



Physician Assistant Program

Student Handbook

2024-2025

Table of Contents

Welcome	5
Program Faculty & Staff	6
General Policy Statement	8
<u>Mission Statement</u>	8
<u>Program Accreditation</u>	9
Advanced Standing	9
Program Expenses	10
Withdrawals and Refunds	11
Textbook & Equipment	11
Technical Standards	12-13
PA Competencies	14-15
Didactic Year Curriculum	15-16
Academic Standing	16-17
Failure of a Didactic Year Course	17
Probation	17
Comprehensive Exam	17-18
Academic Dismissal During the Didactic Year	18
Deceleration	18
Grades	19
Remediation Policy	19-21
<u>Standards of Professionalism</u>	21-23
Didactic Course Evaluations	23
Clinical Assignments	23-24
Didactic Schedule	24-25
Attendance & Absences	25-26
Weather-Related Emergencies	26
Examination Policies	26-28
<u>Physical Diagnosis Exams</u>	28-29
Policy Regarding Adverse Action	29
Divisional Regulations	29

Election of Class Representatives	30
Leaves of Absence	30
<u>Completion of Program</u>	30
<u>Work Policies</u>	31
<u>Student Records</u>	31
Faculty Advisors	30-31
Health Insurance	31
Student Health Requirements	31-32
Background Checks & Drug testing	32
Malpractice Insurance	32
Teaching Out Policies	32
<u>National and State Organizations</u>	32-33
<u>Library</u>	33-34
<u>Psychological Services</u>	34
<u>Classroom & Lab Policies</u>	34-36
Intellectual Property	36-37
Academic Dishonesty	37-38
AI Policy	37
Lecture Notes	38
Research Papers	38
<u>Student Mistreatment/Grievances</u>	38-40
Associate Dean’s Office Appeal Process, School of Health Professions	40-41
Successful Completion of the Didactic year	41-42
Bloodborne Pathogens, Bodily Fluids & Environmental Hazards Exposure/Needlestick Policy	42-44
COVID Policy	44
<u>Public Safety</u>	44
Non-discrimination Policy	44-45
<u>Sexual Misconduct Policy</u>	45
Students with Disabilities & Accommodations	45
<u>Clinical Year</u>	46
<u>Clinical Year Curriculum</u>	46

Attendance	47
Absences	47-48
Student Certifications	48-49
Site Visits	49
Probation/Dismissal	49-50
Supervised Clinical Practice Experiences (SCPEs)	50-51
Clinical Electives	51
Grading	52
EXXAT	53
Remediation	54
Deceleration	54
<u>EOR Failures</u>	55
SCPE/Clinical Course Failure(s)	56-57
Successful Completion of the Clinical Year	57
<u>Student Handbook Acknowledgement Form</u>	59

Dear Physician Assistant Student:

Welcome to the Physician Assistant Program at Long Island University!

Our expert faculty team is here to provide you with an excellent, personalized, and transformational educational experience with strong support from our dedicated administrators and staff. We are excited to offer you immersive learning, scholarship, and service opportunities that will enrich your physician assistant studies.

The Physician Assistant Student Handbook includes program specific information and resources to supplement the Long Island University Graduate Catalogs as well as the University Student Handbook. This handbook serves as a guide for your academic journey at Long Island University. We ask that you familiarize yourself with its content and abide by the program, school, and university policies.

Please do not hesitate to contact your academic advisor or faculty for an appointment if you have any questions, feedback, or concerns.

Thank you for choosing Long Island University! We wish you much success during your academic journey with us as we learn and grow together.

Best regards,

LIU PA Program Faculty and Staff

This Handbook is provided to the students of LIU as a guide to the interpretation and application of LIU policies and procedures. This Handbook does not include every detail of every policy but rather seeks to cover essential provisions of the policies and procedures of LIU and is considered LIU policy.

The information contained within reflects the status of LIU as of August 2024. LIU reserves the right to delete any course or clinical site described in this Handbook. LIU also reserves the right to effect any other changes the policies set forth in this Handbook, the LIU curriculum, tuition/fees, administration, or any other phase of school activity at any time without notice. This Handbook sets forth the University's policies and procedures regarding various matters, and it is subject to change in the unilateral discretion of the University.

LIU does not discriminate on the basis of sex, basis of race, national or ethnic origin, color, age, disability, religion, veteran's status, or sexual orientation in its educational programs, admissions, co-curricular or other activities, or employment practices.

Program Faculty and Staff

Amanda Kulesza, MPAS, PA-C, Assistant Professor, Program Director

Amanda.Kulesza@liu.edu

718-488-4009

Stephen DeRoux, MD, Medical Director

Stephen.Deroux@liu.edu

718-488-1505

Brittany O'Gara, MPAS, PA-C, Academic Coordinator, Director of Admissions

Brittany.Ogara@liu.edu

718-488-4014

Camille Kiefer, PA-C, Director of Clinical Education

Camille.Kiefer@liu.edu

718-488-4010

Ankita Dubey, MPAS, PA-C, Assistant Professor

Ankita.Dubey@liu.edu

718-488-4563

Danielle Vitalo, DMSc, MATS, PA-C, Assistant Professor

Danielle.vitalo@liu.edu

718-488-4502

Sherry Shaker, MPAS, PA-C, Assistant Professor

Sherry.Shaker@liu.edu

718-488-6558

Laura Goshko, MS, RPh, Assistant Professor

Laura.Goshko@liu.edu

718-488-6559

Katherine Browne, MBA, Program Administrative Assistant

Katherine.Browne@liu.edu

718-488-1505 (Main number)

Michael Maldonado, BS, Fieldwork Coordinator and Data Analysis Specialist

Michael.Maldonado@liu.edu

718-780-4040

General Policy Statement

All students at the School of Health Professions are subject to the rules and regulations of the University, the Physician Assistant Program, and all clinical sites in which they practice. The School of Health Professions is committed to producing physician assistants of high moral, ethical, academic, and professional caliber. To ensure the integrity of the profession and the University as well as to ensure the safety of all patients, students must comply with all professional and academic standards.

The student who violates these regulations is subject to disciplinary proceedings up to and including dismissal from the School of Health Professions, Physician Assistant Program. All students must sign the “Receipt of Guidelines and Policies and Statement of Understanding” form, which documents his, her, or their receipt of, understanding of, and adherence to all rules, regulations, and procedures of the Division and of the University.

These policies and procedures may be modified or amended at any time by the faculty of the Physician Assistant Program. These policies and practices will be consistently applied to all students.

The information contained in this manual is specific to the PA program and should be used in conjunction with the below LIU Brooklyn Student Handbook and LIU Brooklyn Graduate Catalog.

LIU Brooklyn Student Handbook: <https://www.liu.edu/about/university-policies/student-handbooks>

LIU Brooklyn Graduate Catalog:

<https://liu.edu/enrollment-services/registration/academic-catalogs>

Mission Statement of the Long Island University School of Health Professions, Physician Assistant Program

The Physician Assistant Program supports the University’s mission by educating men and women of all ethnic and socioeconomic backgrounds in the art and science of medicine so that they may become highly competent and compassionate physician assistants.

Program Accreditation

At its June 2023 meeting, the Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA) placed the Long Island University Physician Assistant Program sponsored by Long Island University on Accreditation-Probation status until its next review in June 2025.

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-long-island-university/>.

Advanced Standing

The Physician Assistant Program of Long Island University does not grant advanced placement or accept transfer of credit for Medical Science (MS) or Health Science (HS) courses. Previous experience with direct patient care is required for admission, but no academic credit is granted for such prior experience.

Projected Expenses for the PA Program

To find the projected fees and tuition for the PA program, please visit the website: <https://www.liu.edu/Brooklyn/Academics/Schools/School-of-Health-Professions/Dept/Physician-Assistant>

**Please note that tuition and fees subject to change yearly, and projected expenses does not include housing and other personal expenses.* Further information regarding paying tuition can be found at the LIU Enrollment Services website: <https://liu.edu/Brooklyn/Enrollment-Services/Tuition>

Withdrawal and Refunds

To withdraw, a student must give a valid reason and obtain an Application for Permission to Withdraw from the Office of the Registrar or from the Physician Assistant Program, fill it out as indicated, have it approved by the Office of the Dean, and clear his or her financial accounts.

When a student withdraws from courses, the University may refund tuition according to the following schedule: <https://liu.edu/enrollment-services/registration/policies>

Textbooks and Equipment: See specific course syllabi and welcome packet. Most textbooks are on AccessMedicine.

Medical Equipment List

You are required to purchase your own set of medical equipment, which must be available for use by the **FIRST** week of classes. Required equipment include the following:

- Aneroid sphygmomanometer (blood pressure cuff)
- Penlight
- One 512 cps tuning fork

- Reflex hammer
 - Stethoscope with bell AND separate diaphragm.** *No single-sided chest piece stethoscopes are permitted (You should have the equivalent of a Littman Classic II or better.)*
 - Diagnostic set, including an ophthalmoscope and otoscope. (You should have the equivalent of the Welch Allyn diagnostic set #97200 or greater.)
 - Wristwatch with a second hand or digital timer
 - 5 ½” needle holder (non-disposable for suturing)
 - 4 ¾” Adson tissue forceps with teeth (non-disposable for suturing)
 - 5 ½” suture scissors (non-disposable for suturing)
 - A handheld pocket Snellen (near visual acuity) chart
 - Plastic tape measure (metric)
- 2 *short* (hip length) white lab coats

Technical Standards

The technical standards for admission developed by the Physician Assistant Program have been written so as to establish the qualities needed to develop and achieve the levels of competency required of physician assistants. All students are expected to demonstrate competency in the technical standards that appear below. Every student admitted to the Physician Assistant Program is expected to be able to meet these standards through both years of the curriculum. In the event that the student is unable to meet these standards, the student may be dismissed from the Physician Assistant Program.

Candidates for admission to the Physician Assistant Program must meet the following Technical Standards:

1. **Observation.** The ability to observe is required for demonstrations, visual presentations in lectures and laboratories, laboratory evidence and microbiological cultures, microscopic studies of microorganisms and tissues in normal and pathological states. A candidate must be able to observe patients accurately and completely, both closely and from a distance. Observation requires functional vision and somatic sensation and is enhanced by a sense of smell.
2. **Communication.** A candidate should be able to speak, hear, and observe patients in order to elicit information, perceive non-verbal communications, and describe changes in mood, activity, and posture. The candidate must be able to communicate effectively and sensitively with patients including not only through speech but also through reading and writing. Communication in oral and written form with the health care team must be effective and efficient.
3. **Motor.** A candidate should have sufficient motor function to elicit information from patients by palpation, auscultation, and percussion, as well as carry out diagnostic maneuvers. A candidate should have motor function sufficient to execute movements reasonably required to provide general care and emergency treatment to patients. Such skills require coordination of gross and fine muscular movements, equilibrium, and sensation.
4. **Intellectual-Conceptual, Integrative and Quantitative Abilities.** Problem solving is a critical skill demanded of physician assistants; this skill requires all these abilities. The candidate must also be able to comprehend three-dimensional relationships as well as the spatial relationship of structures.

5. **Behavioral and Social Attributes.** A candidate must have sufficient emotional health to fully use his or her intellectual ability, to exercise good judgment, complete all responsibilities, and attend to the diagnosis and care of patients.

The faculty of the Physician Assistant Program recognizes its responsibility to present candidates for the PA certificate that have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care. The responsibility for these technical standards is primarily placed on the Admissions Committee of the Physician Assistant Program to select entering PA students who will be the candidates for the PA certificate and degree.

**A candidate must be able to develop mature, sensitive, and effective relationships with patients and colleagues. A candidate must be able to tolerate physical and emotional stress and continue to function effectively. A candidate must possess qualities of adaptability, flexibility and be able to function in the face of uncertainty. He/She/They must have a high level of compassion for others, motivation to serve, integrity, and a consciousness of social values. A candidate must possess sufficient interpersonal skills to interact positively with people from all levels of society, all ethnic backgrounds, and all belief systems.*

PA Program Competencies

The program's defined competencies are based on the Competencies for the Physician Assistant Profession as developed jointly by the National Commission on Accreditation of Physician Assistants (NCCPA), the Accreditation Review Commission for Education of the Physician Assistant (ARC-PA), the Physician Assistant Education Association (PAEA), and the American Academy of Physician Assistants (AAPA).

Student success in achieving program competencies is monitored throughout all phases of the program. For example, the program's faculty and clinical preceptors' evaluation of students, including but not limited to multiple choice examinations, collaborative group projects, objective structured clinical examinations (OSCEs), reflection papers, and clinical performance evaluations.

Our graduates will demonstrate entry-level proficiency as PAs in the following program competencies:

Medical Knowledge

- Demonstrate core knowledge about established and evolving biomedical and clinical sciences and the application of this knowledge to patient care
- Demonstrate an investigative and analytic thinking approach to clinical situations

- Understand, evaluate, and apply the following to common emergent and non-emergent medical, surgical, and behavioral scenarios:
 - History and physical findings and diagnostic studies to formulate differential diagnoses
 - Management of general medical and surgical conditions to include pharmacologic and other treatment modalities
 - Interventions for prevention of disease and health promotion/maintenance

Interpersonal and Communication Skills

- Demonstrate interpersonal and communication (verbal, nonverbal, written, and electronic) skills that result in effective information exchange with patients, patients' families, physicians, professional associates, and other individuals within the health care system
- Accurately and adequately document information regarding care for medical, legal, quality, and financial purposes

Patient Care

- Obtain an accurate history and perform a comprehensive physical exam
- Perform medical and surgical procedures common to primary care
- Provide health care services and education aimed at disease prevention and health maintenance

Professionalism

- Demonstrate a high level of responsibility, ethical practice, and adherence to legal and regulatory requirements
- Demonstrate sensitivity to a diverse patient population by identifying the socio-cultural, familial, psychological, economic, environmental, and spiritual factors impacting health care and health care delivery; and responding to these factors by planning and advocating the appropriate course of action at both the individual and the community level

Practice-based Learning & Improvement

- Critically evaluate the medical literature in order to use current practice guidelines and apply the principles of evidence-based medicine to patient care

Systems-based Practice

- Provide advocacy and support to assist patients in obtaining quality care and in dealing with the complexities of health care delivery systems
- Demonstrate an awareness of and responsiveness to the larger system of health care to provide patient care that balances quality and cost, while maintaining the primacy of the individual patient

Didactic Year Curriculum

Fall Semester

Course	Credits
MS 500 Anatomy	3
MS 501 Physiology	1
MS 502A Pharmacology I	3
MS 504A Clinical Medicine I	4
MS 503A Art & Science of Medicine I	2
MS 505 Psychosocial Aspects of Medicine	1
MS 506 Pathology	2
TOTAL	16

Spring Semester

Course	Credits
MS 502B Pharmacology II	3
MS 503B Art & Science of Medicine II	2
MS 504B Clinical Medicine II	6
MS 507 Role Socialization	1
MS 508A Research Methods I	1
MS 509 Preventive Medicine	1
MS 510 Clinical Laboratory Science	1
TOTAL	15

Summer Semester

Course	Credits
MS 504C Clinical Medicine III	3
MS 508B Research Methods II	1
MS 511 Introduction to Medical Literature	1
MS 512 Medical Informatics	1
MS 513 Surgery	2
MS 514 Emergency Medicine	1
TOTAL	9

TOTAL CREDITS: 40

Academic Standing

To maintain satisfactory academic standing in the Physician Assistant Program, and to progress on to the next semester in the didactic year, a student must:

- Receive a score of 74% or higher in each Didactic course
- Maintain a semester GPA of 2.85 or higher and a cumulative GPA of a minimum of 3.0 per academic year
- Maintain standards of Professional behavior
- Maintain the academic standards as stipulated in the LIU Bulletin

Failure of a Didactic Course

A student who earns a grade less than 74% in a course during the didactic year (or who fails a Clinical Medicine course by failing >2 components in a semester) will be required to take and pass a comprehensive examination (COMP exam) in order to pass the course and remain in the program. The COMP exam will cover all materials taught in the course over the entire semester.

If the student receives a grade of 74% or higher on the COMP exam, the student will receive a grade of “C” for the course and may continue to the next semester in the Division’s curriculum on academic probation.

If the student fails the comprehensive examination, the student will be academically dismissed from the Physician Assistant Program. A student may not get less than 74% in more than one course, since only one COMP examination may be taken during the entire didactic year. If a student earns less than 74% in more than one course during the entire didactic year, they will be dismissed from the program.

Probation

Students may be placed on probation in the Physician Assistant Program if they earn unsatisfactory grades or commit unprofessional acts. Students who earn an unsatisfactory grade or commit a second unprofessional act while on academic probation may be dismissed from the PA program.

Didactic Year Comprehensive (COMP) examination

Students will take a pass/fail comprehensive didactic year exam at the end of the summer semester of the didactic year. The comprehensive exam contains questions that cover all courses taken during the fall, spring, and summer semesters. Students must achieve a 74% or higher to pass. If a 74% is not achieved, the student may take up to two remedial comprehensive exams. If the comprehensive exam is not passed on the third attempt, the student will be academically dismissed from the Physician Assistant Program. In addition to the COMP exam, students will also complete OSCEs that must be passed in order to progress to clinical year. More information is available later in this document in the section regarding progression to clinical year.

Dismissal from the Program

Reasons for dismissal from the program include any of the following:

- The student earns a GPA of less than 2.85 in a given semester; or earns less than a 3.0 GPA at the end of didactic and clinical year.
- The student earns a final grade of less than 74% in a given course and fails the comprehensive examination for that course.
- The student has taken and passed one comprehensive examination during the didactic year due to a failed course, and in a subsequent semester earns an average grade of less than 74% in a given course.
- The student earns a final grade of less than 74% in more than one course in a given semester.
- The student earns a final grade of less than 74% in a course while on academic probation.
- The student fails to comply with elements of Professionalism as outlined in the Didactic Year Handbook and /or LIU bulletin.

- Examples include, but are not limited to: cheating, plagiarism, conviction of a felony, positive drug test (for any illicit drug or licit drug for which they do not have a legal prescription), excessive absences.

Deceleration

Students who are dismissed from the Physician Assistant Program may apply for deceleration and readmission into the program’s next didactic year cohort by reapplying through the CASPA portal.

Deceleration is defined as stopping progress in the PA program and returning at a later time to retake a required course(s) component that was not successfully completed. Deceleration will require the student to repeat the entire didactic year, beginning with the next cohort class in August or September. The decelerating student will also be placed on academic probation.

Dismissal from the Physician Assistant Program does not necessarily reflect the student’s standing with the University. The student may still be eligible for transfer into another major within the University.

Grades for all Didactic & Clinical Courses at the program

Letter Grade	Percentage Scale	Corresponding GPA per LIU Graduate Handbook
A	93-100	4.0
A minus	90- <93	3.667
B plus	87- <90	3.333
B	83- <87	3.0
B minus	80- <83	2.667
C plus	77- <80	2.333
C	74- <77	2.0
F	<74	0.0

LIU PA Program Didactic Remediation Policy:

Intention of the Remediation Policy

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

Didactic Phase Course Remediation

A passing grade for any evaluation/assignment is represented by achieving a grade of 74% or greater. Any grade <74% constitutes failure of an examination/assignment and requires formal remediation.

Remediation for a failed examination or assignment involves a three-step process:

Step 1: Student will meet with the Course Director/Instructor to review failed content and identify areas of weakness and deficiency. Faculty will document any course learning outcomes that student is deficient in.

- Students may receive a summary of exam results via a strengths and opportunities report. The results will include details such as the topic, subtopic, task area, and source. - - Faculty will work with the student to identify weak areas and factors contributing to the student's failing grade.

Step 2: Development of remediation plan based on the identified area(s) of weakness.

- The Course Director will consult with the Academic Coordinator and/or Program Director to develop a remediation plan. The remediation plan will guide the student toward meeting any failed course learning outcomes.

- The plan may include, but is not limited to:

- Reading assignments
- Review of lecture material
- Individual faculty-lead tutoring
- Referral to student services.
- Retest / reassessment via written, oral, or practical examination
Written completion of selected course instructional objectives with reference citations
- Written response to selected examination items with reference citations
- Problem based learning exercise(s) focused on area(s) of weakness
- Written self-reflection exercise(s)

- Remediation plans for Clinical Medicine course will always include a retest of the material.

- Remediation plan will contain a documented timeline during which the remediation plan must be completed (usually within one week), and the date the student must meet with the faculty member for Step 3 of the process.

Step 3: Evaluation of proficiency in failed area after completion of remediation plan.

- Student will meet with Course Director/Instructor once the remediation has been completed. Faculty will document that the student has successfully achieved proficiency in the area of weakness and has met any previously failed course learning outcomes.
- If the student has not proven proficiency after the remediation plan, the faculty will develop a second remediation plan for the student.
- The final grade on any remediated test or assignment will not exceed the minimum passing grade of 74%.

Remediation for MS 504A/B/C (Clinical Medicine I, II, III)

These courses cover the fundamentals of Clinical Medicine. The faculty at the PA program believes that these courses contain many of the components that are most essential to the practice of medicine. To that end, the faculty believes that students must prove proficiency in each discipline contained in MS 504. Therefore, students must pass *each* component of MS 504A/B/C with an average grade of 74 or higher. If the student does not achieve an average grade of 74 or higher in the component, the student's remediation plan must include a remedial examination in that component. Students may take only two remedial examinations per semester in MS 504A/B/C. If a student fails more than two components of MS 504A/B/C, the student will fail the course and may be permitted to sit for a comprehensive exam, as per the guidelines noted previously. If the student fails the remediation exam, the student and faculty will meet again to develop another remediation plan, and the student will need to sit for and pass a comprehensive exam in order to remain in the Program.

Standards of Professionalism

LIU's PA Program is responsible for educating practitioners who will be responsible for the health and welfare of the public. The program has the obligation to graduate *only* those students who demonstrate clinical competence *and* professional integrity. Students in the program must, therefore, meet rigorous clinical and professional standards in addition to the program's academic standards. Students are subject to expulsion if they fail to meet the professional standards. Failure to adhere to the program's rules and regulations with regard to professionalism will result in dismissal from the Physician Assistant Program, even if all other components of academic and clinical performance criteria have been satisfied.

Each PA student has the responsibility to report alleged academic dishonesty or unprofessional behavior exhibited by another student to either the appropriate faculty member or to the program director.

Unprofessional conduct is defined as any action to, or against, a fellow student, faculty, staff, or patient that is generally deemed professionally inappropriate or which is not in keeping with the

expectations as delineated for students in the LIU Student Handbook and this LIU PA Program Student Handbook.

It is not possible to quantify all forms of misconduct that can arise in a health professional education environment. However, some examples of unprofessional conduct that would be highly unacceptable in an academic or clinical setting include:

- Illegal, unethical, or immoral acts or actions
- Failure to follow the Guidelines for Ethical Conduct for the PA Profession established by the American Academy of Physician Assistants
- Failure to comply with program rules and regulations, including but not limited to attendance, punctuality, preparedness, conduct, and performance in the classroom and clinical setting
- Any conduct for which a reasonable person in the same or similar circumstances would recognize as dishonest or improper in an academic or patient care setting
- Conviction of a felony
- Positive drug test
- Falsifying clinic data or records
- Lying
- Cheating or plagiarism
- Academic dishonesty
- Failure to accept constructive criticism
- Failure to provide requested materials (such as titers and information necessary for clinical placement) to the program within 72 hours
- Excessive (>3) unexcused absences
- Excessive tardiness (documented >3 times by a faculty member)
- Sexual harassment
- Disrespectful behavior (for example, tone of voice when addressing faculty and staff of the University)
- Not responding to emails
- Responding to emails in an immature, unprofessional manner
- Immature demeanor
- Unprofessional requests / badgering faculty and staff to change scheduled lectures/exams
- Improper or unacceptable attire/dress for lab, lecture, or clinical areas
- Inappropriate hygiene
- Unauthorized entrance to any restricted area
- Excessive noise and vulgar or crude language
- Undue familiarity with patients, faculty, other students, or staff

- Smoking in clinical areas
- Abuse of equipment, stealing equipment
- Recording (audio or visual) of an instructor without their express consent
- Distributing lecture, assignment, or exam materials outside of the classroom or cohort
- Failure to fill out requested course evaluations to provide feedback to the program
- Insensitivity to patients; lack of respect for the rights of patients to competent, confidential service; disregard for patient welfare
- Failure to follow protocol or directions of supervising physician, physician assistant or program faculty
- Performing unauthorized procedures or administering services not permitted by the supervisor, facility, or the Physician Assistant Program
- Lack of cooperation
- Violation of the Health Insurance Portability and Accountability Act (HIPAA)
- Not respecting the rights of patients
- Failure to perform all or part of assigned tasks and responsibilities
- Leaving the clinical setting without permission of supervising physician or PA
- Performing any activity which is beyond the scope of your role as a student
- Failure to identify yourself as a PA student
- Failure to inform a patient, staff member or any other individual who addresses or refers to you as “Doctor” of your identity as a PA student
- Falsely identifying yourself as a PA
- Failure to report all observed unethical conduct by other members of the health profession, including other students
- Associating professionally with those who violate ethical practice
- Endangering the health and welfare of any patient

Students who violate the standards of Professionalism will meet with a faculty member and the violation will be documented and placed in their student file. A student may be dismissed from the program after one major violation or multiple minor violations of this policy. Faculty will work with students to remediate unprofessional behavior, but gross violations or misconduct will not be tolerated, and the student will be dismissed after the first offence. Any violation of the professionalism policy may reflect poorly on future PA license or credentialing applications.

Didactic Course Evaluations

Throughout the curriculum, students will be asked to evaluate didactic courses and instructors. This allows the student to give constructive feedback regarding the education process and allows

the PA faculty to use the data to assess and meet the students' outcomes. The evaluations will take place at the end of each academic semester. As part of professional behavior, students are required to complete didactic course evaluations and any other survey instruments provided by the PA Program.

Clinical Assignments

Each semester students may be assigned to attend clinical experiences in diverse settings. Examples include, but are not limited, to emergency departments, hospital-based histories and physical exams, community-based health fairs, etc. Attendance and punctuality are mandatory at such experiences. Performance at these sites is a predictor of professionalism and commitment. It also allows students an opportunity to prepare for the clinical year.

Throughout the didactic year, students will be assigned a date and time to visit patients at The Brooklyn Hospital to perform histories and physical examinations. Students must report to the site at the scheduled time in appropriate dress. Students must remain at the clinical site until the completion of the clinical experience. Completion of forms, medical clearance, and immunizations are required by the hospital to participate. The program's Academic Coordinator discusses requirements with the students.

If a student is unable to report to the assigned site for any reason, the student must call the PA program's Academic Coordinator prior to the scheduled reporting time. Students may *not* leave a message with a fellow student. If the Academic Coordinator is not available, the student must leave a message on the PA program's voicemail or with the Administrative Assistant, including a contact number where the student may be reached. At the discretion of the faculty, students may be required to make up the clinical experiences missed.

It is expressly prohibited for all students to be present in any patient area (including but not limited to clinics, emergency departments, patient floors, operating rooms, etc.) unless expressly assigned to such an area by the PA program faculty. In situations in which a student is assigned to a clinical area, he or she is only permitted to be in that area during the time period authorized by the PA program faculty.

In the event that a medical resident, attending physician, or other health care provider employee from The Brooklyn Hospital invites a student to observe or participate in any patient related function or activity, the student must first obtain clearance from the PA program faculty.

Didactic Schedule

The schedule of didactic classes may change on a daily or weekly basis. Every effort is made to release the next week's schedule as soon as it is finalized and completed. Generally, it is released on the Thursday of the preceding week. However, there may be instances when the schedule is not released before Friday.

The LIU PA Program may include guest lecturers to lecture to students. As a result, lecture dates/times must be arranged around the guest lecturer's clinical schedule, which may change at a moment's notice. Any changes deemed necessary to accommodate the guest lecturer will be made. Students are responsible for attending all lectures, even in the event of a last-minute schedule change.

Classes are generally held Monday to Friday between the hours of 8 A.M. to 5 P.M. Students should plan to be on campus daily between these hours. However, there may be classes held before or after these times depending on course material and lecture/faculty availability. Due to unforeseen circumstances, a class may be cancelled. The class missed may be rescheduled in the evening, or on weekends as needed. All students are expected to attend all rescheduled classes.

Attendance at the PA Program

The PA curriculum is intense and rigorous. Students must attend all lectures, practice group experiences, laboratories, and other experiences as offered by the PA program. Students are expected to arrange personal activities around the didactic year schedule. If a student will be late or is unable to report to class, lab, or practice group, the student must notify their Academic Advisor as well as the Course Instructor before the scheduled reporting time. Students may not leave a message with a fellow student.

Instructors may utilize attendance sheets, and students may face disciplinary action if they arrive to class after an attendance sheet has been circulated. Students with a pattern of lateness will meet with their Academic Advisor, their unprofessional behavior will be documented, and they will be subject to disciplinary action. As outlined in the professionalism standards, students with documented tardiness greater than 3 times may be dismissed from the program.

An absence from any class that was not approved by the PA Program Faculty is deemed an unexcused absence. Unexcused absences are a major violation of the professionalism policy. In

the event a student has an unexcused absence, they will meet with their Academic Advisor, their unprofessional behavior will be documented, and they will be subject to disciplinary action. As outlined in the professionalism standards, greater than 3 unexcused absences may lead to dismissal from the PA Program.

Excused Absences

All absences must be excused by the Academic Coordinator, Program Director, or their designee. All requests for anticipated absences must be submitted to the Academic Coordinator and/or Program Director in writing at least two weeks prior to the proposed absence. Requests will be considered on an individual basis, and written notification of approval or disapproval will be provided to the student.

- All unanticipated absences due to illness, accident, or other unexpected events must be reported to the program within 24 hours. Please report via phone and email.
- Examples of instances where an absence may be approved/excused include:
 - o Death of a family member (student must submit name of deceased, funeral home where service is located)
 - o Religious observance (students must alert professors at the start of each semester)
 - o Unavoidable personal appointments
 - o Illness (student will be required to submit provider note)
- Examples of instances where an absence is likely to be unexcused include:
 - o Travel / vacation plans
 - o Weddings or other social events
 - o Appointments that can easily be changed so the student does not miss class

Weather Alerts/ Emergencies

Students are advised to check the LIU website (www.liu.edu) to determine the status of university closures and/or delays in class times in the event of severe weather or emergencies. Students may also call the LIU main number at (718) 488-1000 to determine if the University has posted any alerts/closures. All students are excused from class(es) when the university is closed due to these circumstances.

Examination Policies

Examinations (exams) are announced in advance and are listed on the weekly didactic class schedule. Please note that some course instructors may have unannounced quizzes. Students must be prepared for all exams/quizzes in all courses. Students should reference syllabi for course

learning outcomes, learning objectives, and content covered on each exam. Exams may contain content that was not presented during lecture but is outlined on the syllabus. The majority of exams are taken on the software platform called Examsoft. The student will download the exam the night before and the exam proctor will give the students a password on the day of the exam in order to begin the exam on the assigned scheduled time. The student is responsible to have their own computer fully-charged in order to take exams on Examsoft.

Absence Preceding a Scheduled Exam(s)

Any student who has an unexcused absence from one or more classes on the class day preceding an examination (whether there is a weekend or holiday between the absence and the day of the examination or not) **or** on the day of the examination will have 10 points deducted from the student's final grade on the exam.

Students who have an unexcused absence from a mandatory practice group session or laboratory will lose ten (10) points from the next scheduled exam in that course.

Missed Exam Policy

If a student is absent for a scheduled examination, the student is still responsible for taking a make-up exam at a time determined by the Instructor. However, students will not be able to receive a grade higher than 74% on that exam. Normal failure and remediation policies apply if the student fails the exam. If there are extenuating circumstances that resulted in a missed exam, the potential for a full make-up examination (where the student will receive their true earned grade, with a maximum of 100%) will be based on the discretion of the Academic Coordinator and/or Program Director. Please note there are no make-up examinations given for announced or unannounced classroom quizzes.

Length of Time for Completing Exam(s)

Students will have 60 seconds per multiple-choice question when taking exams on Examsoft. The allotted time for taking exams is to help students prepare to sit for the Physician Assistant National Certifying Examination (PANCE), which allows for each question on the exam to be answered in 60 seconds or less in order to complete all exam questions. Practical exams and OSCEs will be completed within a timeframe as well, determined in advance by the Faculty.

Examination Procedures

If a student comes late to an examination, the student will forfeit all time that has already passed. If a student comes after the examination time has expired, or after any student has already been allowed to leave the examination, the student will have missed the examination and is subject to the missed exam policy above.

Students are to take their seats after having placed all personal belongings in the front of the classroom. Students should only have their personal laptops and a pencil for scrap paper that will be handed out by exam proctor. Students may NOT write anything on the scrap paper until their exam time has started.

The following are **not** allowed in the exam room/desk:

- Food or beverages
- Cell phones
- Wrist watches
- Recording devices
- Textbook, notes, or paper (scrap paper only to be given by the exam proctor at the time of exam administration)

Other

- A student is allowed to leave their seat without permission only when the exam has been completed.
- Students will not be permitted to use the restroom during exams (unless in an emergency and accompanied by a staff member).
- No questions related to interpretation of the examination may be asked during the examination.
- Students may only inform the exam proctor if a page, question, or answer is missing.
- No definitions of words will be provided during the examination.
- When students have completed their exam, they are to leave the exam room immediately with their belongings.
- After submission of exam, students are not permitted to remain on the exam floor, as this will disturb other students still taking the exam.
- Students will not be permitted to re-enter the exam room until the exam is over.
- Students are not permitted to discuss exam questions amongst each other at any time.

Review of Grades and Exams

Grades may be accessed by logging into Brightspace and going to the course site for review. Exam questions are not reviewed with the students unless the student has failed the exam.

During final exam week, no grades of any kind will be posted for any examination. Grades will only be posted after the last final exam has been administered and after the faculty has been able to grade and review the exam(s). If a student has failed an exam and has the opportunity for a retest or comprehensive exam, they will be notified as soon as possible so as to coordinate timing before the end of the semester.

Physical Diagnosis Exams (MS 503A Art & Science of Medicine I and MS 503B Art & Science of Medicine II)

Students are required to perform practical physical examinations in partial fulfillment of the requirements of MS 503A and MS 503B. Students will be assigned a date, time, and partner for each practical examination by the Academic Coordinator. All practical exams will be conducted at PA program's laboratories. Students must come prepared with all required physical diagnosis equipment and appropriate clothing (shorts and t-shirts for men and women, sports bra for women, patient gown). Students who have an unexcused absence on the day of the practical, those who arrive late to their practical, those who are not dressed appropriately, and those missing required equipment for the practical are all subject to the missed exam policy and will not be able to earn greater than a 74% on the exam.

Policy Regarding Adverse Action

Students are required to inform the PA program faculty of any adverse actions that occur while enrolled in the PA program, including but not limited to:

- Suspension or revocation of licenses.
- Cancellation of malpractice insurance.
- Arrests and/or misdemeanor/felony convictions, including DUI
- Notification of legal action in a malpractice case.

Divisional Regulations

It is required that you have an LIU email account and that you check your account daily for announcements from the PA program. You may obtain an LIU email account through LIU using your student ID number. All email (s) sent from the LIU PA program office will be sent only to your LIU email account beginning the second week of classes. Emails sent to the PA faculty from accounts other than the LIU email account will not be acknowledged.

Students must also inform the PA program's administrative assistants of any changes in name, address, and telephone/cell phone number(s) as they occur.

Election of Class Representatives

By the end of the fourth week of the fall semester, the class should elect two student representatives. The class representatives serve as liaisons between the class and the faculty. Their responsibilities include, but are not limited to:

- Holding class meetings, as necessary.
- Meetings with the Academic Coordinator and/or Program Director, as necessary to address any student issues or concerns.
- Informing the class on feedback from meetings held with the Academic Coordinator and/or Program Director.
- Setting up of community service activities/committees for the PA students.

Leave of Absence

Students may apply for a leave of absence due to medical and/or personal reasons. A request for a leave of absence must be discussed with the Program Director for approval and plan for return to the didactic year.

Completion of Program

Students are allowed a maximum of two (2) leave of absences for the entire length of the program. Time Limit Degree requirements for a master's degree must be completed within five years from the term for which the candidate is admitted and enrolled per LIU Graduate Program Bulletin.

Work Policies

In compliance with the Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA), PA program students must not be required to work for the PA program in any capacity and must not substitute for or function as instructional faculty. Students must notify the PA program immediately if they are put in such a position, or if they have any questions or other concerns regarding this policy.

Student employment is not recommended for the PA student due to its rigorous curriculum. However, any student engaging in gainful employment during their time at the PA Program must notify the Program Director.

Student Records

In accordance with university policy and the Family Educational Rights and Privacy Act of 1974, the University and the PA program provide students access to their records. All student files are placed in a locked cabinet in a locked office at the PA program.

Faculty Advisors

Students will be assigned a faculty advisor. This faculty member will be responsible for advising the student throughout the PA program curriculum. Advisors will meet with student advisees at least once each semester in the didactic year to consult with the student about their progress in the program. Each faculty member also has office hours posted on their email, course syllabi, and Brightspace for student availability. Students are advised to email the faculty member to set up an appointment during office hours. Students may not enter PA program offices without faculty permission.

Health Insurance

All Didactic and Clinical PA students are advised to participate in a healthcare insurance plan. This is a required policy of the university. Please contact the Bursar's office about this policy and inquiries regarding having or acquiring health insurance.

Student Health Requirements

Students must complete the PA program requirements of immunizations in accordance with the Centers for Disease Control and Prevention (CDC) for health care providers prior to starting the PA program. Additional requirements may be necessary for certain SCPE sites (Please contact the DCE for site requirements).

Please see the table below for a list of requirements:

Diagnostic Test/Immunizations	Frequency
Measles titer	Once (at entry to the program)
Mumps titer	Once (at entry to the program)

Rubella titer	Once (at entry to the program)
Varicella titer	Once (at entry to the program)
T-dap (Tetanus, Diphtheria, and Pertussis)	Required within the last 10 years; must be up to date; must remain up to date
Hepatitis B surface antibody	Once (at entry to the program)
Purified protein derivative (PPD) 2-Step or QuantiFeron Gold	Yearly
Flu Vaccine	Yearly
COVID vaccine and Booster	Once (at entry to program)

Students who do not have the required tests submitted to the PA program will not be permitted to engage in clinical experiences. Students who fail to participate in clinical experiences will receive a grade of “zero” (0) for the associated clinical coursework. As it may be difficult to obtain medical appointments, and as clinical laboratory results may take several days to be received, students should be prudent when arranging to complete all health requirements of the PA program and University.

It is a policy of the LIU PA Program and Accreditation Review Commission on Education of the Physician Assistant, Inc. (ARC-PA) that members of the faculty may not participate as health care providers for students in the program. Additionally, health screening and immunization of students must not be conducted by any faculty or administrators except in an emergency.

Background Checks, and Drug testing

The PA student is responsible for obtaining a background check prior to starting the program. Many of our patient care experiences and SCPE affiliates also require the completion of a background check and/or drug testing prior to the start of a patient care experience or SCPE rotation (Please contact the DCE for site specific requirements). A criminal conviction and/or the use of illegal drugs will result in dismissal from the program. Students desiring to enroll and remain in the School of Health Professions should be aware that our clinical/field affiliates can reject or remove a student from the site if a criminal record is discovered or if a drug test is positive. If a student is rejected from a clinical/field site due to information contained in the criminal background check or drug screening, the student may be unable to complete a required clinical rotation. If the student is unable to complete program requirements, the student may be advised to withdraw from the PA program.

Malpractice Insurance

Malpractice insurance is provided for PA students by Long Island University for all didactic and clinical year experiences/rotations required by the PA program.

Policies and Procedures Regarding Teaching Out Currently Matriculated Students

In the event of program closure and/or loss of accreditation, the University will either matriculate out the remaining students or assist students in obtaining matriculation at another institution. In the event that the Program will need to matriculate out students, it is the program director's responsibility, with oversight from the Dean of the School of Health Professions, to ensure that the students' education is completed.

National and State PA Organizations

PA students are required to join membership into both the New York State Society of Physician Assistants (NYSSPA) and the American Academy of Physician Assistants (AAPA) during their two-year tenure with the LIU PA program. It is mandatory that the students join NYSSPA and the AAPA at the beginning of the didactic year and then renew their membership at the beginning of their clinical year. The student can learn more about joining NYSSPA and the AAPA by visiting their websites at

www.nysspa.org and www.aapa.org.

The Library

The Brooklyn Campus Library houses a rich collection of books, periodicals, microforms, audio- and videotapes, CDs and DVDs, pamphlets, government documents, and other materials in support of the Campus's numerous educational programs. Online databases, both bibliographic and full text, are available for searching specific subject areas through the university website at

<https://www.brooklyn.liu.edu/library>.

Interlibrary loan services are available to locate materials throughout New York State. The library is a member of several consortia, which grant both reading and borrowing privileges to Long Island University students. The library faculty offers reference assistance, information literacy classes and curriculum-integrated instruction.

The reference collection, reference desk, paralegal collection, and technical services department are situated on the third floor of the Library Learning Center. Dozens of computer terminals provide Internet access as well as access to the databases and library catalog, all within a few steps of the reference librarians.

The Periodicals Department, with a large collection of both print titles and microforms, is located on the fourth floor. Digital readers/printers and photocopying machines are available. The Special Collections Department and the Library's "smart classroom" are also located on the fourth floor.

The Circulation Desk, Reserve Collection, and the main book stacks are located on the fifth floor. A modern media center, housing the multimedia collection, media equipment and group viewing rooms is also on the fifth floor, as is the Library's CyberLab. The CyberLab is equipped with computers that provide Internet searching as well as up-to-date word processing, spreadsheet, and database programs. There are two additional computer labs for the teaching of research skills.

The library is linked electronically to the libraries at other Long Island University campuses, and shares one catalog-LIUCAT. This resource provides information on all of the more than 2.6 million volumes held by the University.

Psychological Services

The Physician Assistant (PA) curriculum is an extremely rigorous course of study. The demands on the PA student are tremendous. During the curriculum, students may find themselves in need of psychological counseling. Such counseling is available at no charge to all LIU students at the University Psychological Services. Services are provided by Ph.D. students in clinical psychology under supervision. All services provided by Long Island University Psychological Services are strictly confidential unless there is a clear danger to self or others. Unless a clear danger exists, no one in the university outside of the Psychological Services' staff is aware of who uses these services, nor does anyone outside the Psychological Services staff have access to any information that is discussed. The faculty is not made aware of any PA student who seeks assistance from the LIU Psychological Services.

LIU Psychological Services is located in Pratt 510. They are open Monday to Friday, 9 A.M. to 5 P.M. Walk-in hours are:

- Monday 10 AM- 3 PM

- Wednesday 1 AM- 3 PM
- Thursday 10 AM- 3 PM

To make an appointment, stop in or call 718-488-1266. For emergencies, off hours, please call 1-800-LIFENET (1-800-543-3638.)

Classroom and Laboratory Rules & Regulations

Electronics

Laptop computers are required by the PA program for taking notes during lecture. Activities such as text messaging, internet surfing, writing or reading electronic mail, and social media are not permitted during didactic year classroom instruction, group sessions, examinations, or laboratory instruction. Students engaging in such behaviors will face disciplinary action from the program. Students must keep cellular telephones on a silent or vibrate mode. The use of cellular telephones, including text messaging, is not permitted in the classroom. Students who violate this policy will face disciplinary action which could include dismissal from the program for unprofessional behavior.

Classroom Breaks

In most cases, lecturers will permit students to take a brief (10-15 minutes) break after 60-90 minutes of lecture. Students should use such breaks appropriately as needed.

Lateness

Students must arrive on time for all classes, clinical activities, laboratory exercises, and practice sessions. Excessive tardiness is a violation of the professional standards and will result in dismissal from the program.

Photography and Recording

Students are not permitted to take photographs of anything related to academic or clinical experiences including, but not limited to, bulletin boards, examinations, practice labs, cadaver lab, patient encounters, etc. Unauthorized photography is grounds for dismissal from the PA Program. Students are not permitted to record (audio or visual) any lecture, lab, or instructor without their consent. Violation of this policy is a major violation of the professionalism standards.

Dress Code

While on the LIU campus, students should carry their identification cards; they are required for entry onto the campus. Students may be issued identification cards at various clinical sites. When these are issued, students should wear them prominently.

Casual Attire is allowed in the classroom setting. Casual attire is defined as clothing that is clean, comfortable, informal, while still being professional. Violation of the dress code is considered a major violation of the professionalism standards. Students in violation will meet with their Academic Advisor, have their breach of professionalism documented, and will be subject to dismissal as outlined in the professionalism and dismissal policies.

Examples of appropriate attire include:

- Clothing such as slacks, khakis (chino-style pants), sweatpants, jeans, scrubs, or a skirt, a blouse, button-down or polo shirt with a collar, sweaters are also appropriate.
- Blouses should not be more than three fingerbreadths below the sternal notch.
- Heels should be smaller than 3 inches.
- Undergarments must not be visible through clothes, above waistline, or openly visible.
- Closed-toe shoes are required for skills lab, research lab, and clinic environments.
- Open toes shoes cannot be worn in the skills labs, sim lab, or clinical facilities.
- Skirts, if worn, must be knee length.
- Nails must be short so as not to cause discomfort to patients during exams and procedures. You should not be able to visualize the nail edge when looking at the finger from the palmar surface.
- The hair should not fall forward to touch a patient or contaminate a sterile field when examining or treating patients. In certain settings, hair must be off the face and, if long, in a ponytail or similar configuration.
- Facial hair, if present, should be neat, clean, and well-groomed.
- Due to personal infectious disease risk, some facilities may not permit mustaches or beards.
- Given the potential patient and classmate sensitivities, perfume and cologne are to be avoided in all settings.
- Some clinical sites may require students to cover all tattoos on exposed surfaces. Students must follow the policies of clinical sites.
- Facial piercings must be removed when in contact with patients.
- Clinical year attire is outlined separately.

Examples of inappropriate attire include:

- Clothing inappropriate for the activity/setting.

- Clothing that is, as determined by faculty, staff, and clinical preceptors, too revealing, too-tight, too-transparent (for example, tight-fitting yoga or workout pants, shorty running shorts).
- Open toe shoes in the lab environment.
- Anything that shows the stomach or midriff.
- Wearing only a bra or a shirt that does not cover an entire sports bra.
- Other attire that is deemed inappropriate by principal faculty and/or instructional faculty (e.g., preceptors).

Intellectual Property

Intellectual property created, made, or originated by a faculty member shall be the sole and exclusive property of the faculty and University and may not be shared with any individual other than the LIU PA students for whom it was intended. Students are therefore prohibited from recording, copying, photographing, or distributing any electronic version of such material from any instructor. Recording a zoom lecture or sharing a zoom meeting link with an individual or group other than a member of the PA class for whom it is intended will be considered theft of intellectual property: a direct violation of the PA student code of conduct/standards of professionalism. A student who violates the PA Studies Code of Conduct and/or intellectual property policy will be subject to disciplinary action up to and including dismissal from the LIU PA program.

Academic Dishonesty

Academic dishonesty is grounds for dismissal from the university. Academic dishonesty includes but is not limited to:

- Receipt or exchange of information by any means prior to, during or after any examination, whether written, oral, or practical.
- Soliciting for or obtaining information or knowledge of test items prior to, during, or after the administration of examinations.
- Preparing written materials, such as examination notes, copies of test items, topic item lists, etc. prior to, during or following the administration of examinations.
- Submission of written assignments as original writing without proper attribution to sources via footnotes, endnotes, or similar documentation.
- Submission of any other person's work as your own.
- Reporting data, which were not actually collected or performed (e.g., fabrication of histories and physical examinations, clinical experiences, procedures, etc.).

- Taking any intellectual property without specific permission from the other party, or in such a way that violates the program's policies governing intellectual property (see above).

AI Policy – Appropriate use of Artificial Intelligence Tools

- Long Island University acknowledges the growing prevalence of artificial intelligence tools, recognizing their potential for research, innovation, and learning. This policy seeks to balance the benefits and ethical concerns of generative AI tools, while upholding the values of academic integrity within the LIU community. Learning to use AI in an ethical and effective manner is a critical skill in current and future professional environments. The following guidelines apply:
 - **Responsible Application:** Generative AI tools must align with academic integrity and intellectual honesty standards set forth by the University. Use that infringes on intellectual property, plagiarism, cheating, or dishonesty is strictly prohibited. As a rule, according to the LIU Academic Honesty Policy, cheating includes any use of assistance from another person or source without permission and/or appropriate attribution – and this includes output from tools based on generative AI.
 - **Attribution:** Proper acknowledgment of generative AI tool contribution is crucial. As with all your written assignments, you will follow proper writing style guidelines.
 - **Equity and Fairness:** Students should consider ethical implications, ensuring fairness and avoiding biases or undue advantages in AI-generated content.
 - **Accuracy and Reliability:** Verification of AI-generated content's accuracy from reliable sources is essential, as AI tools lack expertise or authority.
 - Violations of this policy may result in academic consequences, adhering to LIU's academic misconduct and professionalism policy. Such consequences include failing grades, academic probation, suspension, or expulsion.

Lecture Notes

At the discretion of the lecturer, lecture notes or copies of PowerPoint presentations may be made available to students before, during or after the class. Some lecturers have personal preferences concerning distribution of such materials, and the program honors such preferences. Students should take notes during lecture and should not expect that they will receive a copy of the Instructor's presentation.

The program uses Brightspace to make lecture materials available to students. Students will be provided with all necessary passwords in order to gain access to the system. In most cases, students are not required to print out the lecture notes.

When a lecturer chooses to make a handout for the students during class, the program will provide students with the handout. Students are not permitted to use the program's office equipment, including the copy machine, to make any copies.

Research Papers

Research papers will be written during the didactic and clinical years. Students who are unsure of how to research the chosen topic may consult the lecturer for that component of the course, the course director, and/or the reference librarians of the Long Island University Library. All papers must follow the publication manual of the American Psychological Association (APA), 7th Edition for research papers.

A certain number of references may be required for the paper. References must be from peer-reviewed journal articles or from standard medical textbooks. Lay materials should not be used as references unless explicitly accepted by the lecturer.

The research paper will be graded by the faculty based on content and clarity, as well as the proper use of basic grammar, syntax, and spelling. All papers may be screened by the faculty for evidence of plagiarism using search engines such as Google and/or special programs, such as Turnitin.

Plagiarism is defined as “the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.”¹

Plagiarism is considered a form of academic dishonesty, and as such is grounds for punishment up to and including dismissal from the Division of Physician Assistant Studies or expulsion from the University.

Student Mistreatment and Grievances

The LIU PA program is committed to maintaining an environment of mutual respect between students, teachers, clinical supervisors, and peers. The program prohibits behaviors that could be constituted as student mistreatment.

Mistreatment of students includes, but is not limited to, actual or threatened emotional or physical harm; sexual harassment; unjustified exclusion from learning opportunities; soliciting students to perform personal services for supervisors; discrimination based on race, religion, age, national

origin, sexual orientation, marital or veteran status.

For further details regarding university policies, please reference:

<https://liu.edu/about/liu-policy/policy-by-category-listing>

LIU Student Handbook contains more information regarding navigating student life:

<https://liu.edu/about/university-policies/student-handbooks>

Any student who believes that they have experience mistreatment should follow the below grievance procedure. In a matter in which students feel that their rights have been violated, the PA students may avail themselves of the following formal grievance procedure:

1. The student will notify their academic advisor in person or via electronic mail within ten (10) days of the event and will include a written statement that clearly describes the event and grievance.
2. The student will receive a response from their academic advisor within a reasonable amount of time. This will include a time and date during which the academic advisor will meet with the student. Following this meeting, the academic advisor will render a decision regarding the event within a reasonable amount of time via electronic mail and via overnight courier (Federal Express, UPS, or similar courier).
3. If the academic advisor is on vacation or is otherwise on leave from the University, the student will be made aware of their absence via electronic mail. In this case, the student will then notify the Program Director of the event and grievance via electronic mail.
4. If the student is not satisfied with the response received from the Academic Advisor, the student may appeal the decision to the Program Director. The student will notify the Program Director in person or via electronic mail within ten (10) days of the meeting with the Academic Advisor and will include a written statement that clearly describes the event and grievance.
5. The student will receive a response from the Program Director within a reasonable amount of time. This will include a time and date during which the Program Director will meet with the student. Following this meeting, the Program Director will render a decision regarding the event within a reasonable amount of time via electronic mail and via overnight courier (Federal Express, UPS, or similar courier).
6. If the student is not satisfied with the response received from the Program Director, the student may appeal the decision to the Appeals Committee of the Physician Assistant Program.

This committee is made up of the Program Director, Academic Coordinator, and Director of Clinical Education. If necessary, additional members may serve *ad hoc* any of these people are

unable to do so.

7. If the student is still not satisfied with the decision of the Appeals Committee of the PA Program, the student may appeal through the Associate Dean of the School of Health Professions. The Associate Dean will review the matter and will follow the following procedure:

Associate Dean's Office Appeal Process, School of Health Professions

The following process will be used for all appeals that students choose to bring to the Associate Dean as part of the University appeal process:

1. The student MUST have first followed PA departmental appeal processes including, but not limited to, the appeal to the Academic Advisor, Program Director, and Appeals Committee of the PA program.
2. Appeals to the Associate Dean of Health Professions must be submitted in writing and must be submitted within ten (10) business days of receipt of the decision letter from the PA Program. This written appeal will be transmitted to the Appeal Board for review and will be a factor in the final decision made by the Associate Dean of Health Professions. The appeal must be accompanied by a completed Appeal Checklist.
3. If deemed necessary by the Dean of Health Professions, the Associate Dean will serve as a hearing officer and will appoint an ad hoc Appeal Board. The Appeal Board will consist of three faculty members from the School of Health Professions, who may be tenure track, non-tenure track, or have administrative roles. One of these faculty members will be from the program from which the appeal has originated. The Dean will be present at the hearing but will not contribute to the discussion.
4. The hearing will be scheduled as expeditiously as possible.
5. At the hearing (with all parties present):
 - The hearing may be recorded for future reference.
 - The student will present his/her appeal including justifications, circumstances, and anything they wish the Board to consider. The maximum time allowed is 30 minutes.
 - The course instructor, or other appropriate faculty member, will present the

circumstances and evidence leading to the decision being appealed. The maximum time allowed is 30 minutes.

- Student and faculty will not engage in debate of the circumstances with each other but will answer questions posed by the Board for the purpose of clarification.
- Upon completion of the presentations and any questioning by the Board, the student, and faculty will be excused.
- The Board will discuss the facts of the appeal and reach consensus, or vote, on a recommendation to the Dean. If a vote is taken, the Associate Dean will not vote.

6. Within 24 hours of the hearing, the Associate Dean will prepare a written report that contains:

- A summary of the information presented by both sides at the hearing.
- A summary of the discussion of the Board after the parties were dismissed.
- A recommendation for action by the Dean.

7. The Dean will then reach a decision based upon the report from the Board, the written appeal submitted by the student, and any other information relevant to the case. The Dean will then notify the student by certified mail. This decision will normally be made within 48 hours unless further investigation is necessary, or the Dean is unavailable within that time frame. If the decision will be delayed longer than 48 hours, the student will be notified by the Dean's office of that delay.

**The foregoing procedure shall be a formal grievance procedure for the resolution of all student grievances, including those alleging actions prohibited by legislation.

For university policies on the appeal process for grade changes, course drop/add, involuntary call to military duty, death in the family, etc., visit the university's weblink:

<https://www.liu.edu/enrollment-services/registration/policies>

Successful Completion of the Didactic Year

To complete the didactic year and progress to the clinical component of the program, the student must meet all of the aforementioned academic performance criteria, maintain standards of professional behavior, and satisfactorily complete all the following:

- All didactic year courses with a grade of at least C and an overall GPA of at least 3.0.
- All prerequisite courses required by the PA program.
- All financial obligations to the University.
- All health requirements for the PA program and the University Health Services.
- Successful Professionalism evaluation by the faculty.
- Successful passing of both the Comprehensive Formative Didactic Year written exam (COMP), and Objective Structured Clinical Exams (OSCEs) with a grade of 74% or higher.

The Comprehensive Formative Didactic Exam will consist of 200-300 multiple choice questions covering content from the entire didactic year, with a strong focus on clinical medicine. Students will take this exam near the end of the Summer semester and should devote much of the summer semester to studying for this comprehensive exam.

In addition to the written exam, students must complete OSCEs at the same time (near the end of the Summer semester). OSCEs will focus on patient scenarios where students will need to take histories, complete physicals, counsel patients, and perform selected technical procedures/skills.

A student who cannot pass the COMP and OSCEs exam after three attempts will be dismissed from the PA Program. The student may apply to decelerate. This will require the student to repeat the entire didactic year, beginning with the next cohort class in August or September. The decelerating student will also be placed on academic probation.

Bloodborne Pathogens, Bodily Fluids & Environmental Hazards/Needlestick Policy

As a part of didactic education and clinical learning during the LIU PA Program, students are at risk of exposure to infectious diseases and environmental hazards including but not limited to needle stick injuries, splashing of blood/bodily fluid into mucous membranes. While these risks cannot be completely eliminated due to maintenance of quality of clinical education, the program provides education and training regarding student exposure to infectious and environmental hazards including methods of prevention and procedures for care and treatment after potential exposure. This training takes place before any educational activities that could place students at risk of exposure during program education.

Education and training includes, but is not limited to: New York State Infection control certificate completion, current CDC guidelines of universal precautions, standard precautions and transmission/situation based precautions, lectures regarding safe clinical procedures and best practices.

CDC Universal precautions:

Hand hygiene

Use sterile gloves for procedures involving contact with normally sterile areas of the body.

Use examination gloves for procedures involving contact with mucous membranes, unless otherwise indicated, and for other patient care or diagnostic procedures that do not require the use of sterile gloves.

Change gloves between patient contacts.

Do not wash or disinfect surgical or examination gloves for reuse. Washing with surfactants may cause "wicking," i.e., the enhanced penetration of liquids through undetected holes in the glove. Disinfecting agents may cause deterioration.

Use general-purpose utility gloves (e.g., rubber household gloves) for housekeeping chores involving potential blood contact and for instrument cleaning and decontamination procedures. Utility gloves may be decontaminated and reused but should be discarded if they are peeling, cracked, or discolored, or if they have punctures, tears, or other evidence of deterioration.

Use of protective barriers (gloves, gowns, masks, protective eyewear) to reduce risk of exposure.

Use protective barriers to prevent exposure to blood, body fluids containing visible blood, and other fluids to which universal precautions apply. The type of protective barrier(s) should be appropriate for the procedure being performed and the type of exposure anticipated.

Sharps safety

Take care to prevent injuries when using needles, scalpels, and other sharp instruments or devices; when handling sharp instruments after procedures; when cleaning used instruments; and when disposing of used needles. Do not recap used needles by hand; do not remove used needles from disposable syringes by hand; and do not bend, break, or otherwise manipulate used needles by hand. Place used disposable syringes and needles, scalpel blades, and other sharp items in puncture-resistant containers for disposal. Locate the puncture-resistant containers as close to the use area as is practical.

Immediately and thoroughly wash hands and other skin surfaces that are contaminated with blood, body fluids containing visible blood, or other body fluids to which universal precautions apply. Glove Use for phlebotomy.

It is possible for students to be exposed to hazardous substances, including bloodborne pathogens/body fluids, in the course of clinical work. If such exposure occurs, students should *immediately* undertake the following steps:

- Notify your clinical preceptor immediately.
- Immediately seek care at the appropriate clinical department. During regular business hours, this site is probably the Employee Health Service. After regular business hours, or on weekends, it is probably the Emergency Department.
- Please complete the LIU PA Program Blood Borne/Bodily Fluids Pathogens and Infectious Disease Exposure Form and post-treatment exposure form and notify the Director of Clinical Education immediately of the incident.
- Any financial responsibility for any medical treatments due to exposure to bloodborne pathogens, environmental hazards, or needlesticks is the student's responsibility not the PA program or university.

COVID POLICY

The University has a COVID policy for all faculty, staff, and students. Please find this information on the weblink:

<https://www.liu.edu/about/LIU-policy/policy-by-category-listing>

Public Safety

The Department of Public Safety is committed to providing a safe and secure environment for students, faculty, staff and visitors on the LIU Brooklyn campus. We provide safety and security services by foot 24 hours a day, 365 days a year. Public Safety Officers on the LIU Brooklyn campus are licensed by the State of New York and are trained, certified and registered pursuant to the New York State Security Guard Act of 1992. All polices regarding public safety can be found on the weblink:

<https://www.liu.edu/about/LIU-policy/policy-by-category-listing/#HR>

Non-Discrimination Policy

Long Island University does not discriminate on the basis of sex, sexual orientation, race, color, creed, national origin, religion, age, handicap, or political belief, in any of its educational programs and activities, including employment practices and its policies relating to recruitment and admission of students. Additionally, Long Island University takes affirmative action to recruit applicants from among women, members of protected minority groups, handicapped individuals, and veterans, including disabled veterans and Vietnam-era veterans.

It is the policy of the School of Health Professions to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex (including sexual harassment and sexual violence) in the University's educational programs and activities. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. Title IX states that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. The University's Policy on Title IX can be found at:

<http://www.liu.edu/About/Administration/University-Departments/Human-Resources/HR-Policies/Anti-Harassment-Discrimination-Policy>

Sexual Misconduct Policy

It is the policy of Long Island University to promote a cooperative work and academic environment in which there exists mutual respect for all University students, faculty and staff. Sexual harassment is inconsistent with this objective and contrary to the University policy of equal employment and academic opportunity without regard to age, sex, sexual orientation, alienage or citizenship, race, religion, color, national or ethnic origin, disability, and veteran status. Sexual harassment is illegal under Federal, State and City laws, and will not be tolerated within the University. It is a violation of university policy for any member of the University community to engage in sexual harassment or to retaliate against any member of the University community for raising an allegation of sexual harassment, for filing a complaint alleging sexual harassment, or for participating in any proceeding to determine if sexual harassment has occurred. All policies regarding sexual misconduct can be found on the weblink:

<https://www.liu.edu/about/LIU-policy/policy-by-category-listing/#HR>

Students with Disabilities & Accommodations

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, including changes made by the Americans with Disabilities

Amendments Act of 2008, Long Island University does not discriminate against qualified individuals with disabilities. If you are a student with a documented disability/impairment (Psychological, Neurological, Chronic, Medical, Learning, Sensory, Physical) and require reasonable accommodations, please provide an accommodation letter from Student Support Services. The office is located on the 4th floor of the Pratt Building. Phone (718) 488-1044. Hours of operation: Monday - Friday 9 A.M. to 5 P. M. All policies regarding these polices can be found on the weblink:

<https://www.liu.edu/about/LIU-policy/policy-by-category-listing/#HR>

Clinical Year

Clinical Year Curriculum

FALL, SPRING, SUMMER (3 courses per term)

Course	Credits
MS 601 Internal Medicine	4
MS 602 Surgery	4
MS 603 Pediatrics	4
MS 604 Family Medicine	4
MS 605 Emergency Medicine	4
MS 606 Obstetrics & Gynecology	4
MS 607 Behavioral Medicine	4
MS 608 Internal Medicine Elective	4
MS 609 Surgical Elective	4
MS 610 Clinical Elective	4

FALL 2 (following the Clinical Year)

Course	Credits
Remaining MS 601-610	4
MS 611 Clinical Seminar I	1
MS 612 Clinical Seminar II	1
MS 613 Clinical Seminar III	1

MS 614 Summative Evaluation	1
MS 615 Capstone Project	2

TOTAL: 46 Credits

Attendance during the Clinical Year

The PA curriculum is rigorous and intense. Attendance at clinical experiences is mandatory. Students are expected to arrange personal activities around the didactic year schedule. Participation in lectures, seminars, and supervised clinical experiences is critical in your professional development. Your absence from supervised clinical experiences compromises your ability to care for patients and pass written and practical examinations.

The Director of Clinical Education (DCE) and the Program Director will counsel students with a pattern of lateness. Students who are absent from clinical rotation/classes without having been excused are subject to disciplinary action as follows and will be documented in student records:

- First Incident: Written warning with completion of the PDAT form.
- Second Incident: Completion of the PDAT form and a two-day suspension from all Clinical Rotations/classes.
- Third Incident: Completion of the PDAT form and a twenty-point penalty from the final average in the course for which the third incident has occurred.

Unexplained and documented lateness to rotations or an unexcused absence from rotation is grounds for dismissal from the PA program.

If you are unable to report to your clinical site for any reason, you are required to call the clinical preceptor before the time you are expected to report to the site. You must also contact via email the Director of Clinical Education at Camille.Kiefer@liu.edu. Failure to report an absence in the correct manner will mean that the absence will be considered unexcused.

Absence Due to a Death

If you must attend a funeral for a member of your immediate family, you will be granted up to three (3) days absence from clinical rotations. In this case, “immediate family” is defined as: a spouse or partner, children, stepchildren, parents, stepparents, parents-in-law, siblings, grandparents, grandparents-in-law, and grandchildren and step-grandchildren. The student is responsible for notifying both the clinical preceptor and the DCE as noted above. Documentation confirming the death (e.g., obituary) may be asked for by the program.

Absence due to Religious Observance

A student may miss time from the clinical rotation for religious observance of holy days with permission of the DCE and the clinical preceptor. Any missed time may be made up at the discretion of the clinical preceptor.

Absence due to Personal Days

A formal request must be submitted for any requests for a personal day (e.g. weddings, medical appointment) to the DCE. Please note time off requests for weddings must be submitted to the DCE and Program Director at least six (6) months in advance for approval. Students must conduct personal business at a time when the student is not at the clinical site or attending end-of-rotation meetings or other mandatory events. If extenuating circumstances exist, the student must make an appointment to meet with the DCE and Program Director. Documentation may be required to justify an absence.

Leave of Absence/Sick Days

Only one (1) leave of absence during the clinical year is permitted. The student may request a leave of absence from the Program Director for a defined period of time not to exceed one (1) semester during the clinical year. Please note that it is possible to take a leave of absence due to health issues. Documentation from a licensed medical provider is required for personal illness that leads to two or more consecutive days of absence. A leave of absence may result in a delay of graduation. Policies for leave of absence can be found on the weblink:

<https://liu.edu/enrollmentservices/registration/~media/E7826FD05F8B43699E4434F220266B65.ashx>

Student Certifications

To participate in patient care and be accepted at New York State Hospitals as a PA Student, all students must complete online certification in each of the following prior to the start of the didactic year and upload to EXXAT:

- **Infection Control Course**
- **Health Insurance Portability and Accountability (HIPAA)**
- **American Heart Association Basic Life Support (BLS)**
- **Advanced Cardiac Life Support (ACLS)**
- **Respiratory Fit Testing (RFT)**

Site Visits

Site visits are made periodically throughout the clinical year. Students may or may not be informed of upcoming site visits either by telephone or by electronic mail immediately prior to the visit. The DCE will contact the student and preceptor during the clinical rotation, either by visiting the site or by telephone/Zoom. It is understood that preceptors may not always be available to meet with faculty. The purpose of the site visit is to ensure that the student is having an acceptable educational experience. The student may be asked to present a case seen during the clinical rotation. Students are not formally graded on the site visit, though it may present opportunities for constructive criticism and feedback.

Probation

Probation represents notice of unsatisfactory academic or professional progress. Probation typically occurs with any or all of the following:

- The student fails a class for academic and/or professional misconduct.
- The student earns a semester GPA of less than 2.85 and/or a yearly GPA of less than 3.0 as required by the PA program.
- Issues of professionalism

Probation is not noted on the student's transcript but is noted in the student's academic file at the PA program. The student remains on probation until failed class is successfully repeated/remediated and/or the cumulative GPA is at or above the program's required minimum and the issues of professionalism are corrected. Subsequently, when the student has returned to good academic and professional standing, documentation is noted in the student's file.

*Please note that if a student who earns a semester GPA of less than 2.85 while on probation, or violates any standard of professionalism, the student will automatically be dismissed from the PA program.

Dismissal from an SCPE

A student may be dismissed from a SCPE for lack of professionalism issues. SCPE preceptors have the right to directly dismiss a student from a rotation for professional misconduct and unsafe clinical practice. If the student is asked by the Program Director, DCE, or SCPE preceptor to leave the rotation due to professionalism, and asked not to return, the student will automatically fail the clinical rotation and will receive a failed grade (F) for the SCPE course. Removal or dismissal from a SCPE is grounds for dismissal from the PA program, even if all previous academic and clinical performance criteria have been achieved.

Supervised Clinical Practice Experiences (SCPEs)

The clinical year includes ten (10) SCPEs. Of these, seven (7) are required rotations. Each rotation is five (5) weeks in length.

Clinical Course Number	Clinical Rotation
MS 601	Internal Medicine
MS 602	Surgery
MS 603	Pediatrics
MS 604	Family Medicine
MS 605	Emergency Medicine
MS 606	Obstetrics and Gynecology
MS 607	Behavioral Medicine (Behavioral and Mental Health Care)
MS 608	Internal Medicine Elective
MS 609	Surgical Elective
MS 610	Clinical Elective

There are many hospitals, inpatient and outpatient facilities, and private practices that serve as clinical sites for the PA program. The program reserves the right to assign, remove, and reassign a student to any clinical site. Students are not permitted to solicit a preceptor or clinical site for required clinical rotations. In individual cases, the student may have a contact of whoever might be interested in precepting students for a clinical elective rotation at a private practice with which the PA program does not currently have an affiliation agreement. If this occurs, it is the student's responsibility to:

- Discuss with the DCE (at least 6 months prior to the desired SCPE rotation timeframe) who will contact the physician (MD or DO) or PA who is willing to serve as the clinical preceptor.
- The DCE will complete the preceptor agreement from the prospective clinical preceptor stating their willingness, ability to serve as a clinical preceptor, to provide a clinical learning experience, which will meet the course objectives, and to abide by the policies of the PA program.

There will **be no changes made to student SCPE schedules** unless it is due by the preceptor or site availability. Requests from students for changes to clinical year schedules will NOT be considered. Students are responsible for attending rotations as assigned by their rotation schedule. Consequences for a failure to attend the corrected/assigned rotation for any reason will result in the failure of the rotation and dismissal from the PA program. Questions regarding rotation schedules should be addressed to the DCE via email.

Clinical Electives (MS 608, MS 609, MS 610)

There are three (3) clinical elective rotations, Internal Medicine Elective (MS 608), Surgical Elective (MS 609), and Clinical Elective (MS 610), which are required SCPE courses. The purpose of the elective rotations is to expand the student's fund of knowledge and experience in the fields of medicine and surgery while also allowing each student an opportunity to select rotations in their areas of interest. All electives are subject to approval by the DCE.

The *Internal Medicine Elective* may be taken in general internal medicine or in a subspecialty of internal medicine, including but not limited to allergy and immunology, cardiology, critical care,

dermatology, endocrinology, geriatrics, hematology, infectious diseases, nephrology, neurology, oncology, pathology, pulmonology, psychiatry, radiology, and rheumatology.

The *Surgical Elective* may be taken in general surgery or in a subspecialty of surgery, including but not limited to anesthesiology, bariatric surgery, cardiothoracic surgery, neurosurgery, oncological surgery, orthopedic surgery, pathology, plastic and reconstructive surgery, transplant surgery, trauma, and surgical critical care.

Grading Components for each SCPE

Course Number	Final Preceptor Evaluation of the Student	SCPE-Specific Assignment	PAEA EOR (End-of-Rotation) Exam	Mid-Rotation Eval	EXXAT Logs (Patient/Case)	PANCE Prep Assignment	Clinical skills checklist	OSCE	Total
MS 601 (Internal Medicine)	30%	10%	30%	5%	5%	10%	10%	X	100%
MS 602 (Surgery)	30%	10%	30%	5%	5%	10%	10%	X	100%
MS 603 (Pediatrics)	30%	10%	30%	5%	5%	10%	10%	X	100%
MS 604 (Family Medicine)	30%	10%	30%	5%	5%	10%	10%	X	100%
MS 605	30%	10%	30%	5%	5%	10%	10%	X	100%

(Emergency Medicine)									
MS 606 (Obstetrics and Gynecology)	30%	10%	30%	5%	5%	10%	10%	X	100%
MS 607 (Behavioral and Mental Health Care)	30%	10%	30%	5%	5%	10%	10%	X	100%
MS 608 (Internal Medicine Elective)	30%	10%	X	5%	5%	20%	X	30%	100%
MS 609 (Surgery Elective)	30%	10%	X	5%	5%	20%	X	30%	100%
MS 610 (Clinical Elective)	30%	10%	X	5%	5%	20%	X	30%	100%

*Each of these components must be satisfactorily completed to achieve a passing grade of 74% for the clinical rotation and thus for the course. If the final clinical evaluation form has not been received by the Director of Clinical Education by the end of the semester, the student will receive a grade of Incomplete.

EXXAT (Clinical Platform Software)

To ensure that students have a platform allowing for the submission of data regarding patient encounters, diagnoses, and other information in a secure, paperless system. Every patient seen by the student must be entered into the EXXAT system for each rotation. Each student is required to enter proof of procedural, medical, and surgical encounters on rotations. The EXXAT system is monitored and reviewed by the DCE and clinical faculty.

Remediation

A passing grade for any evaluation/assignment/EOR exam is achieving a grade of 74% or greater. Any grade <74% constitutes a failure and requires remediation.

1.Remediation for a failed EOR (PAEA) examination or other assignment involves a three-step process including:

Step 1: Identification of weakness area(s)

Students will receive a summary of exam results via a strengths and opportunities report from the **PAEA EOR** exam. The results will include details such as the topic, subtopic, task area, and source.

Step 2: Development of remediation study plan based on the identified area(s) of weakness.

Step 3: If applicable, evidence of proficiency of failed material.

The remediation may include, but not be limited to:

- Make-up written, oral, or practical examination
- Written completion of selected course instructional objectives with reference citations
- Written response to selected examination items with reference citations
- Problem based learning exercise(s) focused on area(s) of weakness
- Written self-reflection exercise(s)

2.Remediation for a failed course (s) involves a three-step process including:

Step 1: Identification of weakness area

Students will receive a summary of exam results via a strengths and opportunities report. The results will include details such as the topic, subtopic, task area, and source.

Step 2: Development of remediation study plan based on the identified area(s) of weakness

Step 3: If applicable, evidencing proficiency of failed material

The remediation may include, but not be limited to:

- Make-up Comprehensive written exam
- Written completion of selected course instructional objectives with reference citations

- Written response to selected examination items with reference citations
- Problem based learning exercise(s) focused on area(s) of weakness
- Written self-reflection exercise(s)

Deceleration

Students who fail to meet the requirements for successful completion of the clinical year may apply for deceleration. Students who wish to apply for deceleration must notify the DCE. The LIU PA Program Student Progress Committee will consider the student's deceleration application. If the application is accepted, the student will be readmitted into the PA Program. The student will repeat the entire clinical year, beginning with the next class (cohort) in September. The decelerating student will also be required to audit all classes in the current didactic year from the time of dismissal through re-entry into the clinical year. In the event of deceleration and readmission, the student will be placed on probation for the remainder of the student's tenure in the PA Program.

EOR Failures:

a. Failure of one (1) EOR Exam

-If a student does not pass the **EOR exam** with a score of 74% or higher, the student will meet with their academic advisor to discuss a remediation plan.

If the student takes a remedial exam and scores less than 74%, the student will receive a grade of "F" for the rotation and be required to repeat the entire rotation.

-If the student fails the remedial assignment with a score less than 74%, the student will receive a grade of "F" for the rotation and be required to repeat the entire rotation.

-If the student again fails the repeated rotation, repeated EOR examination and/or repeated case presentation paper, they may be dismissed from the program at the discretion of the Program Director and faculty.

-If the student is permitted to remain in the PA program, the student must repeat the entire SCPE rotation and all rotation requirements and examinations. The repeated coursework will be scheduled after the completion of all other coursework in the clinical year. The student will be responsible to pay any additional tuition and/or fees of the university for the repeated rotation/coursework.

b. Failure of two (2) EOR Exams

A student may not take **more than two (2)** remedial (EOR) exams in the clinical year. If a student fails two (2) EOR exams, the student is dismissed from the PA Program. The student may apply for deceleration. The LIU PA Program Student Progress Committee will consider the student's deceleration application. If the application is accepted, the decelerating student will be required to audit all classes in the current didactic year from the time of dismissal through re-entry into the clinical year. In the event of deceleration and readmission, the student will be placed on probation for the remainder of the student's tenure in the PA Program.

SCPE/ Clinical Course Failures:

a. Failure of one (1) SCPE or one (1) Clinical Course

In the event a student fails one (1) SCPE or one (1) Clinical Course due to academic or clinical skills deficiency, the student will be required to remediate with their academic advisor and will repeat the SCPE or Clinical course at the end of the clinical curriculum. The student will repeat the SCPE or Clinical course at the student's own expense of extra university tuition and /or fees,

b. Failure of two (2) SCPEs or two (2) Clinical Courses

Under no circumstances will a clinical year PA student be permitted to continue in the clinical year after having received a failing grade in two (2) SCPEs or two (2) Clinical courses. This will result in the student being dismissed from the PA Program. The student may apply for deceleration. The LIU PA Studies Student Progress Committee will consider the student's deceleration application. If the application is accepted, the decelerating student will be required to audit all classes in the current didactic year from the time of dismissal through re-entry into the clinical year. In the event of deceleration and readmission, the student will be placed on probation for the remainder of the student's tenure in the PA Program.

c. Failure of an SCPE and/or Clinical course due to Professionalism

Depending on the specific nature and circumstances of one's behavior and in accordance with the rules of the LIU PA Program and university a student who is found to have violated the university's code of conduct may be subject to one or more of the following:

Taking additional course(s) intended to assist the student in avoiding future misconduct.

- Redoing the work, including repeating the entire course/SCPE.
- Reduction in grade on a submitted piece of work, segment of work required for a course/SCPE or the entire course/SCPE down to and including a failing grade.

Indication of the disciplinary action in reference letters, licensure forms, etc.

- Limitation or revocation, either temporarily or permanently, of certain privileges, such as use of electronic equipment.
- Notification to an appropriate external agency, such as a regulatory body or accrediting agency.

Notification of the violation to the other schools and within the university

Suspension from the PA Program and Long Island University

Dismissal from the PA Program and Long Island University

*A student who fails an SCPE rotation due to lack of professionalism is allowed to repeat only one failed SCPE. The DCE reserves the right to assign students repeating a failed SCPE rotation to an appropriate clinical site, which may be the original site or a new site. Students are only allowed to repeat one failed SCPE rotation during the entire clinical component of the PA program. Students who fail the repeated failed SCPE will be automatically dismissed from the PA Program.

***Failure to meet performance criteria**

To pass a SCPE rotation, a student must:

- Achieve a minimum of 74% or higher on every assessment method (EOR exam, SCPE specific assignment, etc) with a final average of 74% or higher for the entire SCPE rotation.
- Maintain acceptable professional behavior while on clinical rotation.
- Adhere to and comply with all policies of the PA Program and the university's Code of Conduct.

Successful Completion of the Clinical Year

To complete the clinical year and to graduate from the Long Island University PA Program, the student must meet all the aforementioned academic performance criteria, maintain standards of professional behavior, and satisfactorily complete the following:

- All didactic year courses with a grade of at least C.
- All clinical year courses with a grade of at least C.

Maintain a semester GPA of 2.85 or higher and a yearly GPA of 3.0.

A cumulative GPA of 3.0 is necessary for Master of Science Degree conferral upon completion of all program graduation requirements.

- All prerequisite courses required by the PA Program and Long Island University.
- All financial obligations to the University.
- All health forms required by the PA Program and the University Student Health department.
- Passing grade of 74% or higher on the Summative evaluation that consists of the Summative written exam (PAEA, End-of-Curriculum examination) and Summative OSCEs. See the Summative Course Syllabus for more information.

*Failure of one or both components of the Summative evaluation will result in a self-directed, program-designed, remediation plan, followed by one (1) attempt at retesting of the failed component(s). The timing of the repeat examination (s) will be determined by the DCE and/or Program Director. Failure of a second attempt on any component will result in appearance before the academic progress committee and may result in dismissal from the PA Program. **Successful completion of the summative course is a graduation requirement.**

Appendix A

Student Handbook Acknowledgment Form

I have received a copy of the Long Island University – Physician Assistant Program Student Handbook. I acknowledge my responsibility to read and understand all policies and information within this handbook. If I have any questions about any policies and procedures in this handbook, I agree it is my responsibility to contact the program director for clarification.

I agree to abide by all policies and procedures outlined in the Long Island University – Physician Assistant Program Student Handbook. Failure to do so will result in disciplinary action and possible dismissal from Long Island University Physician Assistant Program.

I also verify I am aware these policies and procedures are subject to change, and I will be responsible for following the most current policies and procedures. I am aware of my access to an electronic version.

Print Name **Date**

Student's Signature **Student ID #**