Leave of Absence, must submit a written petition to the PA Program Director and SEU PA Program Student Progress Committee. The approval of such requests is not guaranteed. The SEU PA Program Student Progress Committee may deny the request, require the student to reapply to the PA Program, return to the PA Program with a subsequent cohort, and/or require the student to adhere to additional stipulations, to ensure successful progression in the program.

Given the pace with which medicine evolves, the maximum time for a student to complete the PA Program is five years from the date of original matriculation. Therefore, any request(s) for an extension or an additional leave that will not allow the student to meet this requirement will be denied. If a student then withdraws the student must reapply to the PA program if they wish to be considered for admission; however, there is no guarantee of acceptance.

Time spent on active military duty in the armed forces is excluded from the Leave of Absence time period limitations and such requests will be considered on a case-by-case basis. However, a student should apply for a Leave of Absence when notified of active-duty orders.

### Medical Leave of Absence

A Medical Leave of Absence requires written documentation to be provided to Student Health Services from the health care provider stating the anticipated time and duration of the absence. Further, upon return to the program, students must provide written documentation from the health care provider so that the student is fit for full duty and can continue to meet the SEU PA Program Technical Standards. The health care provider's specialty must be specific to the reason for the Medical Leave of Absence. The SEU PA Program Technical Standards will be provided to the student's health care provider in order for an accurate determination on readiness for return to be made. The SEU Student Health Services Office will notify the PA Program of such requests and the subsequent readiness to return approvals.

### Returning to the Program After a Leave of Absence

Any student on a Leave of Absence (including a Medical Leave of Absence) must complete the re-entry plan. The re-entry plan includes:

1. Passing a re-entrance exam: This exam is a crucial step to the re-entry process. It evaluates retention of the skills and knowledge that was acquired before the Leave of Absence. Success in this exam will ensure the student has the required competencies to apply in all subsequent courses and can successfully progress in the program. Success is defined as passing the exam with a minimum score of 80%.
2. The student must meet with faculty and staff of the PA program prior to returning to engage in an interactive process to discuss any additional student needs.
3. Adherence to Current Policies: A student returning from a Leave of Absence must comply with all institutional and program policies in effect at the time of return. The student will sign an attestation form acknowledging that the student reads, understood, and will adhere to the policies, processes, procedures, and guidelines outlined in the current Student Handbook.
4. Attending Orientation: A student returning from a Leave of Absence must participate in orientation activities with the incoming cohort of students to be re-acquainted with the program and learn about any program updates as needed.

If the student does not complete the re-entry plan, the student will be dismissed from the program and the decision for dismissal cannot be appealed.

## Completion

Unless otherwise agreed to in writing by the SEU PA Program Director and/or approved by the SEU PA Program Student Progress Committee, all outstanding course work must be completed within two weeks of the end of each semester, including that which precedes a student's expected completion date.

Students who are required to complete remediation plans or repeat a clinical course after their originally scheduled completion and degree conferral dates will have a delayed date of completion. Upon successful completion, the student's degree will be conferred on the University's next available degree conferral date in May.

## Degree Conferral Requirements

Saint Elizabeth University will confer the Master of Science (M.S.) degree upon students who successfully fulfill all the requirements of the SEU PA Program. In order to be recommended for program completion and degree conferral, the PA student must:

- Be in good academic standing:
- Successfully complete and pass all coursework.
- Achieve an overall GPA of 3.0 or higher (a student, who is on academic probation at the start of the final semester, must have achieved the required overall GPA of 3.0 by the end of the final semester.
- Be in good professional standing.
- Complete and pass all components of the summative evaluation.
- Meet all program level Student Learning Outcomes (SLOs).

- Meet the Competencies expected of a program graduate.
- Complete the community service-learning requirement.
- File an application for an M.S. degree with the Registrars' Office.
- Complete all requirements for program completion within five years of the original date of matriculation; and
- Have no outstanding financial obligations with Saint Elizabeth University.

## Degree Conferral and Commencement

Saint Elizabeth University confers degrees in May and December. However, commencement ceremonies are held only in May. Additional information about graduation and degree conferral policies can be found through the registrar and in Saint Elizabeth University Academic Catalog. <https://steu.smartcatalogiq.com/2022-2023/academic-catalog/>.

## Post-Graduate Professional PA Information

### Physician Assistant National Certifying Examination (PANCE)

Upon graduation, the SEU PA Program will notify the National Commission on Certification of Physician Assistants (NCCPA) of the student's status and confirm their completion date. The NCCPA will notify graduates when they are eligible to take the Physician Assistant National Certifying Examination (PANCE). Students who graduate from a physician assistant program accredited by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) are eligible to take the Physician Assistant National Certifying Examination (PANCE) for certification. After passing the PANCE, PAs are issued NCCPA certification and can use the PA-C designation until the certification expiration date (approximately two years). For more information: <https://www.nccpa.net/>. Students/graduates are responsible for the cost of the PANCE and all related certification costs.

### State Licensure

Graduates of the SEU PA Program will need to become licensed by the state(s) in which they wish to work. Each state has specific requirements and includes documentation of completion and degree conferral from an accredited program. States may require degree conferral in addition to completion in order for licensure. Students whose completion date occurs after the December degree conferral will not receive a degree until the following May. Students/graduates are responsible for providing the SEU PA Program office with the required forms. Students/graduates are responsible for all costs related to state licensing. Information regarding state licensure is available on-line at: <https://www.aapa.org/career/state-licensing-requirements/>. New Jersey state requirements are available on-line at <http://www.njconsumeraffairs.gov/pa/Pages/default.aspx>.

### Credentialing

Credentialing is a formal process whereby a hospital or healthcare organization establishes and



verifies the qualifications of licensed PAs seeking employment and/or privileges. PAs must provide documentation to allow the institution to assess their background and legitimacy. This process may be lengthy, and students are responsible for providing the SEU PA Program with any documents required. Students/graduates are responsible for all costs related to credentialing.

### Probationary Status

Saint Elizabeth University and the PA Program, when requested, will note a student's probation record and resolution of such status, on any forms required for certification, licensing, and/or credentialing. Serious infractions of professional behavior warranting dismissal may require reporting to state licensing boards.

### References

Students and graduates may request references from the SEU PA Program in writing. Copies of all references are maintained in a student's graduate file.

### Transcript Requests

All requests for transcripts are done through the Office of the Registrar. Requests are available online at <https://www.steu.edu/academics/registrar/transcript-requests>.

## **PROFESSIONAL BEHAVIOR EXPECTATIONS Academic Honesty and Integrity**

### Academic Integrity

Academic integrity is a demonstration of respect for the scholarship and the intellectual and creative efforts of others. Membership in the academic community of Saint Elizabeth University implies a high regard for human dignity and the expectation that ethical conduct be understood and practiced. We recognize that every individual has the right to the fruits of her/his own labor and is entitled to the appropriate acknowledgement of that labor. Consequently, academic integrity is a vital part of the relationship among the University's faculty, administrators, staff and students.

Each member of the academic community must recognize her/his individual responsibility to uphold academic integrity. The University will not accept academic dishonesty, which includes but is not limited to plagiarism, cheating in any form, theft of educational materials, the falsification of data, and illegal production of computer and audio/video software. Penalties will be imposed for violations of academic integrity.

Students in the SEU PA Program are expected to have read, be familiar with, and abide by the full SEU Academic Integrity Policy and its violations and sanctions:

<https://steu.smartcatalogiq.com/2022-2023/academic-catalog/academic-policies/>.

Students who are found to be in violation of the SEU Academic Integrity Policy may also be in violation of the SEU PA Program's professionalism policies described below.

Students in the SEU PA Program are expected to have read, be familiar with, and abide by the full SEU Student Conduct Policy and its violations and sanctions: <https://www.steu.edu/student-life>

## **Professionalism**

### **Professional Standing**

PA students must demonstrate appropriate professional behavior at all times as outlined in the SEU *PA Student Professional Behaviors* in order to remain in good professional standing.

Students must be in good professional standing as part of the requirements for the awarding of an M.S. in Physician Assistant degree. Failure to adhere to the *SEU PA Student Professional Behaviors* may result in a professionalism warning, professional probation, and/or dismissal from the SEU PA Program.

### ***SEU PA Student Professional Behaviors***

Students in the SEU Physician Assistant Program are expected to demonstrate the following professional behaviors. Each student is expected to:

#### ***Attendance and participation***

- Adhere to the SEU PA Program [Attendance Policy](#).
- Actively and consistently participate in class-related discussions and activities, including online requirements; and
- Actively and consistently, participate and engage in all supervised clinical practice experiences.

#### ***Professional Dress***

- Adhere to the appropriate dress code as outlined in the SEU PA Program [Dress Code Policy](#), *defined* below.
- Wear an appropriate short white lab coat during all patient encounters both on and off campus; and
- Wear proper identification during all PA Program activities, including a nametag identifying them as a physician assistant student.

#### ***Ethical Behavior***

- Demonstrate honesty and integrity at all times.
- Report witnessed unprofessional behavior to the appropriate supervisor;
- Respect the confidentiality of other students, faculty, and staff.
- Maintain patient confidentiality at all times; including standardized patients;
- Report incidents with patients to appropriate member of the healthcare team;
- Acknowledge role as a PA student; and
- Identify themselves as a PA student in all interactions and sign all written documentation with the designation of PA-student or PA-S.

### *Attitude and Demeanor*

- Consistently display a professional attitude in all classrooms, laboratories, small group and other required activities, including SCPE;
- Demonstrate respect and non-discrimination towards others including classmates, instructors, faculty, staff, patients, families and other members of the healthcare team;
- Maintain an attitude of compassion and empathy for patients.
- Demonstrate emotional stability in all interactions.
- Exhibit appropriate responses to all situations.
- Remain courteous and non-confrontational in all interactions.
- Be sensitive and respectful of other's feelings and opinions; and
- Be cognizant and respectful of diversity.

### *Responsibility and accountability*

- Consistently demonstrate flexibility and initiative throughout their education including patient care responsibilities.
- Be reliable and dependable; complete all assignments including those during supervised clinical practice experiences.
- Use appropriate and healthy coping mechanisms in the face of uncertainty;
- Take responsibility for actions and use appropriate problem-solving skills;
- Recognize limits and seek help when needed, in a timely manner; and
- Exhibit a commitment to personal growth and development.

### *Collaboration*

- Be cooperative and open-minded during group and patient care activities;
- Remain respectful of differing opinions.
- Use appropriate conflict-resolution tactics; and
- Be a responsible and engaged team member in all group activities and supervised clinical practice experiences.

### **Assessment of Professionalism**

The global assessment of the student's professional behavior for the year will take into account

information from each semester's *Personal Professional Evaluation* submission, as well as the advisor's direct observation of student behavior. Data from the professional behavior portion of the student's preceptor evaluations for each clinical course is included in the summative capstone. The SEU PA Programs Student Progress Committee will use the results of the summative evaluation as evidence of student performance to demonstrate student achievement of the professional behavior program level SLOs.

### Clinical Rotations

Evaluation of PA student professional behavior is included as part of the *Preceptor Evaluation of Student Performance* completed during each clinical course.

## Professionalism Actions

### Professional Improvement Plan

Students must receive a score of 4 or higher (on a 5-point Likert-type scale) on all components of the *Personal Professional Evaluation* and *Assessment of Student Professional Behavior* evaluations. During the clinical phase, students must receive a score of 3 or higher (on a 4-point competency Likert-type scale) on all professionalism components of the *Preceptor Evaluation of Student Performance*.

In the event evaluation of student performance does not meet the level of competency expected, the student is required to meet with his/her advisor to discuss ways to improve his/her behavior. The student and advisor will collaboratively create a professional improvement plan that may include but is not limited to targeted actions for improvement, referral to student services, and creation of a behavior modification contract. The professional improvement plan must include a timeframe and expected outcome. The advisor will evaluate the student's professional behavior at the conclusion of the period.

### Incident of Unprofessional Behavior

In the event that a PA student exhibits unprofessional behavior outside of the context of the above formal assessment process, the incident is to be reported to the SEU Student Progress Committee.

The SEU PA Program Professional Behavior Sub-committee will discuss all professional behavior incident reports on an as-needed basis. After a full investigation is made, the SEU PA Program Professional Behavior Sub-committee will make a formal recommendation to the SEU PA Program Student Progress Committee and the PA Program Director, who will notify the student of the result.

### Professional warning / Professional probation

A professional warning (at a minimum) may be given in the following instances:

- One (1) report of a verified *Professional Behavior Incident*; or

- As per the attendance policy

PA students may be placed on professional probation for any of the following professional behavior violations:

- Receipt of more than three “3” or below scores on either the student’s *Personal Professional Evaluation* or the *Assessment of Student Professional Behavior*;
- Receipt of any “2” or below ratings on the *Assessment of Student Professional Behavior* or on any professionalism component of a clinical year *Preceptor Evaluation of Student Performance*
- Two (2) reports of a verified *Professional Behavior Incident*.
- As per the attendance policy.
- Failure to adhere to the clinical year guidelines, including but not limited to unauthorized contact with a preceptor to contest a grade or request him/her to overturn a clinical site placement assignment by the program faculty, etc.
- Failure of a student to meet the requirements of the specific professional development plan.
- Recommendation of the SEU PA Program Professional Behavior Sub-committee in the event a student receives multiple professional warnings; or
- Recommendation of the SEU PA Program Professional Behavior Sub-committee for a serious professional behavior violation.

In order to return to good professional standing, a PA student must refrain from demonstrating any professionalism deficiencies during the subsequent semester. In addition, the student and advisor will collaboratively create a professional improvement plan that may include, but is not limited to, targeted actions for improvement, referral to student services, and creation of a behavior modification contract. The advisor will monitor and document the student’s professional behavior throughout the semester.

If the student fails to achieve professional good standing at the end of the subsequent semester, the student will be dismissed from the SEU PA Program. If the student achieves good professional standing status at the end of the subsequent semester, he/she will be removed from professional probation. However, if at any time during subsequent semesters the student demonstrates unprofessional behavior, he/she will be dismissed from the PA Program.

Any student, who is on professional probation at the end of the final semester of the program, will undergo a full professionalism review by the SEU PA Program Professionalism Committee to determine if the student has made sufficient progress in the improvement plan to return to good professionalism standing and meet the Program Competencies and Student Learning Outcomes. A student, who does not meet the requirements, may be subject to remediation and/or dismissal from the program,

## Professional Dismissal

The following behaviors warrant immediate dismissal of a PA student from the SEU PA Program. In addition, students may be subject to sanctions by state licensing boards, including denial of a license.

- Blatant disregard for and/or refusal to adhere to the professional and ethical behavior necessary for practice as a physician assistant; including academic dishonesty;
- Unauthorized participation at a clinical site including performing the patient care duties expected of a PA student for a preceptor outside of the duration of an assigned and approved clinical rotation, in either a paid or volunteer capacity;
- Conduct that will make a student ineligible to participate in supervised clinical practice experiences; or
- Behavior that puts a patient's safety at risk.

All dismissal actions are reviewed and confirmed by the SEU PA Program Student Progress Committee.

PA students who feel they have not been treated fairly may initiate grievance in accordance with the policies and procedures outlined in the **Academic Grievance** section below.

## **ACADEMIC GRIEVANCES**

The SEU PA Program follows Saint Elizabeth University's academic and grade grievance procedures, except where indicated (\*).

Any PA student who has been notified and agreed to a course remediation plan forfeits their right to a grade appeal. However, students retain the right to a non-grade appeal as outlined below.

The following policies are located in the Academic Catalog available at <https://steu.smartcatalogiq.com/2022-2023/academic-catalog/academicpolicies/>.

### **Academic Review Board: Grievances and Grade Appeals**

The Academic Review Board (ARB) provides undergraduate and graduate students with a means of resolving serious academic disputes that cannot be settled directly with the faculty involved, or by the Program Chairperson, or the appropriate academic Dean. Grade appeals will not be heard by the ARB unless they are based on misapplication or arbitrary application of the professor's grading policy or unusual circumstances.

The ARB has established the following arbitration process to settle disputes fairly and to the satisfaction of all parties involved. Note the \* which apply to graduate PA students.

To prepare for a grade appeal, students are encouraged to review the [Student Request for Grade Appeal form](#) and the [Student Grade Appeal Flowchart](#) for guiding the appeal process.

1. Before a grade appeal is referred to the ARB, students must first inform the professor

about the disputed grade and submit a Student Request for Grade Appeal form to the professor, with a copy of this form to the Program Chairperson (\*Director) in your School within 14 (\*7) calendar days of the grade being posted by the Registrar.

2. The student must then set up a meeting with the professor within the first week of the beginning of the next semester.
3. If the meeting with the professor does not resolve the dispute, the professor will initiate the Grade **Appeal Tracking Report** and forward it to the next level within 24 hours. If the appeal remains unresolved, the designated representative of the University at each subsequent level will forward the report to the next level. Graduate students in Theology, Psychology and Education, will arrange a meeting with the Director of the Graduate Program and provide her/him with the relevant documents and the Student Request for Grade Appeal form. If there is no resolution, the Director of the Graduate Program will notify the Program Chair within 24 hours.
4. Students in academic programs other than Theology, Psychology and Education will arrange a meeting with the Program Chair (\*Director) and provide her/him with the relevant documents.
5. The Program Chair (\*Director) will arrange and meet with the parties involved within three (3) calendar days of receiving notification of the grade appeal. If there is no resolution, the Program Chair (Director) will notify the school within 24 hours, providing her/him with the relevant documents.
6. The Academic Dean will arrange a meeting and meet with the parties within seven (7) calendar days of receiving the relevant documents to attempt to reach a satisfactory resolution.
7. If the matter remains unresolved after the Academic Dean's intervention, the Academic Dean will inform the Chairperson of the Academic Life Committee within seven (7) calendar days and provide her/him with the relevant documents.
8. The Chairperson of the Academic Life Committee will notify both parties (faculty and students) in writing that the grievance has been received.
9. The Academic Life Committee Chairperson will initiate the mechanism for the selection of the Academic Life Committee members who will serve on the ARB. This five-member board will consist of three faculty members and two student representatives, who will be selected by the two parties involved in the grievance, with each party selecting one faculty member and one student member. The third faculty member will be a member of the Academic Life Committee designated by the Academic Life Committee Chairperson and will serve as the Chairperson of ARB. If either party fails to select members for the ARB, the Chairperson of the ARB will select the members. During the summer, faculty and students will be on call to serve on the ARB. Preference will be given to Academic Life Committee members, but, if necessary, non-Academic Life Committee members will be asked to serve during the summer. This list will be drafted during the spring semester by the Chairperson of the Academic Life Committee.
10. The Chairperson of the Academic Life Committee will consult with those involved to determine the hearing date(s). Members of the ARB will meet prior to the hearing to establish procedures for the review and to select a chairperson and determine a

timetable for the completion of the Board's work.

11. The ARB will then convene a hearing with both parties. Board members must keep the proceedings, and all other matters related to the hearing in the strictest confidence. Counsel for the parties or the University will not attend the hearing.
12. The ARB will listen to the statements of the parties involved in the grievance, ask questions, review appropriate materials, deliberate, and recommend writing a resolution to the grievance. This recommendation must be determined within 30 calendar days of when the Academic Life Committee Chairperson was informed of the grievance.
13. The Chairperson of the ARB will sign the proposed resolution and forward to the Vice President of Academic Affairs within seven (7) calendar days. She/he will accept or reject the recommendation and notify the parties of the decision in writing. Only the Vice President for Academic Affairs may change grades. A record of the hearing will be maintained in strict confidentiality in the Office of the Vice President for Academic Affairs

### **Academic Non-Grade Appeal Process for Students**

Undergraduate and Graduate students have the right to appeal for any decision affecting their progress toward their degrees.

- Students dissatisfied with academic programmatic decisions have 30 working days following the disclosure of those decisions within which to file a complaint. Undergraduate students need to file their complaints with the relevant Program Chair. Graduate students need to file their complaints with their Graduate Program Director.
- If the matter remains unresolved after meeting with the Program Chair/Graduate Program Director, students should then proceed to the next level of Program Chair for graduate student complaints or on to the appropriate Dean if the matter remains unresolved.
- If there is still no resolution after a meeting with the Dean, the student may file an appeal with the Vice President of Academic Affairs (VPAA) within 7 working days of that meeting.
- The VPAA will review all documents deemed necessary and schedule a meeting with all parties in a timely fashion, typically within 30 working days of receipt of the written appeal. The student may attend the meeting and present her/his case directly if she/he chooses to do so. No legal counsel for any party will attend the meeting.
- The VPAA will then communicate his/her decision, along with its rationale, in writing to the student in a timely manner, typically within 30 working days of the meeting. If the student's appeal is denied, there will be no further avenue of appeal available to the student. All documentation of the appeal process will be kept in file in the office of the VPAA.
- In any case where a decision or action by the VPAA is the subject of the appeal, the Vice



President for Student Life will substitute for the VPAA in the appeal process described above.

The full student grievance policy can be found here: <https://www.steu.edu/student-life>.

## **CONFIDENTIALITY OF STUDENT RECORDS**

All employees of SEU are required to abide by the policies governing review and release of student educational records. The Family Education Rights and Privacy Act (FERPA) of 1974 mandates that information contained in a student's educational records must be kept confidential.

<https://www.steu.edu/academics/registrar/ferpa>

Federal Educational Rights & Privacy Act of 1974 (FERPA) is a federal regulation guaranteeing the privacy of certain aspects of student records. It is also known as the Buckley Amendment, after its principal sponsor, Senator James Buckley, of New York. Under FERPA, student records cannot be released without permission of the student, except under certain exceptions (such as a court order or if the release of such records is for public safety concerns). It provides students with the right to privacy of their records, the right to challenge something in their student records, and the right to review and release their own records. However, FERPA allows the unrestricted release of "directory information".

FERPA was written specifically for students and guarantees them three primary rights:

- The right to inspect and review education records.
- The right to seek to amend educational records.
- The right to have some control over the disclosure of information from those educational records.

What it does not guarantee is the absolute right to hide all records from everyone. For example, information designated as directory information can be released without student consent, as long as the student has not "opted out" of the directory.

Saint Elizabeth University defines the following as directory information:

- Name.
- Enrollment status
- Curriculum
- Dates of attendance
- Degrees received

If a student desires to have any or their entire directory information blocked from release, a request in writing must be submitted to the Office of the Registrar. A form blocking release of all information may be obtained in the Registrar's Office. This form will be in effect until the student separates from

the college or revokes the form.

Once a child attains the age of 18 or is enrolled at a "post-secondary institution", parents lose their right of access to their children's records. In non-emergency situations, the student must authorize Saint Elizabeth University to release the information to their parents. A form is available in the Registrar's Office requesting the release of information (both Academic & Financial) to anyone they designate. This form will be in effect until the student separates from the college.

More information on FERPA can be obtained from the US Department of Education website (<http://www.ed.gov/offices/OM/fpco/ferpa/index.html>).

Students may request to prevent the release of directory information to third party individuals by notifying the Registrar's Office or completing the [FERPA Authorization to Release Information](#) form available at the Registrar's Office website. Failure to notify the Registrar's Office as outlined above indicates implied consent to release directory information.

## **SEU PA PROGRAM POLICIES PA Student Health Policies**

### **Health Insurance**

PA students must provide documentation of health insurance that provides hospitalization coverage. All students must provide proof of health insurance prior to matriculation. Each student's personal health insurance policy must remain active throughout their participation in the program.

Saint Elizabeth University provides health coverage for all students through United Healthcare Insurance Company. Upon registration, PA students are automatically enrolled in Saint Elizabeth University's health insurance policy and premium coverage is added to their tuition bill (\*subject to change, please refer to the University website for costs and up to date information:

<https://www.steu.edu/admissions/tuition-and-fees/graduate/health-and-accident-insurance-fee>)

Students are financially responsible for the cost of all healthcare services they may require while enrolled in the SEU PA Program, including any health care services required as a result of their participation in scheduled program activities (e.g. TB testing, immunizations, treatment of injuries, pathogen exposure evaluation and treatment, etc.).

### **Required Forms**

PA students are expected to be fully compliant with the following requirements within the first two weeks post matriculation, or the student will be withdrawn from classes without credit.

Students must submit the following completed required forms directly to Student Health Services and Castlebranch. Students must update all records prior to the start of the clinical year.

Form A: Health Form (to be completed by student and healthcare provider) Identification data and emergency contacts.  
Health insurance and healthcare providers  
Health history questionnaire

Physical examination  
 Healthcare provider attestation  
 Technical Standards Attestation

Form B: Immunization Record & TB Screening with attached  
 Immunization record and documentation  
 TB screening documentation

Form C: Meningitis Information Sheet

Form D: Release Form

### Immunization Requirements

In order to protect the health and safety of patients, all students accepted into the SEU PA Program are required to provide documentation of the following immunizations and tuberculosis screening in accordance with the Centers for Disease Control (CDC), New Jersey State Law, University of Saint Elizabeth and SEU PA Program requirements.

|                           | Vaccine                                     |            | Immunity  |
|---------------------------|---|------------|---|
| MMR                       | 2 dose vaccine series                       | AND        | MMR Titer showing immunity  |
| Hepatitis                 | 3 dose vaccine series                       | AND<br>/OR | Hepatitis B Surface Antigen<br>Hepatitis B Surface Antibody Titer |
| Tdap                      | 1 dose Adult Tdap or TD vaccine             |            |   |
| Polio                     | Primary series completed                    | OR         | Polio titer showing immunity                                      |
| Varicella                 | 2 dose vaccine series or history of disease | AND        | Varicella Titer showing immunity                                  |
| Meningitis serogroup ACWY | ≤ age 23                                    |            | May be required by clinical sites                                 |
| Meningitis serogroup B    | ≤ age 23                                    |            | May be required by clinical sites                                 |
| Influenza                 | Annually                                    |            |   |

|          |  |  |   |
|----------|--|--|---|
| Covid-19 | 2 dose vaccine + booster CDC approved.<br>vaccinations |  | CDC Approved card showing vaccinations + boosters with dates. Additional boosters may be required as per CDC guideline changes and/or as per University, Program, or Clinical Site Requirement. |
|----------|--|--|---|

### Tuberculosis Screening

Documentation of baseline tuberculosis screening in the form of either an IGRA-Interferon gamma release assay or a two-step PPD / Mantoux testing within six months of entry into the PA Program and again before beginning the clinical phase of the program.

If any TB testing is positive, evaluation (and treatment, if indicated) must be completed in accordance with CDC guidelines. This information must be documented on Form B Immunization Record and TB Screening.

Students who obtain medical or religious exemption through the University should note that the University exemption may not be honored at clinical sites. All clinical affiliates have institutional policies and requirements that are not superseded by Saint Elizabeth University.

Please note: some clinical sites may require additional immunization and/or have more stringent tuberculosis screening requirements. Students will be notified of such requirements prior to the start of each rotation and or as far in advance as possible. Students are responsible for providing additional documentation directly to the Office of Student Health Services, clinical sites and/or the clinical year team Administrative Assistant.

### Student Health Release of Information

Students are required to sign Form D Authorization to Release Information to the SEU PA Program authorizing Student Health Services and *Castlebranch* to release his/her immunization records and results of the tuberculosis testing (per Form B Immunization Record and TB) directly to the SEU PA Program. The release also allows the SEU PA Program to release those records to all clinical sites to which the student is assigned for supervised clinical practice experiences.

Clinical sites may require students to complete their own medical and immunization forms. It is the student's responsibility to comply with such requests. Therefore, students should maintain copies of all their medical and immunization records.

Students who are unwilling to comply with these requirements will not be permitted to participate

in any patient contact activities and will be dismissed from the SEU PA Program.

### Confidentiality of Student Health Records

Student Health Services and *Castlebranch* will maintain all student health records in accordance with HIPAA confidentiality regulations. These records will only be accessed by SEU PA Program personnel authorized by the individual student.

### Provision of Care

#### *Medical*

Except in the event of a medical emergency, students are not to seek medical care from the PA Program Director, Medical Director, principal faculty, adjunct faculty or guest instructors. Students should seek care from their personal healthcare provider or from Student Health Services. To ensure the safety of classmates, faculty, staff, patients, and members of the healthcare team, any student who shows signs/symptoms of a contagious illness will be asked to report to Student Health Services or their primary healthcare provider for evaluation and clearance. Clinical sites reserve the right to prevent students from engaging in patient care in the event they pose a health risk to patients.

Students are expected to follow all University COVID-19 policies and procedures including the completion of the daily check-in tracker. Full guidelines may be found at <https://www.steu.edu/student-life/health-services/coronavirus-information>.

In the event of an emergency, the student should call 9-1-1 and notify the SEU PA Program faculty/staff. Saint Elizabeth University Security Office should also be notified to facilitate care, treatment, and transport of the student.

#### *Mental Health*

Any student who is experiencing a mental health issue may seek care from Saint Elizabeth University's Counseling Center at no additional cost. The Counseling Center is located on the ground floor of Founders Hall. The phone number is (973) 290-4175. For a full listing of services and information, the website is <https://www.steu.edu/student-life/counseling-services/>

#### *Disability*

Students experiencing short-term or permanent disability should seek assistance and accommodations from the Office of Disability Services. The office is located on the second floor of Mahoney Library. The phone number is (973) 290-4261. For a full listing of services and information, the website is <https://www.steu.edu/academics/accessibility-services/>.

## Bloodborne Pathogen Exposure

Students are advised to refer to the full [Bloodborne Pathogen](#) policy below. In the event that a student sustains an exposure, they should follow the appropriate procedure:

- If the incident occurs on-campus, report to either Student Health Services or their personal provider
- If during a supervised clinical practice experience, adhere to the clinical site's procedures and follow up with either SEU Student Health Services or their personal provider.

Students must submit a *BBF Exposure Incident Report (Appendix B)* to the SEU PA Program Coordinator. The student may obtain post-exposure care from Student Health Services or the provider of their choice. The information regarding the student's medical care must be kept confidential and not shared with the SEU PA Program.

## BLOODBORNE PATHOGEN PREVENTION AND EXPOSURE POLICY

### Training

PA students are required to interact with patients as part of their clinical training and future practice. As healthcare providers, they will encounter the risk of exposure to infectious diseases. Therefore, students must follow routine practices for preventing the exposure, spread, and development of communicable diseases. All PA students will be trained regarding blood borne pathogens in accordance with the requirements of the Occupational Health & Safety Administration (OSHA) on Universal Precautions. They will learn correct methods of handling blood, tissues and bodily fluids as well as dealing with the management of communicable diseases.

Upon acceptance into the SEU PA Program, students are required to complete the OSHA training module for blood borne pathogens through *Castlebranch* and again during orientation to the clinical year. The cost of this course is included in the Initial Background and Training Package for which students are responsible. This training will be reviewed and reinforced during didactic coursework, and during orientation to the clinical year. Clinical training sites may require additional on-site training as part of their specific orientation process.

### Prevention

The PA Program faculty, staff and students are expected to follow Universal Precautions during all activities that present a risk of exposure to blood/body fluids or chemical exposures.

Precautions include:

- 1) hygiene.
- 2) use of personal protective equipment (e.g. gloves, gowns, masks).
- 3) safe injection practices.
- 4) safe handling of potentially contaminated equipment or surfaces in the patient environment; and
- 5) respiratory hygiene/cough etiquette.

Specifically, faculty, staff and students must:

- 1) Act as though all patients have a potentially contagious blood borne disease;
- 2) Avoid direct contact with blood, body fluids, secretions, excretions, mucous membranes, non-intact skin, and lesions.
- 3) Avoid injuries from all “sharps;”
- 4) Avoid direct contact with items, objects, and surfaces contaminated with blood or body fluids.
- 5) Dispose of all “sharps” promptly in special puncture resistant containers;
- 6) Dispose of all contaminated articles and materials in a safe manner prescribed by law.

Saint Elizabeth University Facilities Department provides the SEU PA Program with sharps containers, red bags, and medical waste containers; and coordinate proper disposal.

### Post Exposure

If a student experiences a needlestick or other sharps injury, or is exposed to blood or other body fluid, he/she should follow these steps as indicated:

- Remove contaminated clothing.
- Immediately irrigate eyes with clean water, saline, or sterile irrigants for 15 minutes.
- Immediately flush splashes to the nose, mouth, or skin with running water.
- Vigorously wash needlesticks and cuts with soap and water for one minute with antibacterial soap, if available

If during a didactic course, located on-campus:

- Notify the course instructor and SEU PA Program Director; and
- Seek immediate medical evaluation at Student Health Services. If the student prefers, he/she may seek evaluation from their personal healthcare provider.

If during a supervised clinical practice experience:

- Notify the preceptor and the SEU PA Program Coordinator of Clinical Sites.
- Follow the incident reporting and post-exposure plan in place at the clinical site; (several sites offer evaluation on-site, while others refer students to an emergency room, urgent care center or to the provider of their choice);
- Seek follow up care with the University’s Office of Student Health Services. If the student prefers, he/she may seek evaluation from their personal healthcare provider.

All costs associated with any incident or exposure are the responsibility of the student.

If there is a question about the appropriate medical treatment for occupational exposures, 24-hour assistance is available from the Clinicians' Post Exposure Prophylaxis Hotline (PEpline) at **1- 888-448-4911**.

#### Incident Report:

Students must submit a *PA Program BBP Exposure Incident Report (Appendix E)* to the SEU PA Program Coordinator in the event of any BBP exposure during both the didactic and clinical years.

The SEU PA Program will review all BBP Exposure Incident Reports to review the circumstances of the exposure incident to determine if revision of procedures, protocols and/or training is warranted.

The student may obtain post-exposure medical care from Student Health Services or the provider of their choice. The information regarding the students' medical care must be kept confidential and not be shared with the SEU PA Program.

#### Background Check Policy

Students are required to undergo a background check prior to matriculation and prior to the start of the clinical year. Upon acceptance, students will be referred to *Castlebranch* for a full background check, which includes:

- New Jersey State Police Unlimited County Criminal Record Search
- Nationwide Federal Criminal Records
- Residency History / SSN Alert
- National Record Indicator w/ Sex Offender Index
- Nationwide Healthcare Fraud and Abuse Scan
- US Patriot Act Search

Prior to the start of the clinical year, students will be referred to *Castlebranch* for a background re-check. In the event that a clinical site requires additional testing, the site will provide the student with that information. Students are responsible for all fees related to background checks.

Findings on the background checks that limit the SEU PA Program's ability to secure supervised clinical practice experiences may prevent a student from progressing in the SEU PA Program, completing all requirements for graduation, and obtaining a license to practice as a physician assistant. Applicants and students are encouraged to review the New Jersey Physician Assistant Advisory Committee homepage (<http://www.njconsumeraffairs.gov/pa/Pages/default.aspx>) to learn more about the requirements for licensure in NJ, including a required criminal background check.

The SEU PA Program Director and/or PA Program Coordinator will review the background check results of all admitted applicants. In the event the report contains adverse information that will not enable the applicant to meet the requirements for completing the program, the offer of



acceptance will be rescinded.

The SEU Program Director and/or PA Program Coordinator will review the results of all background re-checks. Adverse findings that prevent a student from being able to complete the required supervised clinical practice experience and subsequently meeting the requirements for graduation will result in the student being dismissed from the SEU PA Program.

Students may be required to submit or have the SEU PA Program submit the results of their background check directly to a clinical site. Students will be required to sign a release of information form indicating that the SEU PA Program has the right to release this information to the clinical affiliates as appropriate. Clinical sites reserve the right to require additional background checks. Clinical sites are not obligated to take any students who have any adverse findings on the background check report.

The results of the background checks will be kept separate from the other student educational and academic records in accordance with FERPA.

### **Substance Abuse Policy & Procedures**

Saint Elizabeth University (SEU) strives to provide an environment that is (a) reflective of our Catholic identity, mission and core values, and (b) conducive to the health, education and wellbeing of each member of our community, and (c) in compliance with all applicable federal, state and municipal laws. In light of this, the University recognizes its responsibility, and the responsibility of each person within the University community, to conduct themselves in accordance with University policy and state and federal law.

The adverse consequences of the misuse and abuse of alcohol and other drugs represents one of the most serious problems on university campuses today. Thus, we take seriously our commitment to maintaining a healthy and safe campus environment that includes the prohibition of alcohol and other drugs. We are committed to an environmental management approach that includes education, prevention, intervention, enforcement, treatment, and recovery support.

Saint Elizabeth University recognizes that substance abuse may be a symptom of deeper personal and emotional difficulties. Information and counseling about this problem is available on a confidential basis to students through the Counseling and Health Centers or to employees through the Human Resources Office.

In an ongoing effort to provide education and information relating to substance abuse, the University will annually provide substance abuse awareness programs. Each year the Substance Use Policy will be distributed to all students and employees and will be reviewed every two years. When students choose to accept admission to Saint Elizabeth University, they accept the rights and responsibilities of membership in the University's academic and social community.

The University expects all members of the community to take responsibility for their own actions and to act to reduce risks of harm to themselves and to others. Moreover, the University expects every member of our community to use good judgement, common sense, and compassion for one another.

The misuse and abuse of alcohol and other drugs constitutes a threat to the educational mission of the University. Saint Elizabeth University seeks to provide an environment that respects the rights of those who choose not to consume alcohol or other drugs for any reason. This includes encouraging healthy lifestyles that prevent and discourage underage drinking. Thus, specific procedures have been developed for responding to the use of alcohol and other drugs and will be strictly enforced. The full Statement of Policy can be found at: [Substance Use Policy.docx](#)

PA students must thoroughly read the policy for clarity of all its procedures and regulations. PA students who believe they have a drug or alcohol problem are advised to contact the SEU Counseling Center at (973) 290-4175 for confidential services.

The use of alcohol or other controlled substances, while on supervised clinical practice experiences, is strictly prohibited. PA students who are found to be under the influence or impaired will be dismissed from the clinical site, resulting in a failing grade for the rotation. Any PA student or physician assistant who is engaged in the use of controlled dangerous substances, noted to be under the influence, or impaired, is subject to denial of state licensure.

### **Drug Screening Policy**

In order to ensure patient safety, and as a condition for participating in supervised clinical practice experiences, students must submit a negative urine drug screen. All PA students will be required to undergo urine drug screening prior to the clinical year. Students will be referred to *Castlebranch* for instructions for a 10-panel drug test via *LabCorp*. Students are responsible for all costs associated with the urine drug testing process. *Castlebranch's* Medical Review Officer (MRO) will review all non-negative results.

The PA Program Director and/or PA Program Coordinator will review the final results of all urine drug screening. MRO confirmed non-negative results will prevent a student from being able to complete the required supervised clinical practice experiences and subsequently meeting the requirements for graduation and will result in dismissal from the SEU PA Program. In addition, students who have an MRO confirmed non-negative report may also be subject to disciplinary actions by the PA Program and/or University.

Students may be required to submit or have the SEU PA Program submit the results of their urine test results directly to a clinical site. Students will be required to sign a release of information form indicating that the PA Program has the right to release this information to the clinical affiliates as appropriate. Students may be required to undergo additional urine screening

at the discretion of a clinical affiliate. In that event, the student is responsible for all costs.

Clinical sites are not obligated to take any students who have any positive findings on the urine drug screen report.

The information obtained from the urine drug testing results will be kept separate from the other student educational and academic records in accordance with FERPA.

### **Technology, Communication and Access Policies Technology Requirements**

The SEU PA Program does not require students to purchase a particular electronic device. Students may choose the electronic device with which they are most comfortable. However, the device must be able to access the web-based applications used by the SEU Program.

These web-based applications include, but are not limited to SEU e-mail, Self Service, Moodle, eMedley and in-class on-line activities.

The SEU PA Program will make available laptop computers for the administration of all on-line examinations and other program-required learning activities.

Students are expected to be mindful of their electronic devices at all times and ensure privacy and security of their SEU and other accounts. Students must be careful where they leave belongings and if a device is left in common areas, students must be sure to log out of their SEU and other accounts before leaving an item unattended. Students who use computers in the classrooms and labs must log out when done.

#### **Acceptable Use of Technology**

The University provides technology resources to fulfill its mission as a liberal arts institution, to support our educational and community values, and to support its programs and initiatives. Access to the University's technological resources is a privilege extended to authorized users and thus carries with it an associated expectation of responsible use.

The University's Acceptable Use Policy provides guidelines for appropriate use of technological resources, and is available by contacting Instructional Technology, the Office of Information Systems (973-290-4477).

Students are required to adhere to all University of Saint Elizabeth Computer Acceptable Use Guidelines <https://www.steu.edu/it/policy>, including the Copyright Compliance Policy <https://www.steu.edu/it/policy/copyright> and the File Sharing Policy <https://www.steu.edu/it/policy/file-sharing>.

Students who have questions regarding these policies should contact the Office of Information Technology at (973) 290-4020.

By accessing the University's technology resources, users agree to abide by the Acceptable Use Policy.

### **Communication/ Access Policies**

Upon matriculation, PA students will be given a SEU e-mail account. All e-mail communication between the SEU PA Program and students will take place solely within this system.

Saint Elizabeth University and the PA Program use the learning management system, Moodle for the administration of all courses. Announcements and courses created in the system use the SEU e-mail platform for dissemination.

#### **Communication with PA Program Faculty**

All e-mail communication between the SEU PA Program and students will take place solely within the SEU e-mail system. Cellphones and text messaging are not to be used for communication with the SEU PA Program faculty and staff.

PA students are expected to respond to faculty e-mail messages in a timely manner. It is also reasonable for students to expect faculty to respond to emails in a timely fashion, within normal business hours. Students should not expect answers to e-mail messages from faculty late at night or during the weekends.

PA Program faculty and staff are not permitted to extend or accept "friend requests" to or from students on any social media sites.

#### **Social Media, Internet Use and HIPAA**

PA students should be mindful of the image they project of themselves, the SEU PA Program, Saint Elizabeth University and the PA profession over the Internet. PA students are expected to be professional and respectful and use good taste and common sense when engaging in such activities. Students are reminded that employers typically conduct web searches on job candidates before extending offers.

Students are expected to adhere to HIPAA requirements and other applicable federal and state laws when using the Internet and all forms of electronic communication. Students must maintain the privacy of all standardized patients, classmates, faculty, and staff of the SEU PA Program and Saint Elizabeth University employees, as well as patients, preceptors, staff, and employees of all clinical affiliates.

Students should not post personally identifiable information about themselves or anyone else. This includes, but is not limited to, phone numbers, addresses, birth dates, e-mail addresses, etc.

Students are not to use the Saint Elizabeth University logo without permission. Students should take

the necessary precautions to protect their individual user identity, passwords and other login information.

### General Email Policies

PA students are expected to check their Saint Elizabeth University e-mail on a daily basis. In addition to the above parameters, students should adhere to the following when writing and sending e-mail correspondence:

- Address each e-mail with an appropriate salutation.
- Sign each e-mail.
- Use full sentences and proper grammar.
- Avoid the use of abbreviations.
- Be aware of to whom you are replying: “Reply to All,” may not be the most appropriate option.
- Read and reflect on all e-mail correspondence before sending to avoid sending an unprofessional or inappropriate message.
- Be respectful and considerate.
- Do not include any information that you would not be willing to say during an in-person conversation.
- Never share personal information.

### Educational Activities

The use of social media, chat rooms, instant messaging and/or “surfing” the web during class when not engaged in sanctioned web-based course activity is unprofessional and inappropriate and subject to professional warning and/or professional probation.

### Emergency Contact Information

All students are required to provide the SEU PA Program with emergency contact information *Emergency Contact and Information Sheet (Appendix C)*.

### Attendance Policy

Attendance is mandatory. Attendance will be taken on a regular basis as determined by the faculty. Arrival on time is expected and leaving early without an official excuse is unacceptable. You should plan to stay in the class for an hour at which time you will get a break. Leaving and returning to class is disruptive and disrespectful, please only leave in an emergency. Full attendance is mandatory for all Simulation and Lab exercises. If you arrive late for an OSCE/Simulation/Skill Day, you will not be allowed to participate, you will receive a zero for the day, and you will face a potential professionalism violation. Late arrival for an exam/quiz will not grant extra time, and the exam must be completed within the allotted time. Lack of adherence to any aspect of the attendance policy will

result in a point reduction as determined by the course director. Greater than one absence (including an excused personal day) will result in the student's overall grade automatically being lowered by one letter grade and the student will be referred to the professionalism committee. Personal days must be approved by all faculty encountered for the day and your advisor (see student handbook). Any day off including the personal day will result in 5% overall grade point reduction.

## Absences

PA students are permitted to use a maximum of one absence/personal day during each semester and can only be taken in the summer, fall, and spring semesters of the didactic-phase. Students must request these days off in advance with a five-business day notice at minimum using the *Absence/Personal Day Request (Appendix D)*. Absence/Personal days may be used for all types of absences and students do not have to provide a reason for the absence. However, requests may not be accepted or approved in certain situations. In the event that an absence is unexpected and/or due to an emergency situation, the student must complete and submit the *Absence/Personal Day Request* form to the course director as soon as possible.

Undocumented absences/personal days or an absence/personal day despite a non-approval are considered unprofessional behavior and will result in disciplinary action as recommended by the SEU PA Program Student Progress Committee.

If a student has used his or her one absence/personal day in a semester and experiences an emergency situation or illness that requires absence, the relevant PA Program Education Director will determine whether or not the absence(s) will be considered excused. Students should provide clearance from a healthcare provider for absences related to medical conditions directly to the Student Health Office who will relay the clearance to the PA Program staff. No specific information on medical conditions will be accepted by the Program. Students must return to activities with 'full duty' responsibilities and continue to meet the Technical Standards. All queries regarding reasonable accommodation must be made to the Office of Accessibility Services.

In the case of an extremely serious and/or extended illness or an unusually difficult and/or dire personal situation or where the student requires multiple consecutive or intermittent absences the student may be required to take a leave of absence from the SEU PA Program. These cases will be handled on an individual basis and will require adherence to the [Leave of Absence](#) policy.

Absences from any of the following days are considered unprofessional behavior and may result in a professional warning.

- Days on which labs, small groups or practical activities are scheduled.
- Days on which objective structured clinical examinations, OSCEs and other practical exams are scheduled.
- The day of a scheduled exam, quiz or graded class activity.
- The day prior to a scheduled examination.

- During final examination week.
- On the first or last day of a course; or
- On the first or last day of a semester.
- Personal days may not be used to extend a vacation.
- Days on which a student is scheduled to give a presentation.
- Days on which a site visit with a faculty member has been scheduled;
- The day prior to a call back day
- Scheduled callback days at the end of each rotation.

Absence/Personal days cannot be used for partial day requests. Absence/Personal days cannot be “saved” for a subsequent semester. Absence/Personal days cannot be shared with or transferred to another student.

For a given day, no more than five (5) individual student absent/personal day requests will be approved. Approval will be made in the order they are submitted.

Attendance on rotations is mandatory. Students are not permitted to miss more than one day per rotation. Absences must be reported to the preceptor and the SEU PA Program Coordinator of Clinical Sites Any time missed must be made up at the discretion of the Associate Program Director and the Coordinator of Clinical Sites. The ability to make up the required contact hours on a rotation may be limited and is subject to preceptor discretion and approval of the SEU PA Program Director of

### Clinical Education

Depending on specific circumstances, if a student misses 3 or more days from one 5-week rotation s/he will be required to complete additional clinical days and/or the entire rotation at the end of the clinical year. Students must complete all required days before the degree will be granted.

*Absence/Personal Day Requests (Appendix D)* will be maintained electronically until shortly after graduation.

### Religious Observances

A student who requests an absence due to religious observances will be given the opportunity to make up any examination, study or work requirement, which he/she may have missed because of such absence. No student will be penalized for absences due to religious beliefs and alternative means may be sought for satisfying academic requirements involved. Requested absences must be reasonable, be made at the beginning of the semester, be agreed upon by the course instructor, and allow for fulfillment of academic requirements. In order to meet the time requirements for the supervised clinical practice experiences, missed time on clinical rotations due to religious observances may be required to be made up at the discretion of the preceptor, course director, and SEU PA Program Associate Program Director. Absences from class or supervised clinical practice experiences will not be accommodated on those holidays when work is permitted. Absences on days when work is permitted are considered unexcused; anything scheduled, including examinations,

presentations, supervised clinical practice experiences will not be rescheduled. Each student missing a class is responsible for the coursework/assignments missed.

### Incident Weather

Saint Elizabeth University will notify the campus community of cancellation or postponement of university classes due to snow or other emergencies via the Send Word Now campus alert system.

In the event of cancellation of classes by the University, on-campus didactic classes will not be held. Students will be informed of how the material missed will be made up or covered, which may include on-line synchronous or asynchronous activities. Missed evaluation/assessment activities will be rescheduled with timely notification to students.

In the event that the University remains open during inclement weather, students should not attempt to travel under unsafe conditions. However, they must notify the course director and are responsible for work missed.

The class cancellation / inclement weather policy may not apply to students who are on supervised clinical practice experiences. Students on clinical rotations should contact the preceptor to determine the operational status of the site. In the event the site is open, the student must make every attempt to go to the rotation, unless travel conditions are unsafe (defined as a declared "State of Emergency"). Missed time on supervised clinical practice rotations due to inclement weather may be required to be made up at the discretion of the preceptor and the SEU PA Associate Program Director and Coordinator of Clinical Sites. Alternative arrangements for student engagement in activities related to the supervised clinical practice experiences will be permitted at the discretion of the SEU PA Associate Program Director and Coordinator of Clinical Sites.

### COVID-19 Policies

#### **Attendance at the event the University moves to fully on-line instruction or a high-flex model.**

- Students are expected to adhere to the attendance policy per the SEU PA Program Student Handbook at all times.
- Students are expected to attend all on-campus Program and course activities as scheduled, if permitted under State and University protocols.
- In the event that a course (or an individual instructional activity within a course) is provided virtually (or includes the option for students to participate virtually), student attendance and screen presence is required in all synchronous learning activities, including breakout sessions, think share, etc. Students are expected to interact and participate, and failure to do this may result in being marked absent.
- In the event a student has an extenuating circumstance related to participation in any course activity (including on-campus and virtual synchronous learning activities, etc.); they must contact the course director to discuss the circumstances, potential solutions. Individual circumstances will be considered on a case-by-case basis. While every effort will



be made to support student learning and achievement of the course learning outcomes, students should not expect course expectations will be altered to accommodate their situation.

### **Class recording policy.**

- Video is crucial in building trust and engagement in virtual communications. Students must turn ON their video unless the background or appearance is distracting or inappropriate.
- Just as in a face-to-face class, student attendance and screen presence are **required** in all synchronous learning activities, including breakout sessions, think pair share, etc. Students are expected to interact and participate, and failure to do this may result in being marked absent.
- Students must log in on time and may not leave early. Students must inform the instructor via private chat if the student needs to turn off the camera or leave the session for any prolonged period of time.
- Remote learning platform sessions (such as Zoom) used at SEU may be recorded. When activated by the presenter both audio/video and chat sessions will be recorded. Zoom will advise attendees when the sessions are recorded prior to joining the meeting.
- Recordings are for faculty and student use only. Recordings are not to be copied, altered, shared, uploaded, emailed, or reproduced in any way.
- The posting of lecture recordings is at the discretion of the course director and instructor.
- Some instructors may opt out of recording. If this occurs, (or for any reason there is not a recording), a video recording will not be available for later review. This is the instructor's choice. If the instructor chooses not to record the sessions, students will still be responsible for the covered material, and there will not be a make-up session. If this occurs, students should speak with other students and obtain all notes and assignments.
- All information and dialogue are confidential and will only be used for teaching/learning within the Saint Elizabeth University PA Program courses and activities.
- Students are not attempting to record, photograph, or screen capture these sessions independently (unless given permission by the presenter).
- Professional conduct/conversations should be maintained at all times during group and individual chat room conversations and during video recordings.
- Students must never share the access code or password with anyone that is not in the class, or part of the SEU PA program. Students must always log out after each Zoom session.

### **Artificial Intelligence (AI):**

If your instructor allows the use of an AI tool, its contribution must be credited in your

submission. If using AI, you will be responsible for any inaccurate, biased, offensive, or otherwise unethical content you submit, regardless of whether it originally comes from you or an AI tool. If students try to pass off AI-produced work as their own, it is considered cheating. Using AI to produce a patient note or document a patient's progress in real or Simulated activities is unacceptable and will be considered cheating. Consequences for cheating can be severe and may include academic penalties such as receiving a failing grade for the assignment, the entire course, or expulsion from the program.

### **Travel and Transportation**

In order to provide PA students with exposure to a broad range of patients in a wide variety of practice settings, travel throughout the State of New Jersey is required. Travel is required during the first year of the SEU PA Program for classes and required activities including first year experiences, and community service-learning responsibilities. During the clinical year, students must be able to travel to and from clinical rotation sites, regardless of the location. The student is responsible for all transportation, lodging, parking, and incidental costs related to SEU PA Program related activities.

### **Student Work Policy**

**External employment:** Due to the full-time curriculum and intensity of the SEU PA Program, PA students are advised not to work. Any student who does undertake such employment must understand that the requirements of the SEU PA Program will not be altered to accommodate a work schedule.

In the event that a PA student does engage in employment outside the SEU PA Program, they should:

- Inform the PA Program Director.
- Acknowledge that they understand that under no circumstances will changes be made to the SEU PA Program requirements to accommodate their job schedule/duties; and
- Meet with the PA Program Director periodically to determine if their job obligations are having a negative impact on their academic performance.

**Internal employment:** The SEU PA Program does not require PA students to work for the SEU PA Program. PA students may volunteer for SEU PA Program related activities such as interviews and tours but are not required to do so.

### **Students as Instructional Faculty / Clinical or Administrative Staff**

PA students are not permitted to substitute for instructional faculty.

**Didactic Courses:** Students, who have been asked to participate in such a role during a didactic course, must inform the SEU PA Program Director immediately to address the situation.

**Clinical Year / Supervised Clinical Practice Experiences:** While engaged in clinical rotations, PA students may not be used as clinical or administrative staff. Students are required to notify the SEU PA Associate Program Director and Coordinator of Clinical Sites immediately if they are asked to perform these duties to address the situation. Under no circumstance may a student accept payment or compensation for their time while assigned to a clinical rotation course as a PA student.

## **Administrative and Learning Spaces Policies**

### **PA Program Administrative Space**

PA students are not permitted to access the records or confidential information of other students, faculty, or staff. Students are not permitted unattended access to the offices of the SEU PA Program faculty or staff.

Students must maintain the privacy of all standardized patients, classmates, faculty, and staff of the SEU PA Program and Saint Elizabeth University employees, as well as patients, preceptors, staff, and employees of all clinical affiliates.

Students who are found to be in violation of these policies are subject to professional disciplinary action.

### **Classroom and Laboratory Settings**

In order to ensure a proper learning environment for all PA students, appropriate behavior in the classroom and laboratory settings is essential.

PA students are expected to actively participate in all learning activities, including but not limited to class preparation, reading assignments, class discussions, assignments, small group activities, team-based learning, laboratory sessions, simulated patient, and simulation activities. Failure to actively participate is considered unprofessional behavior and may result in a professional warning and/or professional probation.

In all professional settings, SEU PA Program faculty and staff are to be addressed by their appropriate professional titles.

In keeping with the *SEU PA Student Professional Behaviors*, under no circumstances should the following activities take place in the classroom: dishonesty, disruption of class activities, expression of derogatory or disrespectful comments to the instructors or classmates, confrontations with instructors or classmates or a display of temper. Such behavior will be immediately referred to the SEU PA Program Professional Behavior Sub-committee and may result in a professional warning and/or professional probation, or dismissal from the SEU PA Program.

Cell phones may not be used during class or laboratory time, unless expressly permitted by

the instructor. All phones must be put away and out of sight during class or laboratory sessions. At no time will students engage in a telephone call, e-mailing, texting or any other social media while in a classroom or laboratory setting.

PA students are to refrain from bringing food into the laboratory spaces. Drinks in spill-proof containers are permitted. Students should use the lounge, study, and eating spaces available throughout the campus.

### Physical Diagnosis and Clinical Assessment Lab

PA students must complete the SEU Simulation Center Orientation prior to using the laboratory spaces. PA students must adhere to all SEU Simulation Center policies and procedures, per the Supervisor, SEU Simulation Center.

PA students are required to actively participate as both patient models and examiners during laboratory sessions and skills assessments. Students are expected to willingly participate in a professional manner with both male and female classmates. Students will be expected to dress appropriately to facilitate physical examination by fellow classmates. For females, this will consist of an appropriate sports bra or tank top and shorts and males are expected to wear shorts. Patient gowns will also be available. Students who require accommodation due to religious reasons related to this policy should meet with the course director to determine a reasonable alternative approach that allows the student to comply with the requirement.

### Small Group activities (Team Based Learning (TBL), Problem Based Learning (PBL), etc.)

PA students are responsible for facilitating the learning of their classmates during these activities. Students are expected to be prepared for such activities and interact with their classmates in a respectful and professional manner. Failure of a student to put forth a best effort or treat their classmates with respect may result in professional warning or professional probation.

### Other Settings

Specific information and requirements regarding activities that take place outside of the PA Program facilities will be included in the relevant syllabus. Failure of a student to follow the requirements may result in professional warning or professional probation.

### Supervised Clinical Practice Experiences

PA students on clinical rotations must participate in all activities assigned by their clinical preceptor (e.g. attend lectures, conferences, educational programs, etc.). Failure of a student to participate in assigned activities may result in Professional warning or Professional probation. If a student believes an assignment or activity is inappropriate, he/she should discuss their concerns with the SEU PA Associate Program Director and Coordinator of Clinical Sites.

## Examination Policy

The following guidelines for the administration of written examinations will apply:

In most cases, examinations will be administered electronically through eMedley ExamN platform and/or using the PAEA end of rotation exams Exam Driver platform. The SEU PA Program will make available laptops for students for all on-line examinations. PA students must sign an honor code statement at the beginning of each examination.

- Proctors will be present for all examinations.
- Proctors reserve the right to use a seating chart.
- Proctors reserve the right to video record the entire examination session; · Proctors reserve the right to remove students from the examination room who are exhibiting inappropriate behavior.
- Proctors will provide all students with scrap paper, which must be returned to the proctor at the conclusion of the examination period; and
- Proctors will not entertain questions other than those related to technical issues or typographical errors.
- PA students are expected to be present for all examinations.
- Students are expected to take examinations at the designated times.
- PA students are expected to be in their seats ten (10) minutes prior to the start of the examination.
- Students who arrive up to 15 minutes late for an examination will be permitted to take the exam but will forfeit the missed time; and
- Students who arrive more than 15 minutes late for an examination will not be permitted to take it at that time. Please see below for the missed examination policy.
- PA students are not permitted to bring any personal belongings, food or beverages into the examination room.
- Study materials, backpacks, briefcase, audio equipment, electronic devices, watches with phone, calculators or earphones are not permitted; and
- Students are not permitted to wear hats or scarves (unless permitted for religious or medical reasons) or bulky outward.
- PA students are not permitted to leave the examination once the examination has begun until dismissed by the proctor.
- Students may not leave without proctor permission.
- Students are advised to use the restroom prior to the start of the examination; · For examinations that last longer than 1-hour, students may be permitted to leave and reenter the room individually at the discretion of the proctor.
- Students may not remove any items from the examination room.
- Once a student has completed the examination, they may be dismissed and permitted to leave at the discretion of the proctor.
- No student may complete the examination and exit the room during the first 15

- minutes of the examination period; and
- All students completing the exam with less than 5 minutes left in time will be required to wait quietly until the time period has ended.
  - PA students who have completed the examination and exited the room are not permitted to loiter or congregate outside the door; they must completely leave the area.

Any student who has an approved qualifying disability from the Office of Accessibility Services will be provided with the accommodation based on the documentation from that Office.

### Missed Examinations

PA students who arrive late to an examination will forfeit missed time up to 15 minutes.

At that time he/she will not be permitted to take the exam; and must meet with the course instructor and/or course director to determine if a makeup test will be given; · In the event the student is allowed to make up the examinations, 10 points may be automatically deducted from the student's overall score on the exam.

Repeated tardiness is considered unprofessional behavior and may result in professional warning and/or professional probation.

In the unlikely event that a student has an approved personal day on the day of an examination, he/she must make arrangements for a make-up examination or equivalent in advance of the missed days.

No early examinations will be given unless there are extenuating circumstances, which will be determined on a case-by-case basis.

Unexcused absence from examination without reasonable extenuating circumstances (e.g. personal motor vehicle accident (MVA), personal injury, severe illness, personal hospitalization or severe illness, injury or hospitalization of an immediate family determined by as determined by the SEU PA Program faculty will result in a grade of zero (0).

### Exam Reviews

The results of all examinations will be reviewed by the course instructor, course director and/or SEU PA Program faculty. Students will be notified of the outcome of such a review that impacts the grading of the examination.

In-class review of examinations will be done at the discretion of the course instructor/course coordinator. Students should expect that such reviews focus on topics to

ensure student attainment of the course learning outcomes rather than on specific questions.

## Quizzes

The administration of quizzes may use either the Moodle Safe Browser platform or the eMedley platform. Specific instructions regarding quizzes, including policies, are at the discretion of the course director and instructors. This information is provided in the course syllabi.

## Practical and Objective Structured Clinical Examinations (OSCE)

Students will be provided with the policies for practical and OSCE examinations in either the course syllabus or prior to the evaluation / assessment activity.

## COVID-19 policies / Remote testing

In the event that a student is permitted or required to take an examination, quiz, or practical remotely, they must follow all policies and procedures per the direction of the remote proctor and course director.

## Dress Code Policy

This dress code is implemented in order to promote professionalism and to ensure student and patient safety. The appearance of the PA student is reflective of the SEU PA Program and profession. The following applies to all students in all phases of the SEU PA Program. Students may be dismissed from class, laboratory activities, clinical sites, etc., if inappropriately dressed. Violation of the Dress Code may result in professionalism warning and/or professional probation.

## General

- Students must display an identification nametag (with their name and indication of their status as a PA student) while on campus and during all patient-related activities;
- Students must have their SEU IDs available at all times.
- Students are expected to wear a clean, short, white lab coat during all patient-related activities.
- Students are expected to present a professional, clean and tidy appearance during all PA Program related activities.
- Clothing should be clean, pressed and in good condition.
- Daily hygiene must include personal cleanliness, including use of deodorant; the use of fragrance should be limited.
- Tattoos must be concealed during patient encounters.
- Hair should be well groomed and neat. Students with long hair should wear hair tied back when participating in patient care.

- Men may wear mustaches and beards, if neatly trimmed. Please note, some clinical sites may not permit facial hair due to respirator mask requirements.
- Nails should be clean and short to allow for proper hand hygiene and/or to prevent injury to the patient. Please note some clinical sites may not permit artificial nails or colored nail polish.

The following are not permitted:

- Clothing that is torn, frayed, cut-up or slit.
- Bedtime attire, or undershirts, undergarments, jogging suits or spandex worn as outerwear;
- Clothing with plunging necklines, sheer material or that is strapless.
- Clothing that reveals the chest, exposes a bare midriff or buttocks, or exposes undergarments; including miniskirts.
- Clothing with prominent slogans or images that may cause offense.
- Shorts of any kind, except during the summer month (in the classroom), as permitted by the faculty.
- Clothing, jewelry, accessories, or display tattoos that contain messages or images that are obscene, vulgar, or related to tobacco, drugs, alcohol, sex and/or violence;
- Scrubs are not permitted in the classroom setting; other than in anatomy or the patient evaluation courses;
- Flip-flops, beach/pool wear, or house shoes/slippers.
- Head coverings: headscarves, hats or other head coverings are not permitted with the exception of when such items are worn as part of medical treatment or religious observance.

## Laboratory

Students must wear closed toe shoes in all laboratory activities where exposure to blood and/or body fluids may occur. Students may wear scrubs during these activities.

## Clinical Setting

In addition to the above, the following will apply to all clinical settings. Clinical sites reserve the right to have a separate dress code or additional requirements. Students must be willing to adhere to the clinical site requirements in order to meet the course outcomes.

- Students must wear a school badge indicating student status as well as the SEU patch (located on left shoulder). Students may also be required to wear a clinical site badge.  
No jeans, shorts, T-shirts, hats, caps or athletic clothing.
- No open-toed shoes, flip-flops, beach/pool wear, or house shoes/slippers;
- Jewelry, piercings and accessories, which pose a safety concern for the student or patient, are prohibited. No drop earrings are to be worn in the clinical setting.



- Fragrances are inappropriate in all clinical settings.
- Scrubs may be worn during patient contact as per the clinical setting requirements and guidelines. The scrub top and bottom should be of matching color. Please note some clinical sites require a specific scrub color depending on the location / service.

## CLINICAL ROTATION COURSE POLICIES

The following policies apply to all students while participating in supervised clinical practice experiences. Students should refer to the Clinical Year Guide for additional information and or policies related to the clinical year.

In addition to the University's learning management system, Moodle, the SEU PA Program uses eMedley Solution for the management of the clinical year. This solution includes scheduling, communication, patient logging, and evaluation systems. Further information regarding the clinical year and supervised clinical practice experiences courses can be found in the relevant syllabi.

### Clinical Rotation Site Approval

The SEU PA Associate Program Director and Coordinator of Clinical Sites are responsible for overseeing the identification and development of all sites to be used for clinical rotation courses. The SEU Coordinator of Clinical Sites will assign students to the clinical sites for each clinical year course. These include the seven 'core.' course/rotations and the two 'elective' course/rotations. The SEU PA Program does not permit students to participate in "external rotations."

PA students are not permitted to solicit a clinical site or clinician for a clinical rotation. Students will be allowed to suggest potential sites and preceptors to the SEU PA Program. However, the clinical year faculty is responsible for clinical site identification, contact, and evaluation as well as the evaluation of a potential preceptor. The SEU PA Program must approve all clinical sites and preceptors prior to student placement. Students should not expect to be placed at a clinical site for which they make a suggestion.

### Student Placement

The SEU PA Clinical Coordinator will assign all students to the clinical sites for each clinical rotation course. The Coordinator of Clinical Sites will meet with each student individually prior to the placements to discuss their preferences, including but not limited to, areas of interest, student's personal improvement plan, and personal situation. The PA Program Coordinator of Clinical Sites will take into consideration each student's academic, performance and professional behavior during the didactic phase of the SEU PA Program and the expectations of each clinical setting when scheduling students. Although every effort will be taken to meet student's specific needs or requests, this is not guaranteed, as the SEU PA Program must ensure

each and every student has been given the opportunity to meet the SEU PA Program's expectations and acquire the competencies needed for entry into clinical PA practice.

Students are responsible for arranging transportation to and from the clinical sites and are responsible for all transportation and parking expenses.

### Student Rotation Assignment

While every effort will be made by the clinical team to place students on rotations of their choice, no rotation is guaranteed or promised to the students. Clinical rotations may be reassigned at any time if the need arises, and the student will be placed on an alternate rotation that aligns with the course learning outcomes.

In the event a situation warrants student reassignment due to detrimental findings from ongoing monitoring of a clinical site or newly identified barriers to an optimal learning experience (e.g. staffing shortages, preceptor leaves the clinic) the clinical team will re-assign the student.

Students are expected to respect the clinical site assignments made by the SEU PA Program Coordinator of Clinical Sites, and may not, under any circumstances, contact a site or preceptor to overturn a decision. Such action will automatically result in a professional incident report and the student may be placed on professional probation, at the discretion of the SEU PA Program Professionalism Committee.

### Unauthorized Participation at a Clinical Site

Upon completion of each rotation, the preceptor-student clinical relationship will be terminated, and the student will no longer be allowed to return to that site in any capacity while enrolled in the SEU PA Program, unless to make up hours per the approval of the SEU PA Associate Program Director and Coordinator of Clinical Sites and preceptor or if assigned for a subsequent rotation. Students are under no circumstances to perform any independent work, whether paid or volunteer, with preceptors in any capacity unless it is in the duration of their assigned and approved clinical rotation. Students who return to a clinical site in any such capacity, outside the assignment and duration of an assigned clinical rotation are considered in violation of the SEU PA Student Professional Behaviors expectations and a Professional Incident Report will be submitted to the SEU PA Program Professional Behavior Sub-committee. Students engaged in such activities are not covered by the University-provided general and professional liability insurance and may be considered to be practicing without a license. Consequences of such actions may include disciplinary actions by the PA Program and/or University, including dismissal from the program; and legal ramifications including denial of state licensure.

### PA Student Identification

PA students must be clearly identified in the clinical setting to distinguish them from physicians, medical students, and other health profession students and graduates.

The PA Program provides each student with a nametag that identifies them as a PA student. Students are required to wear their nametags during all on-campus activities and, when appropriate, on clinical rotations. If the nametag is not permitted at a clinical site, the clinical site will provide other means of such identification.

Students are required to wear a short white coat with embroidering that identifies them as Saint Elizabeth University PA students. Students are required to wear these white coats during all patient encounters while on clinical rotations. Students are also required to comply with any specific clinical site requirements for identification. In addition, students are required to identify verbally as a PA student and sign all documentation with the designation PA-Student (PA-S).

### Clinical Site Safety

The SEU PA Program considers the security of students while on clinical rotations to be a priority. Safety and security measures at each affiliated clinical site are as part of the initial clinical site evaluation, prior to student placement, and during the on-going clinical site evaluations.

Personal safety and security are addressed with all students during new student orientation and again during the orientation to the clinical year. Information regarding each site's safety and security measures may be provided in the eMedley system or as part of the orientation to that clinical site.

If a student, PA Program faculty, or preceptor, has a concern about the safety and security at a clinical site, or if an incident occurs, the facility's security personnel or the local authorities should be contacted immediately, and the SEU PA Associate Program Director and Coordinator of Clinical Sites aware of the situation. If an incident occurs, the students must also submit a *Safety Incident Reporting Form (Appendix E)* to the PA Program Coordinator.

### COVID-19

Students are expected to adhere to all clinical site-specific COVID-19 policies and procedures, including the providing and wearing appropriate personal protective equipment; Covid testing, and vaccination requirements.

### Students as Clinical or Administrative Staff

While engaged in clinical rotations, PA students may not be used as clinical or administrative staff. Students are required to notify the SEU PA Associate Program Director and Coordinator of Clinical Sites immediately if they are asked to perform these duties to address the situation.

Under no circumstance may a student accept payment or compensation for their time while assigned to a clinical rotation course as a PA student.

## Expectations of hours

During clinical rotations, students should expect to spend at least 40 hours per week and 200 hours overall on each 5-week rotation. Taking into account breaks and lunchtime, PA students are expected to spend a minimum of 35 active hours per week on average, (minimum of 175 active hours per 5-week rotation). Some sites may require additional hours, long shifts, nights, weekends, and on-call responsibilities. Students will be notified of each site's requirements in advance and must make arrangements to comply.

## Cellphones and Social Media

Cellphones are required during clinical rotation courses and may be used in the clinical setting to facilitate communication between members of the team per the discretion of the preceptor. Students should not use their cellphones in any patient care areas; this may include nursing stations and other areas where patients may be present. Clinical sites may have additional cellphone use policies that the student must follow.

PA students must adhere to all clinical site social media policies. Students must maintain patient and staff confidentiality at all times. Students are not permitted to take or share pictures of patients with their personal device. Departmental equipment should be used for this purpose.

The use of social media, chat rooms, instant messaging and/or "surfing" the web during supervised clinical practice experiences is unprofessional and subject to disciplinary action including professional warning, probation or dismissal from the SEU PA Program.

## Insurance: Malpractice and Liability

In accordance with clinical rotation requirements, the University will purchase general and professional liability insurance for PA students. The SEU PA Program may also purchase additional professional liability malpractice insurance for each student through CM& F Group Inc. The cost of this supplemental insurance is included in the SEU PA Program student fee. PA students are required to contact the SEU PA Associate Program Director and Coordinator of Clinical Sites in the event they believe they have been involved in an incident, which may trigger a malpractice claim.

## Community Service-Learning Requirement

All PA students are required to participate in community service-learning activities. Students are required to complete at a minimum of 8 hours per semester. These experiences will foster a greater understanding of the social, economic, and cultural factors that may impact the health of the student's patients and/or promote and advocate for the PA profession.

Community service-learning opportunities and contact information are available from Saint Elizabeth University Experiential Learning Center and a designated SEU PA Program faculty. PA students may also engage with other organizations with the approval of their PA Program faculty advisor.

PA students are required to submit a *Community Service Record* to their PA Program faculty advisor at the completion of each semester (see *Appendix F*). The community service activity reports will become part of the students' final portfolio.

## **Student Organizations**

### Professional Organizations

#### Student Society of AAPA

The SEU PA Program supports a student society in accordance with the Student Society of the American Academy of Physician Assistant guidelines. Officers in the student society include President, Outreach Chair, State Chapter Student Representative, and Assembly of Representatives (AOR) Representative as well as other optional positions. In order to participate, students must be members of the AAPA.

#### AAPA and NJSSPA Membership

The PA Program faculty strongly values membership in our professional associations. All PA Program students are required to become members of both the American Academy of Physician Assistants (AAPA) and the New Jersey State Society of Physician Assistants (NJSSPA), therefore the cost of membership is included in the SEU PA Program student fee.

Information regarding membership can be found at <https://www.aapa.org/member-central/> and <https://njsspa.mypanetwork.com/>.

With these memberships, students will have access to the resources available through each organization. Students will also be able to participate in each organization's student level government opportunities.

#### PA Program Class Representatives

Each SEU PA Program cohort will have the opportunity to elect two (2) class representatives. These individuals will represent the concerns of students in the class as a whole to the PA Program Director, faculty, and staff and bring information regarding PA Program issues back to their classmates.

#### SEU PA Program Committees

Students should be aware of the following SEU PA Program committees and their respective roles and responsibilities with respect to PA Program operations.

#### **PA Program Executive Committee (PAEC)**

The PA Program Executive Committee (PAEC) includes all faculty members from the didactic and clinical curriculum phases of the program, medical director, and the Program Director. The PAEC is charged with the responsibility to participate in the following aspects of the Physician Assistant Program:

- Development, review, and revision as needed of the program mission and vision statement (A2.05a)
- Development, review, and revision as needed of the program goals and curriculum (A2.05a)
  - Development, review, and revision as needed of the program self-assessment process (A2.05h)
- Development, review, and revision as needed of the graduate competencies (A2.05a)
- Review and provide recommendations for institutional support, resources, and services to provide evidence of student learning and administrative functions and outcomes of the program (A2.05h)
- Participation in the instruction, evaluation, and assessment of didactic and clinical courses (A2.05c,d)
- Participation in the academic counseling of students (A2.05e)
- Participation in ongoing evaluation of the program (C1.02a-c)
- Contribute to the preparation of ARC-PA required applications and reports

### **Physician Assistant Program Faculty Committee (PAFC)**

The Physician Assistant Program Faculty Committee (PAFC) is responsible for the ongoing monitoring of the operations of the didactic, clinical, and administrative components of the program. The PAFC is also responsible for monitoring student academic and professional performance throughout all phases of the program. In addition, the PAFC is charged with the responsibility to participate in the following aspects of the Physician Assistant Program (A2.05d,e,f):

- Review individual student academic performance and make recommendations for academic and/or professional standing (A2.05d)
- Recommend each student for progression from semester to semester and from the didactic year to the clinic year (A2.05d)
- Monitor remediation outcomes (A2.05f)
- Generate academic and professional letters as needed; including notification of academic/professional warnings and probation
- Participation in ongoing evaluation of the program (C1.02a-c)
- Provide updates to the PAEC

### **Student Progression Sub-Committee/Professionalism Committee**

The Student Progress Committee is responsible for monitoring student academic and professional performance throughout all phases of the curriculum and determining if the student has achieved the program level student learning outcomes and has demonstrated the knowledge, skills and behavior necessary for clinical practice. This committee will also:

- Review individual student academic performance and make recommendations for academic standing
- Review individual student professional performance and make recommendations for professional standing
- Recommend each student for progression from semester to semester and from the didactic year to the clinical phase
- Monitor remediation outcomes
- Document completion of academic requirements and recommend students for graduation from the PA Program

This committee is also responsible for generating academic and professional letters as needed; including notification of academic / professional warnings, probation; and monitoring remediation outcomes.

### **Physician Assistant Program Admissions Committee (PAAC)**

The Physician Assistant Program Admissions Committee (PAAC) is responsible for screening applications, interviewing, and student selection. The PAAC is charged with the responsibility to participate in the following aspects of the Physician Assistant Program:

- Development, review, and revision as needed of the program admission and enrollment criteria. (A3.13a-e)
- Selection of applicants for admission to the PA program. (A3.14)
- Assure the accuracy and consistency of admissions publications. (A3.11, A3.12a-i, A3.13a-e, A3.14, A3.15a-g)
- Review and evaluate admissions requirements, including prerequisite courses and technical standards, to assure adequate application preparation for the program's curriculum. (A3.13d,e)
- Participation in ongoing evaluation of the program (C1.02a-c)
- Provide updates to the PAEC

### **PA Program Data Committee (PADC)**

- The PA Program Executive Committee (PADC) is responsible for determining the external benchmarks to be used as a key component of the Physician Assistant Program's ongoing assessment. The PADC is charged with the responsibility to participate in the following aspects of the Physician Assistant Program:
  - Development, review, and revision as needed of the surveys administered throughout the duration of the program (C1.01a-g)
- Review trend data including administrative aspects of the program, institutional resources, success in meeting program goals and make recommendations to the PAEC about areas needed further analysis (C1.01a,g)
- Analyze and tabulate qualitative data from preceptors, preparation of graduates to achieve program defined competencies, student evaluations of faculty, student evaluation of courses, faculty evaluation of program, administrative aspects and institutional resources (C1.01a-g)
- Operationalize the program's ongoing self-assessment plan involving all quantitative and qualitative data collection, critical analysis, and applying results (C1.02a-c)
- Collect data, compile and analyze important trend data such as graduation rates, student attrition rates, faculty and staff attrition rates (A3.12i, C1.01d,f)
  - Collect, compile and analyze data from admission cycle to determine appropriate metrics and recommendations to the PAAC (C1.01b-c)
- Analyze graduate outcomes, such as PANCE (C1.01e)
- Review and analyze effectiveness of didactic curriculum (C1.01b)
- Review and analyze effectiveness of clinical curriculum (C1.01c)
- Contribute to the preparation of ARC-PA required applications and reports (C1.03)
- Provide updates to the PAEC

### **PA Program Curriculum Committee (PACC)**

The PA Program Curriculum Committee (PACC) is responsible for reviewing all data received from the PADC to make recommendations for improvement to the PAEC for consideration. The curriculum is responsible for evaluating the effectiveness of the curriculum. The PACC is charged with the responsibility to participate in the following aspects of the Physician Assistant Program (B1.01a-d, B1.02, B1.03a-h):

- Perform appropriate mapping of programmatic content with graduate outcome data (C1.01d)
- Review best practices to determine future trends for curriculum development (C1.01b,c)
- Initiate the revision/updating of course syllabi, objectives and curriculum content, as indicated; review, finalize, and approval proposals (B1.03a-h)
- Program assessment: review aggregate data from the PADC to make determinations regarding areas needed modification (C1.01b,c)



- Participation in ongoing evaluation of the program (C1.02a-c)
- Contribute to the preparation of ARC-PA required applications and reports
- Provide updates to the PAEC

## **STUDENT SERVICES**

### **Campus Ministry**

The Office of Campus Ministry is dedicated to building the community through worship, service, prayer, spiritual development, interfaith dialogue and outreach. Information on daily, weekly, and Sunday liturgy opportunities can be found at: <https://www.steu.edu/web/guest/student-life/campus-ministry>

### **Conklin Academic Success Center**

Conklin Academic Success Center (CASC) provides free, high-quality academic assistance to all students through one-on-one and small group tutoring in a wide range of content areas, as well as workshop presentations on study skills and learning strategies. The CASC staff welcomes all students and provides tutoring in a variety of subjects by highly motivated, well trained tutors. PA students will be able to utilize resources available through the CASC for their general academic needs. In addition, the PA Program will work with the CASC to develop tutoring options designed to support the specific content of the PA Program curriculum. <https://www.steu.edu/academics/academic-support/>.

### **Office of Accessibility Services**

Saint Elizabeth University, in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the ADA Amendments Act provides eligible students with documented disabilities equal educational opportunities and participation. While all students are expected to meet the University's academic standards and requirements, the University encourages students who are entitled to accommodations to submit the documentation early in the enrollment process so that documentation may be assessed, interpreted, and services arranged in a timely manner. Students are encouraged to contact the Coordinator of Accessibility Services for more information about disabilities services and academic accommodations. PA students will be advised to contact the Office of Accessibility Services directly in the event they require and are eligible for reasonable accommodations to meet the PA Program's technical standards. <https://www.steu.edu/academics/accessibility-services/>

## **Mahoney Library**

Mahoney Library is both a physical place and a 24/7 digital toolkit. The physical space includes a reference room, circulation desk, research help desk, and collections of encyclopedias and print periodicals. Digitally, the website connects faculty and students to over 100 specialized research databases, with millions of full text peer-reviewed articles.

<https://www.steu.edu/academics/mahoney-library/>

The PA Program has its own Subject Guide page on the Mahoney Library's website, which provides a centralized access point location for multiple resources such as key databases, links to key journals, books, websites and citation sources.

## **Office of Information Technology**

The Office of Information Technology at Saint Elizabeth University provides students with six general purpose computer labs across the campus. Trained student lab assistants are available to assist users with hardware, software, and scanning issues. The Office of Instructional Technology will train students on the use of Moodle and support PA students in the use of the academic resources made available to them by the University and PA Program. (973) 290-4015; <https://www.steu.edu/it/>

## **Financial Aid Office**

Saint Elizabeth University will assist all students in their effort to meet their financial need in accordance with Federal, State and University regulations. A student's financial need is determined by subtracting the parents and student contribution from the total estimated cost of attendance.

<https://www.steu.edu/admissions/financial-aid.>

## **Office of the Bursar**

At Saint Elizabeth University, the primary mission of the Office of the Bursar is to service the student population in an efficient and professional manner. The office strives for excellence in providing services to its constituents.

In addition, the Bursar's Office is charged with providing various fiduciary functions to students, faculty and staff, which involve management of billing and collections, refunding and accounting of student tuition, coordinating with financial aid, disbursement of federal, private, institutional aid, handling refund checks. Specific responsibilities of the office require providing timely and accurate information to students regarding account balances and disbursements as well as collecting tuition and housing revenue. Further Details about the Functions and operations of the Bursar office can be found at: <https://www.steu.edu/admissions/bursar.>

## **Office of Student Health Services**

The SEU health service promotes comprehensive health and wellness, which includes health

promotion, disease prevention, treatment for illness and injuries, consultations and collaboration with other healthcare professionals, and referrals to appropriate healthcare resources.

SEU does not provide urgent or emergent care. In the event of a sudden, life-threatening illness or injury, dial 911 to reach the local ambulance/EMS. The person will be transported to the nearest available hospital.

Health Services is housed in the Wellness Center, which is located on the Ground Floor of Founders Hall. Clinical hours are by appointment only Monday through Friday when the office is open.

During academic breaks, meetings, events, holidays and summer session, Health Services is closed. Appointments are necessary. Please call (973) 290-4175 for an appointment. Further information and details on: University Health Insurance, health Information Links and Hotlines, Important Medical Forms, Medical Emergency, Medical Requirements, Medical Services, schedule of Fees, Covid, Flu and Zika Information may be found at <https://www.steu.edu/student-life/health-services/>

### **Office of Counseling Services**

Professional counselors are available on campus in Saint Elizabeth University's Office of Counseling Services to assist students in identifying and handling their stressors in healthy ways. The staff provides free confidential counseling for all students as well as educational programming throughout the academic year. The Office of Counseling Services is staffed by licensed mental health professionals, who can render care, provide crisis intervention, or provide referrals to a variety of community and individual service providers. PA students will be able to use the full resources of the Office of Counseling Services. <https://www.steu.edu/student-life/counseling-services/>.

### **Career Services**

Saint Elizabeth University's Office of Experiential Learning and Career Services is dedicated to helping students and alumni connect to employers and opportunities to advance their careers. The PA Program will collaborate with the Office of Career Services to provide support for the PA students as they prepare to enter the clinical workforce. <https://www.steu.edu/student-life/elc/career-services/>

## **SAFETY AND SECURITY**

The University provides a comprehensive safety and security program through its on-campus security force to deter crime and to respond to security concerns for the University community.

Officers provide security at the Campus of Saint Elizabeth from SSG, a contract security provider. The security coverage is 24 hours a day, seven days a week for the entire campus community. All security officers are registered with the State of New Jersey having completed the Security Officer Registration Act (S.O.R.A.), which is required by the State. They are under the direction of the Director of Security who is an employee of Saint Elizabeth University.

PA students will receive safety and security training as part of the new PA student orientation and again during the orientation to the clinical year.

All information related to safety and security at Saint Elizabeth University can be found on the Campus Security webpage <https://www.steu.edu/student-life/security>

Further information on Campus Security and Safety related to Lost and Found, Access to Campus, Transport Policy, Safety Committee, Parking and Traffic Regulations can be found at <https://www.steu.edu/student-life/security>.

### **Campus Advisories**

**PA students are required to sign up for the LiveSafe emergency notification system**

<https://www.steu.edu/it/emergency-notification>

SEU recognizes and monitors ongoing activities at both the local and national levels. If an emergency situation arises, please check the Safety and Security web page for updates or call the University Emergency Information Line at (973) 290-INFO (4636). Students, faculty and staff are strongly encouraged to stay alert and report any unusual activity to Campus Security at (973) 290-4090.

### **Emergency Procedures**

The University has prepared a plan for students, faculty and staff to follow in multiple emergency situations. The Emergency Response Plan can be downloaded from the Campus Security Web page: <https://www.steu.edu/student-life/security/>.

#### Emergency Contact Numbers

|                                     |                       |
|-------------------------------------|-----------------------|
| Emergency - Florham Park            | 911                   |
| Campus Security                     | (973) 290-4090        |
| Emergency Information Line          | (973) 290-INFO (4636) |
| Non-Emergency - Florham Park        | (973) 377-2200        |
| Morris Twp. Police, Fire, Ambulance | (973) 539-0777        |
| New Jersey Poison Control           | (800) 962-1253        |
| New Jersey Transit Police           | (800) 242-0236        |

#### Emergency "Blue Light" Phone System

An emergency telephone system is located throughout the SEU campus. Emergency Call Boxes are located outside the main entrances to both Founders and O'Connor Hall. In addition, "blue light" emergency call stations are located in the lower level parking lot of Saint Joseph Hall, the O'Connor Hall residence parking lot, the Annunciation Center parking lot, and on the pathway between Founders Hall and Henderson Hall. By touching just one button, these stations enable students to directly contact either campus security or the Florham Park Police Department.

#### Advocate Incident Reporting

The University is committed to the safety and security of students, faculty, staff and guests. Should an incident happen on campus that must be reported or should a campus community member wish to report their concern about a person on campus.

#### Jeanne Clery Act Reporting

Complete copies of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, which are updated annually, can be downloaded from the Campus Security Web page: <https://www.steu.edu/student-life/security/>.

#### **HARASSMENT / DISCRIMINATION**

Saint Elizabeth University practices equal opportunity with respect to its students and its employees.

No one will be denied employment at or admission to Saint Elizabeth University based on sex, race, creed, color, religion, disability, age, marital status, sexual orientation, gender identity or expression, or national origin.

SEU does not discriminate based on any of the aforementioned protected bases in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities as specified by federal and state law and regulations.

Saint Elizabeth University complies with Title IX of the Education Amendments of 1972, which prohibits all recipients of federal funds from discriminating based on gender in its educational programs and activities. The University also prohibits harassment based on sex, race, or other bases listed above, and prohibits sexual assault, dating violence, domestic violence, stalking or other forms of violence against its students and employees. Any of these acts or other acts of violence will not be tolerated.

The University will respond promptly, fairly, and impartially to all complaints of harassment, sexual assault, or violence. This policy applies to all members of Saint Elizabeth University community and describes an individual's rights as a student or employee with respect to sexual or other forms of harassment, sexual assault, dating violence, domestic violence and/or stalking. The Title IX Policy has been revised to improve its organization and formatting and to align the policy with new regulations recently released by the federal government.

- Revising the definitions of stalking dating/domestic violence, sexual harassment, sexual assault; in order to be in compliance with the recent federal regulations.
- Consent for sexual activity;
- Clarifying the role of an advisor during the complaint resolution process; and
- Adjusting investigative timelines to be consistent with new regulations.

The University policy remains within the parameters established by federal and state law including:

- Violence Against Women Reauthorization Act of 2013
- Preventing Sexual Violence in Higher Education Act

### **Title IX Guidance**

[SEU Draft Title IX Grievance Policy Updated 8-8-24.pdf](#)

The University uses a "preponderance of the evidence" standard in determining whether the facts support a finding of responsibility for violation of our sexual misconduct policies. This is consistent with the standard we use for other policy violations.

Saint Elizabeth University is also committed to promptly, impartially, and equitably addressing and resolving all reports of sex discrimination, sexual harassment, and sexual misconduct. When the University discovers that such behavior has occurred, we will take steps to stop the behavior, to prevent its recurrence, and to remedy its effects.

Creating a safe campus environment and a culture of respect is the shared responsibility of all members of Saint Elizabeth University community. This must continue to be among our highest priorities.

Full information regarding Title IX at Saint Elizabeth University can be found at: [Title IX](#)

### **SAINT ELIZABETH UNIVERSITY STUDENT GRIEVANCE POLICY**

Saint Elizabeth University (SEU) Student Grievance Policy outlines the process by which students may express and resolve grievances that they have with any University employee, fellow student, or third party associated with the University not explicitly covered by another university policy.

A student may use this procedure if s/he believes that a University employee, fellow student, or external party has violated a University policy or has acted in a discriminatory manner or perceives he/she has been treated in an unequal, unjust or unfair way. Students should first try to resolve grievances through informal means. If their concerns are not resolved satisfactorily, they may submit a formal grievance.

The full Grievance Policy is provided on the University website at

<https://www.steu.edu/web/guest/current-students/seu-student-grievance-policy>.

**Appendix A**

**Physician Assistant Program**

**Technical Standards Attestation**

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**Saint Elizabeth  
University**

**PHYSICIAN ASSISTANT PROGRAM**

I have read and understand the Technical Standards for the CSE Physician Assistant Program. I acknowledge my understanding and, to the best of my knowledge, agree that I meet these standards, with or without reasonable accommodations. I also understand that should I need an accommodation(s) due to disability or should the need arise during my studies, it is my responsibility to contact the Office of Accessibility Services to determine if any specific accommodations may be necessary and can be made.

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



This form must be submitted to the SEU PA Program office prior to matriculation.



*Appendix B*

SEU Physician Assistant Program  
**Blood Borne Pathogen Exposure Incident Report**

| <b>Student Information</b>   |                  |      |   |     |
|--|------------------|------|---|-----|
| Last Name  | First Name       | MI   |   |     |
| CSE ID   | Street Address   | City | State   | Zip |
| Telephone (Cell)   | Telephone (Home) |      | CSE E-mail  |     |
|  |                  |      |   |     |
| Date of Incident:  |                  |      | <input type="checkbox"/> Didactic<br><input type="checkbox"/> Clinical  |     |
| Location of Incident:  |                  |      | If clinical, was site incident report completed?<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No |     |
| Name of Supervisor Notified:   |                  |      |   |     |
| Description of Incident (*do <u>not</u> include identifiable patient information):                             |                  |      |   |     |
| <i>*All information regarding patient information should be included in the clinical site incident report.</i> |                  |      |   |     |
| Post-exposure Procedure Followed / Procedure Taken:  |                  |      |   |     |
| Did student follow up with appropriate healthcare provider?  |                  |      | <input type="checkbox"/> Yes<br><input type="checkbox"/> No   |     |

|                                 |      |
|---------------------------------|------|
|                                 |      |
| PA Program Faculty: Name, Title |      |
| PA Program Faculty: Signature   | Date |
| Programmatic Action Taken:      |      |



**Saint Elizabeth University**

**PHYSICIAN ASSISTANT PROGRAM**

*Appendix C*

**SEU Physician Assistant Program  
PA Student Emergency Contact and Information Sheet**

Student Name: \_\_\_\_\_ Class of: \_\_\_\_\_

Initial     Update

| <b>Student Contact Information</b>   |                 |
|--|-----------------|
| Current Mailing Address  |                 |
| Street   |                 |
| Street   |                 |
| Town   | Zip Code        |
| Home Phone Number:   |                 |
| Cell Phone Number:   |                 |
| CSE e-mail:  |                 |
| Personal e-mail:   |                 |
| <b>Saint Elizabeth University Emergency Alert Registration</b>   |                 |
| Send Word Now  | Date Completed: |
| <b>Emergency Contact Information</b>   |                 |
| In the event of an emergency, please provide two names of individuals who the SEU PA Program may contact on your behalf. |                 |
| Name of Contact  | Relationship    |
| Phone Number (s)   | E-mail          |
| Name of Contact  | Relationship    |

|  |  |
|--|--|
| Phone Number (s)                         | E-mail   |
| All information listed above is correct? |  |
| PA Student Signature:                    | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| PA Program Personnel Signature:          | Date   |
| Date                                     |  |



**PHYSICIAN ASSISTANT PROGRAM**

*Appendix D*

**SEU Physician Assistant Program  
Personal Day Request**

The student should request anticipated absences at least five (5) business days in advance.  
In the event of an urgent or emergent situation, the student must complete the form as soon as possible, upon return.

Student Name: \_\_\_\_\_ Class of: \_\_\_\_\_

Circle one: Didactic Year    Clinical Year                      Semester (circle one): Fall    Spring    Summer

Date Submitted: \_\_\_\_\_

1. Circle one:                      Anticipated absence                      Unanticipated absence

2. Date(s) of Absence: \_\_\_\_\_

3. Is this request due to a religious observance?    Yes                      No

4. List the class(es) / activity(ies) / clinical rotation you will miss / or have missed due to the absence:

\_\_\_\_\_

\_\_\_\_\_

Preceptor name and rotation (if applicable): \_\_\_\_\_

5. Please explain how you intend to makeup the missed class material: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Please explain how you intend to makeup the missed clinical day? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**For SEU PA Program Office Use Only:**

Date received: \_\_\_\_\_ Request Form submitted on time: Yes No

Circle one: Approved Not Approved

May the student make up the missed work? Yes No

Student must to make up (check all that apply):

- |  |             |
|--|-------------|
| <input type="checkbox"/> Exam _____              | Plan: _____ |
| <input type="checkbox"/> Assignment _____        | Plan: _____ |
| <input type="checkbox"/> Clinical Rotation _____ | Plan: _____ |
| <input type="checkbox"/> Other: _____            | Plan: _____ |

PA Program Faculty Name: \_\_\_\_\_ Date: \_\_\_\_\_

PA Program Faculty Signature: \_\_\_\_\_

File Copy  Student Copy

---

Office Use: PA Student Absence Tracking

Student Name: \_\_\_\_\_ Class of: \_\_\_\_\_

Phase (circle one): Didactic Clinical Semester (circle one): Fall Spring Summer

Total # of Personal day(s) used: \_\_\_\_\_

PA Program Faculty Name: \_\_\_\_\_ Date: \_\_\_\_\_

PA Program Faculty Signature: \_\_\_\_\_

File Copy  Student Copy

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Appendix E



SEU Physician Assistant Program  
**Safety Incident Report**

---

| Student Information                         |                  |      |   |  |
|---|------------------|------|---|--|
| Last Name                                   | First Name       | MI   |   |  |
| SEU ID                                      | Street Address   | City | State   | Zip  |
| Telephone (Cell)                            | Telephone (Home) |      | SEU E-mail  |  |
|   |                  |      |   |  |
| Date/Time of Incident:                      |                  |      |   | <input type="checkbox"/> Didactic<br><input type="checkbox"/> Clinical |
| Location of Incident:                       |                  |      |   |  |
| Description of Incident / Injury:           |                  |      |   |  |
|   |                  |      |   |  |
| Student Disposition:                        |                  |      |   |  |
|   |                  |      |   |  |
| Appropriate Party Notified? Please specify: |                  |      | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |  |
| Outcome of Incident (PA Program Level):     |                  |      |   |  |
|   |                  |      |   |  |

|                                 |      |
|---------------------------------|------|
| PA Program Faculty: Name, Title |      |
| PA Program Faculty: Signature   | Date |
|                                 |      |

*Appendix F*



SEU Physician Assistant Program  
**PA Student Community Service-Learning Record**

---

Student Name: \_\_\_\_\_ Class of: \_\_\_\_\_

*Circle one:* Didactic Year   Clinical Year   Semester (*circle one*): Fall   Spring   Summer

| Community Service Organization |      |
|--------------------------------|------|
| Supervisor Name and Title:     |      |
| Address:                       |      |
| E-mail:                        |      |
| Phone Number:                  |      |
| Community Service-Learning Log |      |
| Date                           | Time |
|                                |      |
|                                |      |
|                                |      |
|                                |      |
|                                |      |
| Student Comments / Reflection: |      |
| Student Signature:             |      |
| Supervisor Comments:           |      |
| Supervisor Name:               |      |

|  |   |
|--|---|
| Supervisor Signature:  | Date  |
| Student has met Community Service-Learning Requirements (8 hours) for Semester | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| Comments:  |   |
| Faculty Advisor Name:  |   |
| Faculty Advisor Signature:   | Date  |



**Saint Elizabeth  
University**

**PHYSICIAN ASSISTANT PROGRAM**

*Appendix G*

**SEU Physician Assistant Program  
Student Handbook Acknowledgement**

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I, \_\_\_\_\_ have received a copy of the *Saint Elizabeth University Physician Assistant Program Student Handbook*.

I have read, reviewed and understand the information contained in the *SEU PA Program Student Handbook*, including all rules and regulations, policies and procedures, and expectations of a student enrolled in the SEU Physician Assistant Program. I also understand that the policies and procedures within this handbook are subject to change.

I agree to uphold all the policies stated herein for as long as I am enrolled as a student in the SEU Physician Assistant Program.

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This form must be submitted to the SEU PA Program office no later than the end of orientation day.