

Academic standard to maintain enrollment and to progress in the curriculum both didactically and clinically:

General Statement on Academic Standing

Physician Assistant education is competency-based. Competency refers to an individual's demonstrated knowledge, skills, and abilities performed to specific standards. Therefore, the PA program faculty and administration reserve the right to require a student to repeat a course, module, clinical rotation, clinical task, or skill if a student demonstrates deficiencies of competency as determined by clinical preceptors or program faculty. This may occur even if the student has successfully achieved a passing grade for that course, module, clinical rotation, clinical task, or skill.

Using collective judgment, the faculty reserves the right to recommend the withdrawal or dismissal of a student whose scholastic standing, health, clinical performance, or conduct, make it inadvisable for him or her to continue in the program.

The faculty also reserves the right to use collaborative judgment to determine if a student remains in good academic standing to progress into the clinical phase of the program.

Academic Requirements for the Didactic Phase

The Department of Physician Assistant Studies requires students to meet the following minimum academic requirements:

- Achieve a minimum cumulative average in each academic module of 80.00%.
- Pass all Pass/Fail modules.
- Achieve and maintain the minimum GPA requirement of 3.00 after each semester and cumulatively.
- Exhibit consistent professional behavior throughout the entire program.
- Pass any remediation granted by the program.
- If a student fails to meet any of the above requirements, they will be referred to the PA Academic Review Committee.

Academic Requirements for the Clinical Phase of the Program

The Department of Physician Assistant Studies requires students to meet the following minimum academic requirements:

- Achieve a 3.0 (B) for each of their clinical rotations
- Exhibit consistent professional behavior throughout the entire program.
- Pass any remediation granted by the program.
- Students must achieve a minimum grade of B (3.0) in the PA Capstone Course and in each of these individual components: the Computer Based Summative Exam, the Summative OSCE, and the Clinical and Technical Skills Evaluation.
- Students are required to achieve a minimum grade of B (3.0) on the Advisor Evaluation of the Student each rotation.
- Students are required to achieve a minimum score of a B (3.0) or higher on all End of Rotation Exams.

- Students are required to achieve a minimum grade of B (3.0) on the Final Preceptor Evaluations.
- Pass the SOAP note evaluation for Internal Medicine, psychiatry, OB/GYN, and a post operative note as assigned by the clinical faculty
- All students, at a minimum, must have and document patient encounters in 4 main categories: Preventive, Emergent, Acute, and Chronic.
- The following is a list of minimum experiences required by each student to complete the PA Program:
 - Pre-operative --10 patient encounters
 - Intra-operative--30 patient encounters
 - Post-operative --20 patient encounters
 - Prenatal care --10 patient encounter
- Clinical Passport appropriately signed off by their preceptor each rotation
 - Below is a list of skills and procedures that each student is expected to achieve before graduation. The following minimum number of skills and procedures that **students are required to PERFORM in order to complete the PA Program.**

Skills	Number Required
Administer Local Anesthetic	5
Auscultate Fetal Heart Sounds	10
Bimanual Exam	5
Breast Exam	10
IM Injection (Infant)	3
IM Injection (Child)	3
IM Injection (Adolescent)	3
IM Injection (Adult)	5
IM Injection (Elderly)	5
Immobilize Extremity with Splint	3
Interpret ECG	10
Interpret Chest X-rays	5
Interpret X-rays of Extremity	5
IV Insertion	5
Manual Blood Pressure	10
Measure Fundal Height/Palpate Fetal Position	5
Mental Status Exam	10
PAP smear/Cervical Specimen	10
Phlebotomy	1
Post-op Note	5
Post-op Orders	5
Pre-Op Orders	5
Remove Staples	2

Remove Sutures	2
Simple Interrupted Sutures	10
Staples	2
Surgical Scrub	10
Throat Culture/Specimen	5
Well Infant Exam	5
Well Child Exam	5
Well Adolescent Exam	5

Requirements and Deadlines for Completion of the Program

Requirements to Graduate

In order to graduate, a student must:

1. Pass all modules of the didactic phase of the program in sequence with an 80.00% or better, pass all pass/fail modules and maintain a minimum professional phase cumulative GPA of 3.00 or higher by the end of the didactic year.
2. Exhibit consistent professional behavior throughout the entire program.
3. Complete and pass the Capstone Course with a 3.00 or better prior to the cohort's scheduled graduation date.
4. Pass all components of summative evaluation as outlined in the Clinical Manual (computer based and practical summative examinations) prior to the cohort's scheduled graduation date.
5. Pass all clinical rotations with a 3.00 or better prior to the cohort's scheduled graduation date.
6. Meet or exceed minimum requirements for clinical experiences and competencies as outlined in the clinical manual prior to the cohort's scheduled graduation date.

The Professional Phase of the Physician Assistant Program does not allow for exemption from courses, clinical skills, laboratories, or clinical education regardless of prior experience, degree, or credential. All students must matriculate through all aspects of the professional phase of the program in the specified time frame outlined within the student manual during the 24-month program, or as specified by the PA Review Committee, and successfully complete the requirements for graduation.

Policies and Procedures for Remediation, Probation and Academic Difficulty

Academic Difficulty

King's College and the Physician Assistant Program have policies in place to address the student who is experiencing academic difficulties. The following represents a guideline for the student. As soon as any academic problem is identified, the student should meet with the module

instructor. Delay in doing so tends to be detrimental to the student and their academic performance overall. Generally, problems can be solved at the instructor level. If further action is necessary, the student should seek advice by following the sequence below:

1. Meet with their Academic Advisor
2. Meet with the Academic Director
3. Meet with the Program Director

If not resolved, the issue will be referred to the Associate Vice President for Academic Success and the Dean of Health Sciences.

It is the student's responsibility to notify their advisor of any academic problems and initiate the procedures to obtain academic assistance.

Individual Module Assessment Remediation Policy

Purpose

The purpose of this policy is to ensure that academic deficiencies demonstrated on an individual didactic module assessment are identified, reviewed, and addressed promptly. This process provides students with structured reflection and faculty guidance before subsequent assessment of related knowledge and skills.

Policy

A student who earns a score below 80% on any individual assessment in a didactic module is required to complete the program's individual assessment remediation process. This requirement applies even when the student's overall module grade remains at or above 80%.

Required Remediation Process

Chart review attendance. The student must attend the scheduled chart review for the assessment. During chart review, the student will review each item answered incorrectly and identify the content area assessed and the reason or reasons for the incorrect response.

Completion of the remediation questionnaire. The student must complete and submit to the chart review proctor the Module Assessment Remediation Questionnaire during or immediately following chart review. The student must document each missed question, the associated topic or content area, and the reason or reasons for the incorrect answer. The student must also complete the reflection and attestation sections of the form during this time.

Review of identified deficiencies. The student is responsible for reviewing the topics and content areas identified through the assessment analysis. If the student is unfamiliar with a topic or does not understand the material, the student must contact the module professor for additional review or clarification.

Review Deadline. The student must complete the review of the identified topics on the questionnaire within two weeks of reviewing the assessment grade.

Advisor review and action plan. The didactic academic advisor will review the completed questionnaire and the student's reflection. The advisor will complete the Academic Advisor Review section at the bottom of the form and determine whether additional remediation, follow-up, or support is necessary. This will be completed within two weeks of the submission of the Module Assessment Remediation Questionnaire.

Completion of assigned follow-up. When additional follow-up is assigned, the advisor will document the required action and due date on the form. The student must complete all assigned follow-up by the established deadline.

Possible Follow-Up Actions

Based on the student's assessment analysis and identified needs, the didactic academic advisor may require one or more of the following:

Additional review of identified topics or content areas

A meeting with the module professor

Additional practice questions, case-based questions, or another targeted learning activity

A meeting with the didactic academic advisor

Referral to the Academic Skills Center

Referral to the Counseling Center

Another individualized academic support or remediation activity

Documentation

The completed Module Assessment Remediation Questionnaire, including the student's assessment analysis, reflection, attestation, and the advisor's review and follow-up plan, will serve as documentation of the remediation process. The form will be maintained in accordance with program procedures for student academic and advisement records. The advisor will document completion of any additional assigned follow-up in the student's advisement record or other designated program record.

Relationship to Other Academic Policies

This individual assessment remediation process is separate from, and does not replace, the program's Academic Mid-term Warning, Remediation of a Module, or Policy on Cumulative Final Examination Failure requirements. A student remains subject to all other applicable academic progression, remediation, and dismissal policies. Completion of this process does not change the original assessment score unless otherwise permitted by a separate program policy.

Failure to Complete Required Remediation

Failure to attend chart review, submit the completed questionnaire, review the identified deficiencies, meet with required faculty or support services, or complete assigned follow-up by the established deadline constitutes failure to comply with a required academic remediation activity and will result in referral to the PA Review Committee to determine disciplinary action.

Remediation of a Module

Remediation of a module in the didactic phase of the program represents an opportunity for a student to demonstrate competency in a particular curriculum and/or tasks in which the student did not demonstrate competency during the traditional time frame. The maximum number of modules a student can remediate during the entire didactic phase of the program is two.

Remediation will begin with a meeting between the student and the instructor or the academic director to review the topics (developed from course syllabi) and areas of weakness (based on student's performance). This will provide the student with guidance and develop a plan for the remediation. The faculty responsible for the module in which the original failure occurred or another member of the faculty as assigned by the academic director will provide appropriate tutelage to facilitate the learning process and the remediation. The student being remediated will

be notified of their expectations for successful remediation and the time frame in which this must occur by letter from the academic director.

Remediation may delay progression in the program, entrance into clinical rotations and/or graduation. Any costs associated with extended study because of remediation are the sole responsibility of the student. If remediation offered by the program faculty is not successfully completed, the student will be referred to the PA Review Committee with a recommendation for dismissal from the program. The maximum grade allowed in any module where remediation is permitted and passed is 80.00%.

Policy on Cumulative Final Didactic Examination Failure

Physician Assistant Program

Purpose

To ensure that all Physician Assistant students demonstrate mastery of core knowledge and competencies of each didactic module as demonstrated through the cumulative final exam.

Policy

1. Minimum Passing Standard

- All students must achieve a score of 80% or higher on the cumulative final examination.
 - *Please note this policy does not apply to failure and remediation of an academic module as a whole. This is covered under separate policies in the Student Manual.*

2. Failure to Meet the Passing Standard

- Students who do not achieve the minimum passing score will be required to complete a remediation assignment.
- The remediation assignment will be designed to address areas of deficiency demonstrated on the final examination.

3. Remediation Process

- The student will be notified of their exam results and assigned the remediation by their course director or designated faculty member.
- The completed remediation assignment must be submitted to the student's academic advisor by the specified deadline. The deadline will be determined based on the number of topics the student must cover and will be mutually agreed upon by the advisor and student. The timeframe will be no more than 3 weeks from when assigned. This will be communicated to the student in writing at the time the assignment is assigned.
- The advisor will review the remediation for completeness and accuracy. Successful remediation will allow the student to demonstrate competency in the material.

4. Consequences of Non-Compliance

- Failure to complete and pass the remediation assignment as directed will result in referral to the PA Review Committee to determine disciplinary action.

Didactic Probation

The probationary period represents a designated time frame in which a student is offered the opportunity to improve his/her academic standing or professional behavior. During the probationary period, the student is encouraged to seek appropriate assistance, counseling, etc. to ensure a positive resolution. If the indication for being placed on probation has not resolved or has re-occurred, *recommendation for dismissal will be made to the PA Review Committee.*

During the didactic phase, a student may have no more than two reasons for probation.

Duration and reasons for probation during the didactic phase

If a student is placed on probation, that probation remains in effect for a defined time frame as outlined in their probationary letter.

A student will be placed on a probation during the didactic phase of the program for each of the following:

- A student has received academic mid-term warning and has not improved his/her academic standing at the end of the semester, i.e. failure of modules.
- A student has failed an academic module and has been offered remediation.
 - In this case, the probationary period begins at the start of the next semester and continues until the end of the semester even if the student successfully remediates. If the student does not successfully complete the remediation, *recommendation for dismissal will be made to the PA Review Committee.*
- A student does not meet the minimum GPA requirement of 3.00 after any semester or cumulatively at any point.
- A student's behavior is deemed unprofessional and has been placed on professional probation.
- The decision to place a student on Academic or Professional Probation by the PA Review Committee cannot be appealed.

Students will be referred to the PA Review Committee by the faculty for unprofessional behavior. Students may be placed on professional probation or dismissed from the program if the PA Review Committee has identified actions that are unprofessional depending on the severity of the issue. These students will receive a probation letter from the academic director outlining the expectations of the program and the time frame for reevaluation.

Clinical Remediation

Remediation in the clinical phase of the program provides an opportunity for a student to demonstrate competency in a particular curriculum and or tasks in which the student did not demonstrate competency during the traditional time frame.

Remediation will be required if the student does not pass any of the following assessments in the clinical year:

- The Advisor Evaluation
- EOR Examination
- Final Preceptor Evaluation of the Student and any of its individual components
- Failure of a clinical rotation
- Failure of the PA Capstone Course or the following components of the PA Capstone Course
 - Computer Based Summative Exam
 - Summative OSCE
 - Clinical and Technical Skills Evaluation

If a student is required to remediate any of the above components, they will be notified by the clinical faculty. The timeline for completion of the assignment(s) will be determined by the clinical faculty depending on the extent of the assignment(s) and will be clearly communicated to the student. Upon completion of the remediation, the clinical faculty will inform the student of the remediation outcome, including whether the remediation was successfully passed or not. The Clinical Director will update the student's clinical record accordingly. All remediations must be successfully completed prior to graduation.

Grading after remediation: If the student is only required to remediate individual components of the rotation or the individual components of the PA Capstone Course, their original grade will remain unchanged. If the student fails the entire rotation or the overall PA Capstone Course and successfully remediates all required components, their grade will be adjusted to a 3.0. This overall rotation grade change can only occur once during the clinical year. The overall PA Capstone grade change can also only occur once during the clinical year.

Any costs incurred as a result of remediation or delayed graduation will be the sole responsibility of the student.

Remediation for Advisor Evaluation of the Student

Students are required to achieve a minimum grade of B (3.0) on the Advisor Evaluation of the Student. If a student receives a grade less than a B (3.0), the clinical faculty will review the evaluation and notify the student of area(s) requiring remediation. The student will be required to meet with the clinical faculty to develop an action plan aimed at achieving the expected learning outcome(s). The student's original grade is used for the calculation of the overall rotation grade.

A student who fails two (2) Advisor Evaluations of the Student will be placed on clinical probation. Failure of a third Advisor Evaluation will result in referral to the PA Review Committee with a recommendation for dismissal from the PA Program.

Remediation for End of Rotation Exams

Students are required to achieve a minimum score of a B (3.0) or higher on all End of Rotation Exams. If a student's score falls below a B (3.0) they must successfully complete a remediation. Clinical Faculty will review the exam results and notify the student of their identified areas of weakness.

The student must submit a comprehensive summary on the assigned topics to a designated member of the clinical faculty. This submission must include the following elements:

- For Clinical Topics: etiology, signs and symptoms, diagnostic studies, treatment plan, and patient education.
- For Pharmacologic Topics: brand and generic names of medication, pharmacodynamics, indications, contraindications, side effects and drug reactions, and general prescribing information.

This information must be accurate, up to date, referenced, and concise. The assignment is due 2 weeks after the exam date. After the information is submitted, the student is required to retake and successfully pass another End of Rotation Exam for the rotation specialty they remediated. The student's original grade is used for the calculation of the overall rotation grade.

A student who fails two (2) End of Rotation Exams will be placed on Clinical Probation and will be given a remediation plan. Failure of a third End of Rotation Exam will result in referral to the PA Review Committee with a recommendation for dismissal from the PA Program.

Remediation for Final Preceptor Evaluations

Students are required to achieve a minimum grade of B (3.0) on the Final Preceptor Evaluations. If a student's overall final preceptor evaluation grade falls below a B (3.0), and any individual components of the evaluation fall below a 3.0, the student will be required to successfully complete a targeted remediation to demonstrate competency for the unmet learning outcome(s). The Clinical Faculty will review the evaluation, identify areas requiring remediation, and notify the student accordingly. A remediation plan will be created based on the specific competencies that did not meet the expected learning outcome(s). Repeating the rotation may be considered depending on the circumstances and the areas of identified weakness. The student's original grade is used for the calculation of the overall rotation grade.

A student who fails two (2) Final Preceptor Evaluations will be placed on clinical probation. Failure of a third Final Preceptor evaluation will result in referral to the PA Review Committee with a recommendation for dismissal from the PA Program.

Remediation for Failure of the Clinical Rotation

Clinical rotations must be passed with a B (3.0) or greater. If a student's grade falls below a B (3.0), they will be required to successfully remediate any component that was not passed during that rotation. The Clinical Faculty will review the clinical rotation components and notify the student of the area(s) needing remediation. A remediation plan will be developed to address the learning outcome(s) not met during the rotation.

Remediation for the PA Capstone Course

Students must achieve a minimum grade of B (3.0) in the PA Capstone Course and in each of these individual components: Computer Based Summative Exam, the Summative OSCE, and the Clinical and Technical Skills Evaluation. Clinical Faculty will review performance in the PA Capstone course and its components, identify any deficiencies, and notify the student of any specific area(s) requiring remediation. A targeted remediation will be developed to address the learning outcomes that were not achieved.

The Following policies Apply:

- Failure of the PA Capstone Course
 - If a student does not achieve the minimum passing grade for the overall PA Capstone Course, they will be placed on Clinical Probation as outlined per the policy for Clinical Probation in the Clinical Manual. The student must successfully complete remediation assignments for any failed components of the course if the overall grade for the course is less than a B (3.0).
- Failure of the Computer Based Summative Exam
 - If a student does not achieve the minimum passing grade for the Computer Based Summative Exam, they must complete a remediation and must retake the exam regardless of whether the overall PA Capstone Course grade is a B (3.0) or higher.
- Failure of the Summative OSCE:
 - If a student does not achieve the minimum passing grade for the overall Summative OSCE or any of its individual components, they must complete a remediation and must retake the entire Summative OSCE whether or not the overall grade for the PA Capstone Course is a 3.0.
- Failure of Clinical and Technical Skills:
 - If a student does not achieve the minimum passing grade for the Clinical and Technical Skills evaluation, they will be required to complete a remediation and must retake the entire clinical and technical skills evaluation.

Clinical Probation

A student will be referred to the PA Review Committee with a recommendation for Clinical Probation for any of the following reasons:

- Failure of two (2) End of Rotation Exams
- Failure of two (2) Advisor Evaluations of the Student
- Failure of two (2) Final Preceptor Evaluations of the Student
- 6-week rotation course grade falls below a 3.0
- Grade for the PA Capstone Course falls below a 3.0
- Failure of any component of the Summative Evaluation after a 2nd attempt
- Failure to satisfactorily remediate an area of weakness that has been identified by the Clinical Faculty

If a student was previously placed on Academic Probation or Professional Probation during the didactic phase of the PA Program, the PA Review Committee will take this into consideration when making a decision regarding the student. The decision to place a student on Clinical Probation by the PA Review Committee cannot be appealed.

A student placed on Clinical Probation is required to successfully complete remediation as determined by the Clinical Faculty. The student being granted the privilege of remediation will be notified of the expectations for remediation and the time frame in which it must occur by letter from the Clinical Director. If the student fails the remediation of a probation, the student will be referred to the PA Review Committee with a recommendation for dismissal.

If the student was placed on Clinical Probation because their rotation course grade or PA Capstone Course grade fell below a 3.0, the student is required to successfully complete remediation for any component that was not passed during that rotation or the PA Capstone Course. The overall course grade will be changed to a 3.0 for that course once the remediation has been successfully completed. This overall rotation grade change can only occur once during the clinical year. If the student fails the overall remediation of the rotation or capstone course, the student will be referred to the PA Review Committee with a recommendation for dismissal.

If there is any subsequent reason for the student to be placed on Clinical Probation or Professional Probation during the clinical phase of the program, the student will be referred to the PA Review Committee with a recommendation for dismissal from the program. In addition, if the student does not successfully complete a remediation plan in the specified time frame, recommendation will be made for dismissal.

If a dismissal is overturned by the Appeals Committee and remediation or a retake is offered to a student, the highest grade that the student can be given for the remediation or retake is a B or 3.0. Students must abide by the appeals contract set forth by the Program Director; otherwise, automatic dismissal will result. Costs associated with any remediation or delayed graduation will be the responsibility of the student.

Professional Probation

A student may be referred to the PA Review Committee with a recommendation for Professional Probation or dismissal from the PA Program based on the severity of the infraction or if the student fails to correct previously identified unprofessional behaviors.

If a student was previously placed on Academic Probation or Professional Probation during the didactic phase of the PA Program, the PA Review Committee will take this into consideration when making a decision regarding the student. Students with a professionalism issue or concern will have the opportunity to state their position to the committee. This information will be considered by the PA Review Committee before a decision is made. The decision to place a student on Professional Probation by the PA Review Committee cannot be appealed.

A student placed on Professional Probation will receive a letter from the Clinical Director outlining the expectations of the program and the time frame for reevaluation.

If there is any subsequent reason for the student to be placed on Clinical Probation or Professional Probation during the clinical phase of the program, the student will be referred to the PA Review Committee with a recommendation for dismissal from the program. In addition, if the student does not successfully complete a remediation plan in the specified time frame, recommendation will be made for dismissal.

If a dismissal is overturned by the Appeals Committee and remediation is offered to a student, the highest grade that the student can be given for the remediation is a B or 3.0. Students must abide by the appeals contract set forth by the Program Director; otherwise, automatic dismissal will result. Costs associated with any remediation or delayed graduation will be the responsibility of the student.

Policies and Procedures for Deceleration

Deceleration

The program does not allow for a student to request a deceleration. See the withdrawal policy. Deceleration required by the program will be recommended by the PA Review Committee or Program Director on a case-to-case basis. This deceleration plan will be communicated to the student in writing.

Policies and Procedures for Withdrawal

Withdrawal

If a student requires significant time off for any reason (greater than 5 school days), it may be inadvisable for the student to continue given the nature and intensity of the program. The student may withdraw from the program by written request to the Program Director. Any student considering withdrawal from the program should consult with their advisor and/or the Program Director before initiation of the withdrawal process. Matriculation back into the PA program may occasionally be possible but will be addressed on a case-by-case basis. Any costs as a result of withdrawal are the responsibility of the student. A student who can no longer fulfill the Technical Standards set by the program will not be allowed to matriculate back into the program. Any student that is allowed to matriculate back into their current cohort will follow the progression and the program policies/procedures for this cohort, as well as any required remediation. Graduation dates will be set by the program and communicated to the student. This student is considered a graduate of the cohort they started with. Any student that is allowed to matriculate into the program with another cohort will follow the progression criteria and program policies/procedures for that cohort. This student will be counted as a graduate of the new cohort

Policies and Procedures for Dismissal

Dismissal From the PA Program

A student may be referred to the PA Review Committee by a PA Faculty member with recommendation for dismissal for the following reasons:

- 1) Having more than two reasons for probation during the didactic phase of the Program.
- 2) Having a reason for probation in the clinical phase of the program after being placed on a clinical or professional probation in the clinical year.
- 3) Failure of three End of Rotation exams.
- 4) Failure of three (3) Advisor Evaluations of the Student
- 5) Failure of three (3) Final Preceptor Evaluations of the Student
- 6) Failure of any component of the Summative Evaluation after the third attempt
- 7) Professional behavior of a severity that warrants immediate dismissal from the Program.
- 8) Failure to successfully complete any required remediation in the didactic phase of the program.
- 9) Failure to meet the terms of probation or Program Contract.
- 10) Using collective judgment, the faculty reserves the right to recommend the withdrawal or dismissal of a student whose scholastic standing, health, clinical performance, or conduct make it inadvisable for him or her to continue in the program.

Process for Probation and/or Dismissal from the PA Program

The student is referred to the PA Review Committee by a PA faculty member with a recommendation for probation and/or dismissal from the Program.

Students with a professionalism issue or concern and students being considered for dismissal will have the opportunity to state their position to the committee. This information will be considered by the PA Review Committee before a decision is made.

The Committee will deliberate. A decision will be made by a majority vote of the committee.

If a student is placed on probation, the Academic or Clinical Director will notify the student of the committee's decision and provide a written letter outlining the probationary requirements. If a student is dismissed, the Program Director will notify the student and provide a written letter of dismissal.

Students who are dismissed from the Program will have the ability to appeal the decision by following the procedure listed in the Appeals Policy for Dismissal from the Professional Phase of the PA Program. Students placed on probation are not eligible for appeal.

Policies and Procedures for Student Grievances

Grievance Policy

The College maintains Academic and Non-Academic Grievance Policies, as published in the King's College Student Handbook, and the PA Program adheres to both and appeals processes. Students are encouraged to read and be familiar with these documents to ensure knowledge and understanding of their rights and behaviors while enrolled as a student at King's College and in the PA Program. If a student feels they have a grievance and that grievance is not specifically covered by existing policies, they should immediately notify the Program Director. The Program Director will meet with the student to gather information and confer with either the Associate Vice President for Student Affairs, Dean of Students, Associate Vice President for Academic Success, and/or the Dean of Health Sciences to determine the correct policy and procedures under which the grievance will be handled. If the Program Director is implicated in the grievance, the student should contact the Associate Vice President for Student Affairs and Dean of Students or the Associate Vice President for Academic Success directly. If the complainant feels the response to the complaint is unacceptable or unreasonable, they may bring the complaint in writing to the Senior Staff member who oversees that department or program within five (5) business days of receiving the outcome in writing.

Policies and Procedures for Student Appeals

Appeals Policy for Dismissal from the Professional Phase of the PA Program

- If a student has been dismissed from the Program, the student has the right to appeal this decision.
- If a student decides to appeal against this decision, he or she must submit a written appeal to the Chair of the PA Appeals Committee within 1 week (5 business days) of receipt of the letter.

- The student can request permission from the Program Director to return to class/rotation during the appeals process once the student announces their intent to appeal the dismissal. If granted, the student may remain in class/rotation until either the 5 business days pass without the student submitting an appeal letter to the PA Appeals Committee or a decision is made by the PA Appeals Committee, concluding the process.
- The PA Appeals Committee is composed of the Chair of the PA Appeals Committee, 2 King's College Faculty members who are not PA Faculty but are familiar with the PA Program and the Medical Director of the PA Program. If any members are unavailable, alternates will be selected as mutually agreed upon by the PA Appeals Committee remaining members and the PA Program Director. A member of the PA Review Committee sits on this Committee as a non-voting member to offer points of clarification.
- The student's written appeal must not just be a reiteration of the known facts but must contain compelling evidence as to why he or she is appealing, new or additional evidence disputing the known facts, and copies of any pertinent materials to support the appeal.
- Upon receipt of the student's appeal letter, the Chair of the PA Appeals Committee will clarify any facts or ambiguities with the PA Program Director or the program's faculty liaison to the committee.
- If the appeal letter does not contain new or compelling evidence to support the appeal, as determined by the majority of the PA Appeals Committee, the process will end here, and the decision of the PA Review Committee will be upheld. The student will be notified of this decision by the Chair of the PA Appeals Committee.
- If the appeal letter contains new or compelling evidence, the Chair of the PA Appeals Committee will schedule a meeting with the student and the voting members of the committee within 1 week (5 business days). The non-voting member of the committee will not be present during the student's meeting with the committee.
- At the meeting, the PA Appeals Committee will listen to the student and ask questions. After the meeting, the members will review the student's appeal and make a decision within 1 week (5 business days). The Committee will deliberate in closed session and the deliberations of the Committee are confidential.
- After reviewing the appeal and before any decision is made, the Chair of the PA Appeals Committee will contact the PA Program Director for validation of facts presented by the student and, if needed, clarification.
- A student's appeal is granted only upon approval by at least three of the four voting members of the PA Appeals Committee. The non-voting member of this committee will not be present during the vote.
- The final decision whether or not to grant the student's appeal is communicated by the Chair of the PA Appeals Committee to the PA Program Director.
- The Chair of the PA Appeals Committee will record the Committee's decision by communicating in writing to both the student and the PA Program Director. A copy of the decision is placed in the student's permanent file.

- Should the Committee decide to grant the appeal, the PA Program Director will develop a contract for the student outlining the requirements for the student to continue in the PA Program. This contract must be signed by the student. The contract will outline the requirements needed to remain in the major and may require a remediation or delay in the student's expected graduation. Any associated cost with any remediation or delayed graduation will be the responsibility of the student. This contract will be placed in the student's permanent file.
- The decision of the PA Appeals Committee concludes the appeals process. Both the student and the Department of Physician Assistant Studies must comply with the Committee's decision, as this decision by the PA Appeals Committee is final.

General Statement on Program Policies

- Program policies apply to all students, principal faculty and the program director regardless of location. A signed clinical affiliation agreement or memorandum of understanding may specify that certain program policies will be superseded by those at the clinical site.

Policies for Student Travel to Required Rotation Sites

Local rotations are within a 60-mile radius from campus. Students may be required to complete one or more away rotations that are no more than 250 miles from the program.

Students must maintain local housing for any scheduled rotations in the Wilkes-Barre area.

In addition, if an away rotation cancels, the student will likely be rescheduled at a site in the Wilkes-Barre/Scranton area and must have housing available. Students are required to find their own housing for any rotation that they have arranged on their own. If the PA Program assigns a student to a rotation that is not commutable from Wilkes-Barre, a housing arrangement may be made available. If the student chooses not to utilize the housing offered by the program, the student will be responsible for making their own housing arrangement. It is the student's responsibility to make their own housing arrangement if one is not available through the PA Program. Keep in mind that housing distance must accommodate on-call requirements at the clinical site (i.e., Surgery or OB/GYN). Once a housing arrangement is confirmed for a student by the program, the student must pay for the cost of the housing to the owner even if the student chooses later not to utilize the housing. Rental facilities may require students to sign agreements

that cannot be broken and neither the College nor the PA Program is responsible for any costs associated with housing.

Cost associated with away housing and transportation/parking for the average student is approximately \$3000.