



School of Health Professions/ Physician Assistant Program

**Student Handbook
2023-2024**

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Dear Physician Assistant Student:

Welcome to the Physician Assistant Program at Long Island University!

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

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

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

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

Best regards,

LIU PA Program Faculty and Staff

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

The information contained within reflects the status of LIU as of August 2022. LIU reserves the right to delete any course or clinical site described in this Handbook. LIU also reserves the right to effect any other changes the policies set forth in this Handbook, the LIU curriculum, tuition/fees, administration, or any other phase of school activity at any time without notice. This Handbook sets forth the University's policies and procedures regarding various matters, and it is subject to change in the unilateral discretion of the University. This Handbook does not constitute an enforceable contract, nor does it set forth contractual obligations owed by the University to its students.

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

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General Policy Statement

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

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

These policies and procedures may be modified or amended at any time by the faculty of the Physician Assistant Program.

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

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

Program Accreditation

The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) has granted Accreditation-Continued to the Physician Assistant Program sponsored by Long Island 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 June 2023.

Advanced Standing

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

Projected Expenses for the PA Program

Tuition and fees listed below are at the *projected* prevailing rates:

- Tuition per credit for PA students: \$1,377
- Number of credits in the curriculum: 86
- Fees: \$1017 per semester (x 7 semesters): \$7,119

Projected Expenses for the Didactic Year

Didactic year: 40 credits @ \$1,377 per credit: \$ 55,080

Fees: \$1017 per semester @ 3 semesters: \$ 3,051

Total: \$58,131

Projected Expenses for the Clinical Year

Clinical year: 46 credits @ \$1,377 per credit: \$63,342

Fees: \$1017 per semester @ 4 semesters: \$ 4,068

Total: \$67,410

Subtotal for Tuition & Fees * \$125,541

Estimate of additional expenses per year \$3,733

Grand total for all expenses: ** \$ 129,274

** Tuition and fees subject to change yearly*

***Does not include housing and other personal expenses*

Additional expenses include but are not limited to

Textbooks, software, or other educational supplies	650
Medical equipment	700
Laptop computer with service plan	1000
Two short white lab coats (approximately \$25 each)	50
Criminal background check	132
CastleBranch drug screening	76
American Heart Association BCLS certification	90
American Heart Association ACLS certification	270
Infection control certificate	35
HIPPA	30
American Academy of PAs student membership (two years)	75
New York State Society of PAs student membership	75
Registration fee for the PA National Certifying Exam	550
Total	3,733

Withdrawal and Refunds

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

financial accounts. Students who withdraw from all classes in the clinical year of the Physician Assistant Program may appeal to the faculty to decelerate. This will require the student to repeat the entire didactic year, beginning with the next class in August. The decelerating student will also be placed on academic probation.

When a student withdraws from courses, the University may refund tuition according to the following schedule:

Time of Withdrawal

Cancellation prior to beginning of semester	Complete refund except for deposit and applicable registration fee
Cancellation after beginning of semester or session	No refund of Dining Club fee

<u>Time of Withdrawal</u>	<u>Fall/Spring Semester</u>	<u>Summer Semester</u>
During 1 st calendar week	90%	60%
During 2 nd calendar week	75%	25%
During 3 rd calendar week	50%	No refund
During 4 th calendar week	25%	
After 4 th calendar week	No refund	

Textbooks and Equipment

*See specific course syllabi in Brightspace

Medical Equipment List

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

- Aneroid sphygmomanometer (blood pressure cuff)
- Penlight
- One 512 cps tuning fork
- Reflex hammer
- Stethoscope with bell AND separate diaphragm.** *No single-sided chest piece stethoscopes are permitted (You should have the equivalent of a Littman Classic II or better.)*
- Diagnostic set, including an ophthalmoscope and otoscope. (You should have the equivalent of the Welch Allyn diagnostic set #97200 or greater.)
- Wristwatch with a second hand or digital timer
- 5 ½” needle holder (non-disposable for suturing)
- 4 ¾” Adson tissue forceps with teeth (non-disposable for suturing)
- 5 ½” suture scissors (non-disposable for suturing)
- A handheld pocket Snellen (near visual acuity) chart
- Plastic tape measure (metric)
- 2 *short* (hip length) white lab coats

Technical Standards

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

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

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

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

Committee of the Physician Assistant Program to select entering PA students who will be the candidates for the PA certificate and degree.

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

PA Program Competencies

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

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

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

Medical Knowledge

- Demonstrate core knowledge about established and evolving biomedical and clinical sciences and the application of this knowledge to patient care
- Demonstrate an investigative and analytic thinking approach to clinical situations
- Understand, evaluate, and apply the following to common emergent and non-emergent medical, surgical, and behavioral scenarios:
 - History and physical findings and diagnostic studies to formulate differential diagnoses
 - Management of general medical and surgical conditions to include pharmacologic and other treatment modalities
 - Interventions for prevention of disease and health promotion/maintenance

Interpersonal and Communication Skills

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

Patient Care

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

Professionalism

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

Practice-based Learning & Improvement

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

Systems-based Practice

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

Didactic Year Curriculum

Fall Semester

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

Spring Semester

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

Summer Semester

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

TOTAL CREDITS: 40

Academic Standing

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

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

Failure of a Didactic Course

A student who earns a grade less than 74% in a course during the didactic year will be required to take and pass a comprehensive examination (COMP exam). The COMP exam will cover all materials taught in the course over the entire semester.

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

If the student fails the comprehensive examination, the student will be academically dismissed from the Physician Assistant Program.

*Only one COMP examination may be taken during the entire didactic year.

Didactic Course:

- **MS 504A (Clinical Medicine I)**
- **MS 504B (Clinical Medicine II)**
- **MS 504C (Clinical Medicine III)**

These courses cover the fundamentals of Internal Medicine. The faculty at the PA program believes that these courses contain many of the components that are most essential to the practice of medicine. To that end, the faculty believes that students must prove proficiency in each discipline contained in MS 504. Therefore, students must pass *each* component of MS 504A/B/C with an average grade of 74 or higher. If the student does not achieve an average grade of 74 or higher in the component, the student must take a remedial examination in that component. In many components, only one examination is given. In this case, the student must achieve a grade of 74 or higher on the one exam given in the component. Students may take only two remedial examinations per semester in MS 504A/B/C. If a student fails more than two components of MS 504A/B/C, the student will fail the course and may be permitted to sit for a comprehensive exam, as per the guidelines noted previously.

Failure of More Than One Didactic Course in Any Given Semester

A student who earns a numerical average of less than 74% in more than one course in a given semester during the didactic year will be academically dismissed from the PA program.

Probation

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

Didactic Year Comprehensive (COMP) examination

Students will take a pass/fail comprehensive didactic year exam at the end of the summer semester of the didactic year. The comprehensive exam contains questions that cover all courses taken during the fall, spring, and summer semesters. Students must achieve a 74% or higher to pass. If a 74% is not achieved, the student may take up to two remedial comprehensive exams. If the comprehensive exam is not passed on the third attempt, the student will be academically dismissed from the Physician Assistant Program.

Didactic Academic Dismissal

Students who are academically dismissed from the Physician Assistant Program may apply for deceleration and readmission into the program's next didactic year cohort.

The Program Director, Medical Director, and faculty of the Physician Assistant Program will consider applications for deceleration on an individual basis. Students applying for deceleration must request a meeting with the Program Director and Academic Coordinator to discuss the details of the deceleration application process.

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

Student Dismissal/Deceleration

A student is subject to dismissal based on the following:

- The student earns a GPA of less than 2.85 in a given semester; or earns less than a 3.0 GPA per academic year.
- The student earns an average grade of less than 74% in a given course and fails the comprehensive examination.
- The student has taken one comprehensive examination during the didactic year, and in a subsequent semester earns an average grade of less than 74% in a given course.
- The student earns an average grade of less than 74% in more than one course in a given semester.
- The student earns an average grade of less than 74% in a course while on academic probation.

- The student fails to comply with the key elements of Professionalism as outlined in the Didactic Year Handbook and /or LIU bulletin.

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

Grades for all Didactic & Clinical Courses at the program

NUMERICAL GRADE	LETTER GRADE EQUIVALENT
≥93.00	A
90.00-92.99	A-
87.00-89.99	B+
83.00-86.99	B
80.00-82.99	B-
77.00-79.99	C+
74.00-76.99	C
<74.00	F

LIU PA Program Didactic Remediation Policy:

Intention of the Remediation Policy

Remediation is the re-teaching and re-learning of material for which the student has not achieved mastery. Remediation does not necessarily include post-remediation evaluation/testing. The goal of remediation is to identify, based on course instructional objectives and evidenced by poor performance on examination(s), areas of weaknesses of material, and, once identified, to assist the student in overcoming those weaknesses and develop mastery of the material. Course Directors may allow remediation with other assessment tools/methods at their discretion.

Didactic Phase Course Remediation

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

***Remediation for a failed examination involves a three-step process including:**

Step 1: Identification of weakness area

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

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

Step 3: If applicable, evidencing proficiency of failed material

The remediation may include, but not be limited to:

- Make-up written, oral, or practical examination
- Written completion of selected course instructional objectives with reference citations
- Written response to selected examination items with reference citations

- Problem based learning exercise(s) focused on area(s) of weakness
- Written self-reflection exercise(s)

***Remediation for a failed course involves a three-step process including:**

Step 1: Identification of weakness area

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

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

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

The remediation may include, but not be limited to:

- The remediation may include, but not be limited to:

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

Standards of Professionalism

In addition to the maintenance of satisfactory academic standing, students are also required to adhere to the standards of professional behavior.

Students must adhere to the standards of professionalism outlined in these Guidelines and Policies to continue in the didactic year of the Physician Assistant Program. Failure to adhere to the program's rules and regulations with regard to professionalism may result in dismissal from the Physician Assistant Program, even if all other components of academic and clinical performance criteria have been satisfied.

*Examples of unprofessional behavior include but are not limited to:

- Failure to comply with program rules and regulations, including but not limited to attendance, punctuality, preparedness, conduct, and performance in the classroom and clinical setting
- Failure to accept constructive criticism
- Poor attendance
- Immature demeanor
- Unacceptable dress in the clinical arena
- Personal dishonesty
- Academic dishonesty
- Insensitivity to patients; lack of respect for the rights of patients to competent, confidential service
- Lateness
- Failure to follow protocol or directions of supervising physician, physician assistant or program faculty
- Performing unauthorized procedures or administering services not permitted by the supervisor, facility, or the Physician Assistant Program

- Lack of cooperation
- Violation of the Health Insurance Portability and Accountability Act (HIPAA)
- Not respecting the rights of patients
- Failure to perform all or part of assigned tasks and responsibilities
- Leaving the clinical setting without permission of supervising physician or PA
- Performing any activity which is beyond the scope of your role as a student
- Failure to identify yourself as a PA student
- Failure to inform a patient, staff member or any other individual who addresses or refers to you as “Doctor” of your identity as a PA student
- Failure to report all observed unethical conduct by other members of the health profession, including other students
- Associating professionally with those who violate ethical practice
- Endangering the health and welfare of any patient

*To assist students in developing proper professional behavior, the faculty of the PA Program is required to complete a Professional Development Achievement Tool (PDAT) form at the end of each semester in any areas of deficiency in professional behavior or of particular excellence. Once the form is completed, it is placed in the student’s electronic file.

The presence of any deficiency (ices) noted in the PDAT forms will be noted in any letters of reference written on a student’s behalf by members of the faculty. In addition, the faculty may take disciplinary action against a student if several minor infractions are committed or if a serious infraction of professionalism is committed.

Didactic Course Evaluations

Throughout the curriculum, students will be asked to evaluate didactic courses and instructors. This allows the student to give constructive feedback regarding the education process and allows the PA faculty to use the data to assess and meet the students’ outcomes. The evaluations will take place at the end of each academic semester.

Clinical Assignments

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

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

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

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

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

Didactic Schedule

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

The LIU PA Program may include guest lecturers in their board certification of practice to lecture to students. As a result, lecture dates/times must be arranged around the guest lecturer's clinical schedule, which may change at a moment's notice. Any changes deemed necessary to accommodate the guest lecturer will be made. Students are responsible for any schedule changes. If there is a schedule change after students have left at the end of the didactic day, the Academic Coordinator will email the schedule change to the didactic students.

Classes are generally held Monday to Friday between the hours of 9 A.M. to 5 P.M. However, there may be classes held before or after these times depending on course material and lecture/faculty availability. Due to unforeseen circumstances, a class may be cancelled. The class missed may be rescheduled in the evening, or on weekends as needed. The Course Coordinator/Instructor will take all conflicts into consideration when rescheduling. However, all students are expected to attend all rescheduled classes and will be held responsible for the material covered in that class.

Attendance at the PA Program

The PA curriculum is intense and rigorous. Students must attend all lectures, practice group experiences, laboratories, and other experiences as offered by the PA program. Students are expected to arrange personal activities around the didactic year schedule. If a student is late or is unable to report to class, lab, or practice group, the student must call

their Academic Advisor before the scheduled reporting time. Students may *not* leave a message with a fellow student. If their Academic Advisor is not available, the student must leave a message on the PA program's voicemail or with the Administrative Assistant, including the reason for absence or lateness, and a contact number where the student may be reached.

Instructors may utilize attendance sheets, and students may face disciplinary action if they arrive to class after an attendance sheet has been circulated. Students with a pattern of lateness will be counseled by a faculty member, Academic Coordinator, and the Program Director. Students who are absent from lecture without having been excused are subject to disciplinary action as follows and will be documented in student records:

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

Absence Due to Death in the Family

In the event that you must attend a funeral for a member of your immediate family, you will be granted up to a three-day absence from didactic classes. In this case, "immediate family" is defined as: a spouse or partner, children, stepchildren, parents, stepparents, parents-in-law, siblings, grandparents, grandchildren, and step-grandchildren. In the event of such a death, the student must submit the following information to the Academic Coordinator via electronic mail only: the name of the deceased, name, address, and telephone number of funeral home, church, synagogue, or temple where service is being held, name and telephone number of funeral director or clergyman officiating at service, funeral date, and relationship of the deceased to the student.

The student is responsible for notifying their Academic Advisor by phone in the manner noted above.

Absence Due to Religious Observance

A student may be excused from lecture (s) due to religious observance with permission from the Academic Coordinator. The student is required to notify the Academic Coordinator and course instructor(s) ahead of time of the absence and is responsible for all materials missed during the religious observance day(s).

Absence Due to Personal Circumstances

Students are to make every effort to conduct personal business (for example, medical appointments) at a time when classes are not held. However, if such an appointment is urgent, the student must inform the Academic Coordinator in advance and medical documentation of the appointment may be required at the discretion of the Academic Coordinator.

Weather Alerts/ Emergencies

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

Examination Policies

Examinations (exams) are announced in advance and are listed on the weekly didactic class schedule. Please note that some course instructors may have unannounced quizzes. Students must be prepared for all exams/quizzes in all courses. The majority of exams are taken on the software platform called Examsoft. The student will download the exam the night before and the exam proctor will give the students a password on the day of the exam in order to begin the exam on the assigned scheduled time. The student is responsible to have their own computer in order to take exams on Examsoft. All exam questions on Examsoft consist of multiple-choice questions with 5 (five) choices for answers. The exams are graded on Examsoft where the student is provided an assessment and printout analysis of the score and questions answered incorrectly for review.

Absence Preceding a Scheduled Exam(s)

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

Missed Exam Policy

If a student is absent for a scheduled examination, the student will receive a grade of "zero" (0) for that exam. If there are extenuating circumstances that resulted in a missed exam, the potential for a make-up examination is will be based on the discretion of the Academic Coordinator. Please note there are no make-up examinations given for announced or unannounced classroom quizzes.

Length of Time for Completing Exam(s)

The various allotted time for taking exams is to help students prepare to sit for the Physician Assistant National Certifying Examination (PANCE), which allows for each question on the exam to be answered in 60 seconds or less in order to complete all exam questions. Students will have the following amount of time allotted to answer the multiple-choice examinations on Examsoft:

- In the Fall semester, the student will have two (2) minutes (120 seconds) to answer each multiple-choice question,
- In the Spring semester, the student will have one minute and a half (90 seconds) to answer each multiple-choice question,
- In the summer semester, the student will have one minute (60 seconds) to answer each multiple-choice question.

*This is the amount of time students will have when sitting for the Physician Assistant National Certifying Examination (PANCE).

Examination Procedures

Students will be assigned seats for examinations. Such seating arrangement may be changed without notice. A student who arrives late for an examination will be assigned a seat by the proctor. If a student comes late to an examination, the student will forfeit all time that has already passed. If a student comes after the examination time has expired, or after any student has already been allowed to leave the examination, the student will have missed the examination.

Students are to take their assigned seats after having placed all personal belongings in the front of the classroom. Students should only have their personal laptops and a pencil (s) for scrap paper that will be handed out by exam proctor.

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

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

Other

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

Review of Grades and Exams

Grades may be accessed by logging into Brightspace and going to the course site for review. The platform of Examsoft provides a summary and analysis of the exam questions for students to review once the instructor has reviewed all scores and releases the grades. Exam questions are not reviewed with the students.

During final exam week, no grades of any kind will be posted for any examination. Grades will only be posted after the last final exam has been administered and after the faculty has been able to grade and review the exam (s).

Exam Policies for Labs and Practice Group Sessions

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

Students who are not prepared for a practice group session or laboratory (e.g., missing equipment) will lose ten (10) points from the next scheduled exam in that course

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

Students are required to perform practical physical examinations in partial fulfillment of the requirements of MS 503A and MS 503B. Students will be assigned a date, time, and partner for each practical examination by the Academic Coordinator. All practical exams will be conducted at PA program's laboratories. Students must come prepared with all required physical diagnosis equipment and appropriate clothing (shorts for men and women, and sports bra for women). Students will receive a "Zero" (0) for the practical for each of the following:

- Failure to report on the assigned day for the practical.
- Failure to appear on time for the assigned practical.
- Failure to have all required physical diagnosis equipment for the practical.
- Failure to have the appropriate clothing for the practical.

Policy Regarding Adverse Action

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

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

Divisional Regulations

It is required that you have an LIU email account and that you check your account daily for announcements from the PA program. You may obtain an LIU email account through LIU using your student ID number. All email (s) sent from the LIU PA program office will be sent only to your LIU email account beginning the second week of classes.

Emails sent to the PA faculty from accounts other than the LIU email account will not be acknowledged.

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

Election of Class Representatives

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

- Holding class meetings, as necessary.
- Meetings with the Academic Coordinator and/or Program Director, as necessary to address any student issues or concerns.

- Informing the class on feedback from meetings held with the Academic Coordinator and/or Program Director.
- Setting up of community service activities/committees for the PA students.

Leave of Absence

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

Completion of Program

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

Work Policies

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

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

Student Records

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

Faculty Advisors

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

Health Insurance

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

Student Health Requirements

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

Please see the table below for a list of requirements:

Diagnostic Test/Immunizations	Frequency
Measles titer	Yearly
Mumps titer	Yearly
Rubella titer	Yearly
Varicella titer	Yearly
T-dap (Tetanus, Diphtheria, and Pertussis)	Proof once at start of program (booster within last ten years)
Hepatitis B surface antibody	Yearly
Purified protein derivative (PPD) 2- Step or QuantiFeron Gold	Yearly
Flu Vaccine	Yearly
COVID vaccine and Booster	Once (at entry to program)

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

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

Background Checks, and Drug testing

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

Malpractice Insurance

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

Policies and Procedures Regarding Teaching Out Currently Matriculated Students

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

National and State PA Organizations

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

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

The Library

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

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

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

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

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

The Circulation Desk, Reserve Collection, and the main book stacks are located on the fifth floor. A modern media center, housing the multimedia collection, media equipment

and group viewing rooms is also on the fifth floor, as is the Library's CyberLab. The CyberLab is equipped with computers that provide Internet searching as well as up-to-date word processing, spreadsheet, and database programs. There are two additional computer labs for the teaching of research skills.

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

Psychological Services

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

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

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

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

Classroom and Laboratory Rules & Regulations

Electronics

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

Classroom Breaks

In most cases, lecturers will permit students to take a brief (10-15 minutes) break after 60-90 minutes of lecture. Students should use such breaks appropriately as needed. Food or beverages are not allowed in the classroom.

Lateness

Students must arrive on time for all classes, clinical activities, laboratory exercises, and practice sessions. If a student knows that they must leave a class before it is scheduled to end, the student should inform the course director and the lecturer prior to the start of the scheduled lecture, lab, or practice session.

Photography

Students are not permitted to take photographs of anything related to academic or clinical experiences including, but not limited to, bulletin boards, examinations, practice labs, cadaver lab, patient encounters, etc. Unauthorized photography is grounds for dismissal from the PA Program.

Dress Code

All students are required to be dressed business casual with short white lab coats with the LIU PA student program patch. While on the LIU campus, students should carry their identification cards; they are required for entry onto the campus. Students may be issued identification cards at various clinical sites. When these are issued, students should wear them prominently.

Business Casual Attire is required in the classroom and in clinical settings. Business casual is attire that is clean, with limited wrinkles, and appropriate to present a professional appearance (including for a chance meeting with your clinical preceptor, professional colleague, potential employer, or a patient).

- Clothing such as slacks, khakis (chino-style pants) or a skirt, a blouse, button-down or polo shirt with a collar, sweaters are also appropriate.
- Suit coats, blazers, and neckties are not required.
- LIU logo shirts and sweaters are appropriate.
- Closed-toe shoes are required for skills lab, research lab and clinic environments.
- Open toes shoes cannot be worn in the skills labs, sim lab, or clinical facilities.

- Jeans are not considered business casual; however, programs will have special ‘jeans’ day and events when jeans are permitted.
- Skirts, if worn, must be knee length.
- Nails must be short so as not to cause discomfort to patients during exams and procedures.
- You should not be able to visualize the nail edge when looking at the finger from the palmar surface.
- Colored nail polish that prevents the performance of capillary refill examination is inappropriate during peripheral vascular examinations, practical examinations, and competency-based performance evaluations (e.g., OSCEs).
- Acrylic and gel fingernails are prohibited in didactic and clinical settings.
- The hair should not fall forward to touch a patient or contaminate a sterile field when examining or treating patients.
- From a clinical perspective, long hair poses a safety risk. In certain settings, hair must be off the face and, if long, in a ponytail or similar configuration.
- Facial hair, if present, should be neat, clean, and well-groomed.
- Due to personal infectious disease risk, some facilities may not permit mustaches or beards.
- Given the potential patient and classmate sensitivities, perfume and cologne are to be avoided in all settings.
- Tattoos must be covered. Additionally, some clinical sites may require students to cover all tattoos on exposed surfaces. Student must follow the policies of clinical sites.

Inappropriate Attire includes:

- Clothing inappropriate for the activity/setting
- Clothing or lack of clothing that is, as determined by faculty, staff, and clinical preceptors to be too revealing, too-tight, too-transparent
- Baseball hats
- Flip-flops or similar footwear
- Open-toed shoes when in a clinical, lab, or research environment
- Other attire that is deemed inappropriate by principal faculty and/or instructional faculty (e.g., preceptors).

Intellectual Property

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

violates the PA Studies Code of Conduct and/or intellectual property policy will be subject to disciplinary action up to and including dismissal from the LIU PA program.

Academic Dishonesty

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

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

Lecture Notes

At the discretion of the lecturer, lecture notes or copies of PowerPoint presentations may be made available to students before, during or after the class. Some lecturers have personal preferences concerning distribution of such materials, and the program honors such preferences.

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

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

Research Papers

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

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

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

Plagiarism is defined as “the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one’s own original work.”¹ Plagiarism is considered a form of academic dishonesty, and as such is grounds for punishment up to and including suspension from the Division of Physician Assistant Studies or expulsion from the University.

Student Grievances

In a matter in which students feel that their rights have been violated, the PA students may avail themselves of the following formal grievance procedure:

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

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

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

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

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

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

- Board, the student, and faculty will be excused.
- The Board will discuss the facts of the appeal and reach consensus, or vote, on a recommendation to the Dean. If a vote is taken, the Associate Dean will not vote.
6. Within 24 hours of the hearing, the Associate Dean will prepare a written report that contains:
- A summary of the information presented by both sides at the hearing.
 - A summary of the discussion of the Board after the parties were dismissed.
 - A recommendation for action by the Dean.
7. The Dean will then reach a decision based upon the report from the Board, the written appeal submitted by the student, and any other information relevant to the case. The Dean will then notify the student by certified mail. This decision will normally be made within 48 hours unless further investigation is necessary, or the Dean is unavailable within that time frame. If the decision will be delayed longer than 48 hours, the student will be notified by the Dean's office of that delay.

**The foregoing procedure shall be a formal grievance procedure for the resolution of all student grievances, including those alleging actions prohibited by legislation. For university policies on the appeal process for grade changes, course drop/add, involuntary call to military duty, death in the family, etc., visit the university's weblink:

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

Successful Completion of the Didactic Year

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

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

**A student who cannot pass the COMP and OSCEs exam after three attempts must apply to decelerate in the curriculum. This will require the student to repeat

the entire didactic year, beginning with the next cohort class in August or September. The decelerating student will also be placed on academic probation.

Exposure to Bloodborne Pathogens and environmental hazards/Needlesticks

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

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

COVID POLICY

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

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

Public Safety

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

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

Non-Discrimination Policy

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

It is the policy of the School of Health Professions to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex (including sexual harassment and sexual violence) in the University's educational programs and activities. Title IX also prohibits retaliation for asserting or otherwise

participating in claims of sex discrimination. Title IX states that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. The University's Policy on Title IX can be found at:

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

Sexual Misconduct Policy

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

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

Students with Disabilities & Accommodations

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, including changes made by the Americans with Disabilities Amendments Act of 2008, Long Island University does not discriminate against qualified individuals with disabilities. If you are a student with a documented disability/impairment (Psychological, Neurological, Chronic, Medical, Learning, Sensory, Physical) and require reasonable accommodations, please provide an accommodation letter from Student Support Services. The office is located on the 4th floor of the Pratt Building. Phone (718) 488-1044. Hours of operation: Monday - Friday 9 A.M. to 5 P. M. All policies regarding these policies can be found on the weblink:

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

Clinical Year

Clinical Year Curriculum

FALL, SPRING, SUMMER (3 courses per term)

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

FALL 2 (following the Clinical Year)

Course	Credits
Remaining MS 601-610	4
MS 611 Clinical Seminar I	1
MS 612 Clinical Seminar II	1
MS 613 Clinical Seminar III	1
MS 614 Summative Evaluation	1
MS 615 Capstone Project	2

TOTAL: 46 Credits

Attendance during the Clinical Year

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

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

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

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

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

Absence Due to a Death

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

Absence due to Religious Observance

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

Absence due to Personal Days

A formal request must be submitted for any requests for a personal day (e.g. weddings, medical appointment) to the DCE. Please note time off requests for weddings must be submitted to the DCE and Program Director at least six (6) months in advance for

approval. Students must conduct personal business at a time when the student is not at the clinical site or attending end-of-rotation meetings or other mandatory events. If extenuating circumstances exist, the student must make an appointment to meet with the DCE and Program Director. Documentation may be required to justify an absence.

Leave of Absence/Sick Days

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

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

Student Certifications

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

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

Site Visits

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

Probation

Probation represents notice of unsatisfactory academic or professional progress.

Probation typically occurs with any or all of the following:

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

- Issues of professionalism

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

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

Dismissal from an SCPE

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

Supervised Clinical Practice Experiences (SCPEs)

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

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

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

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

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

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

There are three (3) clinical elective rotations, Internal Medicine Elective (MS 608), Surgical Elective (MS 609), and Clinical Elective (MS 610), which are required SCPE courses. The purpose of the elective rotations is to expand the student's fund of

knowledge and experience in the fields of medicine and surgery while also allowing each student an opportunity to select rotations in their areas of interest. All electives are subject to approval by the DCE.

The *Internal Medicine Elective* may be taken in general internal medicine or in a subspecialty of internal medicine, including but not limited to allergy and immunology, cardiology, critical care, dermatology, endocrinology, geriatrics, hematology, infectious diseases, nephrology, neurology, oncology, pathology, pulmonology, psychiatry, radiology, and rheumatology.

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

Grading Components for each SCPE

Course Number	Final Preceptor Evaluation of the Student	OSCE	PAEA EOR (End-of-Rotation) exam	Case Presentation Paper	EXXAT Logs (Patient/Cases)	Student Evaluation of Preceptor and Clinical Site	Total
MS 601 (Internal Medicine)	30%	20%	40%	N/A	5%	5%	100%
MS 602 (Surgery)	30%	20%	40%	N/A	5%	5%	100%
MS 603 (Pediatrics)	30%	20%	40%	N/A	5%	5%	100%
MS 604 (Family Medicine)	30%	20%	40%	N/A	5%	5%	100%
MS 605 (Emergency Medicine)	30%	20%	40%	N/A	5%	5%	100%
MS 606 (Obstetrics and Gynecology)	30%	20%	40%	N/A	5%	5%	100%
MS 607 (Behavioral and Mental Health Care)	30%	20%	40%	N/A	5%	5%	100%
MS 608 (Internal Medicine Elective)	30%	N/A	N/A	60%	5%	5%	100%
MS 609 (Surgery Elective)	30%	N/A	N/A	60%	5%	5%	100%
MS 610 (Clinical Elective)	30%	N/A	N/A	60%	5%	5%	100%

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

EXXAT (Clinical Platform Software)

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

Remediation

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

1.Remediation for a failed EOR (PAEA) examination, Case Presentation paper, or OSCE involves a three-step process including:

Step 1: Identification of weakness area(s)

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

For a failed **Case Presentation paper**, the student will receive a summary of the graded rubric highlighting the deficiencies.

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

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

The remediation may include, but not be limited to:

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

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

Step 1: Identification of weakness area

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

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

Step 3: If applicable, evidencing proficiency of failed material

The remediation may include, but not be limited to:

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

Deceleration

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

EOR Failures:

a. Failure of one (1) EOR Exam

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

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

- If a student fails the **Case Presentation Paper** for the elective rotations (MS 608, MS 609, and MS 610), the student will be required to remediate the assignment.

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

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

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

b. Failure of two (2) EOR Exams

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

SCPE/ Clinical Course Failures:

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

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

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

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

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

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

- Taking additional course(s) intended to assist the student in avoiding future misconduct.
- Redoing the work, including repeating the entire course/SCPE.
- Reduction in grade on a submitted piece of work, segment of work required for a course/SCPE or the entire course/SCPE down to and including a failing grade.
- Indication of the disciplinary action in reference letters, licensure forms, etc.
- Limitation or revocation, either temporarily or permanently, of certain privileges, such as use of electronic equipment.
- Notification to an appropriate external agency, such as a regulatory body or accrediting agency.
- Notification of the violation to the other schools and within the university

- Suspension from the PA Program and Long Island University
- Dismissal from the PA Program and Long Island University

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

***Failure to meet performance criteria**

To pass a SCPE rotation, a student must:

- Achieve a minimum of 74% or higher on the PAEA EOR examination, preceptor evaluation, objective structured clinical examination (OSCE,) or Case Presentation Paper with a final average of 74% or higher for the entire SCPE rotation.
- Maintain acceptable professional behavior while on clinical rotation.
- Adhere to and comply with all policies of the PA Program and the university's Code of Conduct.

Failure of more than one of the components will result in a self-directed, program-designed, remediation plan, followed by one (1) attempt at retesting of the failed component(s). The timing of repeat examinations will be determined by the DCE and/or Program Director. Failure of a second attempt on any component will result in appearance before the academic progress committee. Successful completion of this course is a graduation requirement.

Successful Completion of the Clinical Year

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

- All didactic year courses with a grade of at least C.
- All clinical year courses with a grade of at least C.
- Maintain a semester GPA of 2.85 or higher and a yearly GPA of 3.0.
- A cumulative GPA of 3.0 is necessary for Master of Science Degree conferral upon completion of all program graduation requirements.
- All prerequisite courses required by the PA Program and Long Island University.
- All financial obligations to the University.
- All health forms required by the PA Program and the University Student Health department.
- Passing grade of 74% or higher on the Summative evaluation that consists of the Summative written exam (PAEA, End-of-Curriculum examination) and Summative OSCEs.

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

Appendix A

Student Handbook Acknowledgment Form

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

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

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

Print Name

Date

Student's Signature

Student ID #