HANDBOOK
& POLICY MANUAL

FSU | SCHOOL OF PHYSICIAN ASSISTANT PRACTICE
COLLEGE OF MEDICINE

2026 - 2027
Academic Year

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Notice: POLICY MANUAL UPDATES

This Florida State University Physician Assistant Program Policy Manual ("Manual" or "Handbook") contains policies and procedures unique to FSU's Physician Assistant Program ("PA Program" or "Program") and is first distributed to students as they begin the first professional year. **Updated versions of this Manual may be provided during the PA Program, and the most recent Manual will supersede all previously distributed versions.** Where no specific PA Program policy exists, students are to consult the Policies of Florida State University and the College of Medicine ("College of Medicine" or "COM"). The PA Program reserves the right to update this Handbook without prior notice, and students are responsible for reviewing any updates. In this event, all students will be provided with a copy of any updated policies. A student's continuation in the Program will be contingent upon submission of a signed and dated Compliance and Acknowledgement form (*see Appendix C)*.

Accreditation Standards

The Accreditation Standards for Physician Assistant Education ("Standards") reflect a determination that a commonality in the core professional curriculum of programs remains desirable and necessary to offer curricula of sufficient depth and breadth to prepare all PA graduates for practice.

These Standards are the requirements to which an accredited program is held accountable and provide the basis on which the ARC-PA will confer or deny program accreditation. The ARC-PA expects all accredited programs to be in compliance with the Standards at all times.

The Accreditation Standards, 6th edition, went into effect on September 1, 2025. These Standards resulted from an extensive multiyear process of review and revision. This revision process is an integral part of the ARC-PA's ongoing business practice. Please click the link to ARC-PA for further information.: Entry Level Standards of Accreditation – ARC-PA

ARC-PA 6th Edition Standards included in this Manual *(effective September 2025)* **: A1.02e, g, h ; A.1.04, A1.05, A1.05, A1.09, A2.05, A2.17a, A3.01, A3.02, A3.03 a-b, A3.04, A3.05 a-c, A3.06, A3.07, A3.08, A3.09 a-b, A3.11 a,d,e,f,g,h; A3.12 e, A3.14 a-j, A3.17, A3.18**

GENERAL POLICIES AND PROCEDURES

This Manual is designed to serve as a supplement to the Florida State University Student Handbook (https://dos.fsu.edu/resources/student-handbook) ("FSU Handbook"). It will provide important information for students as they progress through their studies.

Students should contact their advisor, student support coordinator or any of the Program faculty or staff for clarifications.

PROGRAM ACCREDITATION

The Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA) has granted **Accreditation-Continued** status to the **Florida State University School of Physician Assistant Practice** sponsored by **Florida State University**. Accreditation-Continued is an accreditation status granted when a currently accredited program is in compliance with the ARC-PA *Standards*.

Accreditation remains in effect until the program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the *Standards*. The approximate date for the next validation review of the program by the ARC-PA will be **September 2032**. The review date is contingent upon continued compliance with the Accreditation *Standards* and ARC-PA policy.

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

PROGRAM SPONSORSHIP AND PHILOSOPHY

Florida State University Mission Statement

The Florida State University ("FSU" or "University") preserves, expands, and disseminates knowledge in the sciences, technology, arts, humanities, and professions, while embracing a philosophy of learning strongly rooted in the traditions of the liberal arts. The University is dedicated to excellence in teaching, research, creative endeavors, and service. The University strives to instill the strength, skill, and character essential for lifelong learning, personal responsibility, and sustained achievement within a community that fosters free inquiry and embraces diversity.

Florida State University – College of Medicine Mission Statement

The College of Medicine will educate and develop exemplary physicians who practice patient centered healthcare, discover and advance knowledge and who are responsive to community needs especially through service to elder, rural, minority, and under- served populations. The FSU College of Medicine will lead the nation in preparing compassionate physicians to deliver the highest quality 21st Century patient-centered medicine to communities of greatest need.

MISSION AND GOALS OF THE SCHOOL OF PHYSICIAN ASSISTANT PRACTICE

The mission of the school is to educate and prepare PAs to practice patient-centered healthcare in any clinical setting and to be responsive to community needs, especially through service to elder, rural, minority and underserved populations throughout the state of Florida.

The School's Practice Goals are:

- **Goal 1:** Recruit and matriculate a student body that advances the **mission** of the program.
- **Goal 2:** Graduate PAs that advance the **mission of the FSU PA program** by practicing in Primary Care specialties.
- **Goal 3:** Achieve first time PANCE pass rates at or above the national mean.
- **Goal 4:** Graduate PAs that remain in Florida to practice as PAs.

*Goals Revised and approved March 2025 in PA Program Committee

FACULTY AND STAFF

The PA faculty and staff (*see Appendix B*) are dedicated professionals who are focused on preparing students to become PAs. Both Principal and Instructional Faculty are carefully selected to teach courses based on their academic preparation and professional experience. FSU takes great care in selecting qualified faculty and investing in their continued education and professional growth. Therefore, faculty attend and present at local and national workshops and conferences throughout the year while continuing to practice clinically. When a student needs to meet with a faculty member about issues related to their education, the student should make an appointment during a faculty member's posted office hours.

Associate Dean/Program Director

The Associate Dean/Program Director is responsible for the overall operation and oversight of the school and participates in financial planning, development, and continuous review and analysis of School and Program operations. Any issues which cannot be resolved to satisfaction with a course instructor, or faculty advisor, should be brought to the Associate Dean/Program Director's attention. The Associate Dean/Program Director will meet regularly with the class to discuss any concerns.

Medical Director

The Medical Director is the physician responsible for ensuring that classroom instruction and clinical experiences provide an appropriate level of instruction for the students.

Director of Didactic Education

The Director of Didactic Education (DDE) works directly with the Associate Dean/Program Director of the School and is responsible for overseeing all aspects of the Program's didactic phase. Any concerns regarding didactic curriculum (first year) should be brought to the DDE's attention. The DDE will meet regularly with the class executive board to discuss any concerns.

Clinical Education Director

The Clinical Education Director (CED) works directly with the Associate Dean/Program Director of the School and oversees all aspects of the Program's clinical phase. Any concerns regarding clinical curriculum (second year) should be brought to CEDs attention. The CED will meet regularly with the regional campus ACEDs to discuss any concerns.

Senior Associate Clinical Education Director

The Senior Associate Clinical Education Director is a principal faculty member responsible for administrative oversight and teaching in specific areas of the clinical education program of the PA Program. The Senior Associate Clinical Education Director identifies and coordinates clinical sites and preceptors, monitors student progress, serves as a mentor to students, and provides expertise on the PA profession. Working with the Clinical Education Director, this faculty member ensures continuity of Program expectations and student experience across all regional campuses.

Associate Clinical Education Directors

The Associate Clinical Education Directors (ACED) are responsible for providing regional oversight at their assigned campus for the clinical phase of the Program, including identification and coordination of all clinical sites and preceptors, monitoring student progress, serving as a mentor to students and providing local expertise on the PA profession. ACEDs will be assigned to the following campuses: Daytona, Fort Pierce, Orlando, Pensacola, Sarasota, and Tallahassee.

Principal Faculty

The principal faculty of the Program are faculty members who at least 50% of their time is dedicated to the PA Program. The PA Program principal faculty come from diverse inter-professional clinical and educational backgrounds and are well-suited to help students gain the knowledge and skills needed to become a competent clinician. Students are assigned a faculty member as an advisor who will serve as their primary point of contact while in the Program.

Instructional Faculty

Instructional faculty are faculty members who have less than 50% of their time dedicated to the PA Program. The Program is fortunate to have access to a large pool of exceptional instructional faculty to assist in teaching responsibilities based on their clinical expertise. Our basic science course- work is taught by faculty with expertise in their respective fields, and the Program has many physicians, PAs, biomedical scientists, and other health educators who participate in education of PA students.

Clinical Faculty

Students will be assigned to a clinical faculty member (clinical preceptor) for each clinical rotation/clerkship during the Program's clinical phase. These clinical faculty are coordinated through the assigned regional campus, with the approval of the Clinical Education Director. Once the student has been assigned a clinical faculty member for a specific rotation/clerkship, the faculty member will set the student schedule and guide each student through each clerkship's daily routine. Clinical faculty are also referred to and defined as Instructional Faculty.

Program Manager

Provides administrative and programmatic direction to ensure the effective delivery of the PA Program, aligning operational activities with academic goals and programmatic standards.

Admissions Coordinator

The Program Coordinator for Admissions is essential to the admissions phase of the PA Program and provides direct support to the Director of Admissions and student onboarding.

Administrative Specialist

Assists with the daily administrative activities of the PA Program including purchasing, travel, staffing activities, general operations, and events.

Clinical Education Coordinator

The Clinical Education Coordinator is essential to the operation of the clinical phase of the PA Program and provides direct support to the Clinical Education Director and Senior Associate Directors of Clinical Education and the Associate Clinical Education Directors at FSU's regional campuses. In addition, the Program's Clinical Education Coordinator communicates between the central and regional campuses regarding anything pertaining to clinical education, including affiliation agreements and clinical faculty appointments. The Clinical Education Coordinator can assist with any general questions or inquiries about the Program's clinical phase.

Didactic Education Coordinator

The Program Coordinator for Didactic Phase is essential to the didactic phase of the PA Program and provides direct support to the Director of Didactic Education and faculty. In addition, the Program Coordinator may proctor some exams and are able to assist with general questions or inquiries regarding the didactic phase of the Program.

Teaching Classroom Assistant

The Teaching Classroom Assistant works closely with faculty regarding classroom curriculum related to medical simulation and clinical procedures. The Teaching Classroom Assistant provides direct teaching and curriculum support to faculty and students in classroom and simulation labs.

Student Support Coordinator

The Student Support Coordinator is the primary liaison for students between PA Program administration, faculty, and student services. The Student Support Coordinator provides information and answers to student inquiries regarding the PA Program, identifies resources for students, provides basic counseling in life skills, and assists students with problem resolution and referrals. The Student Support Coordinator manages and oversees special events and programs including Orientation, the White Coat Ceremony and Graduation.

Learning Specialist

The Learning Specialist will develop, implement, and assess a structured academic intervention program to support physician assistant students in achieving academic success. This role also contributes to educational research and provides data to inform curriculum evaluation and continuous program improvement.

Student Counseling Services

The College of Medicine and School offer on-site academic and mental health counseling through the Office of Student Counseling Services. This office is not involved in academic evaluation or promotion of students. The office consists of licensed psychologists and a full-time office manager. Psychologists are available to work with individual and small groups of students with concerns related to academic improvement and personal issues. Visit https://med.fsu.edu/studentcounseling/home.

Students wishing to enhance their current academic performance and those experiencing academic difficulty can consult with a psychologist. Students experiencing personal or psychological issues that might be interfering with or interfering with academic progress can consult with the psychologist or post-doc for mental health therapy.

All services provided by this office are free of charge to current COM students. Confidentiality of student concerns and records are always maintained except for those instances when information must be legally and ethically reported.

ADVISEMENT

During the first **didactic semester**, students are assigned to a faculty member who will act as an advisor. Students must meet with this faculty advisor at least once during each didactic semester to discuss academic progress and other issues. Students are encouraged to meet with their academic advisor at other times, as needed. Students must take responsibility for their own learning and will be asked to self–assess their progress by completing the Mid-Semester Self Evaluation prior to their advising meeting. Each student's Mid-Semester Evaluation will be placed in his or her file.

Students with academic concerns should address the issue first with the course director. Should the student require further assistance, the student should consult with the faculty advisor. The advisor will involve the School's Director of Didactic Education, who will involve other FSU administrative personnel as the situation warrants.

During the clinical year, faculty advisors will remain available to meet students in person or virtually. The Associate Clinical Education Director at a student's assigned regional campus will also serve as a student advisor. Similar to the didactic phase, each student in the clinical phase will complete a Mid-Clerkship Evaluation with his or her preceptor for feedback and self-assessment. These will also be reviewed by the ACEDs and CED.

The advisor will help identify areas of strength and opportunities to help focus on student studies. When problems arise, the advisor will discuss with the student to clarify the student's options and devise a plan of action.

Advisors/faculty are not able to act as a medical provider for students. If students have a medical problem, they should seek assistance from a medical provider approved by their health insurance plan. In case of an emergency, students should call 911 or go to the nearest appropriate emergency department.

Advisors/faculty are also not able to act as mental health counselors for students. If students have non-academic problems that require formal counseling, mental health services are available at the Office of Student Counseling Services: call (850) 645-6475 or visit https://med.fsu.edu/studentcounseling/home. In case of mental health emergency, students should call 988 or go to the nearest appropriate emergency department. For additional information, please see the section entitled "Mental Health and Counseling" in this Handbook.

Faculty schedules tend to be unpredictable due to clinical and academic obligations. If students have a non-emergent need, it is best to make an appointment with the student advisor via telephone or email. If the student feels the need is emergent and the faculty advisor is not available, students may contact the Director of Didactic, Clinical Education Director, Associate Dean/Program Director, or another faculty member for assistance.

TECHNICAL STANDARDS

Abilities and Skills

It is the policy of each of the graduate programs in the College of Medicine to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973 (ADA), and state and local requirements regarding students and applicants with disabilities. Under these laws, no individual with a disability who is otherwise qualified and competent shall be denied access to or participation in services, programs, and activities solely based on the disability.

In accordance with federal regulations established by the ADA, the following standards are described to assist each candidate in evaluating his/her prospect for academic and clinical success. As a condition of admission into the PA Program, students are required to verify that they understand and meet technical standards or that, with certain accommodations, they can meet the standards.

Candidates for the Master of Science in Physician Assistant Practice (MSPAP) degree must be able to fully perform the essential functions in each of the following categories: Observation, Communication, Motor, Intellectual, Behavioral/Social, and Task Completion. However, it is recognized that the degrees of ability vary widely between individuals. Students with specific questions regarding the FSU policies governing students with disabilities may contact the Office of Accessibility Services at https://dsst.fsu.edu/oas. The College of Medicine is committed to enabling its students by any reasonable means or accommodations to complete the course of study leading to the MSPAP degree.

Observation: A candidate must be able to observe demonstrations and experiments in basic sciences, including but not limited to physiologic and pharmacologic demonstrations in animals, evaluation of microbiologic cultures and microscopic studies of microorganisms and tissues in normal and pathologic states. A candidate must be able to observe a patient accurately at a distance and close at hand. Observation necessitates the functional use of the sense of other sensory modalities.

Communication: A candidate must be able to communicate effectively and sensitively with patients. The focus of this communication is to elicit information, describe changes in mood, activity and posture and perceive nonverbal communications. Communication includes not only speech but also reading, writing and computer literacy. The candidate must be able to communicate effectively and efficiently in oral and written form with all members of the healthcare team. Accommodation through use of a trained intermediary or other communications aid may be appropriate when this intermediary functions as an information conduit.

Motor: A candidate must, after a reasonable period of training, have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers. A candidate must be able to execute motor movements reasonably required to provide general care and emergency treatments to patients. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.

Intellectual (Conceptual, Integrative and Quantitative Abilities): A candidate must have the ability to measure, calculate, reason, analyze, synthesize, and apply complex information. Candidates must be fully alert and attentive at all times in clinical settings.

Behavioral/Social Attributes: A candidate must possess the emotional health required for full utilization of his or her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibility's attendant to the diagnosis and care of patients and the development of mature, sensitive, and effective relationships with patients. Candidates must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility and learn to function in the face of uncertainties inherent in the clinical problems of many patients. Commitment to excellence, service orientation, goal-setting skills, academic ability, self-awareness, integrity, compassion, motivation, and interpersonal skills are all personal qualities that are assessed during the admission and education processes.

Task Completion: A candidate must possess the intellectual, motor, and communication abilities to perform duties in a timely manner that enhances patient recovery and survival.

Professional Responsibility

In addition to the Program's Technical Standards, students are always expected to demonstrate professional responsibility while enrolled in the Program, including:

- Students must exhibit the ability to meet the challenges of any medical situation that requires a readiness for immediate and appropriate response without interference of personal or medical problems. This requires education for emergencies (e.g., CPR, ACLS, infection control).

- It is each student's responsibility to attend and be able to travel to and from classes and clinical assignments on time and possess the organizational skills and stamina for performing required tasks and assignments within allotted time frames. This involves frequent oral, written, and practical examinations or demonstrations. The student must be able to perform problem-solving tasks in a timely manner.

- Students must exhibit adherence to policies of the University, the program, and clinical sites. This includes matters ranging from professional dress and behavior, to attending the program's academic schedule, which may differ from the University's academic calendar and be subject to change at any time.

Students must also demonstrate knowledge of and commitment to the code of ethics of the PA profession and behavior that reflects a sense of right and wrong in the helping environment:

- Students will take the initiative to direct their own learning. They need to work cooperatively and collaboratively with other students on assigned projects and participate willingly in a supervisory process involving evaluation of abilities and reasoning skills.

- Students will be required to:

    1. Participate in patient assessment and evaluation.
    2. Participate in invasive and non-invasive procedures.
    3. Participate in emergency care.
    4. Work lengthy and irregular hours attending to patients.

5. Perform physical examinations on both male and female peers as well as being examined by both male and female peers during laboratory instruction.
6. Attend and participate in didactic and clinical education and training, on and off campus.

PROFESSIONALISM

As noted above, the Technical Standards consider the physical, cognitive, and behavioral abilities required for satisfactory completion of the Program curriculum. The essential abilities required for a student consist of motor, sensory, communicative, intellectual, behavioral, and social components. Academic, clinical, and professional development are intertwined and related to each other. A student's growth in the academic and clinical areas is dependent on his/her growth as a professional.

Students must recognize themselves as future clinicians providing a service to the physician supervisor and the patient. Students must be aware that even as students, they are viewed by patients and medical providers as part of the larger medical community. It is critical, therefore, that professional development be assessed, along with academic and clinical skills.

As healthcare practitioners, assistants are required to conform to the highest standards of ethical and professional conduct. Students also are expected to adhere to the same high ethical and professional standards required of physician assistants.

The American Academy of Physician Associates (AAPA) has identified four primary bioethical principles, *i.e.*, autonomy, beneficence, non-maleficence, and justice, which form the foundation of the Statement of Values of the Physician Associate Profession.

The Statement of Values provides a guideline for ethical conduct by physician associates. (A complete discussion of the ethical conduct required of physician assistants can be found at the AAPA website, https://www.aapa.org/). In addition to the AAPA's guidelines, The National Commission on Certification of Physician Assistants (NCCPA) has adopted a code of conduct for certified and certifying physician assistants. NCCPA's code of conduct "outlines principles that all certified or certifying physician assistants are expected to uphold." The NCCPA code of conduct can be found at https://www.nccpa.net/code-of-conduct

In addition to knowing and complying with the principles and standards promulgated by the AAPA, the NCCPA, and the ARC-PA, Physician Assistant students are required to know and comply with the policies, procedures and rules of the School of Physician Assistant Practice, the College of Medicine, Florida State University, and each clinical site to which the student may be assigned.

Students are also required to be familiar with the Program's Honor Code (Appendix D) and the Code of Student Conduct that can be located at: https://fda.fsu.edu/sites/g/files/imported/storage/original/application/0ab8e9de6a98c1377d68de9717988bda.pdf

PA Program CORE VALUES

Core values exist for all individuals affiliated with the school. They are more than minimum standards and are designed to inspire the faculty, staff, and students to do their best in the classroom, in their personal lives, and as they engage in clinical medicine. As faculty, staff, and students, it is important to understand them, use them, and encourage others to do the same. The core values of the Program are:

Integrity: We strive to always do the right thing (even when no one is looking) and act in ways that do not discredit ourselves, the Program, or the Profession.

Accountability: We stand on the results of our own merit.

Excellence: We pursue excellence in every aspect of our personal and professional lives.

Intellectual Curiosity: We practice curiosity, initiative, critical thinking, and self-reflection in our personal and professional lives.

Openness: We encourage the free flow of information and seek feedback from all directions.

Respect: We respect everyone. No exceptions.

Service: We serve to make the lives of others better.

Advocacy: We seek to eliminate barriers to quality healthcare and advocate for our patients, our team, and our profession.

In addition to the Program's core values, Students are required to conduct themselves in a manner that complies with the following principles and standards:

Respect

Students are expected to treat all patients, faculty, staff, clinical preceptors, healthcare workers, and fellow students with dignity and respect. For example:

- Students must recognize and embrace their role as a member of a team and interact with others on the team in a cooperative and considerate manner.
- Students train closely with other students, including in physical examinations of fellow students and discussion groups that may reveal personal information. Students must maintain and exhibit respect for the privacy and confidentiality of fellow students.
- Students should ask questions and offer suggestions in a thoughtful and reasonable manner that fosters respect and trust.

- When confronted with conduct by another member of the team that may be inappropriate, students are not to respond angrily; rather, they must remain calm and respectful and respond in accordance with the standards of professional conduct required of Physician Assistant students.

Flexibility

Although every effort is made to provide training activities at times and places scheduled in advance, students often will be required to be flexible due to changes in the schedule. For example, instructors who are also practicing clinicians may not have regular schedules and lectures or clinical sessions may, at times, need to be rescheduled with short notice. In addition, clinical sites create student schedules for each clerkship, and such schedules may require PA students to work weekends, nights, and holidays.

Honesty and Trustworthiness

Students shall be honest and truthful in all respects and shall not intentionally mislead others.

Student Role and Accountability

Students have a unique role in healthcare delivery. In that role, students are accountable in the following areas:

- Students shall perform only those procedures authorized by the Program, clinical site, supervisor, and/or preceptor.
- Students at clinical sites must always work under the supervision of a preceptor and are prohibited from assuming primary responsibility for a patient's care. For example, students should not treat or discharge a patient without prior consultation with and approval of a clinical preceptor or supervisor.
- Students are responsible for timely and effective completion of all assignments.
- Students are responsible for identifying and reporting unprofessional, unethical, and/or illegal behavior by healthcare professionals and students, faculty, and staff of the Program. If a student has a reasonable belief that such conduct has occurred, he or she should report it to the Associate Dean/Program Director, preceptor, supervisor, Director of Didactic Education, or Clinical Education Director, as may be appropriate under the circumstances.
- Students are expected to accept and provide constructive feedback.
- Students are expected to exercise sound judgment.

Concern for the Patient

Students must, by their words and behavior, demonstrate concern for the patient. Concern for the patient is manifested in many ways including, but not limited to, the following:

- Students must treat patients and their families with dignity and respect.
- At all times, the physical and emotional comfort of the patient is of paramount importance.
- Students must use appropriate verbal and non-verbal communication to convey concern, pleasantness, and professionalism to the patient.

- The patient's modesty should always be considered.
- Students shall deliver unbiased healthcare services to patients regardless of race, religion, national origin, age, sex, marital status, citizenship, sexual orientation, creed, disability, medical condition, socioeconomic status or political beliefs, or any status protected by law.
- Students may not accept gifts or gratuities from patients or patients' families.
- Sexual or romantic relationships with patients or preceptors are prohibited and will not be tolerated.

Professional Appearance

A professional appearance demonstrates respect for your patients and helps to build their confidence in the student as a provider. Students must dress in professional, neat, and conservative attire. Maintenance of good personal hygiene is always required.

Students who appear in class or on a clinical site with inappropriate attire or hygiene may be directed to leave and may not be permitted to make up missed work. Please note that the school will strive to accommodate dress and appearance considerations dictated by students' religious beliefs or medical accommodations consistent with the Program's requirements.

Didactic Year (for all Classroom Experiences)

Professional dress is necessary for all classroom experiences. Expectations of professional appearance include:

- Dress pants
- Collared or dress shirts/blouses
- Dresses
- Skirts of modest length
- Comfortable, clean footwear
- Neatly groomed hair and facial hair
- Natural nail length less than ¼ inch and neatly trimmed
- Coverage of body art or tattoos which may be considered offensive

The following items are not permitted:

- Hats
- Hooded sweatshirts
- Shorts
- Casual T-shirts
- Body jewelry/piercings that interfere with class/lab functions
- Cologne/perfume, body lotions/sprays with strong fragrance.
- Clothing that reveals more than modest amount of chest, back, and/or shoulders (This includes clothing with spaghetti straps, strapless, deep V cut, or see-through style material, midriff or halter tops, tank tops.)

Other Professional Appearance notes:

- Students are expected to adhere to the established policies at any assigned clinical facility.
- Scrubs are not permitted except for the anatomy lab, skills labs, or any other authorized times.
- The course syllabus may find dress requirements for physical examination laboratory sessions.

Clinical Year (Clinical Clerkships)

Professional dress is also necessary for all clinical experiences and callback days. Expectations of professional appearance include:

- Students shall **at all times** wear a clean, short white lab coat with the college patch on the right chest, the Program patch on the left shoulder and the name plate or name embroidered on the right side of the chest. Always means anytime on the property of the assigned clinical site.
- All attire, including lab coats, will be clean, free of stains, and pressed.
- Dresses and skirts must be of modest length.
- Hair should be clean and must not interfere with patient care. Long hair must be pulled back. All students are encouraged to be clean-shaven. If facial hair is worn, it must be trimmed and neatly maintained.
- Length of natural nails must be less than ¼ inch and neatly trimmed.
- Body art and tattoos that may be considered offensive must be covered.
- Shoes must have a back. (i.e., no sling backs or flip flops).

Items that are prohibited during the clinical year include:

- Jeans, shorts, and cutoffs.
- Open-toed shoes.
- Artificial nails.

Other professional appearance notes:

- In clinical settings, students are subject to the policies of the facility/practice.
- Students must always display prominently their name plate, which contains the student's name and the title "Physician Assistant Student" (supplied by Program or the clinical site).
- During any patient or professional interaction, students must introduce themselves as "Physician Assistant Students."
- Any additional dress requirements imposed by a clinical site supersede those of the Program.
- "Scrubs" should be worn in accord with facility policy. In general, they should not be worn outside of the operating room. Soiled scrubs should be left at the facility for laundering at the end of the assigned shift.

Maintaining Composure

Students should strive to maintain a professional and calm demeanor, even in emergencies and other highly stressful situations.

Communication

Students should address faculty (including preceptors and clerkship faculty), lecturers, and staff using the appropriate form of address (Mr./Ms./Professor/Doctor). Under no circumstances are children or unapproved guests allowed in the classrooms during formal lectures, laboratory, or clinical experiences.

Wellbeing and Safety

From time to time, situations may arise in which the program needs to confirm a student's safety. To do this, it is essential that we have an accurate and current address for where you are physically living, whether at the Main Campus or a Regional Campus. This is referred to as your HOME address.

Please be sure to keep this information updated in your MYFSU profile with any housing changes and update whenever requested by PA Program staff or faculty.

The address definitions below will help you determine which address needs to be updated:

HOME Address

This is the physical address where you live Monday–Friday while attending classes or clerkship rotations. This information must be kept current each year (P1, P2, and P3). It is especially important in the event of a medical or physical emergency; this is where emergency personnel would be sent. You will be asked to update this address periodically.

MAILING Address

This is where you would like to receive important mail. It is usually a long-term address, such as a parent's, spouses, or your permanent residence, though you may also choose to use your HOME address. If you move to a regional campus for clerkships and want mail to follow you, be sure to update this address.

DIPLOMA Address

This is the address where your diploma will be mailed approximately six months after graduation. This should be a long-term address. If you choose to use your HOME address, remember to update it each time you move.

Drugs and Alcohol

Students must comply with the University's Drug and Alcohol Policy Resources | CHAW (fsu.edu) and all other applicable policies and procedures concerning the use of drugs and alcohol at clinical sites. Students are prohibited from appearing in class or at any clinical site while under the influence of alcohol or any drug that may affect performance or judgment. Refer to the Health and Immunization Standards section for specific information regarding mandatory drug screens. CHAW provides resources for those in need of services regarding drugs and/or alcohol.

Timeliness and Attendance

Attendance and timeliness are important aspects of professional behavior. Students must report to all classes, labs, seminars, call back days, clinical sites, and other scheduled activities on time. Timely return from designated breaks is required. As professionals in training, students are expected to return routine messages from Program staff, faculty, clinical preceptors, and clinical sites promptly (i.e., in less than 24 hours or one business day). Urgent/emergent messages are expected to be returned within 24 hours or less. **Even with approved absence, students must submit all required assignments and forms on or before the designated date and/or time they are due, unless discussed with Course Director.**

If a student has an emergency that prevents him or her from attending a scheduled activity, the student is to call and notify the Associate Dean during didactic portions of the Program or, during the clinical phase, the student is to call the Associate Clinical Education Director at the regional campus along with the Regional Student Support Coordinator and request that they inform the supervisors/professors/clerkship faculty/education director for that activity of the student's absence. It is also requested in the clinical year that the student notifies their clinical preceptor of any pending tardiness or absences.

If possible, the student should also call or text and at a minimum, leave a message with one of the course/clerkship directors. It is important that students realize that their absence or tardiness negatively impacts several other people. Attendance, including tardiness, is part of the student's evaluation for professionalism. In some instances, negative evaluations may result in decreased grades and in severe cases, referral to the Student Progress Committee (SPC). Please see course syllabi for details.

Professional Membership

All students are required to maintain student membership in the Student Academy of the American Academy of Physician Assistants (SAAAPA) and the Florida Academy of Physician Assistants (FAPA). Dues will be paid by the student. Registration will occur during PAS 5050 Essentials of PA Practice.

Arrests, Charges, or Criminal History

Any arrests, charges, or convictions that a student may incur while enrolled in the Program must be self-reported in writing to the Associate Dean/Program Director of the School of PA Practice within 48 hours of the infraction. Failure to self-report may result in dismissal from the Program.

Graduation from the Program is not a guarantee of certification/licensure/registration as a PA. If you have a criminal history or history of drug and/or alcohol abuse, you are strongly encouraged to consult with an attorney and/or your state licensing board to clarify your eligibility for licensure.

ACADEMIC INTEGRITY

Policy on Academic Honesty and Integrity

To ensure that the school's graduates are competent and ethical practitioners, the Program, with the Dean's Office, developed the following information on academic honesty and integrity. This information will be reviewed with all students entering the Program during orientation. Students are responsible for visiting these policies regularly to refresh their understanding.

In both academic and clinical settings, honesty and integrity are essential. As part of our preparation of future healthcare practitioners and as part of the mission of Florida State University, we are committed to upholding the highest standards at every level. Much of what is presented and discussed in class is about ideas. We use the term "intellectual property" when we discuss ownership of ideas. Whenever scholars or clinicians use ideas from others or use their property, they must acknowledge ownership by citing the source of the information we have used. Honesty and integrity are basic values of our Program, profession, and the University.

There are several campus-wide policies governing academic conduct at Florida State University and the College of Medicine. All students are bound by the Florida State University Student Conduct Code, which is located at: https://dos.fsu.edu/srr/conduct-codes/student-conduct-code.

Academic Honor Policy

The Florida State University Academic Honor Policy outlines the University's expectations for the integrity of students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to ". . . be honest and truthful and . . . [to] strive for personal and institutional integrity at Florida State University." The Academic Honor Policy is located at: Florida State University Academic Honor Policy.

Violations of the Academic Honor Policy will not be tolerated.

Academic Honor Violations

Note: Instructors are responsible for following and reinforcing the importance of the Academic Honor Policy in their courses and for clarifying in writing their expectations regarding collaboration and multiple submission of academic work.

Examples have been provided for the purpose of illustration and are not intended to be all-inclusive. All charges include attempting to commit the alleged violation. Failed violation attempts will be construed as similar to completed violations in determining charges and sanctions.

1. **PLAGIARISM. Presenting the work of another as one's own (i.e., without proper acknowledgement of the source).** Typical Examples Include: Using another's work from print, web, or other sources without acknowledging the source; quoting from a source without citation; using facts, figures, graphs, charts, or information without acknowledgement of the source; utilizing ghostwriting or pay-for paper services; submitting another's work through online thesaurus software.

2. **CHEATING. Improper access to or use of any information or material that is not specifically condoned by the instructor for use in academic exercise.** Typical Examples Include: Copying from another student's work or receiving unauthorized assistance during a quiz, test, or examination; using books, notes or other devices (e.g., calculators, cell phones, or computers) when these are not authorized; procuring without authorization a copy of or information about an examination before the scheduled exercise; unauthorized collaboration on exams. This includes unauthorized actions taken on any social media platform.

3. **UNAUTHORIZED GROUP WORK. Unauthorized collaborating.** Typical Examples Include: Working with another person or persons on any activity that is intended to be individual work, where such collaboration has not been specifically authorized by the instructor. This includes unauthorized actions taken on any social media platform.

4. **FABRICATION, FALSIFICATION, AND MISREPRESENTATION. Unauthorized altering or inventing of any information or citation that affects grades given for academic work or attendance.** Typical Examples Include: Inventing or counterfeiting data or information; falsely citing the source of information; altering the record of or reporting false information about practicum or clinical experiences; altering grade reports or other academic records; submitting a false excuse for a class absence or tardiness in a scheduled academic exercise; lying to an instructor to increase a grade.

5. **MULTIPLE SUBMISSION. Submitting the same academic work (including oral presentations) for credit more than once without instructor permission. It is each instructor's responsibility to make expectations regarding whether students may incorporate existing work into new assignments clear in writing.** Typical Examples Include: Submitting the same paper for credit in two courses without instructor permission; making minor revisions in a credited paper or report (including oral presentations) and submitting it again as if it were new work.

6. **ABUSE OF ACADEMIC MATERIALS. Intentionally damaging, destroying, stealing, or making inaccessible libraries or other academic resource material.** Typical Examples Include: Stealing or destroying library or reference materials needed for common academic purposes, hiding resource materials so others may not use them; destroying computer programs or files needed in academic work; stealing, altering, or intentionally damaging another student's notes or laboratory experiments. *(This refers only to abuse as related to an academic issue.)*

7. **COMPLICITY IN ACADEMIC DISHONESTY. Intentionally helping another commit an act of academic dishonesty.** Typical Examples Include: Knowingly allowing another to copy from one's paper during an examination or test; distributing test questions or substantive information about the material to be tested before a scheduled exercise; deliberately furnishing false information. If a student is unsure about plagiarism or cheating, they must consult their instructor on the matter before submitting the material. If you have any questions, consult the College of Medicine Office of Student Affairs.

Penalties

Cheating and plagiarism will not be tolerated and will be grounds for course failure and subsequent dismissal from the Program.

Procedures

Students accused of cheating will be notified in writing and referred to the SPC. The Chair of the SPC shall ensure basic procedural fairness and due process are followed. The rules of procedure are furnished to all students charged with an offense and include the following due process protections:

- the right to be notified in writing of the charges.
- the right to a prompt hearing before an appropriate official or committee.
- the right to know the nature and source of the information and conditions which led to action by the SPC.
- the right to present evidence on their own behalf.
- the right to freedom against compulsory self-incrimination; and
- the right to appear with an advisor at the hearing.

Cheating or any form of academic dishonesty may result in dismissal from the Program.

Any concerns about plagiarism, cheating, and/or academic dishonesty will be discussed at faculty meetings.

Disciplinary actions will be documented in the student's permanent academic file.

Ways to Avoid Being in a Cheating Incident

1. Do not lend your work to anyone. If you wish to help a friend, go over the work together and do not leave any copies in her/his possession.

2. Do not leave your work in any public place. Put your papers in an envelope and leave them in the faculty member's mailbox. Give them to the Program's executive assistant if you cannot locate your faculty member or submit electronically using a secure format.
3. When using campus computers, disguise file names or keep files only on personal drives. Be aware that print commands will result in printed copies, even hours later. Be sure to pick up all printed copies of your work or delete any extra print commands when you are finished.

Ways to Avoid Plagiarism

1. Acknowledge any ideas, facts, statistics, or language taken from a source. Use citations appropriately and include a reference list (AMA referencing is preferred).

2. Quote—any language taken from your original sources, even key words or short phrases, must be within quotation marks and quoted accurately. Reorganizing a sentence, substituting a synonym, or altering a word or two does not make it your own work!

3. Paraphrase—this means summarizing the source in your own words. Remember: paraphrased ideas must still be acknowledged. To paraphrase well, you must read carefully enough to digest ideas and make them your own.

> "A final note on plagiarism: When you put your name on academic work and submit it, you are claiming ownership of the work. If through carelessness or design you've blurred the lines between what's yours and what you've taken from others, you are stealing intellectual property. Don't do it. Plagiarism is risky and counterproductive. It harms your intellectual and moral development. It leaves a permanent paper trail that can have devastating consequences, even years down the line. And, most of all, it's wrong" (Harvey, 2002)

All forms of dishonesty, whether by act or omission, including cheating, plagiarism, and knowingly furnishing false information to the University, are prohibited. Intentional disruption or obstruction of teaching, research, or administrative proceedings is prohibited.

Works submitted in courses must be the product of the efforts of the student presenting it, and contributions of others to the finished work must be appropriately acknowledged. The presentation of another's work as one's own is a serious violation of the academic process, and it is penalized accordingly. The decision on the appropriate penalty is in the first instance the professors, and it may extend to a failing grade for the course.

In addition, students must know and comply with the academic integrity policy of the Program which includes, but is not limited to, the following:

- Students are not allowed to use notes or other materials during examinations unless expressly authorized by the course instructor or defined by accommodations from the College of Medicine Office of Student Affairs.

- Students are required to do their own work and may never, in any circumstances, submit anything created by others (including papers purchased from commercial enterprises) as their own work.

- Students are required to sit for examinations that are submitted to fulfill their own academic obligations; students may not have another student or person take an examination for them.

- The same academic work may not be submitted more than once for credit, honors or to fulfill the requirements of an academic exercise.

- Prior to or after completing a written or practical examination or assignment, students are not permitted to review prior related examination questions or answers and/or graded assignments completed by another person. This policy is applicable to the classroom, the Clinical Learning Center (CLC), and the clinical setting. Assessment questions or clinical cases encountered in the CLC should never be discussed with classmates or subsequent year PA students.

- A student may not knowingly allow another student to copy or use his or her work.

- A student must give proper attribution when using the words or ideas of another person, whether in a written or oral academic exercise. This includes, among other things, proper citation of quoted and paraphrased material.

- Knowingly presenting false information to Program faculty and staff, supervisors, patients, and clinical preceptors is prohibited.

- Falsifying any information including laboratory data and patient information is prohibited.

- Falsifying any document is prohibited.

- Forging another's name or signature is prohibited.

- Misrepresenting oneself as a graduate of the Program or one's student status as, for example, a PA, nurse practitioner, medical resident, and the like, is prohibited.

Exam Taking Procedures

- The examination location will be posted no later than 24 hours before exam time.
- Backpacks and other materials not required for testing must be placed along the specified areas within the classroom away from where students will take the examination or quiz.
- Once a proctor(s) indicates that testing will begin, it is prohibited to engage in any of the following activities until all students have completed the examination:
    - check email
    - speaking to anyone except for the exam proctor **(the proctor will not entertain any class material)**
    - access the internet other than the exam software
    - text/instant message
    - otherwise engage in any computer activity other than that instructed by the exam proctor
    - **use a cell phone or other electronic device, unless instructed by the course director** for testing purposes only. The students will not access any applications with cell phones or other devices other than the ones directed.
- Proctors reserve the right to inspect anything brought into the examination room to ensure exam security.
- Any activity deemed questionable by the PA Program exam proctor may result in an investigation and may lead to exam failure and/or PA Program sanctions including dismissal from the Program.

All examination and quiz periods are subject to video recording.

Breaches of integrity are regarded as serious offenses. Any breach of integrity may serve as grounds for dismissal, *even on a first offense*.

Breaches of integrity will be reported to licensing agencies as required by law.

CURRICULUM

The courses offered by the Program have been specifically designed and sequenced to prepare students to administer medical care to patients. According to the ARC-PA 5th Edition Standards, the Program curriculum must prepare students "to provide patient centered care and collegially work on collaborative medical teams in an inter-professional environment. The curriculum must establish a strong foundation in health information technology and evidence-based medicine and must emphasize the importance of remaining current with the changing nature of clinical practice.

Further, according to the ARC-PA Standards the professional curriculum for PA education must include, "applied medical, behavioral and social sciences; patient assessment and clinical medicine; supervised clinical practice; and health policy and professional practice issues."

In accordance with the ARC-PA Standards and with the desire to graduate competent health practitioners who can deliver high quality health care, rigorous academic standards have been established for continued matriculation in the Program. Students are expected to complete all course assignments as outlined in the individual course syllabus and to meet the FSU PA Program Academic Standards as outlined in this Manual. Students will be given updates to these standards as they occur.

YEAR 1

Course Number	Course Name	Credit
Fall Semester		
PAS 5045	Integrated Clinical Science	3
PAS 5013	Evidence-Based Practice	1
PAS 5050	Essentials of PA Practice	2
PAS 5022	Clinical Gross and Radiographic Anatomy	6
PAS 5025	Foundations of Clinical Physiology	2
PAS 5071	Clinical Pharmacology I	2
PAS 5254	Foundations of Clinical Nutrition	1

Spring Semester

PAS 5010	Clinical Medicine I	3
PAS 5020	Clinical Medicine II	3
PAS 5028	Systemic Physiology and Pathophysiology I	3
PAS 5072	Clinical Pharmacology II	2
PAS 5000C	Patient Assessment I	3
PAS 5056	US Healthcare Systems and Policy	2

Summer Semester

PAS 5127	Behavioral and Mental Health	2
PAS 5030	Clinical Medicine III	3
PAS 5034	Clinical Medicine IV	3
PAS 5073	Clinical Pharmacology III	2
PAS 5029	Systemic Physiology and Pathophysiology II	3
PAS 5110L	Health Promotion and Disease Prevention	2
PAS 5006	Patient Assessment II	3

YEAR 2

Fall Semester

PAS 6007	Clinical Procedures	2
PAS 6605	Emergency Medicine	3
PAS 6097	Evidence-Based Research 1	2
PAS 6200	General Surgery	2
PAS 6303	Pediatric Medicine	2
PAS 6941	Transition to Clinical Practice	4
PAS 6505	Women's Health	2
PAS 5074	Clinical Pharmacology IV	1

Clinical Phase Begins 5th Semester

PAS 6876	Clinical Clerkship- Emergency Medicine	3
PAS 6490	Clinical Clerkship- Family Medicine	5
PAS 6291	Clinical Clerkship- General Surgery	5
PAS 6491	Clinical Clerkship- Geriatric Medicine	3
PAS 6190	Clinical Clerkship- Internal Medicine	5
PAS 6390	Clinical Clerkship- Pediatrics	5
PAS 6492	Clinical Clerkship- Psychiatry	5
PAS 6591	Clinical Clerkship- Women's Health	5
PAS 6495	Clinical Clerkship- Elective	3

Spring Semester		
PAS6098	Clinical Clerkships	15
	Evidence Based Research II	1
Summer Semester		
PAS6053	Clinical Clerkships	13
	Professional Development for the PA	1
PAS6099	Evidence Based Research III	1
Fall Semester		
	Clinical Clerkships	11

More information regarding the curriculum and complete course descriptions may be found in the University's Graduate Catalogue.

ACADEMIC PERFORMANCE STANDARDS AND POLICIES

Preparing for a career in the health sciences is a rigorous undertaking. Practitioners are expected to have excellent clinical skills and to practice according to the highest ethical and professional standards. Preparation for meeting these high standards begins during a student's education. Some students may occasionally experience academic difficulties. Such difficulties are best addressed early, before they grow to an unmanageable size.

As health care practitioners, we are expected to exercise sound clinical judgment. As students, it is also important to exercise sound academic judgment and **seek academic assistance when necessary**. Students should consult with their course instructors, academic advisors, Student Support Coordinator, and/or Program Director as soon as an academic difficulty becomes apparent.

This section outlines the academic and professional performance expected of students in the Program. It also describes the nature of the SPC and the procedures for submitting an appeal and addressing a grievance.

Student Progress Committee (SPC)

The SPC reviews each student's performance regularly to identify academic strengths and deficiencies and at the end of each semester to determine their eligibility for progress to the next semester. The committee makes decisions about students whose progress may be delayed and develops agreements for student remediation.

At the end of the Program, the SPC recommends each student to the Program Director for graduation, based on successful completion of graduation requirements and the summative evaluation.

Satisfactory Academic Progress

The Program prepares students to become leaders in the PA profession and their professional practice environment. The role of SPC is to ensure that students meet the Program's high standards for:

- Academic performance
- Clinical skills
- Professionalism

In accordance with the graduate school policy, the Program requires each graduate student to maintain a minimum cumulative grade point average of 3.0. Students whose cumulative grade point average (GPA) falls below 3.0 will be placed on academic probation. See Handbook section entitled "Academic Standing" and https://registrar.fsu.edu/bulletin/graduate-information/academic-regulations-procedures.

The successful completion of academic course work and clinical practice requirements represents the student's preparation for clinical competency and professional practice. Successful completion of each course with a passing grade of "C" or better is mandatory. Any overall course grade below this standard will be considered a failure.

Methods of Assessment and Evaluation

Students in the Program receive two grades for each didactic and clinical course, an academic and a professionalism grade. Students must receive passing grades in both (academic and professionalism) to pass the course. There are no exceptions.

Final course grades are not rounded and will be based upon the student's percentage of the total number of points assigned for all graded activities. The grading scale will be as follows The grading structure for all academic performance/coursework, effective August 2024, is as follows:

Letter	Points	Percentage
A	4.0	90% – 100%
B	3.0	80% – <89.99%
C	2.0	70% – <79.99%
D	1.0	60% – <69.99%
F	0.0	60% and below
I	Incomplete	
NG	No grade received from Instructor	
GE	No grade- expired	
W	Withdrawn while passing	
WD	Withdrawal with Director's Permission	

Please note: Any grade below a "C" is considered a failing grade.

Students must complete both the didactic and clinical components with a passing professionalism grade. Professionalism is graded on the following scale:

- Pass - Exceeds Expectations
- Pass - Meets Expectations
- Pass - Needs Improvement
- Fail – Does not meet Expectations

Exceeds Expectations: An "Exceeding Expectations" grade is the highest passing grade for a student to receive. Examples of "Exceeding Expectations" might include volunteering to have a patient session rescheduled, consistently taking a leadership role in a small group activity or providing extraordinary assistance when a need is seen. A student receiving an Exceeds Expectations grade will have demonstrated exceptional acts of professionalism and comments from the Course Director will be passed along to the SPC.

Meets Expectations: "Meets Expectations" means the student fulfilled all requirements of the professionalism component of the course. It is expected that most students will Meet Expectations.

Needs Improvement: A student receiving a "Needs Improvement" grade will pass the course, but the Director of Didactic Education or Clinical Education Director will pass along concerns relating to Professionalism to the Chair of the SPC and the Associate Dean/Program Director of the School of Physician Assistant Practice. Actions warranting a Needs Improvement would be like those that warrant a failing grade, but typically less frequent or to a lesser degree.

The student's first "Needs Improvement" grade will include a meeting and warning by the Director of Didactic Education or the Clinical Education Director with the student's faculty advisor. In the event a student receives two (2) "Needs Improvement" grades in the professionalism component, they will be referred to the SPC. Recommendations of the SPC may include, but not be limited to professionalism mentoring, professionalism development assignments, professionalism probation, repeat a course(s)/clerkship(s), repeat of the entire didactic/clerkship year, or dismissal from the Program.

Fail – Does not meet Expectations: A grade of "Fail – Does not meet Expectations" in the Professionalism component may mean a failure of the course. Actions that warrant a grade of Fail may include, but not be limited to, the following: breach of confidentiality, cheating, harassment, multiple acts of disrespect (e.g., refusal to incorporate suggested course of action, loss of composure, being inconsiderate of the time of others). This can also include violations of the Academic Integrity policy as stated above.

In the event a student receives a "Fail – Does not meet Expectations" grade in the professionalism component of a didactic or a clerkship course, they will meet with the Director of Didactic Education or the Clinical Education Director and will be referred to the SPC. In collaboration with the Director of Didactic Education and the Clinical Education Director, other faculty may refer students to the SPC for professionalism related concerns. Recommendations of the SPC related to professionalism may include, but not be limited to, the following: professionalism mentoring, professionalism development assignments, professionalism probation, repeat a course(s)/clerkship(s), repeat of the entire didactic/clerkship year, or dismissal from the Program.

ACADEMIC STANDING

To remain in good academic standing, the student is expected to complete a sequence of academic coursework as a prerequisite to subsequent academic program courses, as follows:

- The student must pass each course must be passed with a grade of "C" or better,
- The student must pass each written and practical examination with a minimum score of 70%, and
- The student must receive one of the three "Pass" grades for professionalism.

A student will be considered not in good academic standing if one or more of the following conditions are met:

- The student receives a grade of less than 70% on a written or practical exam,
- The student receives a final course grade less than a "C,"
- The student receives a cumulative GPA of less than 3.0

Didactic Phase Written/Practical Examination and Course Completion Policy

For all examinations (not quizzes) taken in each course prefixed with "PAS" or other courses taken during a student's enrollment in the Program, the student must score at least 70% to successfully pass the course. This condition is a minimum requirement as policy for the Program.

If a student fails two examinations on the first take for one course, this may represent failure in a course. Failure to pass two examinations on the first take can indicate a serious lack of understanding of the material on the part of the student. Possible sanctions include, but are not limited to, remediation of the course, repetition of the didactic year or dismissal from the Program depending on the academic and professionalism record of the student. Course directors assign final course grades.

Didactic Phase Remediation Policy

When it is determined that a student in the Program requires remediation, the student is expected to contact the course director to arrange a meeting within two school days (considering holidays or school closures) to discuss the remediation assignment and the timeline for completion. Following the discussion between the student and the course director, a plan containing specific assignments will be designed on a case-by-case basis to best meet the student's needs to ensure that the requisite knowledge has been obtained. The approach will be multi-modal and may include, but is not limited to, any of the following: an assignment, a discussion of the content with a faculty member, a case study (oral or written), an additional exam, or quiz.

The timeline for completing the remediation will be determined through shared decision making between the student and the course director. The student *must* complete remedial work no later than three (3) business days after the end of the semester.

The student will receive an outline of the agreed upon details, listing the expectations of the remediation plan, including the expected date of completion, in electronic format from the course director. The student is expected to provide an electronic signature of this form within two (2) business days of receipt. Upon successful completion of the remediation assignments, the student's score will be changed to 70 as confirmatory evidence of satisfactory completion.

- Any remedial work that is not completed and submitted to the course director by the defined timeline will result in the student's original score being maintained and factored into determining the student's overall course grade. This breach may also impact the student's professionalism evaluation.
- Should a student require a modification to the timeline originally determined for a specific remediation plan, they may make a one-time request to modify it. However, the timeline may not extend beyond three business days past the end of the semester.
- If extenuating circumstances impact a student's ability to complete remedial work, the SPC will determine if an extension is warranted on a case-by-case basis. Should an extension be granted beyond three business days of the end of the semester, the student will be given an incomplete in the course until the remediation is completed.
- Any student with an excessive number of outstanding remediations in a semester may be asked to meet with the SPC.

Failure of a remediation may constitute failure in the course and will be referred to the SPC. The remediation grade stands. The SPC will review the students' progress, in consultation with the Course Director. Possible sanctions include, but are not limited to course remediation, repetition of the course, repetition of the didactic year or dismissal from the Program depending on the academic and professionalism record of the student. Course Directors assign final course grades.

Didactic Course Grade Below "C" (includes non-clerkship courses taken during the clinical phase of the Program)

All courses required during the didactic period of the PA Program must be completed with a grade of "C" or higher for a student to progress to the clinical year of his or her PA training. When a student receives an end of course grade in a didactic course below a "C," the course instructor will notify and forward all supporting documentation to the Associate Dean/Program Director for the School of PA Practice. When all the information is received, the Associate Dean/Program Director will then forward all supporting documentation to the Chair of the SPC for review. The SPC will be notified regarding the case. If a didactic course grade below a "C" is earned, the student's transcript will reflect an incomplete until the course remediation occurs. The Chair of the SPC will work with the course director, the student's faculty advisor, the Student Success Team, and the student to develop a remediation plan that will include:

A. The student participating in an immediate up to 6-week self-guided study and review of the course material and skills from the course that was failed. The student, together with his or her faculty advisor, the course director, and the Student Success Team will mutually establish the period for the course failure remediation to occur. After the student and faculty members agree upon the length of time for the course failure remediation to be completed, including the re-take of any examinations, that period will be final.

   The student is expected to continue regular course work during the following semester (unless the course occurs in the fourth didactic semester prior to the clinical year) in addition to the course being remediated. If the failed course occurs in the fourth didactic semester, the student must successfully complete the course remediation prior to moving to their clinical phase of Program training.

B. A final comprehensive examination for the course being remediated is administered at the end of the 6-week period, in a format determined by the course director.

C. If the student passes the final examination and other remediation assignments, the grade of the failed course is revised on the student's transcript to reflect the minimum passing grade "C." The student's file will include information about the failed course and successful remediation.

D. Each course failure, even if successfully remediated, counts toward the maximum number of two course failures as grounds for dismissal (refer to Dismissal policy).

E. If the student fails the final examination taken at the end of an up to 6-week period, the student's transcript will reflect the original grade for the course failed. This constitutes failing the same course twice and is grounds for dismissal (refer to Dismissal policy).

Didactic Academic Standing Monitoring Tiers

To support didactic student success, academic oversight within the Florida State University School of Physician Assistant Practice will operate under three tiers of academic monitoring: Academic Watch, Academic Warning, and Academic Probation. These tiers are intended to proactively identify students experiencing academic difficulty and offer structured support to restore academic standing. The Student Progress Committee (SPC) is responsible for placement, duration, and removal of these categories.

Academic Watch

Purpose: Academic Watch is an early alert and support designation for students demonstrating signs of academic vulnerability prior to warning or probation thresholds being met.

Criteria for Placement: A student may be placed on Academic Watch for any of the following:

- Scoring <80% on two or more exams within a semester, whether in one course or across multiple courses.
- Cumulative GPA between 3.16 and 3.30.

- Failure of an exam (score <70%) even if remediation is completed and/or the course is ultimately passed.
- Exception for students with Cumulative GPA 3.7 or greater. SPC will consider placement for Watch after second exam failure.***

Removal from Academic Watch: A student who successfully completes their Warning term(s) may be removed from Academic Warning and enter Academic Watch for continued monitoring and support by meeting "ALL" the following:

- Achieve cumulative GPA between 3.16 and 3.30
- No new exam failures.
- Does not fail any courses
- Meet all required interventions and check-ins for a full semester
- SPC may consider exceptions for students with Cumulative GPA 3.7 or greater.***

Academic Warning

Purpose: Academic Warning is a temporary status used to warn students that their academic progress has been identified as a concern to the Program and an opportunity to receive structured interventions.

Criterion for Academic Warning: A student may be placed on Academic Warning, which may be used as a precursor to Academic Probation, at the discretion of the SPC in any of the following instances:

- Failing two or more exams in any course or across multiple courses within one semester,
- Failing a course,
- GPA at or below a 3.15

The SPC Chair may issue a written Academic Warning notice upon recommendation of the SPC.

From Academic Warning to Academic Watch
A student who successfully completes their Warning term(s) may be removed from Academic Warning and enter Academic Watch for continued monitoring and support by meeting ALL the following:

- *Achieve cumulative GPA between 3.16 and 3.30*
- No new exam failures.
- Does not fail any courses
- Meet all required interventions and check-ins for a full semester

Academic Warning to complete removal
In rare cases where a student's academic trajectory improves significantly. A student who successfully completes their warning term(s) may be removed from academic warning completely (no academic watch issued) by meeting ALL the following:

- Cumulative GPA >3.30
- No new exam scores <80%.
- Does not fail any courses
- All meeting and check-in expectations fulfilled.

These status changes are not automatic and are determined by the **Student Progress Committee (SPC)** based on a holistic review of academic performance, adherence to structured interventions, and potential for continued success.

Academic Watch and Warning Duration
Academic Watch and Warning status may be modified anytime at the discretion of the Student Progress Committee and may span multiple semesters if performance concerns persist.

Removal from Academic Warning
Students may be removed from Academic Warning by the SPC when all of the following are met for a full semester:

- Cumulative GPA ≥3.15.
- No new exam failures
- All meeting and check-in expectations fulfilled

**It is likely that a student would move from warning to watch or from probation to warning.

Academic Probation

Criterion for Academic Probation: Upon registering for and completing at least 10 semester hours, the student will be placed on academic probation if the student's cumulative GPA falls below 3.0, as reflected in the official grade report. If the student's cumulative GPA falls below 3.0, the student will be granted a one-time, one-term academic probation during the subsequent term. NOTE: If the student's official grade report contains an Incomplete ("I"), it is possible for the probationary status to change. If the change of an "I" to a letter grade causes the student cumulative GPA for the prior term to **fall below 3.0**, the student will be placed on academic probation. Conversely, if the change of "I" to a letter grade causes the student's cumulative GPA for the prior term to **meet or exceed 3.0,** the student will be removed from academic probation.
Upon completion of the student's probationary term:

- If the student has a **cumulative GPA of 3.0 or higher**, the student will be removed from academic probation. See steps below.

- If the student has a **cumulative GPA less than 3.0 and a probationary-term GPA less than 3.0, the student may be dismissed from the Program at the discretion of the Program Director.**

Additional Probationary Term

If the student has a **cumulative GPA less than 3.0 and a probationary-term GPA higher** than 3.0, then at the discretion of the Associate Dean/Program Director, the student may be granted one additional probationary term to raise his or her cumulative GPA to at least 3.0.

If the student is granted an additional probationary term, then upon completion of the additional probationary term, if the student raises his or her cumulative GPA to 3.0 or higher, the student may remain enrolled; however, if the student's cumulative GPA is lower 3.0, the student will be dismissed from the Program

Moving from Academic Probation to Warning/Watch status

From Academic Probation to Academic Warning/Watch

Academic Probation to Warning-

A student who successfully completes their probationary term(s) may be removed from Academic Probation and may enter Academic Warning for continued monitoring and support by meeting ALL the following:

- Achieve *cumulative GPA above 3.0* but whose *cumulative GPA remains below 3.15*
- Does not fail any additional exams or courses
- Meets all required interventions and check-ins for a full semester

Academic Probation to Watch

In rare cases where a student's academic trajectory improves significantly. A student who successfully completes their probationary term(s) may be removed from Academic Probation and may enter Academic Watch for continued monitoring and support by meeting ALL the following:

- Achieve cumulative GPA between the 3.16 and 3.30 threshold
- Does not fail any additional exams or courses
- Meet all required interventions and check-ins for a full semester

Expectations While on Academic Watch, Academic Warning, & Academic Probation:

- Mandatory monthly check-ins (in-person or virtual) with their faculty advisor documenting academic and intervention progress which could involve the need for multiple check-ins within a given month.
- Mandatory meeting (in-person or virtual) with a member of the Student Success team to document and address study strategies, testing approach, or other academic concerns which could involve the need for additional meetings as needed.
- Mandatory remediation meeting (in-person, virtual, or email) with the course director for all exams in which the score is <80% to document and address content deficiencies, exam performance, and course-specific study strategies.
- Documentation should occur through the completion of a student contact form describing follow-through on deficiencies identified, support measures implemented, and overall academic progress.

Transition to the Clinical Phase of Training and Probation

A student who is on Academic Probation (cumulative GPA below 3.0) may not progress to the clerkship portion of the Program. The SPC will recommend steps for the student to take to further prepare for their clerkship experience. Options include, but are not limited to, completion of an individualized remediation plan or dismissal from the Program based on a student's academic and professionalism history.

Independent Study and Clinical Readiness Course (ISCRC)

The SPC may recommend delaying a student from beginning clinical clerkships with enrollment in an independent study course which would be completed during the first 6-weeks of the student's clinical year designed as an asynchronous course to address identified gaps in medical knowledge, study strategies, and exam performance. Components structure: Archer Completion module; knowledge checks + reflection module; Case study assignments module with faculty; Completion of PAEA Internal Medicine EOR exam- Must meet program cut score; retake available Week 6 of course if necessary. Passing Requirements: ≥70% overall in course. Failure counts toward program's two course failure dismissal policy

The SPC may recommend a student for enrollment in an ISCRC at any time following the completion of the summer semester of the didactic phase based on the failure to meet academic benchmarks.

CLINICAL PHASE

Clinical Academic Standing Monitoring Tiers

To support clinical student success, academic oversight within the Florida State University School of Physician Assistant Practice will operate under three tiers of academic monitoring: Academic Watch, Academic Warning, and Academic Probation. These tiers are intended to proactively identify students in academic difficulty and offer structured support to restore academic standing. The Student Progress Committee (SPC) is responsible for student placement into a monitoring category, responsible for the monitoring of students enrolled into these plans and responsible for the escalation, reassignment, or removal of students from the following tiers.

Academic Watch

Purpose: Academic Watch is an early alert and support designation to allow structured intervention for students demonstrating signs of academic vulnerability before warning or probation thresholds are met.

Criteria for Placement: A student may be placed on Academic Watch for any of the following:

- Cumulative GPA between 3.16 and 3.30.
- Failure of an initial End-of-Rotation (EOR) exam, even if the retake is passed.
- EOR average of <405 following one (1) full clinical semester of exams.

Removal from Academic Watch:

Students may be removed from Academic Watch by the SPC when all the following are met for a full semester:

- Cumulative GPA ≥3.30.
- No new EOR failures.
- EOR average 405 or above
- All meeting and check-in expectations fulfilled.

Academic Warning

Purpose: Academic Warning is a temporary status used to warn students that their academic progress has been identified as a concern to the Program and an opportunity to receive structured interventions.

Criteria for Placement: A student may be placed on Academic Warning, which may be used as a precursor to Academic Probation, at the discretion of the SPC in any of the following instances:

- Failing a course
- GPA at or below a 3.15
- Failing the initial EOR exam on any two clinical clerkships, even if the retake is passed

The SPC Chair may issue a written Academic Warning notice upon recommendation of the SPC.

Removal from Academic Warning:

Students may be removed from Academic Warning by the SPC when all of the following are met for a full semester:

- Cumulative GPA ≥3.15.
- No new EOR failures
- All meeting and check-in expectations fulfilled

Academic Probation

Criterion for Academic Probation: Upon registering for and completing at least 10 semester hours, the student will be placed on academic probation if the student's cumulative GPA falls below 3.0, as reflected in the official grade report. If the student's cumulative GPA falls below 3.0, the student will be granted a one-time, one-term academic probation during the subsequent term.

NOTE: If the student's official grade report contains an Incomplete ("I"), it is possible for the probationary status to change. If the change of an "I" to a letter grade causes the student cumulative GPA for the prior term to fall below 3.0, the student will be placed on academic probation. Conversely, if the change of "I" to a letter grade causes the student's cumulative GPA for the prior term to meet or exceed 3.0, the student will be removed from academic probation.

Upon completion of the student's probationary term:

- If the student has a cumulative GPA of 3.0 or higher, the student will be removed from academic probation.

- If the student has a cumulative GPA less than 3.0 and a probationary-term GPA less than 3.0, the student may be dismissed from the Program at the discretion of the Program Director.

- If the student has a cumulative GPA less than 3.0 and a probationary-term GPA higher than 3.0, then at the discretion of the Associate Dean/Program Director, the student may be granted one additional probationary term to raise his or her cumulative GPA to at least 3.0.

- If the student is granted an additional probationary term, then upon completion of the additional probationary term, if the student raises his or her cumulative GPA to 3.0 or higher, the student may remain enrolled; however, if the student's cumulative GPA is lower 3.0, the student will be dismissed from the Program.

Expectations While on Academic Watch, Academic Warning, & Academic Probation:

- Mandatory meeting once a clerkship (in-person, virtual, or email) with their ACED documenting academic and intervention progress which could involve the need for multiple check-ins within a given month.

- If on Academic WARNING or PROBATION: Mandatory enrollment in the Clinical Development Plan. Academic WATCH students will be offered to enter CDP but not required

- Documentation of CDP participation will occur through the completion of a form in student academics or contact form by faculty describing follow-through on deficiencies identified, support measures implemented, and overall academic progress.

Academic Watch and Warning Duration

Academic Watch and Warning status may be modified at the discretion of the Student Progress Committee and may span multiple semesters if performance concerns persist.

Examination and Clerkship Completion Policy

End of Rotation (EOR) Exams

A student must receive a 70% or higher on Clerkship EOR exams. If a student receives a failing grade (a Z-score less than -1.0/<70%) on a Clerkship EOR exam, the student is required to contact their assigned Associate Clinical Education Director (ACED) and the Clinical Education Director within 24 hours of receiving their grade to discuss their exam performance and seek guidance. The student receives a zero (0) for this component of the clerkship grade and is required to retake a comparable EOR exam within one week of the first EOR exam. If the student passes the retake exam, a final grade of 70% will be issued for this course component regardless of the score on the retake exam.

If a student fails a retake of an EOR exam, the student will be deemed to have failed the course and must meet with the Clinical Education Director to discuss next steps. The student is also referred to the SPC and will be given an academic warning from the Associate Dean/Program Director of the School. The student may continue to the next assigned clerkship or may enter a period of independent study as determined by the SPC based on the student's overall academic and professionalism progress in the Program. The student may be allowed to repeat the failed clerkship in the following clerkship year. The student will work with their faculty advisor, the Clinical Education Director, the Regional Campus ACED, and the Student Success Team to facilitate their academic progress.

If a student fails the **initial** EOR exam on **any two clerkships**, even if the retake is passed, the student will meet with the Clinical Education Director and their assigned Associated Clinical Education Director or faculty advisor. The student will be referred to the SPC. Recommendations of the SPC many include, but not be limited to, the following: repeat of clerkship(s)or dismissal from the Program. The student will work with their faculty advisor, the Clinical Education Director, their ACED, and the Student Success Team to facilitate academic progress. An academic warning letter will be issued by the Associate Dean/Program Director of the School of Physician Assistant Practice.

If a student fails an initial or retake EOR exam during an academic warning period, the student will be placed on clinical year delay and will not start the next clerkship/SCPE the following Monday. The student will be enrolled in an Independent Study Course proctored by PA Program faculty to facilitate learning and remediate knowledge deficiencies. The student is also referred to the SPC. After reviewing the students' overall academic and professionalism progress, recommendations of the SPC may include, but not be limited to, the following: repeat of clerkship(s) or dismissal from the Program.
The length of an academic warning period will be determined by the SPC.

If a student fails two clerkships, the student will be referred to the SPC. Recommendations of the SPC may include, but not be limited to, repeating the clerkship(s) or dismissal from the Program.

If a student fails a clerkship, the student's transcript will reflect the grade of "F"-for that course. If a subsequent remediation clerkship occurs, the student's grade will reflect the grade earned for that repeated clerkship course. Both the initial clerkship grade and the repeated clerkship grade will be reflected on the student's transcript.

CLINICAL PROFICIENCY POLICY

To progress through the clinical phase, students must meet academic benchmarks that ensure clinical competence. Students who do not meet the Academic Performance Standards and Policies outlined in this handbook, *(see p. 28),* may be recommended for deceleration, clinical delay and enrolled in an independent study remediation course, or dismissal. All progression, remediation, and dismissal decisions are determined by the SPC in accordance with program policy.

Deceleration

Students who experience significant academic or professional challenges may be recommended for deceleration, which involves separating from their original cohort and rejoining the program at a later time. Deceleration may occur during the clinical phase and is determined by the SPC. This process results in delayed graduation, potential financial implications, and postponed eligibility for licensure and certification. Students are encouraged to consult with the program and financial aid office before proceeding. For full details, refer to the FSU PA Program Deceleration Policy (see p. 54).

Sanctions

Students who fail to meet the academic standards outlined by the Program may be subject to academic sanctions, including academic probation, suspension, remediation with independent study plan/course, deceleration, and/or dismissal.

Remediation Agreement

A remediation agreement is a document created by the Program when a student's performance fails to meet expected standards. The agreement describes how a student's performance has been deficient and outlines steps that should be taken to remediate a deficiency or improve performance. Remediation agreements may be established independently of academic probation or suspension. Failure to comply with the conditions established in a remediation agreement constitutes grounds for dismissal.

Delay/Progression

A student may be delayed in the program with a requirement for a focused independent study period based on academic or professionalism performance. This delay may occur at any time during a student's enrollment in the program, including when a student transitions to the clinical training phase of the program. The Student Progress Committee makes the recommendation for a student delay based on a holistic review of a student's academic and professionalism performance inclusive of the following factors: a history of a course failure, a history of academic or professionalism probation, or a history of an extended academic probation period. The Student Progress Committee recommends the duration of the delay which is approved by the Program Director. During a delay, the student will participate in a structured independent study course.

Suspension

Should an event occur where a student is found to pose a danger to themselves, faculty, staff, or patients at clinical sites, the student may be suspended until the situation is investigated or the student is dismissed from the Program. All didactic courses in the Program are offered only once an academic year and serve as prerequisites for subsequent courses; therefore, a suspension may last for up to one year.

Dismissal

Grounds for dismissal from the Program include but are not limited to the following:

- The student fails to raise the cumulative GPA above 3.0 at the completion of an academic probation period,
- The student fails the **initial** EOR exam on any two clerkships/rotations.
- The student fails two or more courses,
- The student fails to meet conditions established in a remediation agreement
- The student fails to meet professionalism standards, or
- The student violates any provision of this Handbook.

THE STUDENT PROGRESS COMMITTEE (SPC)

The SPC is a Faculty Committee with advisory responsibilities to the Associate Dean/Program Director of the School of PA Practice. The function of the SPC is to monitor student progress and evaluate academic, clinical and/or professionalism issues referred by the Associate Dean/Program Director, Director of Didactic Education, Clinical Education Director, or other program faculty. The SPC also approves and monitors remediation agreements and receives and investigates appeals and grievances presented by students in the PA Program.

The SPC serves to ensure that the policies outlined in this document and in Program policy manuals are applied in a fair, equitable fashion to all students.

Composition of the SPC

The SPC is comprised of Program principal faculty members and invited non-principal faculty member.

SPC Meetings

The SPC reviews each student's performance regularly to identify academic strengths and deficiencies and at the end of each semester to determine their eligibility for progress to the next semester. The SPC makes decisions about students whose progress must be delayed and develops agreements for student remediation. The SPC reviews the academic progress of all students. The below listed occurrences will be discussed by the SPC with an aim to facilitate student success:

- Failed a didactic or clinical course exam or scores below 80% on multiple examinations.
- Failed to maintain a cumulative grade point average of 3.0.
- Failed a course (grade of less than C or a grade of I) within the current semester.
- Are on probation.
- Earned a failing grade in any clinical clerkship.
- Received a "Needs Improvement" or "Fail – Does not meet Expectations" professionalism grade.

The SPC will also meet as needed to address events arising during the semester.

Referral of Students to the SPC

The SPC Chair will notify the SPC members of any students who fail to meet the standards for academic performance, clinical performance, or professionalism outlined above.

Academic, Clinical, and Professionalism Performance

If concerns should arise regarding a student's academic, clinical, or professionalism performance that cannot be addressed at the faculty level, faculty may refer the student to the SPC.

Student Status Changes

If the Associate Dean/Program Director for the School of PA Practice recommends that a student be granted a leave of absence or a student elects to withdraw from the Program, the Associate Dean/Program Director will notify the Chair of the SPC.

Conditions for Requesting an Appeal

Students may appeal to the SPC if they want to:

- Appeal the way their didactic course, clinical course, or professionalism grades have been determined. Assignment and examination scores are not appealable and should be addressed with the course director.
- Appeal a letter received for failing to meet School/Program standards.
- Appeal a letter of dismissal from the Program.

Appeal Procedure

For an appeal to be heard by the SPC, students must take the following actions in the order presented:

1. The student should attempt to address the contested grade with the course director.

2. If a resolution satisfactory to both parties cannot be reached, or if the matter involves the course director, Didactic Education Director, Clinical Education Director, and/or the Program Director, then the student may submit Appendix D to the SPC Chair.

3. If the SPC denies the students request, the student can appeal to the Program Director/Associate Program Director within 10 business days (excluding holidays) of the SPC decision. If the matter involves the course director, Didactic Education Director, Clinical Education Director, and/or the Program Director, then the appeal will be sent back to the SPC chair for further escalation to College of Medicine leadership as applicable.

Referral of Appeal

In some circumstances, the SPC may determine that it is not the appropriate authority to address an appeal, in which case the appeal will be referred to the appropriate authority.

Filing a Grievance

Students may file a grievance with the SPC if they want to:

- Submit a complaint against a faculty/staff member,
- Submit a complaint against a clinical supervisor, or
- Submit a complaint against another student.

Grievance Procedure

For a grievance to be heard by the SPC, students must take the following actions in the order presented:

1. The student should attempt to resolve the issue with the party resulting in the alleged grievance.

2. If a resolution satisfactory to both parties cannot be reached, or if the matter involves the course director, Didactic Education Director, Clinical Education Director, and/or the Program Director, then the student may submit Appendix D to the SPC Chair.

3. If the SPC denies the students request, the student can appeal to the Program Director/Associate Program Director within 10 business days of the SPC decision. If the matter involves the course director, Didactic Education Director, Clinical Education Director, and/or the Program Director, then the appeal will be sent back to the SPC chair for further escalation to College of Medicine leadership as applicable.

Referral of Grievance

In some circumstances, the SPC may determine that it is not the appropriate authority to address a grievance, in which case the grievance will be referred to the appropriate authority.

Report of SPC Findings

The SPC seeks to address appeals and grievances and review the performance of all referred students promptly. However, in many cases it will be necessary to review the situation in detail with the parties involved. After the case has been discussed to the satisfaction of the SPC, the SPC will forward written recommendations to the Associate Dean/Program Director for the School of PA Practice. In cases involving the Associate Dean/Program Director, the recommendation will be forwarded to the Dean of the College of Medicine.

Reporting Harassment and / or Abusive Treatment

Students have the right to be educated in an environment free of harassment that may interfere or prevent a student from having an equal opportunity to access their education. Sexual harassment is unwelcome and unwanted sexual behavior which interferes with your life. Under the law and university policy, sexual harassment is a form of sex-based discrimination that is prohibited at Florida State University. Examples include:

- Sending unwelcome sexually explicit emails, or telling sexual jokes, innuendos, or stories.
- Unwelcome touching.
- Touching you, threatening you or pressuring you to have sex - including sex in exchange for a job, raise, better grade, or special treatment.
- Pressure for a date or other relationship requests.
- Repeatedly being subjected to sexual jokes or epithets creating an uncomfortable or hostile environment.
- Unwelcome sexual remarks on social network sites.

For a complete understanding of these rights, students should refer to the Florida State University Code of Student Conduct and The Department of Student Conduct and Community Standards https://sccs.fsu.edu/.

Students who believe they have been subject to abusive treatment may report the allegations to the Student Support Coordinator at their respective location, Assistant Director for Student Support Services, the Associate Dean/Program Director for Student Affairs, Assistant Dean for Student Affairs, Regional Campus Dean or any faculty or staff member in the College of Medicine.

If the student contacts a College of Medicine staff or faculty member, that individual should report the incident to the Associate Dean/Program Director for Student Affairs. The Associate Dean/Program Director for Student Affairs reviews the circumstances as reported, reviews relevant documentation and investigates the complaint. The Associate Dean/Program Director for the School of PA Practice and Dean of the College of Medicine may be informed of the findings of the investigation and may further act on them accordingly.

Reporting the Mistreatment of a Student

The College of Medicine and the School have adopted the Association of American Medical Colleges (AAMC) statement of mistreatment of students. The AAMC defines student mistreatment as follows: “Mistreatment arises when behavior shows disrespect for the dignity of others and unreasonably interferes with the learning process. It can take the form of physical punishment, sexual harassment, psychological cruelty, and discrimination based on race, religion, ethnicity, sex, age, or sexual orientation.” The AAMC identifies eight general areas of mistreatment:

- Public belittlement or humiliation
- Threats of physical harm or actual physical punishment
- Requirements to perform personal services, such as shopping
- Being subjected to unwanted sexual advances

- Being asked for sexual favors in exchange for grades
- Being denied opportunities for training because of gender, race/ethnicity, or sexual orientation
- Being subjected to offensive remarks/names directed at you based on gender, race/ethnicity, or sexual orientation
- Receiving lower grades or evaluation based on gender, race/ethnicity, or sexual orientation

Any student, staff, or faculty member who witnesses mistreatment of a COM student, or any student who experiences mistreatment, should report the event using the Report of Mistreatment of a Student form at the COM My Resources intranet page. Once on the page, click All COM forms. The student mistreatment form is located in this section.

The report can be made anonymously if desired. If the claim involves sexual harassment, the University's policies regarding reporting are followed as outlined at: Sexual Misconduct & Title IX | Office of Human Resources (fsu.edu)

College of Medicine Form for reporting can be found here: https://med.fsu.edu/studentaffairs/student-com-and-campus-resources

PHYSICIAN ASSISTANT PROGRAM SPECIFIC GUIDELINES

Academic Difficulties and Progression

The academic progress of students enrolled in the didactic phase of the Program will be evaluated in terms of successful completion of courses as determined by the standards established by each respective course director. The PA Program curriculum is highly integrated and develops sequentially from coursework done in previous semesters.

If a student fails a course within the PA curriculum, the student will not be allowed to continue in the next semester until the failed course has been retaken and successfully completed and/or has entered into a remediation agreement with the SPC. Students who do not successfully remediate the failed course or who fail a second course within the PA curriculum are subject to dismissal. Failure to complete all course requirements will result in a failing grade for the course.

Clinical Supervision

A designated preceptor of record enables students to achieve the learning outcomes and must be available at all times during a student's clinical experience. This availability includes being in close proximity and assuming responsibility for the student throughout all patient encounters, documentation, and ordering of diagnostics or therapeutics. Students are required to review each patient encounter on-site with an assigned preceptor of record, and in advance of ordering any interventions for a patient. Official preceptors of record are designated for each student in Student Academics. This policy supports accurate documentation of student clinical activities and ensures accountability in student supervision.

Course Credits

Credits for graduation will be granted only for those courses in which a passing grade is earned as described in that course's syllabus. Individual course syllabi should be consulted for the level of performance required for a course grade of "C." In order to progress in the Program, students must achieve and maintain a minimum cumulative grade point average equivalent to a "B" (3.0).

Students that fail a test, examination, or assessment should consult the course syllabus and course director for direction. If a student fails a course within the PA curriculum, the student will be referred to the SPC and may not continue in the Program until they have entered into a remediation agreement in accordance with Program policy. Students may not progress to the clinical phase of the PA Program without successful completion of all didactic courses.

PA Program Student Use of Large Language Models, Social Media Filters, Artificial Intelligence

The Physician Assistant Program (Program) recognizes that Artificial Intelligence (AI) technologies may provide valuable educational support when used appropriately. However, healthcare professionals are expected to demonstrate independent clinical reasoning, sound professional judgment, ethical conduct, and accurate documentation practices.

This policy establishes Program expectations for the responsible use of AI and other digital technologies within the Program and is intended to preserve academic integrity, professional standards, patient safety, and public trust.

Use of visual or audio filters or other digital enhancements that alter or simulate clinical findings, patient characteristics, or student appearance is not permitted and may be considered falsification and result in disciplinary action in accordance with Program policies

Faculty may further restrict AI and digital tool use for specific assignments. Faculty retain full discretion to permit or limit specific AI uses within their courses, simulations, and assessments. Faculty may require students to demonstrate independent work through in-class completion, oral validation, or stepwise drafts to verify authorship.

To ensure clarity and consistency in the application of faculty discretion, faculty are encouraged to clearly communicate expectations for AI and digital tool use using a structured framework. The following "Traffic Light" framework provides guidance for defining allowable use within specific learning activities such as minute papers, medical documentation assignments and research reports.



- **Red Light (Not Permitted):** AI and digital tool use is prohibited. All work must be completed independently without assistance. This includes, but is not limited to, exams, quizzes, simulations, and clinical documentation.
- **Yellow Light (Restricted Use):** Limited AI use may be permitted only with explicit faculty approval and within clearly defined boundaries (e.g., grammar support or outlining).
- **Green Light (Permitted Use):** AI use is allowed as a supplemental learning tool (e.g., concept review or study support) and must not replace the student's independent thinking or clinical reasoning.

Student Steps to Consider

The University and the Program encourage the responsible and ethical use of generative AI tools to support your learning. Read and follow instructions for each assignment carefully as AI use guidelines may vary depending on the assignment. If you are uncertain if use of an application of AI is appropriate, be sure to ask faculty.

- AI tools. Students should only use the FSU-approved AI tools for students, identified at.
- Review AI results. Generative AI is highly vulnerable to inaccuracy and bias. It is your responsibility to verify the validity of all AI results. You should assume AI output is wrong unless you either know the answer or can verify it with another source.
- Cite all AI use. You may not represent output generated by AI as your own work. Disclose the use of AI in your assignments. When citing AI use, include the name of the AI tool (e.g., CoPilot and Gemini) and vendor (e.g., Google and Microsoft), as well as a description of how it was used (e.g., checking grammar or spelling, brainstorming topics, creating an outline).
- Save a transcript of AI interactions. For each assignment, save a transcript of your interactions with AI. If you ever need to explain why or how you used AI in your assignment, the transcript will provide concrete evidence of your actions and decisions regarding your AI usage, including your drafting and revision process.
- Use AI tools approved by the university for the intended purpose. When using generative AI tools, be cautious about what you share as AI tools not licensed through the university retain and share information you provide them, including high-risk data, such as protected health information. Instead, use tools licensed through the university, such as Microsoft Copilot and Google Gemini (see https://ai.fsu.edu/), and approved for handling high-risk data. These tools are subject to data privacy agreements that protect your information and work. Make sure you are logging in with your FSU credentials and not via a personal account.
- AI tools include generative AI systems, large language models, image generation tools, audio synthesis tools, video manipulation tools, neural networks, and other digital technologies capable of creating, modifying, or simulating content. Students may use AI tools as supplemental learning resources; however, all submitted work must reflect the student's own knowledge, clinical reasoning, and professional judgment. The use of AI to generate written assignments, including medical documentation, minute paper reflections or research reports is not permitted.
- Use of visual or audio filters or other digital enhancements that alter or simulate clinical findings, patient characteristics, or student appearance is not permitted and may be considered falsification and result in disciplinary action in accordance with Program policies
- Faculty may further restrict AI and digital tool use for specific assignments. Faculty retain full discretion to permit or limit specific AI uses within their courses, simulations, and assessments. Faculty may require students to demonstrate independent work through in-class completion, oral validation, or stepwise drafts to verify authorship.

- To ensure clarity and consistency in the application of faculty discretion, faculty are encouraged to clearly communicate expectations for AI and digital tool use using a structured framework. The following "Traffic Light" framework provides guidance for defining allowable use within specific learning activities such as minute papers, medical documentation assignments and research reports.

Prior Coursework

Courses taken prior to entrance in the Program or taken outside of the Program will not substitute for any required courses within the PA curriculum.

Remediation

The PA Program curriculum is rigorous and requires full commitment from students and faculty. Thus, the Program uses an "Early Alert System" to (1) identify students who may be experiencing academic or clinical difficulties and (2) offer help at the earliest possible time in the semester and/or curriculum. As described earlier, each student is assigned a Faculty Advisor. During faculty meetings, the Chair of the SPC reports on student progress which is monitored on a regularly. Faculty also share reports on how their advisees are doing throughout the curriculum.

Students identified as struggling will be contacted by their advisor who will analyze problems and offer solutions. Further, faculty will complete a student contact form detailing what remediation efforts have been suggested and will follow the students' progress carefully.

Students may be referred to one or more of the following services as needed:

- Referred for tutoring
- Referred to the Student Success Team
- Referred to the Office of Accessibility Services
- Referred to the Course Director / Instructor
- Referred to the Student Support Coordinator / Program Psychologist

Temporary Grades

Students enrolled in the didactic phase of the Program must remove a temporary grade before the next semester starts. Failure to complete the course work assigned by the start of the next semester or agreed upon remediation completion date will result in the assignment of a failing grade. All didactic courses must be complete before entering clinical year.

ABSENCE, LEAVE AND WITHDRAWAL

Absence

PA education is intense. In general, attendance is required at all PA Program educational sessions. While we recognize that situations beyond students' control occasionally arise, we strongly encourage students to make every attempt to attend all scheduled sessions.

Students should exercise sound decision making when making decisions regarding missing course lectures, assignments, exams, or clinical clerkships. Absences may be excused when they meet the following criteria: (1) are announced prior to the absence in a reasonable timeframe, (2) are supported with documentation, and (3) occur in extenuating circumstances. Unexcused absences are unannounced and unsupported and will result in a score of zero for all missed assignments and exams. Make-up exams are offered only in excused absences; the format of a make- up exam is at the discretion of the course director on a case-by-case basis.

Didactic Phase

Students are permitted up to two excused absences during didactic semesters. If a student requests more than two excused absences during a didactic semester, the student will be asked to meet with the Associate Dean/Program Director of the School of Physician Assistant Practice. If a student exceeds more than two excused absences during a didactic semester, the requested excused absence above two days per didactic semester may not be approved. Examples of excused absence request reasons that may not be approved may include, but may not be limited to, the following: vacations, anniversaries, weddings, conferences, or other social gatherings. Excused absence requests for additional study time will not be approved regardless of the number of excused absences that a student has accumulated in a given semester. Students must communicate with course directors regarding excused absences and must coordinate make-up assignments, quizzes, or examinations if the absence is excused.

Clinical Phase

Students are permitted up to five excused absences during the clinical year and no more than two excused absences per clerkship. The student must communicate with their ACED and the Clinical Education Director regarding absences and coordinate make-up for any required clinical hours missed, assignments or EORs. The student must complete all clerkship requirements.

Didactic Phase Procedure for Notification of Absence

The online "Request for Absence" College of Medicine Secure Apps Login post-illness absences, regardless of whether the student is requesting an absence from one or more classes or the entire day. Excused absence requests are ideally submitted prior to the absence but must be submitted within one school day of the absence. If the excused absence request is not submitted within one school day of the absence, the absence may be deemed unexcused.

If the student knows in advance of an upcoming legitimate absence for a time that is considered a mandatory attendance educational activity, the online "Advance Request for Absence from Educational Activities" process should be followed as outlined below. The implications for the absence (e.g., remediation, course grade adjustment, make-up exam, etc.) will be given to the student by the course director and final decisions regarding these actions shall rest with the course director.

If the absence occurs due to an unforeseen emergency, the student should contact the course director and the Associate Dean/Program Director immediately to report the absence including the reason for the absence and as soon as possible complete the Request for Absence form as outlined below.

Here is how it works

- Students complete online form at: College of Medicine Secure Apps Login
- Students must include all the courses/activities they plan to miss on the requested day of absence (lecture, small groups, quiz, exam, OSCE, etc.) It is the students' responsibility to ensure the form is filled out completely with all the courses/activities they will miss for that day.
- The form is routed once submitted to the Associate Dean/Program Director for approval.
- The Associate Dean/Program Director will evaluate and determine if the reason of the absence meets the criteria for an excused absence.
- If the absence is excused, the student and the appropriate course director and support staff will be notified of the excused absence. The course directors and staff are not given the reasons for the absence to protect potential confidential student information.
- If the absence is determined not to be an excused absence by the Associate Dean/Program Director, then the student and the appropriate course directors will receive notification of the denial.
- Students can check on the status of the progress of the request by clicking on the "Pending requests" link.
- Due dates for assignments still stand. Coursework or Program requirements missed as a result of an "approved" absence must be made-up within 1 week of returning or aggregable time between the student and Course Director. Students must communicate with the course director in a timely manner.

Coursework or Program requirements missed as a result of an "unapproved" absence will result in a zero. Students are encouraged to maintain proactive and continued contact with their course directors in regard to their absences and to ensure that they have a clear plan for any make-up activity that they might be required to perform per the course director's guidance.

Examples of absence requests not likely to be approved:

1. Weddings, anniversaries, birthdays, or other events for individuals other than first-degree relatives or partners.
2. Vacations. Students should not book tickets, cruises, or vacations, or make travel plans that will impact learning. This includes travel plans being made during finals week or during clinical clerkships, even if it is "just a day early" or the "fare was cheaper."

Unanticipated Absence

If the absence occurs due to an unforeseen emergency, the student should contact the course director and the Associate Dean/Program Director for the School of PA Practice immediately to report the absence including the reason for the absence and as soon as possible complete the Request for Absence form as outlined above, but no later than within one business day. If the excused absence is not submitted within one business day, the absence may not be approved as excused.

Communicable Diseases

Students who have a fever or who contract a serious or communicable disease during the Program must immediately seek appropriate medical care and may not return to classes or clinical until at least 24 hours after the fever has resolved and they have been cleared to return by a physician, PA or nurse practitioner. Students should follow the "Unanticipated Absence" policy as detailed above.

Absence from Examination

Students are required to be present for examinations as scheduled. Students late for exams forfeit the time allotted and will not be permitted to recover that time. If you miss an exam, you will receive a zero if the absence is unexcused (e.g., failure to submit or a denied absence request). However, if the absence is excused, a make-up exam will be provided within five business days of the student's return date. This will be coordinated with the Course Director and the Didactic Coordinator. Exams not made-up within five business days of the student's return will receive a grade of 0%, even if the absence was excused. This may be longer if there is extended illness. Students who have an excused absence on the day of an examination may be required to meet with the Associate Dean/Program Director of the School of Physician Assistant Practice upon their return and may be asked to provide a healthcare provider's excuse for the absence.

Under no circumstances will didactic students be permitted to take an examination before the regularly scheduled exam. In other words, there will be no "make-up" exam administered prior to the official examination date and time.

Absence from Clinical Clerkship

Attendance, as determined by your clinical preceptor (and described in the course syllabus) at clinical sites is mandatory. Thus, an unexcused absence, as defined by failure to submit or a denied absence request, may result in an automatic failure of the clinical clerkship.

In a family or personal emergency, students must inform the Regional Campus Dean and Associate Clinical Education Director and their clinical preceptor as soon as possible.

For EOR examinations, if a student has an excused absence, the student and Clinical Education Director and their regional campus Associate Clinical Education Director will work together on a mutually agreed upon time to make-up the EOR.

As graduation approaches, it is expected that students will need to schedule employment interviews. As with any other absence, students must complete an online absence request form. The faculty recognizes that the 30-day notice timeline may not be reasonable in employment interview situations.

FSU PA PROGRAM DECELERATION POLICY

The ARC-PA defines deceleration as "the loss of a student from the entering cohort, who remains matriculated in the physician assistant program."

Deceleration in the didactic phase allows a student to separate from their entering cohort and reenter the curriculum with the next cohort and is determined by the SPC. Deceleration in the clinical year is similar, but students would re-enter the clinical phase at a point determined by SPC. There are some students who may decelerate in the clinical year and continue with their cohort but be "late finishers." There are others in the clinical year who would decelerate and be considered in the next cohort regarding graduation/completion of the program (see below- students who require > 6 months deceleration). The FSU SPAP makes a distinction between a decelerated student and a late finishing student (see "Late Finisher" below).

"Late finisher" decelerated or LOA students, are students who take more than 27 months to complete the Program but successfully complete the plan for deceleration/LOA without the need to join the next cohort. This applies to students who require less than six months remediation or repetition of coursework in the academic or clinical phase of the Program.

Deceleration automatically results in delayed graduation and additional financial burdens to the student and will affect financial aid processes. Students are fully responsible for any additional tuition and fees, including changes in tuition and fees resulting from deceleration. Deceleration may also delay eligibility for obtaining a state licensing. Students are advised to discuss these issues with the university financial aid office and the program prior to final decisions regarding deceleration and/or returning to the program if deceleration occurs.

When rejoining the program, any revisions in curriculum requirements and policies of the new class year they have moved to apply.

SPC Recommended Deceleration

If a student does not meet the Professionalism Guidelines or the Academic Performance Guidelines section of the Satisfactory Academic/Professional Progress Policy, the SPC may recommend the student decelerate or be dismissed from the program. A student identified by Program faculty as having a significant deficit in knowledge, skills, or professional behaviors at any point in the Program, or any student with a failure during the didactic or clinical phase of the Program, may be subject, upon review by the SPC, to sanctions which include remediation, deceleration, or dismissal from the Program. Students recommended for deceleration will be referred to the SPC, which will review the students' entire record in the Program. The SPC will recommend academic sanctions to the Associate Dean/Program Director of the School of Physician Assistant Practice, who will make a final decision about the student's disposition.

SPC Deceleration Considerations

Didactic Phase

If the student decelerates at any point in the didactic phase, the terms for their return will be decided by the SPC and sent to the Associate Dean/Program Director of the School of Physician Assistant Practice, who will make a final decision about the student's disposition. The student will reenter the program with the next incoming students and must repeat the didactic curriculum determined by SPC before progressing to the clinical phase. Course grades submitted to the Registrar prior to deceleration are final. Repeated courses are subject to additional tuition. FSU Tuition Refund Policy University policy for SAP- Graduate | Office of Financial Aid

Clinical Phase

If the student decelerates at any point in the clinical phase, the student must repeat clinical rotations, their associated coursework, and any associated EOR exams as determined by the program to meet all pertinent clinical requirements, as defined by the Guidelines for Clinical Performance and definitions of intervention/corrective actions. Final course grades from any repeated courses will be included in SPC decisions after reentry.

If deceleration occurs

- Students will be informed of a deceleration decision verbally by the Chair of the SPC and will receive written notification of the decision from the Associate Dean/Program Director of the School of Physician Assistant Practice.
- If a student is decelerated, in either didactic or clinical phase, the SPC will provide a detailed Plan for Deceleration, which will include all courses to be completed and the time for completion of all components of the Program. The Plan for Deceleration will be signed by the student and the Associate Dean/Program Director of the School of Physician Assistant Practice and will be maintained in the student's permanent program record.
- Students may appeal a deceleration decision as set forth in this Handbook.
- Deceleration occurring in either the didactic or clinical phase of the Program will result in a delay in graduation.
- Decelerated students of any classification are responsible for the costs incurred. There is no guarantee of tuition reimbursement for deceleration, delays, or leave of absence. Please see the Tuition Refund Policy and the Financial Responsibility Policy in the FSU Handbook.

FSU PA Program Leave of Absence (LOA) Policy

Leave of Absence (LOA)

Leave of absence (LOA) refers to a disruption in a student's academic progress of two weeks or more. Students may find that circumstances occur in the didactic phase or clinical phase of the program that negatively impact successful progress in the program.

If a student encounters **medical and/or personal difficulties** which may result in a LOA from the Program (and the student does not have a current issue which would be considered grounds for dismissal), the student may petition the Associate Dean/ Program Director for the School of PA Practice for a LOA. If the Associate Dean/Program Director for the School of PA Practice denies the request, the request will automatically be referred to the SPC for further consideration. A student cannot take a LOA due to poor academic performance or professionalism infractions.

The student's written request for an LOA must include their reasons for the request and the amount of leave time desired. If a leave is taken for medical reasons, the student must submit a certification from a licensed healthcare professional attesting to a student's fitness to resume their coursework. Granting a LOA does not imply full or partial refund of tuition and fees. Any potential refund is subject to university policy.

If the LOA is granted, the student must demonstrate current competency, as determined by the SPC, before resuming progress in the appropriate semester (see Current Competency Policy in this Handbook). In addition, for students returning from an LOA, there is no guarantee that clinical rotation requirements will be completed during the normal academic year. Clinical rotation assignments will be made based on clinical site availability.

In the clinical phase, LOA may result in delay "late finisher" status. If the LOA is less than 6 months, the student would be considered a "late finisher" as described above. If the delay is greater than 6 months, the student will be considered joining the next cohort. The leave of absence must be authorized through processes set forth in this Handbook.

Military Leave

If you are currently serving in the United States military, active duty, National Guard, or reserves, thank you for your service. We will work with you as you fulfill your service obligations. The University has an established policy regarding guardsman/reservist being called to active duty https://registrar.fsu.edu/bulletin/graduate/information/student_veteran/

While in the Program, we recommend that you try to work with your commanders to coordinate your annual tours and regular duty during school breaks. We understand that it is not always possible. If you must perform your annual tour during the normal semester, you will have a period equal to the number of days missed to make-up for the missing work and exams. This period will not exceed 15 calendar days. To help you succeed in this Program, military activation beyond 15 days will likely require you to withdraw and reenter the Program according to the leave of absence policy, including the demonstration of current competency prior to reentry.

Academic Withdrawal

It is not unusual for students to experience stress in adjusting to the rigors of PA education. Students considering a withdrawal from a course, clerkship, or the Program should consult with their faculty advisor and/or the Associate Dean/Program Director of the School of PA Practice before initiating the withdrawal process. A student may withdraw from a course, clerkship, or the Program by written request to the Associate Dean/Program Director.

It may be possible for a student who is withdrawing from the PA Program to maintain their matriculation at Florida State University; however, students who withdraw from the Program (without an approved deceleration or leave of absence) must reapply and go through the formal application process if they wish to return. Readmission is not guaranteed.

Withdrawal must happen before the student takes the final exams. Once a student completes a final exam, the grade will stand. Students must file formal paperwork to withdraw from courses, clerkships, or the Program. All withdrawals, including any refunds, are subject to the current Florida State University policy: Office of Withdrawal Services | Department of Student Support and Transitions

Students unable to complete required courses or clerkships due to illness, hardship, or exceptional circumstances (personal or medical) must contact their advisor and Associate Dean/Program Director for consideration of a temporary LOA. The student requesting a temporary LOA must submit a letter outlining the reasons for the request to the Associate Dean/Program Director. The leave of absence may require a lengthier LOA with delay, as set forth in this Handbook.

Procedure for Readmission

Students who have been decelerated or granted LOA from the Program must reply in writing declaring readmission to the Associate Dean/Program Director for the School of PA Practice at **least ninety (90) days** prior to the start of the semester for which they are expected to return. This includes those students rejoining the next cohort.

Students on LOA may be required to show current competency, as stated in the handbook's current policy.

Current Competency Policy for LOA

The SPC may require a student to demonstrate current competency in didactic and/or clinical courses if the student takes a LOA for more than one semester. The SPC will create a written agreement with the student who requests a LOA that may include (but is not limited to) the following:

- The student takes quizzes and examinations as they are offered during the courses.
- The student must pass (with a 70% minimum score) all pertinent final examinations (written and practical). If the student does not pass the required examination on the first attempt, the matter will be referred to the SPC and may result in the student being placed into remediation. The student must pass the examination on the second attempt or will be subject to dismissal.
- The student must repeat any designated required curricular components, e.g., orientation to surgical gowning and scrubbing.
- If the student is transitioning to the clinical portion of the Program, the RENEGADE RAT I may be utilized as the current competency examination.
- If the SPC agreement includes supervised clinical practice, the student may be required to enroll and pay tuition for a clinical course, so that the student can be appropriately covered by malpractice insurance.

If the student completes all stipulations of the agreement, they may resume normal progress in the semester where the disruption occurred.

Procedure for Readmission

Students who have been granted leave of absence from the Program must apply in writing for readmission to the Associate Dean/Program Director for the School of PA Practice **at least ninety (90) days prior to the start of the semester for which they are expected to return.**

The student must demonstrate current competency, as determined by the SPC, before resuming progress in the appropriate semester (see Current Competency Policy). In addition, for students returning from a leave of absence, there is no guarantee that clinical clerkship requirements will be completed during the normal academic year. Clinical clerkship assignments will be based on clinical site availability.

Current Competency Policy

The SPC may require a student to demonstrate current competency in didactic and/or clinical courses if the student takes a leave of absence for more than one semester. The SPC will create a written agreement with the student who requests a leave of absence that may include (but is not limited to) the following:

- The student takes quizzes and examinations as they are offered during the courses.
- The student **must pass** (with a 70% minimum score) all pertinent final examinations (written and practical). If the student does not pass the required examination **on the first attempt**, the matter will be referred to the SPC and may result in the student being placed into remediation. The student must pass the examination on the second attempt or will be subject to dismissal.
- The student **must repeat** any designated required curricular components, e.g., orientation to surgical gowning and scrubbing.
- If the student is transitioning to the clinical portion of the Program, the RENEGADE RAT I may be utilized as the current competency examination.
- If the SPC agreement includes supervised clinical practice, the student may be required to enroll and pay tuition for a clinical course, so that the student can be appropriately covered by malpractice insurance.

If the student successfully completes all stipulations of the agreement, the student resumes normal progress in the semester in which the disruption of progress occurred.

GRADUATION REQUIREMENTS

To graduate from the Program, a student must complete the following requirements:

- Have a "C" or better in each required course in the curriculum.
- Have a 3.0 cumulative GPA at the time of graduation.
- Successfully complete the Program's required patient encounters and clinical/procedural skills.
- Completion of all graduate surveys.

- Successfully complete the Summative Evaluation, which includes:
    - Comprehensive Written Examination (knowledge).
    - Objective Structured Clinical Exam - OSCE (clinical skills and professional behavior).
    - Professional Behavior Assessment (summary of assessments of professional behavior by core faculty, professionalism assessment tool, PA competency self-assessment, clinical site visitor, and clinical preceptors made throughout the curriculum).
- Complete payment of all tuition, Program, and campus fees.

Recency of Work

The work for the master's degree must be completed within five years from the time the student first registers for graduate credit in the FSU School of Physician Assistant Practice. If the master's degree is not completed within five years from the time the student first registers for graduate credit in the FSU School of Physician Assistant Practice, and the program and/or Department Chair does not choose to approve an Extension of Time (EOT), then the student may no longer be enrolled in the program or at Florida State University

Diplomas (Degree Conferral)

A student's graduation date is the date on which Florida State University confers a student's degree. The PA Commencement Ceremony typically occurs about one week following the completion of all Program requirements during the seventh semester in December. The timing is subject to change. After the graduation date, students/graduates can confirm to employers and others that they have completed all degree requirements AND are graduates of Florida State University.

Students that have a delay in graduation and complete Program requirements in a subsequent semester must wait until the end of that semester to have their degree conferred. There is one exception: For students who have a delay in graduation and complete all Program requirements during the spring semester, the University Registrar has approved and created a second graduation date for graduates on March 1 or the next business day after March 1. This exception is intended to be used for students who have six (6) weeks or less of coursework that has to be repeated or completed for the first time after the December graduation date. This date is not guaranteed because the ability to complete the coursework will depend on the availability of faculty resources during that time frame. Students who have more than six (6) weeks of coursework remaining or who cannot complete the coursework due to limited faculty resources will need to wait for the next diploma date which will be the regular spring semester graduation, usually in late April or early May.

Physician Assistant National Certifying Examination (PANCE) Eligibility

Eligibility and timing to take the PANCE exam is determined by the National Commission on Certification of Physician Assistants (NCCPA). Upon program verification that students have met all graduation requirements, the Program Director will notify the NCCPA of eligibility to take the PANCE exam.

Professional References, Credentialing Paperwork and Verification of Program Completion

Upon graduation and throughout their career, students will require verification of Program completion, as well as professional references and credentialing documentation to be completed by the Program.

Professional References

Students should notify, in advance, the faculty or staff member from whom they are requesting a reference. This allows the faculty or staff member to be on the lookout for the request. Students should allow a couple of weeks for any references to be complete. Faculty and staff providing references is voluntary.

Credentialing Documentation

Various healthcare organizations, state licensing agencies, and insurance companies require certain documentation in order to practice. This may require documentation to be completed by Program faculty, the Program Director, or other FSU College of Medicine staff. Often, these documents come from third-party credentialing companies and may inadvertently be overlooked or identified as spam.

Please notify the intended recipient in advance so they may be on the lookout for the documents.

Verification of Program Completion

If your employer, licensing agency, or other third party requires verification of Program completion, this is most often done through the College of Medicine Registrar's Office. If Program Director verification is required, please submit it directly to the Program Director. Link for Program verification: https://med.fsu.edu/alumnifriends/licensure-and-transcript-assistance

STUDENT AFFAIRS

Florida State University has a wide variety of academic resources available to our students both during the didactic phase and during the clinical phase of our Program. These resources are provided by both the central campus and the 6 regional campuses of the College of Medicine throughout the State of Florida.

This section highlights some of the resources most likely to be of value to you.

Academic Tutoring

For assistance with tutoring resources, didactic students need to consult with your faculty advisor or Student Success main campus; or for the clinical students, the CED, ACED, or Student Support Coordinator. Peer tutoring on main campus is available as organized by the FSU College of Medicine Office of Student Affairs.

Career Center

The Career Center on campus is available to assist students with practical needs such as constructing a curriculum vitae or writing a cover letter. They also sponsor healthcare career events on campus. For more information, please visit https://career.fsu.edu/

Computers, Printing and Copying

Each student will receive a laptop computer for use within the didactic and clinical phase of the Program. This equipment is an essential part of the instructional program. Should a device be lost or damaged, the student will be assessed a fee for replacement. Any malfunction or difficulties should be reported immediately to the Information Technology help desk (850-644-3664; help.desk@med.fsu.edu) or the IT coordinator at the Regional Campus.

Policy on Student Printing: The Program recognizes students' need to print and photocopy educational materials associated with the curriculum. Each student learning community has a printer and photocopier capable of creating black and white documents. Students may only print and photocopy on devices located in student learning communities unless otherwise directed by faculty or staff for specific academic activities. For example, it may be necessary for students to print to printers in the computer lab or the Clinical Learning Center during organized instructional activities. Utilization of the library's printer and copier is permitted only when associated with e-books and e-journals and approved by library personnel. Use of the college's color laser printers and color copiers is not permitted by students unless the use of these machines is authorized by faculty for instructional purposes. To ensure continued access to printers and photocopiers, it is important that students limit printing and photocopying to educational activities. Students are encouraged to minimize the use of photocopying as much as possible and to attempt paper saving measures such as double-sided printing when they can. Unnecessary and excessive use of the resources could negatively impact the Program's ability to provide resources in the future.

Financial Information

The primary purpose of financial aid is to assist students who otherwise would be unable to pursue their education due to financial constraints. The basic premise of financial aid programs is that the primary responsibility for meeting college costs lies with the student and parents. When the family is unable to meet the cost of attendance, the Office of Financial Aid will do its best to assist students in obtaining the necessary aid. The Office of Financial Aid at FSU is dedicated to assisting students and their families with any issues that may arise as they work through the financial aid process. For more in- formation, visit: https://financialaid.fsu.edu/

Fees, Expenses and Financial Responsibility

Financial Responsibility refers to the process of managing money and other similar assets in a way that is considered productive and is also in the best interest of the individual, or the family.

Students in the Program are individually responsible for tuition, fees, books, background checks, required medical screenings, medical equipment, required protective equipment not otherwise provided by the Program or clinical sites, all personal medical costs (including those related to exposures to infectious and environmental hazards) and living expenses while a student at Florida State University. This includes expenses related to exposures, injuries or illnesses incurred while performing clinical clerkships/rotations.

The fee structure for students is based on an annual "flat rate" for tuition and fees as established by the FSU Board of Trustees, Board of Governors of the State University System of Florida, and the Florida

State Legislature. However, students approved to take fewer than six semester hours will pay the full tuition and fees at the current main campus Graduate Student Rate for the actual number of semester hours taken. This includes students in the clinical phase of their training. The University's fee structure is located at https://studentbusiness.fsu.edu/tuition-fees. See also the PA Program website at Program Costs | College of Medicine (fsu.edu).

Financial Aid

It is imperative that all students anticipating the need for financial assistance at any time during their PA education undertake early long-term planning.

Free Application for Federal Student Aid (FAFSA)

The FAFSA is a needs analysis form provided by the Federal Government to collect financial data and for which students cannot be charged a fee for processing. As a graduate student, you are considered independent by the federal government regardless of your age, tax status, or living arrangements for most federal programs; financial information on the FAFSA therefore is only required from you and your spouse if you are married. You must complete a FAFSA every year as early as January 1st to be considered for any of the following programs under the Direct Loan Program (DLP):

- Federal Unsubsidized Stafford Loan
- Direct PLUS Loan

The FAFSA does not award financial aid. It only analyzes the information provided by the student and his/her family to calculate an SAI (Student Aid Index) and forward the results to the designated financial aid office(s). The analysis is performed in accordance with the federally established methodology referred to as "Federal Needs Analysis Methodology." At the individual schools, the SAI is subtracted from the estimated cost of attendance at that institution, which produces an amount referred to as your "verified financial need." This is the amount of financial aid you are eligible to receive.

Federal regulations state that a graduate student or professional student is considered an independent student when determining financial need for the DLP. If you provided parent's information on the FAFSA to apply for any of the programs that require an assessment of both parent's ability to contribute, the parent's SAI will **not** be used to determine eligibility for programs that do not require parental information.

Satisfactory Academic Progress Standards for Receipt of Title IV Student Aid

Federal law and regulations require that all students receiving financial assistance from federal Title IV funds maintain satisfactory academic progress. Title IV funds include Federal Stafford Loans, PLUS Loans, and Federal Work-Study. The standards adopted by The Florida State University College of Medicine, which apply to all students receiving financial aid, are on file in the Office of Financial Aid.

Loans

Information about federal programs is subject to change based upon changes in federal legislation.

As mentioned previously, there are two types of DLP loans graduate students are eligible for: Federal Unsubsidized Stafford Loans and Direct PLUS Loans.

The Federal Unsubsidized Stafford Loan is available to all students regardless of income. The government does not subsidize this loan, and the individual is responsible for all interest that accrues while in school, in deferment, or during the grace period.

The **Direct PLUS Loan** is an unsubsidized loan that may be made up to the student's cost of attendance minus other estimated financial assistance.

1. Interest accrues while the student is in school
2. Payment deferred until 30 days after student falls below half time enrollment

NOTE: As of July 1, 2026, The PLUS loan program will be terminated. If you take a PLUS loan before the termination date, you will continue to remain in the PLUS loan program and be able to apply and receive PLUS loans until you graduate.

Private Foundation/Organizations

Private loans and scholarships are offered by many organizations, each with its own criteria. Some may involve factors such as ethnic origin, religion, or geographic location. Check the following sources:

- Local churches and synagogues
- County medical societies (e.g., Capital Medical Society Foundation Scholarships) Fraternal organizations
- Sororities and fraternities
- Local service organizations (e.g., Kiwanis Club, Lions Club, Rotary Club)
- Employers with programs for employees' families
- High schools and colleges offering alumni scholarships

The Southern Scholarship Foundation Housing: The Southern Scholarship Foundation provides rent-free cooperative living houses for a limited number of physician assistant students who have excellent academic records and financial need. Students share all household duties. Each foundation house is supervised by a head-resident graduate student who resides with the students. For additional information, contact The Southern Scholarship Foundation, 322 Stadium Drive, Tallahassee, FL 32304; (850) 222-3833. https://www.southernscholarship.org/

Financial Aid Contacts

One full time financial aid staff member serves as a financial aid liaison/counselor and provides financial aid information to physician assistant students (https://med.fsu.edu/financialaid/home):

Student Financial Specialist
Email: jacob.grice@med.fsu.edu
Department: Student Affairs/Admissions
Campus: Main Campus
Building/Room: Thrasher Building / 2180-K

STUDENT RECORDS

Academic records are the responsibility of both the Florida State University Office of the Registrar and the College of Medicine Division of Student Affairs. The Enrollment Services Coordinator and Records Manager maintains secure files at the COM main campus.

"Active records" may be kept as active files in the School for one (1) year. The disclosure or publication of student information is governed by the policies of The Florida State University and the Board of Governors of the State University System of Florida within the framework of state and federal law including the Family Educational Rights and Privacy Act of 1974 (FERPA).

FERPA governs college students' rights of privacy and access concerning their educational records. Student records may not be reviewed by a third party without the student's permission. Students have the right to review their educational records, and the right to seek correction of any errors contained in the records. College of Medicine faculty and staff may not review a student's record unless they have a current academic relationship with that student or unless there is custodial responsibility, or a specific administrative responsibility directly related to the student's record. For specific information regarding FERPA, refer to the FSU Graduate Bulletin, 2020-2021, at:
https://registrar.fsu.edu/bulletin/graduate/information/university_notices/

In general, a student's written consent is required for the disclosure of any information that is personally identifiable and a part of the educational record as described in the FSU Graduate Bulletin located at
https://registrar.fsu.edu/bulletin/graduate/information/academic_regulations/

Official University Transcripts

Florida State University has contracted with Credentials Solutions' TranscriptsPlus® service for automated processing of academic transcripts. Students can order copies via telephone, online, in person or by mail. Students may order a copy of their academic transcript provided the students' records show no financial indebtedness to the university. A $10 fee is required for each copy.

To submit a request for your transcript please visit: https://registrar.fsu.edu/records/transcripts/ for the detailed information. The College of Medicine also can process transcript requests. Please see link:
Licensure and transcript assistance | College of Medicine (fsu.edu)

FSU COM Policy on Challenging Records

Students will be accorded access to their records within a reasonable time after the submission of a written request to the custodian of that record. Suitable arrangements will be made by the College of Medicine to permit records to be reviewed in the presence of a representative of the custodian of records. Students have the right to challenge the content of any record they believe to be inaccurate, misleading or in violation of their rights or otherwise inappropriate, and to insert into the record any written explanation of any matter therein. The Associate Dean/Program Director for Student Affairs and/or the Regional Campus Dean will evaluate all such requests and meet with the student. Students may present any evidence they may have in support of the challenge. If a record is challenged, the Associate Dean/Program Director for Student Affairs and/or the Regional Campus Dean shall decide at the conclusion of the meeting. This decision may be appealed by students through the established procedures of the grade appeal process.

CHARLOTTE EDWARDS MAGUIRE MEDICAL LIBRARY

The Charlotte Edwards Maguire Medical Library is the first academic medical library created since the invention of the World Wide Web making delivery of electronic resources viable. As such, it is a 21st century library with most of its resources accessible electronically but with print holdings providing supplementary materials.

Off Campus Log-in

When accessing Florida State University Library resources remotely (i.e., off campus), it is important to remember your FSU ID and Password. This information will be asked before you are able to view and use databases or other services offered through the library.

If you experience issues with your FSU ID, you will need to contact the ITS Help Desk at 850- 644-4357(HELP). You can also submit a request online through their website: http://its.fsu.edu/ITS- Service-Desk.

Off-campus Access to Library Resources

To access Florida State University library resources from off campus, start on the medical library's website. You will be prompted to log in to subscription library resources using your FSUID.

Please note the differences between your FSUID and your College of Medicine login:

- Your FSUID login is used to access secure university-wide sites
- Examples are CANVAS, MyFSU, and off-campus FSU library resources
- To reset your FSUID password, call the FSU ITS Service Desk: 850-644-4357 (M-F, 8am-6pm ET)
- Your College of Medicine login is used to access COM-specific sites
- Examples are your COM email, Intranet, UpToDate, and ETS.
- To reset your College of Medicine password, contact the COM OIT Help Desk at *850-644-3664 (M-F, 7:30am – 6pm) or email* help.desk@med.fsu.edu

How to Find Information or Research a Topic

The type of information you need will determine the type of library resource(s) you use:

Type of Information	Type of Resource
Overview and essentials of a topic	Textbooks in databases such as LWW Health Library and summaries in resources like UpToDate
Diagnosis and other clinical tools	Mobile apps and databases such as Epocrates and Dy-namedPlus
Patient education	Databases such as AccessMedicine and Medline Plus
Current and past research on a topic	Journal articles, found through databases such as Pub-Med and Web of Science
Statistics or data on a topic	Reports, datasets, or other documents produced by government offices, foundations, and public interest organizations, findable through databases such as Google Scholar

Medical librarians can show you how to use these types of resources, teach you to use keywords or subject searching to find the information you need, and get you to the book, article, or type of resource you are seeking. When the library does not have a subscription to a particular resource, you can use our Interlibrary Loan service.

Visit us in the library office located down the hall from the front security desk, call us at 850- 644-3883, or email medlibrary@med.fsu.edu. The library are open from 8am to 5pm Monday to Friday, and look forward to working with you to find the best information, point-of care tools, and evidence available!

Library Databases

The Maguire Medical Library subscribes to several databases/electronic resources specific to the health sciences and medicine. These include, but are not limited to:

- **AccessMedicine** - An online resource that provides students, residents, clinicians, re-searchers, and all health professionals with access to more than 80 medical titles, thou-sands of images and illustrations, interactive self-assessment, case files, diagnostic tools, and the ability to download content to a mobile device.
- **ClinicalKey** - ClinicalKey offers comprehensive medical information available in one convenient online resource. It provides reference sources, journals, drug monographs, First Consult monographs for point-of-care, medical and surgical videos, images, con- tent from Procedures Consult, and patient education handouts.
- **Cochrane Library** - A collection of six databases that contain different types of high-quality, independent evidence to inform healthcare decision-making.
- **PubMed** - PubMed comprises more than 25 million citations from biomedical literature from life sciences journals. Citations may include links to full-text content from Pub- Med Central and publisher websites. NOTE: While PubMed is a free database (pub- med.gov) published by the National Institutes of Health, it is strongly suggested to always access PubMed through the library's website. That way, if the full text of an article is available from the FSU Libraries, there will be a FindIt@FSU icon in the right- hand corner.

Florida State University Academic Center for Excellence

The Academic Center for Excellence (ACE) offers support services that assist students towards improving academic performance. There are activities to enhance your effectiveness in studying, note-taking, time management, and preparing for exams.

You can find these Study Tips at https://ace.fsu.edu/study-tools-and-tips

Student Learning Communities

The FSU College of Medicine strives to foster a student-centered environment. One of the most evident ways in which this goal is accomplished is through the Student Learning Community (LC). This space is available 24 hours a day to the students and serves as the setting for group and individual study. Faculty, staff, and students can foster relationships with each other, creating a culture of teamwork and cooperation. The Learning Community is critical to maintaining a cooperative learning environment and active student learning in the integrated curriculum model adopted by the College of Medicine and the School of PA Practice. The Assistant Director of Academic and Student Services and your Student Support Coordinator are available to assist the students in all 27 months of your PA education in areas of personal, professional, and academic need. Students have 24-hour access to Learning Communities, which include: Small Group rooms for instruction and study

- Kitchen
- Lounge Area
- IT and A-V Equipment
- Printer/copy machine (see policy above)
- Electronic library access
- Additional resources, information, and announcements regarding issues affecting FSU COM students.

The Student Learning Communities are not just physical spaces. Rather, they are physical evidence of the student focused culture of the College of Medicine. They foster a sense of community and encourage group learning, eliminating the atmosphere of competition that often exists among students. The student learning communities create a learning environment that contributes to FSU College of Medicine students' personal and academic success throughout PA school.

Clinical Learning Center (CLC) – Charlotte E. Maguire and Tallahassee Memorial Healthcare Center for Clinical Simulation

Clinical Learning Center

The Clinical Learning Center is a teaching and assessment center that provides opportunities for physician assistant students to learn clinical skills in a simulated clinical setting, using standardized patients.

Charlotte E. Maguire and Tallahassee Memorial Healthcare Center for Clinical Simulation

The Charlotte E. Maguire and Tallahassee Memorial Healthcare Center for Clinical Simulation is a teaching and assessment center that provides opportunities for students to learn clinical skills in a simulated clinical setting, using a variety of patient simulators and models.

Study Space

At the central campus, there are multiple identified areas for quiet study. These identified areas are located in the library and in individual study rooms on the 4th floor of the Thrasher building. Students also have access to group study areas in their individual Learning Communities. Each of the regional campuses has study areas located in different areas of the campus buildings as well as in the student's Learning Community. Study space use and etiquette policies are listed below.

Cell phones

To provide a quiet study atmosphere, students are asked to conduct phone conversations away from all study areas, including the hallways outside of the library and the 4th floor individual study rooms. Students are also asked to turn off ringers while in the library.

Conversations

Students must respect the sound level designations of each study area. The library and the 4th floor are for "quiet studying". If students would like to speak to a fellow classmate in the library or on the 4th floor, they are asked to do so quietly and, in a manner, respectful of others who are studying. If they would like to hold a conversation where others are studying, students are asked to first exit those study areas to maintain silence.

Lost and Found

Lost and found items are to be taken to the front desk librarians if in the library, or to the Security Desk if found in any other location. If the items are found after hours and there is no one available to receive them, students may use their distribution lists to find the owner of the property via email or wait until the next day to turn the property in.

Food and Beverages

Meals are not permitted in any of the shared study areas. Only beverages in closed containers will be permitted.

Carrels and Study Rooms

In the College of Medicine, the carrels and individual study rooms are to be utilized on a first-come, first-served basis. Therefore, a student may not leave their belongings in a carrel or in an individual study room to "claim" that area for a period of time. Students may leave their belongings in an area for up to **30 minutes** should they need to leave a shared study area for any reason **and must leave a note explaining their absence and anticipated return time**. If a student is not back at said time, they should have an expectation for their space to be utilized by someone else and that their study materials may or may not be moved to the 4th floor conference room. **You may not leave your study materials in any location to claim that location while you are in class.**

The 4th floor study rooms are designed to hold 2 people. If you want single person access, please consider using the library.

Reserved Space Use for Study Space

Certain rooms such as the Medical Student Council and Student Government conference room located on the 4th floor are specified for business activities of these entities. Students have been allowed to use this space for study rooms when there are no official activities of these organizations. If there is a need by one of these groups to use this room, these organizations have priority for the room's use.

Study Space Access

The primary purpose of the shared study areas is to serve the needs of the students and faculty of the College of Medicine. The 4th floor study rooms are only to be utilized by College of Medicine students and not by any undergraduate students. If there is an unrecognized person utilizing the study space, you may ask to see their student ID or consider notifying security to approach the individual.

Central Campus Wellness Center

As you progress through your education, it is important that you pay attention to your own health. A career in medicine is stressful. Proper nutrition, exercise, and effective coping strategies will contribute to your success as a student.

The Wellness Center was added to the central campus on the 4th floor in 2011. This area contains exercise equipment and space for wellness activities for students, staff, and faculty at the College of Medicine. The wellness center is open 24/7. The use of this facility is contingent upon following the COM Wellness Center's established policies below:

- Use of this facility is a privilege, is non-transferable, and may be revoked at any time by the Florida State University College of Medicine (FSU COM).
- Only FSU COM students, faculty, and staff may utilize the Wellness Center. Visitors and guests are not permitted.
- Users of the Wellness Center are doing so at their own risk. FSU COM is not responsible for any injury that may occur or for lost or stolen items.

- Food or gum is not permitted in the Wellness Center. Water or sports drinks are permitted provided they are in a sealable, plastic container.
- Audio devices are not permitted unless they are personal units, equipped and used with headphones. Cell phone use is not permitted.
- Proper athletic attire must be worn at all times. No sandals, open toed or open-backed shoes are permitted.
- Users are required to pick up after themselves and discard trash and remove personal items.
- Users are required to wipe down equipment after each use. Gym Wipes are made available for use.
- During busy times, or whenever someone is waiting for your machine, observe a 30-minute time limit on all cardiovascular equipment.
- Report damaged equipment immediately to dl-medfacilities@ad.fsu.edu
- Providing access to others or loaning access card to others will result in loss of privileges.
- The FSU COM reserves the right to refuse access to any user who violates any rule or regulation or engages in any verbal and/or physical abuse toward other users.
- Access will be granted only to those who have read and signed the Wellness Center waiver and release.

The FSU Card

One of the first stops on campus during orientation week is the FSUCard Center located in the Parking Garage complex next to the FSU Bookstore. The FSUCard is the official student identification, and since it is required to conduct most transactions on campus, it is best to always keep it with you.

The FSUCard is more than just an ID! It is the key to a wealth of services that make a PA student's life easier. It is a library card, a debit card, a calling card, and a door key. The FSUCard provides access to several computer labs on the FSU campus (Carothers, Oglesby Union, and Strozier Basement), the health center, and the recreation facilities. It allows a student to check out materials and use resources at all five libraries on the FSU campus, is used for all campus events, and for meals at Seminole Dining facilities. A range of features designed for FSU students are available by dialing 1-888-FSU-CARD. These features include making long distance calls, receiving important information from the University through Administrative Voice Messaging, in addition, there are full-service banking options that may be utilized with the FSUCard.

Finally, FSUCash on your FSUCard allows you to store cash value on your card at cash-to-card machines located around campus; then the card can be used in vending machines, copiers, laser printers, laundry facilities, and to purchase some merchandise on and off campus. The FSUCard is a vital part of everyday life and provides access to all College of Medicine Student Learning Communities and the anatomy laboratory. Remember, the FSUCard Center is located in the Parking Garage at the corner of Woodward Avenue and West Call Street and can be reached by phone at (850) 644-7777. When obtaining the card, be sure to bring photo identification. Business hours are 8 AM to 5 PM, Monday through Friday. Cashier hours are 8:30 AM to 4:30 PM, Monday through Friday.

Parking on Campus

Finding parking on the FSU campus is quite a challenge! This is how it works. All students are assessed a per-credit hour fee paid with their tuition to cover their parking and transportation needs. Students with vehicles may obtain their parking permit online at https://transportation.fsu.edu/. The permit entitles students to park in "W" lots (those with white-striped parking spaces), which are designated student lots, up until 4:30 PM. After 4:30 PM, students may also park in the "R" lots (those with red-striped parking spaces), which are designated for faculty and staff between the hours of 7:30 AM and 4:30 PM, Monday through Friday.

Bus Services

Bus Service Information can be accessed by calling 850-644-5278 or visit the website at. https://transportation.fsu.edu/. The Office of Parking and Transportation Services is located at 104 N Woodward Ave, Tallahassee, FL 32306.

Childcare

FSU Childcare & Early Learning Program - We care for and nurture young children of student parents, faculty and staff so they may pursue their studies, research and career goals knowing their children are in a safe environment that promotes life-long learning. We capture and extend children's natural eagerness to learn so that it is not lost or dampened by drill, rote, or other mind-numbing practices. For FSU students and academic departments, we provide a "lab school" where students can put theory into practice.

- FSU Childcare & Early Learning Program
  University Housing
  612 S. Copeland St.
  Tallahassee, FL 32304
  fsuchildcare@admin.fsu.edu

- Phone: (850) 644-7970 / http://www.childcare.fsu.edu/

HOUSING

Choosing a place to live during PA school is an important decision. To make the best selection, there are several issues to take into consideration. These include the type of housing (options range from apartment units in large complexes to rooms in private homes) costs, amenities, noise level, length of lease, distance from FSU, area of town and your compatibility with fellow renters. Two additional considerations include whether to live on-campus or off-campus.

On-Campus facilities for Graduate Students

FSU offers on-campus facilities for graduate students – *Rogers Hall*. Rogers Hall is an eight-story; centrally heated and air-conditioned building located on the west side of the central campus and well within walking distance of all university buildings. Rogers Hall is reserved for single students only. Two students are assigned to each one-bedroom apartment. All apartments are furnished, and no single apartments are available.

The Southern Scholarship Foundation Housing

The Southern Scholarship Foundation provides rent-free cooperative living houses for a limited number of students who have excellent academic records and financial need. Students share all household duties. Each foundation house is supervised by a head-resident graduate student who resides with the students. For additional information, contact The Southern Scholarship Foundation, 322 Stadium Drive, Tallahassee, FL 32304; (850) 222- 3833. http://www.southernscholarship.org/.

Off-Campus Housing

There are many options available off campus. These options range from apartments within walking distance to FSU to private homes several miles away in quiet neighborhoods. In order to gain a better understanding of available choices, the Division of Student Affairs has compiled a list of apartments, locations, phone numbers, and student opinions. Current students will also be glad to share their experiences and make recommendations.

Tallahassee also has a free apartment locating service, Apartment Finders, which provides significant advantages especially to those who are relocating to Tallahassee from another town and have little time to conduct your own apartment search. Apartment Finders can be reached by phone at 1-800-222-3651 or visit their website at https://www.apartmentfinder.com/.

Housing at Regional Campuses

Information regarding housing options at the regional campuses can be obtained by contacting the Student Support Coordinator at each regional campus. In addition, housing or assistance with housing is provided for students assigned to the Marianna, Thomasville, and Immokalee clinical training sites.

Housing Information Website

The College of Medicine has developed a secure website to assist students seeking housing information in Tallahassee as well as in the Regional Medical Campus Community. The website allows students, faculty, staff, and alumni to post housing opportunities. By posting housing opportunities and/or utilizing this website and /or service, you agree that:

- you are giving permission for your name and housing information to be on a list and dis- tributed if posting housing opportunities, you will comply with section 3604(c) of the Federal Fair Housing Act, which generally prohibits stating, in any notice or ad for the sale or rental of a dwelling, a discriminatory preference based on any of the following protected categories: race or color, national origin, religion, sex, familial status, and handicap / disability

- you release and hold Florida State University and the College of Medicine and its employees harmless from any and all claims, disputes, charges, complaints, and damages arising out of your use of this website and/or service

Florida State University reserves the right to remove, edit and / or delete any and all information posted at any time and for any reason without notice and /or to discontinue this website and/or service at any time without notice. For further information, visit the FSU COM Housing Website at https://med.fsu.edu/housing/home

STUDENT HEALTH SERVICES

Although the medical director and the majority of Program faculty and clinical preceptors are healthcare providers, they are not permitted to play any role in the evaluation or treatment of students including giving health advice to students.

University Health and Wellness Center is a medical clinic available to all FSU students. University Health and Wellness Center is staffed by a team of professional healthcare providers who provide cost-effective healthcare, prevention, education, and outreach services in a safe and supportive environment. University Health and Wellness Center provides primarily out-patient medical care to students and their dependents 13 years and older. Currently enrolled, fee-paying students are not charged office visits and receive additional services such as lab, x- ray, pharmacy, and physical therapy at less than market rates.

Services include urgent care, general medical care, minor surgery, gynecology, and allergy, immunization, and nutrition and health enhancement services. Information regarding office hours can be obtained at: https://uhs.fsu.edu/.

Below is a list of various clinical services available. Depending on which clinic you visit, and the nature of your needs, it may be necessary or beneficial for you to make an appointment. If you are unable to keep an appointment, it must be cancelled in advance. To make an appointment call 850-644-6230.

- Medical treatment for acute and chronic conditions
- Travel Clinic for overseas immunization requirements
- Physicals and annual exams
- Dedicated women's care
- Treatment procedures such as laceration repair, incision and draining, and biopsies
- Diagnostic outpatient procedures such as lab, x-rays, EKGs, and Ultrasound
- Allergy Clinic
- Physical therapy
- Psychiatry

The Health and Wellness Center is located at 960 Learning Way. 8 AM-4 PM, Monday through Friday. The Health and Wellness Center is not open on Saturdays or Sundays.

If you have a medical emergency and University Health and Wellness Center is closed dial 911 or go to the nearest hospital. After hours you may also contact the HealthiestYou line at 855-870-5858. Access the After-Hours Care brochure at: AH_2022.pdf (fsu.edu)

Additional Healthcare Services in the Tallahassee Area

- Tallahassee Memorial Hospital 1300 Miccosukee Rd, (850) 431-1155
- HCA Florida Capital Hospital 2626 Capital Medical Blvd, (850) 325-5090

Health Care During the Clinical Phase of Training - Regional Campuses

Arrangements have been established at each Regional Campus for students' access to health services, including mental health counseling. Specific information regarding these arrangements may be obtained from the Regional Campus Student Support Coordinator. It is the students' responsibility to obtain and maintain information from their health insurance provider regarding the availability of services from covered physicians in the geographical area of the regional campus.

Mental Health and Counseling

During the transition to PA school and throughout PA school, students will inevitably encounter personal challenges. Because the pressures facing PA students can be especially intense, it is important that they are aware of the support services available.

The College of Medicine offers on-site academic and mental health counseling through the Office of Student Counseling Services. This office is not involved in the academic evaluation or promotion of students. The psychologist and mental health counselor in this office are available to work with individuals and small groups of students with concerns related to academic improvement and personal issues. Students wishing to enhance their current academic performance and those experiencing academic difficulty can consult with the psychologist or mental health counselor. They are also available to evaluate, diagnose, and plan treatment for learning disorders and attention difficulties. Academic improvement frequently addresses the following concerns: increasing academic performance, study skills efficiency and effectiveness, time management, scheduling and prioritizing, and organization and planning. Students experiencing issues of a personal or psychological nature that might be interfering currently or have the potential to interfere with academic progress or overall well-being are also able to consult with the psychologist or mental health counselor. Some possible counseling needs that can be assessed and/or addressed on-site include:

- stress/anxiety reduction
- test or performance anxiety reduction
- adjustment
- depression
- grief
- anger management
- sexual identity issues
- substance abuse
- family or relationship issues
- eating disorders
- trauma, abuse, or assault
- crisis intervention

Confidentiality of student concerns is maintained at all times with the exception of those instances when information must be legally and ethically reported. The on-site psychologist and mental health counselor are available for appointments and may be reached at 850-645-2836. In case of a mental health emergency after office hours the student should call 911 or go directly to the nearest hospital emergency room.

The College of Medicine contracts with a local psychiatrist to provide psychiatric care to medical and PA students. This psychiatrist is not otherwise affiliated with the College of Medicine. Referrals to the psychiatry office are made through the Office of Student Counseling Services. Please see link: Student Counseling Services - Home | College of Medicine (fsu.edu).

The Student Affairs staff and the Office of Student Counseling Services maintain a listing of additional university counseling services should students need or desire off-site or specialized help. Additional resources can be provided should students prefer contact with non-university counselors. Mental health counseling is available on the Florida State University campus as noted below and with community providers if requested.

The University Counseling Center (UCC) is a student service agency within the FSU Division of Student Affairs. The major goal is to provide support services that help each student grow and develop emotionally, interpersonally, and intellectually. The University Counseling Center offers various counseling methods to meet the needs of students. The University Counseling Center will make referrals for on-going treatment in the Tallahassee community, if necessary, but treatment outside the center will be at the student's expense. The Counseling Center's records of visits are strictly confidential and are not included in the student's University records. Information concerning the use of the center will not be released to anyone without written permission from the student involved unless there appears to be a clear and present danger to the student or others https://counseling.fsu.edu/.

Services Offered at the UCC include:

- Crisis intervention
- Short term individual counseling
- Alcohol and drug counseling
- Couples counseling
- Group counseling
- Psychiatric consultation
- Referrals
- Outreach presentation
- Consultation
- Peer advisor and training consultation

To make an appointment, call (850) 644-TALK (8255) between the hours of 8:00 AM and 4:00 PM. This phone number also is available after hours. If a student finds the pressures of life are unmanageable or unbearable, the staff at the University Counseling Center should be contacted. In case of a psychological emergency the student should go directly to the nearest hospital emergency room. The 24-hour crisis help line is available by dialing 211 from a local land line, 224-6333 from a local cell phone, or toll free at 1-877-211-7005.

- Psychology Clinic is a mental health service, training, and research center operated by the Department of Psychology. Services are provided by doctoral level student therapists in the Clinical Psychology PhD Program under the close supervision of faculty members. It is accredited by the American Psychological Association. The Psychology Clinic offers affordable outpatient mental health services while providing experience for graduate students in the Doctoral Program in Clinical Psychology. The clinic provides confidential and personalized services that are sensitive to issues of diversity and specializes in therapies that are supported by research (empirically supported therapies).
  https://psy.fsu.edu/php/about/communityservice/psychologyclinic/psychologyclinic.php

- Family Institute is a multidisciplinary unit established to bring together faculty, students, government, and community resources to provide a centralized source of information, services, research, and critical thinking related to families
  https://familyinstitute.chs.fsu.edu/

Center for Couple and Family Therapy

Center for Couple and Family Therapy is a non-profit clinic serving individuals, couples, families, and children for therapeutic counseling needs. Operated by the College of Human Sciences, Interdivisional Program for Marriage and the Family, the clinic is an advanced graduate training facility. Doctoral students work in a professional setting, under direct faculty supervision, and are trained as highly accredited therapists, researchers, and teachers. https://humansciences.fsu.edu/ccft/

- Information regarding additional counseling resources at the regional campuses can be obtained from the Student Support Coordinators at the regional campuses or from the Office of Student Counseling Services.

Policy on Provision of Psychological Counseling and Medical Care to Students

Because of the community-based clinical training and integrated curricular model at the Florida State University College of Medicine, it is possible that a student may seek psychological counseling or medical care on a service or in a practice in which a faculty member is employed.
It is our policy that health professionals who provide psychiatric/psychological counseling or other sensitive healthcare services to physician assistant students must not be involved in the academic evaluation or promotion of students receiving those services. Therefore, faculty members of the FSU COM who have an evaluative relationship with a student cannot provide psychological counseling or medical care to that student.

A student who received psychological counseling or medical care from a faculty member before entering an evaluative relationship may request to the Associate Dean/Program Director for Student Affairs or Regional Campus Dean to receive reassignment.

Mental/Physical Health Referrals and PRN Involvement

The College of Medicine has an affiliation with the Professionals Resource Network (PRN), to which students with a chemical dependency or a mental or physical health condition that interferes with their ability to participate in the physician assistant education program or subsequently to practice as a physician assistant may be referred.

- If a mental or physical health issue is suspected to be impacting a student's ability to participate in their medical education or may pose a problem for future practice, the student will be initially assessed by the PRN Liaison. The referral can come from the student, a faculty member, or an academic advisor. The PRN Liaison will inform the student of the reasons for completing an assessment as well as the possible involvement of PRNIf the PRN Liaison believes that treatment is possible without PRN involvement, he/she will recommend this and make referrals to appropriate professionals, if desired. If after an initial assessment by the PRN Liaison it is determined that the student is impaired by either the effects of a mental disorder or a physical health condition to the degree that his/her untreated disorder(s) has the potential of interfering with his/her ability to participate in the physician assistant education program, or potential to practice as a physician assistant, then a referral to PRN will be made. The PRN Liaison will oversee the process of formally contacting PRN and coordinating services. Because this would represent significant impairment that could impact a student's academic progress, the Associate Dean/Program Director for Student Affairs will have a need to know about the student's situation if they have not been previously involved in the referral process.

  In situations where treatment has been mandated by PRN, and the student does not comply with treatment, the SPC will be involved in the review of the student's situation and progress.

  <u>The PRN Process is as follows:</u>

  - The PRN Liaison will contact the identified student to explain the process.
  - The student will be assessed. If PRN involvement is warranted, the COM's PRN Liaison will contact PRN to begin the referral process. The notification letter to PRN will include the reason for the referral
  - Upon referral, PRN will then refer the student for an evaluation from one of their providers.
  - After receiving the evaluation results, PRN will send a copy of the PRN monitoring contract to the provider and the COM's Designated PRN School Contact.
  - The Designated PRN School Contact will receive a regularly scheduled compliance report from the PRN based on the referred student's individual contract. Noncompliance will result in possible SPC involvement. The Associate Dean/Program Director for Student Affairs or the Regional Campus Dean will provide the Designated PRN School Contact with regularly scheduled progress reports relevant to the student's academic and/or clinical performance.
  - PRN will receive a regularly scheduled progress report from the Designated PRN School contact relevant to the student's academic and/or clinical performance.

- PRN will discuss the progress reports with the student's treatment providers to ensure collaboration in working towards the student's success in PA school and the PRN program. The student will be asked to sign a Release of Information allowing PRN to communicate with the COM's Designated PRN School Contact upon initial referral in order to facilitate this process.

Crisis / Emergency Consultation

If you have an emergency or need immediate/crisis assistance, call 911 or call University Health and Wellness Center at: (850)-644-6230. You can also go to the nearest hospital emergency department

STUDENTS WITH DISABILITIES AT THE FSU COLLEGE OF MEDICINE

The Florida State University adheres to Section 504 of the Rehabilitation Act of 1973 and the ADA (This was revised, effective January 2009 and is now the ADAAA) in prohibiting discrimination against any qualified person with a disability. Students with specified questions regarding the FSU policies governing students with disabilities may contact the Office of Accessibility Services (OAS). Confidentiality of information is maintained at all times with the exception of those instances when information must be legally and ethically reported.

Students who warrant accommodations based upon the functional effects of a physical disability or a disability affecting cognitive functioning should adhere to the following procedure:

Students who warrant accommodations based upon the functional effects of a disability should adhere to the following procedure:

1. The student should contact and meet with a representative of the OAS, provide documentation of a disability and request accommodation. A definitive diagnosis of a disability must be identified in the documentation. The OAS will determine eligibility and appropriate accommodations based on the disability's functional limitations. Details regarding the required documentation as well as all other procedures can be found at the OAS website: https://dsst.fsu.edu/oas

2. Entering students are strongly advised to contact the OAS, schedule a meeting, and complete the eligibility process before classes begin. For all other students, this process must be completed according to OAS policies and timelines.

3. After meeting with the OAS, if the student is determined eligible to receive accommodations, they will be given a Faculty Letter as a record of the initial meeting, eligibility, and accommodation request. A copy of this letter should be given to the Office of Student Counseling Services, as the ADA coordinator for the COM, and the Office of Medical Education, who administers exams at the COM. If the student has been found eligible for classroom and/or clinical accommodations, the form should also be given to the Block Directors for the course. Each copy of the letter will be kept confidential and not made part of the student's academic record.

4. This accommodation will be provided for the students' medical education at FSU COM or while they are eligible unless the student requests otherwise. Since End of Rotation (EOR) examinations will be administered electronically at each regional campus, accommodation will be provided at that location.

5. If a student receives clinical and/or classroom accommodations while at a regional campus, those will be provided at the respective location. For students attending the regional campuses, the above procedures would be followed to be approved for accommodations. However, the Regional Campus Dean will be responsible for overseeing the implementation of the accommodations in collaboration with the Office of Medical Education and the Office of Student Counseling Services.

Students who qualify for examination accommodations will be bound by the FSU and College of Medicine Honor Code Rules. For students attending the regional campuses, the above procedure would be followed to be approved for accommodations. However, the Regional Campus Dean will be responsible for overseeing the implementation of the accommodations in collaboration with the Associate Dean/Program Director for Student Affairs and the Office of Student Counseling Services.

HEALTH INSURANCE

As a benefit of student fees, all students have access to the Florida State University Health and Wellness Center, which provides basic outpatient care. However, because physician assistant students are likely to incur costs for medical care beyond that provided through outpatient services, adequate health insurance coverage must be obtained. All students in the College of Medicine must have health insurance during enrollment. Verification of insurance may occur at any time during a student's time in the program. There are several coverage options, but the coverage must include hospitalization insurance. The student may be covered through a parent or spouse policy, an individual policy, or through a low-cost healthcare policy provided through the University. The student is financially responsible for the premium

Blood & Body Fluid Exposure / Needle stick Insurance Coverage *(Optional)*

While many health insurance plans will cover needle stick injuries, it is highly recommended that students verify with their health insurance carrier that needle stick injuries are covered under their policy. If needle stick injuries are not covered, the students should purchase supplemental insurance.

Workers' Compensation

Because students are not employees of the FSU COM nor its affiliated partners, they are not eligible for Worker's Compensation coverage. Therefore, coverage for illness or injuries incurred as a physician assistant student will be the student's responsibility via his/her private health insurance plan.

Liability Insurance

To protect students involved in clinical training environments, The Florida State University College of Medicine provides liability insurance coverage via its Self-Insurance Program at a level of $200,000 per claim and $300,000 for all claims arising from a single injury. This coverage is on par with other Florida Colleges of Medicine and is effective for all clinical training authorized by the College of Medicine. In addition, for those entities requiring additional coverage for educational activities, the FSU Self-Insurance Program will insure students for $1 million individually with no aggregate cap coverage.

Compliance with Student Insurance Policies

Noncompliance with the requirement to hold a hospitalization policy may lead to the student not being allowed to participate in clinical training activities and extracurricular clinical experiences. A physician assistant student's failure to meet the health insurance requirements is considered a matter of professionalism. Continued noncompliance issues may result in the referral of the student to the SPC. Action taken by the SPC may impact the student's status as a student in good standing.

Health and Immunization Standards

The FSU College of Medicine takes seriously its responsibility to maximally protect students, staff, and patients from all potential health threats including infections. Based on this need to protect students, the College has implemented several programs to educate them about ways they can help protect themselves as a future healthcare worker. In addition, the College maintains requirements regarding immunization and event reporting practices to help protect students. Although exceptions to these requirements are occasionally necessary, the College retains the right to seek independent verification of the need for exceptions, and to require students to follow guidelines for immunization and generally established health practices when there is potential risk to the students, faculty and staff, or patients.

Participation in an educational program preparing students to become healthcare practitioners may expose students to potential health risks. For the safety of students and patients with whom students might come in contact, all students in the PA Program must have up-to-date vaccinations or provide proof of immunity by serum titers. Students must be fully immunized for the following: hepatitis B, rubella, mumps, measles, tetanus/diphtheria/pertussis, and chicken pox(varicella). Students must also have an annual influenza shot and tuberculosis screening. Full details on the procedures and requirements for each of these vaccinations are provided upon students' acceptance of admission. Students must upload a completed copy of their immunization record to Castlebranch prior to matriculation (with the exception of the annual flu shot, which must be completed and documented with Castlebranch no later than November 1). While enrolled as an FSU PA student, it is the student's responsibility to be fully current and immunized on all items detailed below. Failure to do so will result in the student being removed from all educational activities until the situation is remedied.

Toxicology Screening

Students are required to complete a urine drug screen (1) within eight weeks prior to matriculation, (2) within eight weeks prior to the beginning of the clinical year, (3) at any time necessary to meet the compliance requirements of a clinical site, and (4) "for cause" as established by the Associate Dean/Program Director for the School of PA Practice. Students will register for the required drug screen through Castlebranch, (https://discover.castlebranch.com/) using their log in credentials from when they originally created their CastleBranch accounts (for enrollment requirements). In preparation for a drug screen, students should bring a photo ID. A list of required toxicology is provided in the table below. Any PA student may be required to undergo drug and/or alcohol testing "for cause" at the discretion of the PA Associate Dean/Program Director or his/her designee (e.g., PA faculty, preceptor, SPC) when concerns are raised regarding the performance, behavior, or actions of a PA student which (1) indicates a reasonable suspicion for impairment with drugs and/or alcohol, or (2) indicates a potential threat to patient and community safety. Once testing is ordered, it should be completed within two hours. Failure to complete testing promptly may result in suspension from educational activities or other disciplinary action.

Testing "for cause" will be scheduled through Castlebranch and all costs will be the responsibility of the student. A list of testing laboratories can be found on the Castlebranch website after registering for the drug screening.

Positive Tests

A positive test is indicated when the sample is (1) determined to contain one or more of the sub- stances listed in the table, (2) considered an improper temperature, (3) determined to be diluted, and/or (4) considered a non-biological or inappropriate sample. Certiphi will notify the student via email once the drug test results are available. In the event a student tests positive for one of the substances listed, Certiphi's Medical Review Officer (MRO) will call the impacted student. If a student tests positive for a prescription medication for which he/she has a current and valid prescription, verification of prescription will be requested **following** the test results. It is advisable that a student on prescription medication be proactive and obtain proof from his/her physician prior to the drug test as this will expedite the process once the MRO calls. In all other cases of a positive (e.g., identified substance without prescription, improper temperature, dilute, or non-biological sample), a secondary confirmatory test will be conducted at the student's expense. The confirmatory test must be completed within 24 hours of the reported initial positive

- A positive confirmatory test prior to Program matriculation, as determined by sample or failure to submit to a confirmatory test within the specified time frame, will be interpreted as an inability to meet the established health and technical standards required for admission.

- While enrolled in the PA Program, a positive test will result in immediate suspension from all educational activities pending the results of the confirmatory test, which must be completed within 24 hours of the reported initial positive. A positive result on the confirmatory test will result in continued suspension. Students are encouraged to investigate the Program's Leave of Absence policy (LOA).

Toxicology Screen (Drug Test)	Laboratory evidence of a urine drug screen which includes the following toxicologies: amphetamines, cocaine metabolites, marijuana me- tabolites, opiates, phencyclidine, barbiturates, benzodiazepines, methadone, propoxyphene, and MDMA/Ecstasy is required. The lab report must be dated within eight weeks of matriculation and within eight weeks of the beginning of the clinical year. If an initial report is positive (i.e., substance identified, diluted sample, improper temperature, or non-biological sample), a confirmatory test should be conducted. Failure to complete a confirmatory test will be interpreted as inability to meet the established health and technical standards required for admission.

Background Check

It is law that vulnerable populations (i.e., children and elderly) be protected. It is in the best interest of the School to evaluate whether its students are fit to participate in patient care activities at affiliated clinical sites. To that end, students are required to obtain background checks through Certiphi prior to enrollment (completed within eight weeks prior to matriculation) and prior to the clinical year (completed within eight weeks prior to first clinical clerkship). Additional background checks may be necessary for individual clinical site requirements.

To assist students or applicants who may have a criminal record, a self-disclosure policy is in place. An affirmative response to a self-disclosure item (i.e., Self-Disclosure Form, available in CASPA) or the existence of a criminal record does not constitute an automatic bar to admission or patient care. Each self-disclosure, along with required documentation from court records, physician letters, treatment facility records, completed background check report, and any other pertinent records, will be evaluated on a case-by-case basis. Refusal to complete a self-disclosure and/or consent to a background check will prohibit patient care activities; therefore, such students will not be eligible for admission, continuation in the Program, or graduation. Further, failure to report any charges, arrests, convictions within 48 hours while enrolled may result in dismissal from the Program. Pending proper disclosure, leaves of absence or deferred admission, may be arranged for individuals requiring medical care.

Universal Precautions

Exposure to bloodborne pathogens is a risk assumed by all healthcare providers. Observing universal precautions is one method to reduce risk.

The principle of universal precautions recognizes that any patient may be infected with microorganisms that could be transmitted to other persons. Of particular concern are blood-borne pathogens, HIV (human immunodeficiency virus), and HBV (hepatitis B virus). However, body fluids other than blood, secretions, and excretions are included in universal precautions.

Since infected patients may be asymptomatic, it becomes necessary to use basic precautions with every patient. Observance of universal precautions will help to provide better protection for every staff member. Students should also familiarize themselves with the hospital/clinical sites specific policies regarding universal precautions.

Guidelines

- Act as though all patients with whom you have contact have a potentially contagious bloodborne disease.
- Avoid direct contact with blood, body fluids, secretions, excretions, mucous membranes, non-intact skin, and lesions.
- Avoid injuries from all "sharps."
- Avoid direct contact with items, objects, and surfaces contaminated with blood, body fluids, secretions, and excretions.
- Dispose of all "sharps" promptly in special puncture resistant containers.
- Dispose of all contaminated articles and materials in a safe manner prescribed by law.
- Washing hands frequently and thoroughly, especially if they become contaminated with blood, body fluids, secretions, and excretions.
- Depending on job duties and risk of exposure, use appropriate barriers, including gloves, gowns, aprons, caps, shoe covers, leggings, masks, goggles, face shields, equipment such as resuscitation devices. These barriers are to be used to protect:
- Skin, especially non-intact skin (where there are cuts, chapping, abrasions, or any other break in the skin).
- Mucous membranes, especially eyes, nose, and mouth.

  NOTE: *These items of protective apparel, including gloves, are removed after each use and are properly disposed. Gloves, etc. are NOT to be worn from one patient or activity to another.*

- Students will wear protective equipment as directed by their Clinical Preceptor or facility protocol.
- All patient specimens are bagged per facility protocol before transport to the laboratory

Needle Stick and Injury Protocol and Bloodborne Pathogen Exposure Control Plan

Bio-Hazard Exposure and Incident Reporting Policy

Form Location
The **Bio-Hazard Exposure and Incident Report Form** is available on the **PA Clinical Canvas Site** and the **Student Forms page** on the **College of Medicine SharePoint**. The form must be completed electronically.

Student Responsibility
Students are **financially responsible** for treatment related to **needlestick injuries**. These may be covered under your **health insurance policy**. Please verify coverage **in advance**. **Do not delay treatment**.

Program Continuity and Accommodations
If exposure results in a **disease or disability**, the student may continue in the program with **minimal disruption**, as safety allows. Accommodation will be coordinated through the **FSU Office of Accessibility Services (OAS)**. Each case will be reviewed individually, and recommendations will be submitted to the **Student Progress Committee**.

Reporting Requirements
All exposure incidents must be **formally reported** to the **Division of Student Affairs** using the electronic incident form and the **clinical site/office**. Timely and accurate documentation is essential.

Airborne or Allergen Exposure Protocol
In the event of exposure to a **communicable airborne disease** (e.g., tuberculosis, measles, pertussis) or a **significant Allergen** (e.g., latex, medications, environmental triggers):

- **Immediately remove** yourself from the exposure source.
- Seek **prompt medical evaluation** at the nearest **Emergency Room** or **your personal health provider**.
- Treat symptoms such as **respiratory distress, rash, or anaphylaxis** as urgent and proceed to the nearest **Emergency Room**.
- Report the incident to your **instructor/preceptor** and the **Division of Student Affairs (Regional Student Support Coordinator if you're located at a Regional Campus)**.
- Complete the **Bio-Hazard Exposure and Incident Report Form** electronically.
- If illness occurs, follow **public health guidelines** for testing, isolation, or treatment.
- **Medical clearance** may be required before returning to classroom/clinical duties.
- Accommodation will be arranged through **OAS**, if needed.

Needlestick and Bloodborne Pathogen Exposure Protocol

Immediate Actions
- **Wash** the affected area with soap and water.
- **Do not squeeze** the wound.
- For mucous membrane exposure, **rinse thoroughly** with water.
- **Remove contact lenses** if eyes are exposed.
- **Immediately notify** your instructor/preceptor or supervisor, so they know what has happened.
- Go to the **nearest Emergency Room or Hospital Employee Health if available at your campus**.

Reporting and Evaluation
- Notify the **Division of Student Affairs** and the **School of Physician Assistant Practice**.
- Submit the electronic **incident report form**, which will be routed automatically via email to be electronically signed by your supervisor. The form will be automatically forwarded to the additional appropriate parties.

Post-Exposure Prophylaxis (PEP)

- If PEP is recommended by the evaluating provider, **initiate treatment promptly**.
- Follow-up care will be managed by your **primary care provider or as referred by the Emergency Department**.
- **HIV testing** is recommended at 6 weeks, 12 weeks, 6 months, and possibly 12 months.
- **Hepatitis B prophylaxis** depends on your immune status and the source patient's status.
- **Hepatitis C** has no PEP; follow-up testing will be conducted per CDC guidelines.
  Important: Students must not request prescriptions for PEP or labs from faculty or preceptors. These must be provided by the evaluating medical provider.

Final Reminders

- **Prevention is key**—always follow safety protocols.
- **Accidents happen**—you are not alone.
- **Report incidents immediately** to ensure timely care and documentation.

Procedure for sharps disposal

Background:
To afford students the opportunity to practice basic wound closure techniques, students will be provided with a silicon suture pad, needle driver, pick-ups, and suture scissors once they view an instructional video and participate in a faculty lead suture lab. Students are encouraged to purchase inexpensive practice suture material from sites such as Amazon.

Procedure for sharps disposal

- Return the used needle and remaining suture material to the FSU College of Medicine and place it in a red sharps container located in room G-120.

- Students are instructed not to attempt to suture each other.

While the risk is minimal, there still is the potential for student to experience a needle stick injury.

Procedure for Venipuncture / Intravenous Catheterization Lab

Background
During the second semester of the didactic year, students are afforded the opportunity to participate in a venipuncture / intravenous catheterization (IV) lab once they have completed classroom and practical instruction in these procedures. This lab consists of students performing venipuncture and IV catheterization on their classmates under the direct supervision of a faculty member in a clinical setting.

Students will adhere to and follow universal precautions that are contained on page 76 of the student handbook while participating in this lab.

While the risk is minimal, there still is the potential for student to experience a needle stick injury that results in the occurrence of a blood borne exposure. If this does occur, students will follow the protocol for s needle stick injury that is described on page 77-78 of the student handbook.

Tobacco-Free FSU

Effective January 1, 2014, all tobacco use, including simulated tobacco use (via e-cigarettes, e- hookah, vaporizers, etc.), is prohibited on property, interior and exterior, owned or managed by FSU. This policy applies to all FSU students, faculty, staff, consultants, contractors, visitors, and external individuals.

Compliance is everybody's responsibility. Therefore, the success of this policy depends upon the goodwill of the College of Medicine community and the community at-large. Both tobacco users and non-users have a collective responsibility to ensure compliance. Any person found out of compliance with the policy should be informed about, and encouraged to enroll in, the campus Tobacco Cessation Program at University Health Services, the College of Medicine Tobacco Free Florida's (TFF) Area Health Education Center (AHEC) Tobacco Cessation Program, or other smoking cessation programs.

Repeat offenders of this policy may be subject to receive further appropriate enforcement action. Visitors will be asked to comply or leave the premises. For more information about Tobacco- Free FSU, visit https://chaw.fsu.edu/connect-virtually.

COMMUNICATION

Social Media

Social networking is a common activity that can increase our ability to interact with each other in positive ways. However, the ability of the internet to instantly reach millions of people, both within and outside of the medical profession makes it imperative that we take safeguards to ensure that social networking does not erode the values of the profession or damage the reputation of the Program and its affiliates.

To that end the following expectations are in place for students. Failure to comply with these standards may lead to suspension pending investigation or Program dismissal.

- Students should take steps to ensure that all social networking sites have the appropriate privacy settings to avoid inadvertent dissemination of material to audiences.
- Students should create a disclaimer with postings that clearly state that the expressed opinions belong to the writer alone and do not necessarily reflect the views of the PA Program.
- Students may not write about patients in any manner. Patients with rare diagnoses, physical appearances, and located within specific areas of a healthcare facility may be easily identifiable, even without names or medical record numbers.
- Students may not post pictures or images of patients or biological samples.
- Students may not write defamatory comments about faculty, staff, students, patients, and healthcare professionals
- Students may not post someone else's work (including from internet sites) without attribution.
- Students may not post pictures or descriptions that demonstrate participation of students, faculty, or staff engaging in unprofessional behavior.
- Students are expected to maintain professional boundaries with patients and may not invite patients into social networking communities or activities that involve their personal lives. Social networking communities focused on patient status such as support groups are acceptable.

- Faculty and staff within the FSU PA Program are strongly discouraged from inviting students who are actively enrolled in the Program to participate in any social networking community that involves their personal lives. Social networking communities, such as LINKEDIN, limited to professional work are acceptable.

Electronic Devices

The use of cell/smart phones, MP3 players, tablets, laptops, or other electronic devices is prohibited during class or clinical clerkships unless they are approved by the course director or clinical preceptor and are being used specifically for class or clerkship related purposes.

- Students who need a phone on for emergency purposes should discuss the issue with the course director or preceptor before the class or clinical begins.
- Taking photos or making video or audio recordings of the Florida State University PA Program's property, clinical sites, and patients is prohibited without the written consent of the institution and all parties involved.
- Electronic transmission of data related to patient specific identifiers is a violation of the Health Insurance Portability and Accountability Act (HIPAA).

Email

While enrolled as a student in the Program, **the email address of record shall be the FSU COM email address assigned upon admission to the program**. Students are strongly encouraged to check their FSU accounts and any Canvas or Encounter Tracking System (ETS) announcements at least once every 24 hours.

E-mail Content and Signature Policy

Purpose: This document provides guidelines for email usage for students, faculty, and staff at the College of Medicine. One should be aware that one's email account is for university and College of Medicine purposes. The two important things to remember are that email should not be used for personal purposes, and because we are a public institution, all emails are public record.

Official FSU Email Policy: FSU has a policy, https://policies.vpfa.fsu.edu/policies-and-procedures/technology/electronic-mail-policy, concerning email and other electronic communications. The College of Medicine is bound by all these rules and regulations. The policy indicates a number of activities, such as using email for advertisements for personal gain that should be avoided.

Sending Emails: Email is a way to communicate with another person or persons. One should first consider whether this is the best way of communicating. Sometimes a text or phone call is much more appropriate. At other times use of social media, a calendar notice, a blog, a wiki, Skype or simply a face-to-face discussion may be more appropriate. Choose carefully. If one chooses to use email, then remember that communications that are short and to the point are much more effective.

Subject Line: All emails should have a properly worded subject line. This helps the recipient know what follows. Your message's subject line should be meaningful and succinct. It should indicate the content. A subject line such as Reply ASAP gives the recipient no idea of what is important. It would be much better to mark the email as urgent and have the subject line indicate what needs to be done.

Email Message: The content of the email should be as short and concise as possible. Remember grammar is important. Poorly worded messages are often difficult to understand, and spelling errors can sometimes unintentionally lead to misunderstandings.

Signature Block: It helps to include a signature block containing information about who you are and how you can be contacted. The block should be short, concise, and easy to read. See https://support.microsoft.com/en-us/office/create-and-add-a-signature-to-messages-8ee5d4f4-68fd-464a-a1c1-0e1c80bb27f2 on how to set up a signature block. Considering many e-mails within our environment are public records, users are strongly encouraged to use the following statement as a footer:

"Please note: Florida has very broad public records laws. Most written communications to or from state/university employees and students are public records and available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure."

Fonts and Backgrounds: Standard fonts such as Ariel and Times are much easier for the recipient to read. Remember that colored or graphical backgrounds can also make it more difficult to read a message.

CC'ing others: Carefully consider who should be CC'd. If a message is not directly intended for an individual, but she/he needs to know the information, it would be appropriate to CC the person. Otherwise, one should refrain from unnecessary inclusion of others.

Distribution Lists: The College of Medicine (COM) maintains over 400 distribution lists (DL) to make communication easier for students, faculty, and staff. Many of the DLs have wide audience scope and reach, so care should be exercised before using a DL. None of us enjoy being inundated with emails that are not germane to our business solely because we are a member of a DL that was included on the To or CC line.

Attachments: Carefully consider whether an attachment is necessary. Often a URL link is a more effective means to reference a document or set of documents, particularly if they are published in the public domain. Also, if one is involved with a group working on a document, Share- Point or a wiki may be a much better means of document management.

Confidential Information: Remember that emails should not be used to discuss confidential information. First, such discussions may be explicitly prohibited by HIPPA (patient rights) or FERPA (student rights). Second, all emails are public records.

Responding to Emails: The above suggestions about sending emails also apply to replying to emails. In addition, the following should also be considered.

Forwarding an Email: At times it is appropriate to forward an email to another individual or individuals. Before doing so, make sure that the recipient really needs the information.

Replying- Reply All or Reply: Be careful to Reply All only when everyone needs to know your response. This is particularly true for listserv inquiries and an announcement to a DL group. If the answer or response is to just one person, then reply to that individual only. This prevents all the other members of the group from, for example, receiving congratulations for that person's award.

Trim the Email Thread: If one replies to an email, the original email is typically included in the reply. As the email on the topic goes back and forth, a long email thread is generated if everyone simply responds. Remember anyone could then forward this chain to anyone else. When appropriate, trim the email chain to only the history that is needed. This will help the recipient who has no need to revisit the chain of correspondence. More importantly, it will help avoid embarrassing or privileged information being forwarded to someone who has no need to know the history.

Remove the Attachment: When forwarding an email, any attachments are included. If the recipient does not need an attachment, remove it from the forward before sending.

Never Provide Account, Password or Other Confidential Information: A typical spam that one may receive might indicate that the recipient will have her/his rights or privileges revoked unless she/he responds immediately by giving the sender account, password, or other confidential information. Do not respond to any such request. Instead, please open a new email message window, 'drag and drop' the offensive email message into the new message (so it creates an attachment) and send to abuse@fsu.edu .

Managing the Mailbox: Every user is responsible for managing their own Mailbox. The following points should help in containing the total size of one's mailbox (this includes attachments, received emails, sent emails, etc.) and better organizing the information communicated via email.

Delete Unnecessary Emails: If the email serves no further purpose, delete it. Why keep all those junk emails?

Periodically Empty the Deleted Items Folder: Once an email is deleted, it goes to the Deleted Items folder in one's Mailbox. If one periodically empties the Folder (right-click on the folder and select Empty) those items will be removed.

Create an Email Folder for Important Work Projects: If you have an important project that includes a lot of emails, create and name a folder (right-click on the mailbox and select New Folder). Then drag and drop the emails associated with the project into the folder. This will keep all the correspondence organized in one spot and make finding things much easier.

Remove Attachments: Attachments are hard to find and take up a lot of space on the email servers. Rather than leaving the attachment with the email, create an appropriately named folder on your computer. Then simply drag and drop the attachment(s) into the folder.

Use the Follow-Up Flag and Delete When Completed: If a received email requires an action, mark the email for follow-up indicating when the action needs completion. This will put the email in your task list. The task list is easy to manage. Once the task is completed, mark it as such and then, if appropriate, delete the email.

Block Spam and Junk Email: Most spam and junk email are caught by the university's filters. If, however, you are receiving emails from someone that you would rather block individually, use the Blacklist, Quarantine, and Whitelist subfolders in the Spam folder in your Mailbox. Suspicious emails should be sent as attachments to abuse@fsu.edu.

Archive Old Emails: If the amount of mail exceeds the mailbox limitations, then simply archive the old emails. This can be done either selectively or automatically. For instructions, please see https://support.microsoft.com/en-us/office/archive-items-manually-ecf54f37-14d7-4ee3-a830-46a5c33274f6

Emergency Phone Calls

Please inform friends and family that they should contact the PA Program (850) 644-1732 if an emergency should arise while class is in session. A message will be delivered to the student as cellular telephones must be switched off while in class.

Student Representation

Each class will elect class representatives who will bring issues that affect the entire class to the attention of the Associate Dean/Program Director.

Director's Hour



The Associate Dean/Program Director will meet regularly, usually once per semester, with each class to discuss any outstanding issues and to answer any questions during Director's Hour. For issues affecting individual students, students are encouraged to make individual appointments with the Associate Dean/Program Director.

MISCELLANEOUS POLICIES

Employment During the Program

Training to become a physician assistant demands full-time commitment. Due to the rigorous nature of the curriculum, it is strongly recommended that students not engage in outside employment. If a student chooses to work during the academic year, the work schedule must not interfere with class performance or clinical clerkship schedules. FSU PA Program Faculty, including the Clinical Education Director, will not accommodate work schedules in arranging education experiences.

Students may not work for the PA Program. Students with specific prior knowledge, experience and skills may assist faculty in didactic and laboratory sessions to share their knowledge and skills. During clinical clerkships, students must not be used to substitute for clinical or administrative staff at clinical sites.

Examination Security

To maintain security during examinations, exam proctors reserve the right to inspect anything a student brings into an examination room.

Holidays

During the didactic portion of the Program will observe the usual holidays issued by the University. Semester start and end dates may not coincide with the University academic calendar; therefore, students should consult the Program calendar prior to making any travel arrangements.

During the clinical phase of the Program, students may experience an irregular schedule. No student should make travel arrangements without consulting with their Faculty Advisor and their Clinical Faculty member.

Students may request time off for religious observances through the process outlined in the "Anticipated Absences" section. A request does not imply that the request absence will be approved.

Weather-Related Emergencies

In the event of severe weather, students should check the COM website to verify closure of Florida State University. Closure of the Florida State University Campus will not necessarily impact the status of the Regional Campuses.

Students are expected to use their best judgment in deciding to travel. Students on clerkship sites not affected by the adverse weather conditions are required to attend their clerkship even if the Campuses are closed. Conversely, students at a clinical site with significant adverse weather conditions must use their best judgment in consultation with their preceptors in determining their attendance at the site regardless of the University's status. Following consultation with your preceptor, students must notify the Program Administrative Assistant or Associate Clinical Education Director of any weather-related absences.

Teach Out Policy

In the event of Program closure or withdrawal from the ARC-PA accreditation process, the following policy will be implemented to assist students enrolled in or admitted to the Program.

1. The Program will maintain accreditation on probation up to a date determined by the ARC-PA upon notice of Program closure or withdrawal of accreditation.

2. The Program will not accept any new students for enrollment.

3. For students already enrolled in the Program, the Program will seek permission from ARC-PA to teach out that cohort of students under the ARC-PA accreditation until a date determined by ARC-PA, allowing those students to graduate from an accredited program with eligibility to sit for the PANCE and be licensed.

4. For students in the didactic phase of the curriculum, the university will use its best efforts to assist students with transfer into another accredited PA Program. It shall continue those efforts until all students in the cohort have transferred into another program.

5. For students who remain in the Program after the end of ARC-PA accreditation and who are not placed with other programs, the university will teach out those students according to the requirements of Commission on Colleges, Southern Association of Colleges and Schools (SACSCOC). However, those students will not be graduating from an accredited PA Program.

Policies and Guidelines for Pharmaceutical and Vendor Interactions

Purpose of Policy

The purpose of this policy is to establish guidelines to ensure that patient care and medical education are not influenced by considerations other than what is in the best interests of patients and/or trainees.

Statement of Policy

It is the policy of the FSU COM that pharmaceutical/industry access to students, faculty, and residents, is prohibited on FSU COM property, including regional campuses. However, discussion with representatives for the purpose of obtaining unrestricted educational grants is allowed. This policy applies to all FSU COM full-time faculty and part-time faculty (clerkship directors, clerkship faculty, elective faculty) when performing their duties on FSU COM property.

Scope of Policy

1. Accepting Offers

Gifts Individuals subject to this policy (faculty, residents, students, and staff) may not solicit or accept any gifts from pharmaceutical company/industry representatives. Additionally, the use of any vendor's material with the vendor's name or logo is strongly discouraged in public or patient care areas.

Food
The direct provision of any meals, desserts, etc. by pharmaceutical/industry representatives on FSU COM property is prohibited. This includes the provision of meals during any organized, scheduled educational activity (e.g., grand rounds, journal club, faculty development, etc.) or reception. Industry representatives who wish to provide support to the FSU COM may, however, do so in the form of an unrestricted educational grant to the FSU COM. Such grants are expended for food solely at the discretion of COM departments/divisions/regional campuses/residency programs.

Entertainment
Faculty members, residents, students, or employees of the FSU COM participating in social events, including meals, funded directly by pharmaceutical company/industry may not use their official status as FSU employees or students. Moreover, faculty and employees of the FSU COM may not accept the use of supplier/vendor property, airplane transportation, travel packages, or similar favors from industry as FSU employees.

Compensation
Full-time faculty or employees may not accept gifts or compensation for listening to a sales talk by an industry representative, including the defraying of costs for simply attending a CME or other activity or conference. Honoraria provided directly by pharmaceutical/other industry are not allowed if faculty or employment status with the FSU COM is acknowledged.

2. Site Access

Pharmaceutical/Industry Representatives are not allowed access to faculty, students, residents, or staff on FSU COM property, including its regional campuses, except for the purpose of discussing/providing unrestricted educational grants.

3. Educational Funds

Industry representatives may support medical educational purposes in unrestricted educational grants. Initial contact with industry representatives to discuss or obtain unrestricted educational grants is permitted.

4. Scholarships / Educational Grants

No educational grant, financial award, donation, or expense reimbursement may be given directly to a resident or medical student by an industry representative. Any educational grant must be provided to the College of Medicine. Faculty and staff invited to present or lead conferences or meetings funded directly by pharmaceutical/other industry may not acknowledge their faculty status as part of the Program. Note: These provisions do not apply to meetings of professional societies that may receive partial industry support, i.e., meetings governed by ACCME Standards.

5. Disclosure of Relationships with Industry

All College, Program and Sponsoring Institution-sponsored medical education events must include full and appropriate disclosure of sponsorship and financial interests above and beyond those already governed by the Standards for Commercial Support promulgated by the Accreditation Council for Continuing Medical Education.

Department Chairs, Program Directors and Faculty should disclose any financial relationships with Industry, including but not limited to ownership of practice and hospital sites at the time of appointment to these positions, annually through the FSU COM Personnel Office, and as actual, potential, or the appearance of Conflicts of Interest arise. Faculty with supervisory responsibilities for students, residents and/or staff should ensure that the faculty's conflict or potential conflict of interest does not affect or appear to affect his or her supervision of the student, resident, or staff member. Individuals having a direct role making institutional decisions on equipment or drug procurement must disclose to the FSU COM Administration / Personnel Office, prior to making any such decision, any financial interest they or their immediate family have in companies that might substantially benefit from the decision. Such financial interests could include equity ownership, compensated positions on advisory boards, a paid consultancy, or other forms of compensated relationship. They must also disclose any research or educational interest they or their department have that might substantially benefit from the decision. The administration will decide whether the individual must remove him/herself from the purchasing decision.

Note: This provision excludes indirect ownership, such as stock held through mutual funds.

6. Training/Communication Regarding Potential Conflicts of Interest

All faculty, attendings, residents, students and applicable staff shall be provided with information regarding potential conflicts of interest in interactions with industry to include:

a. A copy of these guidelines on vendor interactions.
b. Copies of the ethics statements of pertinent medical specialty societies and how to apply those
c. guidelines to practice.
d. Seminars and/or faculty development sessions describing:
    - How activities can influence judgment in prescribing decisions and research activities.
    - How to manage encounters with Industry representatives. How to handle patient requests for medication, particularly regarding direct-to-consumer advertising of drugs.
    - The purpose, development, and application of drug formularies and clinical guidelines and discussing such issues as branding, generic drugs, off-label use, and use of free samples.

7. Procedure, Monitoring, and Responsibility

We want to ensure patients, students and residents know we are focusing on their welfare, not on any commercial interest and eliminate the appearance of industry's inappropriate influence over the medical community. Therefore, all FSU COM faculty, students, residents, and staff will be given a copy of this Policy and Guidelines document.

The Graduate Medical Education Committee (GMEC) must ensure that the Sponsoring Institution monitors vendor interactions with residents and GME programs. FSU COM administration, department heads, division heads, campus deans, program directors, etc. are responsible for compliance with this policy and for ensuring the personnel under their supervision understand and comply with this policy. If FSU COM faculty and/or staff have any questions concerning the interpretation of this policy and guidelines, or their applicability to a particular circumstance, they should first consult with their supervisor. If their supervisor is unable to answer the question or provide appropriate guidance, or if, because of the circumstances, it would be inappropriate to discuss the matter with the supervisor, then the personnel and/or staff member should contact the FSU COM Sr. Associate Dean/Program Director for Medical Education and Academic Affair's office.

If any FSU COM personnel and/or staff member is aware of any violation or threatened or potential violation of this policy, or suspects that a violation of this policy has occurred, they must also refer to the FSU COM Sr. Associate Dean/Program Director for Medical Education and Academic Affair's office.

8. Exceptions

- **a.** This policy does not apply to part-time faculty (clerkship directors and clerkship faculty) engaged in their roles at venues other than FSU COM property, i.e., private offices, hospitals, or other sites.
- **b.** This policy does not include faculty research and related activities, which are included in the Florida State University Faculty Policies and Procedures for Dealing with Misconduct in Research and Creative Activity (http://facultyhandbook.fsu.edu/Handbook-Sections/Section-6-Policies-and-Procedures). Individuals should contact the FSU COM Office of Research (https://med.fsu.edu/researchdivision/home) with regard to publishing articles under their name and FSU COM title, in disclosing their related financial interests etc.

9. Pertinent Definitions

Attending: The faculty member with primary responsibility for the care of a patient and/or the education of a student or resident in a particular case.

Conflicts of Interest: Any situation in which an individual is able to exploit his/her professional or official capacity in some way for personal benefit.

Faculty: Physicians/Professors who possess the requisite expertise, documented educational and administrative abilities, and experience teaching residents and students.

Meetings: Any gathering on FSU COM property involving FSU COM personnel. Such gatherings would include faculty development meetings, resident or student meetings, grand rounds, departmental, divisional, or regional campus meetings.

Personnel: Faculty, staff, residents, and medical students of the FSU COM.

Representative: Includes any individual who is employed by or who represents any entity defined under 'Vendor/Industry.'

Sponsorship: Vendor/Supplier funding

Unrestricted Educational Grants: It is recommended that industry representatives provide financial support for FSU COM events directly to the COM in the form of an unrestricted educational grant to then be spent by the COM departments/divisions/regional campuses/residency programs for educational activities at their discretion. Appropriate recognition of the industry representative's contribution should be given by the department/division/regional campus/residency program. Educational grants must not be made, conditioned, or related in any way to pre-existing or future business relationships with Industry. Vendors should separate their grant making functions from their sales and marketing functions.

Accordingly, if vendor or patient-service representatives or other corporate representatives wish to discuss a corporate contribution of cash, equipment, supplies, or services, the employee should immediately notify the Dean or the Sr. Associate Dean/Program Director for Medical Education and Academic Affairs. This individual, or designee, should then become the principal point of contact with the vendor.

Vendor/Industry: Includes those businesses, corporations, or entities that supply or wish to supply equipment, goods, services, or other medical related products to physicians, administrators, students, residents, staff, or hospitals.

PREPARING FOR GRADUATION AND THE PANCE

As graduation approaches, you will have amassed a great deal of knowledge and skills. The Program uses a variety of means throughout the course of your education to ensure that you have achieved the competencies expected of a graduating Physician Assistant student.

EVALUATIONS

Formative Evaluation

Formative Evaluation of students is a multi-step process:

1. **1st Semester: Professionalism Assessment Tool:** students complete a self-assessment of their professionalism, thus providing the Program with a baseline comparison.

2. **4th Semester**: **Pre-Clinical OSCE Exam**: This hands-on examination was designed specifically to test the student's clinical competence. A standardized scoring rubric is used to assess performance on the Clinical Competency Exam. Students who fail to achieve 70% or above will consult with Student Success and their faculty advisor to develop strategies in areas of opportunity.

3. **4th Semester: Summative Exam- Renegade Rat I**
   Renegade Rat I is a formative exam in preparation for the clinical year. It is a test of knowledge gleaned from all Clinical Medicine, Pharmacology, Patient Assessment and Physiology courses for clinical decision making.

4. **4th and 7th Semester: PACKRAT** (Physician Assistant Clinical Knowledge Rating and Assessment Tool) examination is a self-assessment tool administered at the end of the 4th semester. The examination results give students a report of their strength and areas for improvement. This report may be utilized in formulating study plans for success in the clinical year and the PANCE exam. The exam report also allows the Program to compare student performance with national scores.

5. **4th Semester: Physician Assistant Competencies: Self Evaluation**: The public demand for higher quality and greater accountability in health care has been growing steadily over the last several years, and various healthcare professions are responding in different ways. To address that issue within the PA profession, the PAEA, ARC-PA, NCCPA, and AAPA, joined together to define PA competencies, a critical starting point to identify opportunities for improvement in the development and assessment of those competencies. The four organizations involved in the development of the seminal document, *Competencies for the Physician Assistant Profession*, have developed this self- evaluation tool to help individual PAs identify areas of personal strength and opportunities for personal growth, which you may use to guide future CME activities, on-the-job training, or other self-improvement activities. Students will complete this document at the end of the didactic year and again at the end of the clinical year to show progress.

No student can advance to the clinical year of the Program until they have completed the above Formative assessments through the 4th semester.

Summative Evaluation

1. **7th Semester: The PAEA End of Curriculum** examination is a 300-question multiple choice exam built using a blueprint and content area list developed by PA educators and national exam experts. The exam will be scored similarly to the PAEA End of Rotation examinations using standard deviations. A score of above two standard deviations below the mean will be considered a PASS for the class completing the FSU PA program. The PAEA EOC will be administered within four months of the cohort's or the students' completion of the program.

- If a student receives a PASS score on the PAEA EOC, they will continue to progress through the program.
- **If a student <u>fails</u> FSU PAEA EOC1, <u>and</u> has either of the following two additional indicators that can be correlated to FSU PA Program Data that predicts a 50% chance of failing PANCE:**
    - PACKRAT2 score 140 or less, or
    - Overall EOR Average of 405 or less.

Recommendation: Graduation Delay 6 weeks, starting in January/SPR1 of subsequent year with no change in clinical rotation schedules, since IHS5905 will immediately follow clinical rotations in January, which means retaking the EOC, or EOC2, Monday December 1st still applies with March 1 graduation date. If graduation is later due to longer delay/deceleration, a personalized plan will be made for the student to adhere to the guidelines of summative exam (see below).

- If a student fails EOC1, has additional indicators of concern for PANCE, thus placing them on a planned graduation delay, with retake of EOC2 on December 1st, of the graduation year but the EOC2 is passed with a score above the national mean, the graduation delay will be forfeited.

- If a student fails EOC1, has no additional indicators of concern for PANCE, the student is eligible to take EOC2 on December 1st of the graduation year. Failure of EOC2 would result in a graduation delay of six weeks.
    - **IF** the student has already had a clinical delay, and this is an initial December 1 EOC1 failure, and the student had a PACKRAT2 score of 140 or less or has an overall EOR average of 405 or less, recommend a second delay for the SPR2 block. SPR2 is the second delay because the initial clinical delay has the student finishing clinical rotations SPR1. EOC Retake is still appropriate for January 30th, and subsequent Spring Semester graduation.
    - **If student fails FSU PAEA EOC1, AND EOC2(retake) recommend graduation delay, and/or additional graduation delay if previous delay already incurred.** Students who cannot pass EOC1 or EOC2 are at high risk for not passing PANCE. The student will be referred to the Student Progress Committee. After reviewing the students' overall academic and professionalism progress, recommendations of the SPC may include, but not be limited to, additional delay or dismissal from the program.

2. **7th Semester**: **Objective Structured Clinical Exam (OSCE):** This hands-on examination was designed specifically to test the PA student's clinical and technical competence utilizing clinical scenarios and standardized patients. Clinical and technical skills are also assessed as part of the OSCE. A standardized scoring rubric is used to assess performance. Students who fail to achieve a passing score will consult with their Faculty Advisor and the Clinical Education Director to develop a remediation plan and will remediate the examination.

3. **7th Semester**: **Physician Assistant Competencies: Self Evaluation**- Students will complete this document and compare it to the self-evaluation completed during the 4th semester to demonstrate progress.

4. **7th Semester**: **Professionalism Assessment Tool:** students complete a self-assessment of their professionalism.

No student will be eligible for graduation until they have received a passing grade on ALL Summative Evaluations.

PA PROGRAM GRADUATION COMPETENCIES

The role of the Physician Assistant is demonstrated in a wide range of organizational and clinical practice settings alongside physicians and other care providers. As a profession, we have defined the knowledge, skills, and attitudes required and the educational experiences needed for the acquisition of the following competencies. The elements within each of the competencies that appear below have been adopted by the Faculty of the Florida State University School of Physician Assistant Practice to communicate expected entry-levels of performance at the time of graduation from the Program.

1. Medical Knowledge (Knowledge for Practice)

1a. Apply established and emerging bio-physical scientific principles that are fundamental to healthcare for individuals across their lifespan and for populations.
1b. Apply principles of social-behavioral sciences to provision of patient care.
1c. Differentiate normal and abnormal health statuses.

2. Interpersonal and Communication Skills

2a. Demonstrate effective communication with patients and families across a broad range of socioeconomic and cultural backgrounds.
2b. Demonstrate effective communication with health team members.

3. Clinical and Technical Skill

3a. Gather essential and accurate information about patients and their condition through history taking and physical examination.
3b. Select, interpret, and apply appropriate clinical diagnostic studies for patient care.
3c. Perform technical skills of PA practice.

4. Professionalism and Ethics

4a. Demonstrate knowledge and application of ethical principles pertaining to patient care that contributes to better health outcomes across all populations served.
4b. Demonstrate respect and empathy for the patient.
4c. Demonstrate knowledge and application of professional responsibilities.

5. Clinical Reasoning and Problem Solving

5a. Apply clinical science principles and evidence to make patient-centered diagnostic and therapeutic decisions.
5b. Develop a plan to manage acute and chronic conditions for underserved and aging populations.
5c. Synthesize information to develop an appropriate differential diagnosis and clinical impression.

A student's graduation date is the date on which Florida State University confers a student's degree. The PA Commencement Ceremony typically occurs about one week following the completion of all Program requirements during the seventh semester in December. The timing is subject to change. After the graduation date, students/graduates can confirm to employers and others that they have completed all degree requirements AND are graduates of Florida State University.

Students that have a delay in graduation and complete Program requirements in a subsequent semester must wait until the end of that semester to have their degree conferred. There is one exception. For students who have a delay in graduation and complete all Program requirements during the spring semester, the University Registrar has approved and created a second graduation date for PA graduates. It is established to occur on March 1 or the next business day after March 1.

This exception is intended to be used for students who have 6 weeks or less of coursework that has to be repeated or completed for the first time after the December graduation date. This date is not guaranteed because the ability to complete the coursework will depend on the availability of faculty resources during that time frame. Students who have more than 6 weeks of coursework remaining or who cannot complete the coursework due to limited faculty resources will need to wait for the next diploma date which will be the regular spring semester graduation, usually in late April or early May.

PREPARING FOR THE PANCE

The clinical phase of training comes at the end of the PA Program, as does studying for the PANCE. It is difficult to study for the PANCE during clerkships because parallel processes are occurring you are acquiring new clinical skills and studying specific topics for the end of rotation examination, while trying to broadly prepare for the PANCE by studying many other diseases perhaps unrelated to your clerkship. For this reason, we have attempted to integrate the process to minimize duplication of study and create synergy. As a result, if you study all the topics we have listed for each clerkship, by the time you finish your clerkships, you will have studied all of the topics on the *NCCPA Content Blueprint for the PANCE*.

Many questions on the certification (PANCE) exam are drawn from the *NCCPA Content Blue- print.* The *Content Blueprint* comprises two helpful sections: the "Content Blueprint Medical Content Categories," and the "Content Blueprint Task Categories." Please see NCCPA website for details: PANCE Blueprint - NCCPA

Both students and faculty use these documents to know which topics are important and the depth and breadth at which they should be covered. The medical content categories blueprint is a comprehensive list of diseases and disorders commonly encountered in clinical practice and thus on the certification examinations. The list is arranged by organ system and indicates the approximate percentage of questions per organ system you may expect on the PANCE. This information is important to consider when deciding the depth and breadth of study. Because cardiovascular, pulmonary, gastrointestinal/nutritional, and musculoskeletal topics comprise a large portion of the exam (about 40% of the exam questions), faculty and students spend more time on them. Students who have a poor knowledge base in these four organ systems generally receive poor grades on the PANCE.

The task category blueprint is a list of eight main PA knowledge areas identified as important to clinical practice. It details the cognitive skills and knowledge in each area that students must attain for competence. Many of these task areas are covered on the PANCE. Since it is impossible to study everything about every item in the *Content Blueprint,* this document helps you determine what is most important to know.

The task categories blueprint also indicates the approximate percentage of questions per task you may expect on the PANCE. This is helpful as you begin studying, so that you can focus your efforts on task areas more commonly seen on the exam. The organ systems and task areas more heavily weighted by the NCCPA receive more in-depth treatment on the NCCPA exam.

The formulation of a comprehensive and effective study plan requires consideration of many fac- tors. Haphazard, non-strategic studying that does not consider the *NCCPA Content Blue- print*, the weighting of task categories and organ systems, and your own strengths and weaknesses can lead to disaster. This Clerkship Study Program was developed by taking each item on the "Content Blueprint Medical Content Categories by Organ System" and placing it in the appropriate discipline. In addition to testing specific blueprint topics, there will be some case-based questions not specifically linked to a blueprint topic but discipline-related and will test knowledge and skills gained at the clerkship site. PA students typically are overwhelmed by the amount of time they must spend at the clinical site during a clerkship, and how little time is left for actual study. Therefore, it is important to set short-term (daily), intermediate (weekly), and long-term (end-of-clerkship) study goals. For example, you should calculate how many topics you must cover daily to be ready. As a student you must take charge of your learning by determining how you will manage your schedule so that you are able to complete and study the required topics within the timeframe you have set. You should also dedicate a few extra days before any testing cycle for review and reinforcement of materials learned. Because you know how you best learn, taking the time to thoughtfully set a study schedule is critical.

ADDITIONAL RESOURCES

ACCREDITATION REVIEW COMMISSION ON EDUCATION FOR THE PHYSICIAN ASSISTANT, INC. (ARC-PA)

The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) is the recognized accrediting agency that protects the interests of the public and PA profession by defining the standards for PA education and evaluating PA educational programs within the territorial United States to ensure their compliance with those standards.

The ARC-PA encourages excellence in PA education through its accreditation process, by establishing and maintaining minimum standards of quality for educational programs. It awards accreditation to programs through a peer review process that includes documentation and periodic site visit evaluation to substantiate compliance with the Accreditation Standards for Physician Assistant Education. The accreditation process is designed to encourage sound educational experimentation and innovation and to stimulate continuous self-study and improvement.

http://www.arc-pa.org

AMERICAN ACADEMY OF PHYSICIAN ASSOCIATES (AAPA)

The AAPA is the national professional organization of physician associates. Its membership Includes graduate and student physician assistants and affiliate membership for physicians and physician assistant educators. The Academy provides a wide range of services for its members from representation before federal and state governments and health related organizations, public education, pamphlets and brochures, insurance and financial programs, and employment assistance.

As an AAPA member, you also receive multiple publications and are entitled to a membership discount for the annual conference. Student Physician Associate Societies are an integral part of the AAPA and make up a body referred to as the Student Academy of the American Academy of Physician Associates (SAAAPA). The Student Academy meets yearly at the national conference to elect officers and representatives. Release time to attend the national conference held in May of each year can be requested from the Program and will be allowed case-by-case.

All Florida State University Physician Associates Students will be Student Members of the AAPA.
www.aapa.org

FLORIDA ACADEMY OF PAs (FAPA)

Formed in 1974 to represent the Physician Assistant profession in Florida, the Florida Academy of PAs (FAPA) promotes the PA profession through public education efforts. FAPA is an officially recognized state chapter of the American Academy of Physician Associates (AAPA). All Florida State University Physician Assistant Students will be Student Members of the FAPA.
https://www.fapaonline.org/

NATIONAL COMMISSION ON CERTIFICATION OF PHYSICIAN ASSISTANTS (NCCPA)

All graduates of Physician Assistant Programs accredited by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) are eligible to sit for the national certifying exam (PANCE) offered by the NCCPA. Registration applications are completed during the final year of the Physician Assistant Program.

Once certified through the NCCPA, each graduate must obtain and report 100 hours of CME every two years. Currently recertification exams are required every ten years in addition to the CME requirement.
www.nccpa.net

STATE AGENCIES

In Florida, Physician Assistants are licensed under the authority of the Florida Board of Medicine. https://flboardofmedicine.gov/ This website provides detailed information on all pertinent laws and regulations related to PA practice.

Students pursuing licensure from other states should contact that state's licensing board or PA society for more information.

APPENDICES

This section contains examples of forms that you will use frequently during your time with us.

A: Contact List

B: Handbook and Policy Compliance and Acknowledgement

C: Florida State University Honor Code

D: SPC Appeal Form

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COLLEGE OF MEDICINE

APPENDIX A

School of Physician Assistant Practice Contact List

Didactic and clinical faculty and staff should be addressed as Dr./Ms./Mrs./Mr. (last)Name in written and oral communication.

Dean College of Medicine	Associate Dean/Program Director and Program Director
Alma Littles, MD alma.littles@med.fsu.edu 850-644-1346	Benjamin J Smith, DMSc, PA-C, DFAAPA Benjamin.smith@med.fsu.edu 850-644-2131

Medical Director
Stephen M. Quintero, MD Stephen.quintero@med.fsu.edu 850-645-1226

Principal Faculty	
John P. Bastin, DMSc, PA-C John.bastin@med.fsu.edu 850-645-7824	Elise Elegeert, DMSc, PA-C Elise.elegeert@med.fsu.edu 850-645-8610
Martin Shipman, MHA, PA Martin.shipman@med.fsu.edu 850-645-3772	Allison Justice, EdD, MPAS, PA-C Allison.justice@med.fsu.edu 850-645-2185
Thomas J Morgan, PhD Thomas.morgan@med.fsu.edu 850-645-0264	Charlie Saunders, PhD Charles.saunders@med.fsu.edu 850-645-3772
Megan Verdoni, PA-C, CAQ-EM Megan.verdoni@med.fsu.edu Clinical Education Director	Debra Cole, EdD, PA-C, DFAAPA Debra.cole@med.fsu.edu Director of Didactic Education 850-645-4765
Kimberly Powell, MPAS, PA-C Kimberly.powell@med.fsu.edu 850-645-3806	Wendy Doyle, MPAS, PA-C Wendy.doyle@med.fsu.edu
Heather Robinson, MMS, PA-C Heather.robinson@med.fsu.edu	Michelle Adkins, DMSC, MSPAS, PA-C michelle.adkins@med.fsu.edu
Jacourie Clark, PhD, MS jacourie.clark@med.fsu.edu Learning Specialist	

Instructional Faculty
See Attached Instructional Faculty List

Program Manager	Didactic Program Coordinator
Gina Kittel, MS Gina.kittel@med.fsu.edu 850-644-1732	Sara Beth Beasley, MEd, MS Sara.beasley@med.fsu.edu 850-645-3772
Admissions Program Coordinator	**Clinical Program Coordinator**
Michelle Seyez, BS Michelle.seyez@med.fsu.edu 850-644-7272	Inez Hudlow Inez.hudlow@med.fsu.edu 850-645-2632
Administrative Specialist	**Teaching Classroom Assistant**
Jacob Nelson, BS jacob.nelson@med.fsu.edu	Carla Dormeus, EdD Carla.dormeus@med.fsu.edu

Student Support Coordinator
Melissa Oglesby Melissa.oglesby@med.fsu.edu 850-644-2125

Associate Clinical Education Director (Principal Faculty)
Kimberly Berggren, DMSc, PA-C kimberly.berggren@med.fsu.edu John F Brynes, PA-C, DFAAPA john.byrnes@med.fsu.edu 407-234-7170 Ricardo Martin, PA-C ricardo.martin@med.fsu.edu Neha Patel, PA-C neha.patel@med.fsu.edu Leah Tedder Roberston, MPAS, PA-C leah.robertson@med.fsu.edu Cassandra Yusz, PA-C cassandra.yusz@med.fsu.edu 850-328-5683 Alexa Kinder, PA-C alexa.kinder@med.fsu.edu

Instructional Faculty:

Michelle Arbeitman, PhD
Michelle.arbeitman@med.fsu.edu
850-645-9846

Ewa Bienkiewicz, PhD
Ewa.bienkiewicz@med.fsu.edu
850-644-5781

Shalon Buchs, EdD, MHS, PA-C
Shalon.buchs@med.fsu.edu

Michael Blaber, PhD
Michael.blaber@med.fsu.edu
850-644-3361

Stephen Chelko, Phd
stephen.chelko@med.fsu.edu
850-645-7963

Melissa Rodriguez, PA-C
Melissa.rodriguez@med.fsu.edu

Patty Ghazvini, PharmD, BCGP
patty.ghazvini@med.fsu.edu
850-645-3772

Devon Graham, PhD
devon.graham@med.fsu.edu
850-644-7963

Akash Gunjan, PhD
Akash.gunjan@med.fsu.edu
850-645-6445

Yuying Wu, PhD
yuying.wu@med.fsu.edu

Paul Katz, MD
paul.katz@med.fsu.edu
850-645-8440

Sanjay Kumar, PhD
Sanjay.kumar@med.fsu.edu
850-645-8336

Eric Laywell, PhD
Eric.laywell@med.fsu.edu
850-645-9817

Choogon Lee, PhD
choogon.lee@med.fsu.edu
850-645-7963

Cathy Levenson, PhD
Cathy.levenson@med.fsu.edu
850-644-5781

Tim Megraw, PhD
Timothy.megraw@med.fsu.edu
850-644-5781

Antonia Nemec, PhD
Antonia.nemec@med.fsu.edu
850-644-0498

Richard Nowakowski, PhD
Richard.nowakowski@med.fsu.edu
850-644-9219

Michael Overton, PhD
Michael.overton@med.fsu.edu
850-644-5781

Nancy Reid, MHA, DHSc, PA-C
nancy.reid@med.fsu.edu
850-645-3772

George Rust, MD, MPH
George.rust@med.fsu.edu
850-644-2362

Ukamaka Dike Smith, PharmD, MBA
ukamaka.smith@med.fsu.edu
850-645-3772

Branko Stefanovic, PhD
Branko.stefanovic@med.fsu.edu
850-644-7600

Robert Tomko, PhD
Robert.tomko@med.fsu.edu
850-645-1482

Jose Pinto, PhD
Jose.pinto@med.fsu.edu
850-645-0016

Yuan Wang, PhD
Yuan.wang@med.fsu.edu
850-645-4934

Yi Zhou, PhD
Yi.zhou@med.fsu.edu

Jerome Irianto, PhD
jerome.irianto@med.fsu.edu

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APPENDIX B

STUDENT HANDBOOK AND POLICY COMPLIANCE AND ACKNOWLEDGMENT

By signing below, I,_____indicate that I have read, understand, and agree to abide by all of the policies and requirements of the Florida State University Physician Assistant Program ("Program") outlined in this Florida State University Physician Assistant Program Policy Manual. My questions about these policies and requirements have been answered and I understand that the Associate Dean/Program Director and/or Clinical Education Director can answer additional questions should they arise. This agreement is in effect for the duration of the Program, or until updated by the faculty.

I am specifically aware of the requirements for good standing and retention including but not limited to:

- Honor Code
- Technical standards (including changes in status) and immunization compliance
- Professionalism expectations and grounds for Program dismissal

I am specifically aware of the Program's requirements including but not limited to:

- Substance abuse and drug testing, including "for cause" testing
- Background checks and 48-hour self-disclosure if arrested or charged with a crime
- Blood borne pathogen and other certifications
- Social media and responsible use of electronic devices

I am specifically aware of the Program's policies about fieldwork commitments including but not limited to:

- Placements and loss of placement
- Confidentiality
- Supervision during clinical care and scope of practice
- Maintenance of time logs and clinical procedures & diagnosis logs
- Completion of clinical evaluations and end-of-clerkship exams

I am specifically aware of the Program's PANCE preparation requirements including but not limited to:

- Formative and summative evaluation procedures
- Competence

I understand that violation of the FSU PA Program policies or requirements carries consequences such as suspension up to and including probation and Program disenrollment. I also understand that the Program carries a professional responsibility to report student and programmatic outcomes to its accrediting organization (ARC-PA). I authorize the Program to provide information about me including my name, likeness, demographic, and educational information to their accrediting body (ARC-PA) as part of Program reporting requirements and /or credentialing eligibility verification requirements.

_____ _____

Signature Date

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APPENDIX C

Florida State University Honor Code

The Florida State University Academic Honor Policy outlines the University's expectations for the integrity of students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Stu- dents are responsible for reading the Academic Honor Policy and for living up to their pledge to ". . . be honest and truthful and . . . [to] strive for personal and institutional integrity at Florida State University." (Florida State University Academic Honor Policy, found at http://academichonor.fsu.edu/policy/policy.html.

The Florida State University College of Medicine and the School of Physician Assistant Practice expects students to be honest in all of their coursework. In addition to academic honesty, we expect a high standard of personal and professional conduct in the physician assistants we aspire to train. There is an Academic Honor Code that all College of Medicine students are expected to follow with respect to their moral and ethical behavior. Each student signs a pledge that s/he has read the College of Medicine Academic Honor Code and will adhere to the tenets of that code. Violation of this code will result in disciplinary action that may include dismissal from the School of Physician Assistant Practice and the College of Medicine.

When a course director, clinical education director, or associate clinical education director believes a student has violated the Academic Honor Code based on direct observation or reporting by students, faculty, or staff, that instructor should report the matter to the Associate Dean/Program Director. The Associate Dean/Program Director will conduct an appropriate investigation into the alleged breach of the honor code. In the event of a breach of the honor code, the Chair of the Student Progress Committee (SPC) will be notified of the breach and may remand the violation back to the instructor for resolution or it may be referred back to the Associate Dean/Program Director for further consideration, up to dismissal. A student whose performance in relation to the Academic Honor Code is deemed unsatisfactory for any reason will receive written notification from the Chair of the SPC of the SPC's recommendations.

Signature:_____ Date: _____

Name (printed):_____

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APPENDIX D
Student Request to Present Appeal or Grievance to the Student Progress Committee (SPC)
1 of 2

Name:_____**School of Physician Assistant Practice**

Address: _____

Telephone:_____**Email:** _____

What is the purpose of your request to meet with SPC?

□ To appeal the manner in which my academic, clinical, or professional performance has been graded

□ To appeal a letter received for failing to meet school/program standards

□ To submit a grievance against: □ Faculty/Staff □ Supervisor □Student

Please provide a summary of allegations or the reason you are requesting this review. If presenting a grievance, please provide the date, time and location of the alleged offense and the name(s) of any witnesses. Please attach additional pages, as necessary.

APPENDIX D
Student Request to Present Appeal or Grievance to the Student Progress Committee (SPC)

Please summarize the steps you have taken to attempt to resolve this matter with your School Director. Please attach additional pages as necessary.

Signature

Date

Submit this form to the Chair of the SPC within 10 days of a failure to resolve the matter at the Pro- gram level. Every effort will be made to address the matter in a timely fashion, but the SPC may need to contact you and/or other parties to obtain further information. Please contact the Chair of the SPC with any questions about this process.

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