

Southern Nazarene Physician Assistant Program Student Handbook

2024-2025

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# **About the Handbook**

The SNU PA Program Website and Handbooks are the primary methods of passing on program information to faculty, students, applicants, and the public. In general, the website represents handbooks and program policies to the public and the handbooks are made available to prospective and enrolled students.

*Student Handbook (includes Clinical Handbook):* The SNU PA Student Handbook is an extension of the School of Professional and Graduate Studies catalog. All PA students, regardless of location (on campus or on clinical rotations) are accountable to the PGS catalog and the PA Student Handbook. The PA Student Handbook contains policies and procedures specific to the PA Program. As such, any changes made to a policy or procedure must be updated in the Student Handbook within 10 business days and republished to the student. The *Program Director and faculty* will review the student handbook annually for accuracy of content and updates. Students are accountable to the handbook in publication at the time of matriculation. The PA program will make every effort not to modify the handbook during the ongoing enrollment of a cohort. Modifications are generally reserved for subsequent cohorts. However, from time to time, it may be necessary to modify a handbook during its application period. In such cases, the modifications will be made public to the student within 10 business days and the students will be notified in writing by SNU e-mail.

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# **SECTION 1 – About the SNU PA Program**

## **Welcome**

Congratulations on your decision to pursue a career in healthcare as a physician assistant. As a physician assistant you can serve the nations in an unlimited number of ways for the glory of Christ. With that said, PA school is challenging. The curriculum is packed and fast, but we, the faculty of the SNU PA program, are here to help you succeed. A large part of your success is knowing what to expect and what is expected of you. Please review this handbook carefully to ensure that you understand the policies of the SNU PA program.

***- Mark Moran, Program Director***

## **Mission**

The Southern Nazarene University Physician Assistant program strives to train competent physician assistants to practice medicine with empathy and compassion, serving Oklahoma and all nations in a Christlike manner.

## **Vision**

To be the preeminent training institution for medical missionaries.

## **Goals**

The following goals have been defined by the program.

*Goal 1: Achieve exceptional graduation and board examination outcomes.*

*Benchmark: 100% Graduation and Board Exam first-time pass rate*

*Goal 2: Instill in graduates a high value of and commitment to patient autonomy and respect.*

*Benchmark: Survey data that indicates a commitment to patient autonomy and respect*

*Goal 3: Inspire graduates to be mission and volunteer-minded.*

*Benchmark: Survey data that indicates a commitment to missions and or volunteerism*

## **Program Faculty and Staff**

Mark Moran, DMS, PA-C ---------------------------------------------------------------Program Director

Michael Johnson, MD, MBBA ---------------------------------------------------------Medical Director

Jennifer Boyett, MHS, PA-C--------------------------------------------------Director of Didactic Education

Cameron Hogan, MHS, PA-C-------------------------------------------------Director of Clinical Education

Allison Garrison, MHS, PA-C-----------------------------------------------------------Principal Faculty

Holly Parker, MMS, MPH, PA-C —----------------------------------------------------Principal Faculty

Carlous Hudspeth—--------------------------------------------Program Coordinator/Admission Specialist

## **Accreditation**

SNU has applied for Accreditation - Provisional from the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA). SNU anticipates matriculating its first class in January 2025, pending achieving Accreditation - Provisional status at the September 2024 ARC-PA meeting.

Accreditation - Provisional is an accreditation status granted when the plans and resource allocation, if fully implemented as planned, of a proposed program that has not yet enrolled students appear to demonstrate the program’s ability to meet the ARC-PA Standards or when a program holding accreditation-provisional status appears to demonstrate continued progress in complying with the Standards as it prepares for the graduation of the first class (cohort) of students. <https://www.arc-pa.org/provisional-accreditation/applicant-programs/>

SNU will not matriculate students if Accreditation-Provisional status is not granted by the ARC-PA. If Accreditation-Provisional status is not granted, applicants will be notified, and any funds received by the University will be refunded.

## **Teach Out**

In the event SNU or the SNU PA Program is subject to adverse accreditation action or other cause which require it to discontinue, close or otherwise cease to offer the Physician Assistant Program, the University and the PA program will follow its catastrophic events policy which addresses the University teach out plan in compliance with the Higher Learning Commission’s (HLC) and ARC-PA standards to have a plan in place in the event a teach-out becomes necessary. This plan will include providing ongoing personnel, budget, facilities, and preceptors to ensure that each enrolled student reaches graduation or until the University is able to place remaining students with programs actively recognized by and approved by the ARC-PA to accept students from the SNU program.

# **SECTION 2 – Admissions Policies, Procedures, and Requirements**

## **Admissions**

The SNU PA program seeks to provide equal opportunity for all qualified applicants to enter the Physician Assistant profession. All admissions policies are consistent with the University’s Intercultural Learning and Engagement policies and procedures.

### **Process**

Those interested in pursuing PA training at SNU should follow these steps:

1. Review the prerequisites for admission below.
2. Complete a [**CASPA**](https://caspa.liaisoncas.com/applicant-ux/#/login) application and indicate SNU on your application.
3. Complete the supplemental [**application**](https://degrees.snu.edu/apply?hsLang=en) for SNU.
4. Applicants who are determined to be competitive based on the admissions committee review of applications will be invited to campus for an in-person interview.

### **Requirements**

1. All applicants must complete the CASPA application, and it must be submitted by the program deadline.
2. All applicants must complete the SNU supplemental application, and it must be submitted by the deadline.

### **Prerequisites**

1. A bachelor’s degree (applicants may apply prior to graduation, but the bachelor’s degree must be awarded prior to matriculation)
2. The following courses may be taken at a two-year or a four-year college or University
   * + College English – 6 credits
     + College Algebra (or higher math) – 3 credits
     + Statistics – 3 credits
     + Medical terminology – 1-3 credits

*Course grades of “C-” or lower will not be considered for admission. Courses in which a student makes a “C-” or lower may be retaken and considered for admission if the grade is “C” or better.*

1. The following courses must be taken at a four-year college or University
   * + General Biology with lab – 8 credits
     + General Chemistry with lab – 8 credits
     + General Psychology – 3 credits
     + Biochemistry with or without lab – 3-4 credits
     + Microbiology with lab – 4 credits
     + Human Anatomy and Physiology with lab - 8 credits (may also be satisfied with a 4 credit anatomy course with lab and a separate 3-4 credit physiology course with or without lab)

*Course grades of “C-” or lower will not be considered for admission. Courses in which a student makes a “C-” or lower may be retaken and considered for admission if the grade is “C” or better.*

1. The SNU PA Program will not require any entrance examinations such as the GRE, PACAT, or other.
2. The SNU PA program requires 3 letters of reference. The first must be from a physician assistant. The second can be from a physician assistant or a physician (MD/DO) and the third must be from an academic advisor or a professional colleague.
3. Ten (10) hours of shadowing a physician assistant (must be verifiable by the PA(s))
4. The SNU PA Program gives preferences to applicants with 100 or more hours of direct patient care experience. Examples of direct patient care experience include: CNA, LPN, RN, Pharmacy tech, EMT of any level, military corpsman or medic, medical scribe, EKG tech, phlebotomist, radiology tech of any type, medical technologist or medical laboratory technician, and others. If you have questions about your experience, please contact admissions for guidance.
5. The program gives preference to SNU Alumni, Alumni of other Nazarene institutions, and members of the Church of the Nazarene.

\*Acceptance to the SNU PA program is very competitive. Successful completion of the minimum entry requirements does not guarantee admission or an interview.

### **Interview**

1. Applicants to the SNU PA program will be ranked using a scoring system that considers the following criteria:

* Overall GPA
* Science GPA
* Last 30 hours GPA
* Shadowing/Patient care experience
* Status as SNU Alum, Alum of other Nazarene institutions, member of a Nazarene church

2. Applicants with the highest scores will be invited for an interview. Offers of admission to the program will be based on the total interview score.

3. Interviewees will receive one of three decisions:

1. Immediate acceptance – A seat is being offered and the applicant may claim the seat by submitting a non-refundable seat deposit that goes towards the tuition. If the applicant chooses not to accept the seat, then he/she will no longer be considered during the admission cycle. The program does not offer deferred acceptance.
2. Alternate list option – The applicant is offered an opportunity to be placed onto a waiting list. Alternates may be offered a seat in the program at any time during the admission cycle, including the first day of classes. The waiting list is only for the current admissions cycle, and admission to the program is ***not*** guaranteed. Applicants on the waiting list who are not offered a seat must reapply to the program for any future admission cycles.
3. Decline –Applicants not accepted to the program or to the waitlist are no longer considered during the current admission cycle. Applicants are welcome and encouraged to apply for future admission cycles.

The SNU PA program admissions committee considers applicants on a “rolling” basis until all seats have been filled. Decisions for admission are based on the completed interview scores at the end of each interview session. For the purposes of identifying potential alternate students for acceptance (in the event that filled seats are vacated), the program may, at its discretion, continue interviews once all seats have been filled. The program will not notify applicants that all seats have been filled until the second day of classes, as seats may become available late into the admissions cycle.

**Matriculation**

Applicants accepted to the program must complete the following steps before they are eligible to begin the program. Failure to meet these requirements will require the program to rescind the letter of acceptance for failure to comply with admissions requirements.

1. Applicants “immediately accepted” to the program will have 15 days to claim the seat by submitting a non-refundable $1,000 seat deposit that goes towards the tuition. If the applicant chooses not to accept the seat, or misses the 15 day window, then he/she will no longer be considered during the admission cycle. The program does not offer deferred acceptance.
2. The practice of medicine as a physician assistant requires professional certification and licensure. The SNU PA Program will only knowingly accept applicants who will be eligible for professional certification and licensure. As such, all matriculants must pass a background check, a drug screen, and sign an affidavit of eligibility.
3. Applicants accepted to the program must have final transcripts submitted to the program prior to the first day of classes. If transcripts are not yet available, applicants must submit a letter of good standing from their institution’s registrar or advisor indicating that all outstanding coursework has been satisfactorily completed.
4. Accepted applicants must submit to a health screening exam by the provider of their choice. The purpose of this health screening is to ensure that applicants are physically and mentally capable of participating in the rigor of PA education and able to provide safe and effective patient care. This information is held by the University health center and is not available to program faculty and staff. Please see "Health Screening Exam" below for more information.
5. All accepted applicants must meet the vaccine requirementsof the institution and program. Please see "Vaccination/Immunization" below for more information regarding vaccines.
6. All accepted applicants must meet and attest to the technical standards for entry into the PA program. See **Appendix 1**.

Additional general admissions policies:

* The program does not defer admission. Should an applicant be accepted and for various reasons choose not or determine they cannot begin with the class they were accepted to, they must reapply in a future admission cycle to be reconsidered for acceptance.
* The program does not offer advanced standing for previous academic work or experience – often referred to as advanced placement.
* The program does not offer advanced placement or priority consideration to graduates of foreign or domestic medical schools, international physician assistant programs or other healthcare professionals.
* Individuals dismissed from SNU or any other PA or professional program for unprofessional reasons are not considered for admission or readmission.
* The SNU PA Program does not matriculate or continue to enroll students with a medical marijuana prescription or card.

### **Transfer Students**

At this time, the SNU PA Program does not consider transfer students for admission.

## **Communication**

Upon admission to the SNU PA program, an SNU email account will be assigned to each student. This email account becomes the official means of communication between the University/Program and the student. Students should regularly check for and respond to University communications while enrolled.

## **Background Checks**

Policy: All applicants accepted to the program must submit to a background check at least twice. The first prior to admission and the second at the initiation of clinical preceptorships. Other background checks may be required periodically throughout the program. In addition, accepted students must sign an affidavit of record regarding criminal, legal, and professional history. Physician Assistant is a professionally licensed profession regulated by individual states and medical boards. Individuals whose background checks indicate ineligibility for licensure will be denied acceptance. Individuals whose background check suggests the potential for difficulty obtaining a license may or may not be considered for admission based on the findings and will be counseled accordingly to ensure the comprehension of risk of ineligibility for licensure. While graduation from an accredited program is required for licensure, it does not guarantee licensure. The program cannot guarantee licensure to any graduate of the program, regardless of background check status. Failure to submit to a background check will result in dismissal from the program.

Applicants with the following findings on a background check will not be accepted to the program:

* DUI in the last 5 years - regardless of felony or misdemeanor conviction
* Sexual offense of any kind
* Assault of any kind
* Embezzlement/Fraud/Theft/Arson or any other felony
* Loss or sanctioning of any healthcare license
* Any other finding on a background check that would prohibit an individual from obtaining licensure as a PA – *at the discretion of the SNU PA Program Director.*

In the event a student is charged with a DUI or other non-traffic violation crime, the student must report it to the Program Director within 48 hours.

## **Drug Screens**

Screening for illicit and illegal drugs occurs at admission, prior to clinical preceptorships, and periodically throughout the program. Students with drug screen results indicating the use of illegal or illicit substances that are not consistent with bona fide medical prescriptions will not be eligible for admission or will be immediately withdrawn administratively from the program. Students must sign an affidavit of personal history regarding substance use. Drug screen and history must be consistent with technical standards for admission and continued enrollment in the SNU PA Program. Students prescribed chronic opiates will not be considered eligible to meet the technical standards for admission to or continuation in the SNU PA Program.

## **Health Screening Exam**

### **Health Requirements/Technical Standards**

As a medical profession, the Physician Assistant profession has health and technical standards that *must* be met to ensure competency of practice and safety to patients and other healthcare providers.

Personal health and wellness is the sole responsibility of the student. The SNU PA program seeks to provide a healthy and safe learning environment, and the University can assist in some health needs. However, the faculty of the PA program will not provide medical care or advice to students except in cases of emergency.

All matriculants must submit a physical and health affidavit to the SNU health center. Members of the health center will review the documentation to ensure compliance with the health and technical standards. PA program faculty and staff will not have access to this information and will not make admission decisions based on an individual's health status. The program does reserve the right to deny acceptance to any applicant who does not meet the health and/or technical standards (see health and technical standards). All accepted students must be aware that non-SNU clinical facilities may have additional health or technical standard requirements that must be met to complete the program.

### **Medical Marijuana Policy**

SNU does not matriculate or continue to enroll students with a medical marijuana prescription or card.

### **Technical Standards**

As part of the health screening for PA school, accepted students must review the minimum technical standards required for admission and attest to personally meeting all technical standards. The minimum technical standards must be maintained throughout the program. See **Appendix 1** for standards and attestation form.

## **Vaccination/Immunization**

Due to the nature of healthcare requirements, the program is mandated by the ARC-PA to follow the CDC recommendations for health professionals. Therefore, accepted students must demonstrate evidence of vaccination against or immunity to Measles, Mumps, Rubella, Hepatitis B and Varicella. In addition, accepted students must show evidence of Tdap within the last 10 years and either a negative PPD or Negative CXR for TB. The CDC recommends annual flu vaccination and COVID-19 vaccination for all adults. The flu vaccine and the COVID-19 vaccine will not be required during the didactic phase but may be required by SNU partners for clinical rotations.

There are no additional requirements from the state of Oklahoma.

COVID-19 vaccination is not required by the state of Oklahoma and the state mandates that employers must provide religious or disability accommodation for vaccine waiver. However, students must be aware that some SNU clinical partners or jurisdictions may require COVID-19 vaccination to participate in a clinical preceptorship, particularly if under a federal mandate. While the program will make every effort to find clinical placements for students who have various reasons not to be vaccinated against COVID-19, SNU cannot guarantee clinical placement during the preceptor phase to any student who is not vaccinated against COVID-19.

## **Personal Health Information / Confidentiality**

The PA program requires the disclosure of certain personal health information for matriculation and continuation in the program. This information is stored in the student health center and accessible only to the student health center personnel. PA faculty and staff do not have access to and are prohibited from obtaining student personal health information. PA Students who choose to voluntarily disclose personal health information to a faculty or staff member are protected from the sharing of the information or the use of the information by the faculty or staff member for any reason, except as outlined in the illness and injury and leave of absence policies.

## **Healthcare / Health Insurance**

Health Insurance is mandatory for all students while enrolled in the SNU PA program. While the SNU program seeks to promote the health and wellness of all PA students, personal health is the responsibility of the individual student. Evidence of Health insurance will be required for admission and will be verified at various times during the program.

PA faculty (Program Director, Medical Director, Principal Faculty) must not participate in the healthcare of any SNU PA student except in the case of emergency.

## **Cost of Attendance**

The [tuition](https://pgs.snu.edu/program-costs) for the 2025-2026 year will be $799/credit. The cost per credit does not change for the duration of the program.\* The program is 122 credits, bringing the total tuition to $97,600.

\*Students who are recessed or take a leave of absence will be assessed the tuition rate of the class that they return with.

The SNU PA Program and University do not assess any fees associated with curriculum or attending PA school. Students are responsible for all costs related to housing and general living. Students may choose to opt into campus housing, a campus meal plan, or purchase technology from the University. These are costs separate from tuition.

Other estimated costs of attendance include:

Computer/Laptop —----------------------------------------------------- $1,500

Required textbooks or software -------------------------------------- $1,500

Required medical equipment ----------------------------------------- $1,500

Certifications (BLS, ACLS, PALS) —-------------------------------- $700

Background Checks/Health Screening ----------------------------- $500

Room and Board --------------------------------------------------------- $1,214/month

Transportation —--------------------------------------------------------- $468

Personal and Miscellaneous —--------------------------------------- $3,350

* Health insurance is mandatory for all students while enrolled in the SNU PA program (included in the "Personal and Miscellaneous" line above). Evidence of health insurance will be required for admission and will be verified at various times during the program.

*\*These values are estimates and other personal/individual factors must be considered when estimating costs of attendance. Please visit with our financial aid department for more specific details.*

During the Preceptor phase of the program students may be required to find temporary or short-term housing in locations away from the Bethany campus. Students are responsible for housing costs and living expenses while participating in preceptorships, regardless of locations.

## **Financial Aid**

Financial Aid options may be available through the SNU financial aid office: [finaid@snu.edu](mailto:finaid@snu.edu) or (405) 491 6310.

## **Veterans Services**

SNU is proud to partner with U.S. veterans and service members for their educational endeavors. Veterans interested in attending PA school at SNU are encouraged to reach out to the [office of Veterans Services](https://pgs.snu.edu/veterans) to help navigate the specific needs and requirements associated with veteran and active service education.

## **Federal Refund Policy**

Taken from page 40 of the SNU PGS Handbook

(Return of Title IV Funds)

As part of the Higher Education Amendments of 1998, the U.S. Congress passed provisions

governing what must happen to federal financial assistance if a student completely withdraws

from school in any course.

Federal law specifies how a school must determine the amount of federal financial assistance that a student earns if he/she withdraws, drops out, is dismissed or takes an unreturned leave of

absence prior to completing more than 60% of a payment period, SNU and the student will be

required to return to the federal aid programs the amount of aid received that was in excess of the aid earned for the time period the student remained enrolled.

The percentage of the term completed is the percentage of aid earned. This percentage is

calculated by the number of days the student attended divided by the number of days in the

payment period (i.e. term).

In general, the law states that a student earns federal financial assistance directly in proportion to the number of days in the term attended. If the student receives (or SNU receives on the student’s behalf) more assistance than earned, the unearned excess funds must be returned to the U.S. Department of Education.

If SNU returns funds to the Title IV aid programs, it could result in the student owing SNU charges that were originally paid at the time of disbursement. Students may be required to return funds released to them for personal expenses.

Unearned Title IV aid shall be returned to the following programs in the following order:

• Unsubsidized Stafford Loan

• Subsidized Stafford Loan

• Parent Loans to Undergraduate Students (PLUS)

• Federal Pell Grant • Federal SEOG

• Other Title IV Grant Programs

## **SNU Refund Policy**

Students who withdraw from the program may be entitled to a refund of part or all of tuition expenses. To be eligible for any refund, a student must complete the appropriate withdrawal procedure with the Program Director.

If a student withdraws from school during the semester, tuition, room, and board will be refunded by the following SNU policy:

Tuition – Tuition charges are prorated over a 4 week period of each semester starting from the first day of classes. Refund proration (as outlined below) is only applicable during the first 4 week class period. All charges are upheld at 100% after the first 4 class weeks of each semester.

Room and Board – If a student has signed a housing contract and/or signed up for a meal plan, a 20% charge is automatically applied beginning on the first day that a student moves into their dorm room or meal service begins for the semester. Additional room & board refund proration is outlined below.

Withdrawal from the University Refund Proration Schedule

*If a student completely withdraws within the***:**

first 5 Class Days – receive 100% Tuition Refund / 80% Room & Board

6th-10th Class Days – receive 75% Tuition Refund / 75%Room & Board

11th-15th Class Days – receive 50% Tuition Refund / 50% Room & Board

16th-20th Class Days – receive 25% Tuition Refund / 25% Room & Board

21st- beyond Class Days – receive 0% (zero) Tuition / 0% (zero) Room & Board

For additional information regarding tuition refund policies, please visit the University Financial services webpage, or email [finaid@snu.edu](mailto:finaid@snu.edu).

### 

# **SECTION 3 – University Policies and Resources**

## **University Statement on Sexual Harassment**

Southern Nazarene University is committed to providing its employees and students with an environment that is free of sexual harassment. Sexual harassment is strictly prohibited by the University and is against federal and state law.

Southern Nazarene University strongly encourages its employees and students to report any incidents of sexual harassment immediately so that complaints can be quickly and fairly resolved.

Students should immediately report the incident of sexual harassment to their Resident Director, the Assoc. Dean for Student Life, or the Vice President for Student Life.

Faculty and staff members should immediately report sexual harassment incidents to their supervisor, department head, dean, or the Director of Human Resources.

## **University Policy on Sexual Harassment**

The Mission Statement of Southern Nazarene University begins with the affirmation that the university is committed “to transforming lives through higher education.” This commitment should be reflected in the quality of campus life for every member of the community. Each person should be provided equal opportunity in education and employment.

SNU regards sexual harassment and sexual violence as detrimental to the development of a Christian academic community. Sexual harassment pollutes, damages, and can eventually destroy the atmosphere of open and mutual academic exchange, which ought to characterize a university, particularly a Christian university. As such, sexual harassment is detrimental to the individual, compromises the integrity of the institution, is unlawful, and will not be tolerated.

To view the entire policy and to find instructions on reporting sexual harassment, please visit: <https://www.snu.edu/policies-and-procedures/>

## **Title IX Disclosure**

Taken Directly from page 7 of the SNU Graduate Catalog:

Title IX of the Education Amendments of 1972, Southern Nazarene University prohibits all unlawful discrimination on the basis of sex or gender in its educational programs and activities, except where the University has been granted exemptions from certain Title IX regulations on religious grounds, including the specific religious tenet of the University. No individual will be subject to any form of retaliation, discipline, or other adverse action for reporting conduct in violation of the university’s nondiscrimination/Equal Employment Opportunity Statement, assisting/cooperating in making a complaint, or assisting with the investigation of a complaint. Any individual who believes they have experienced or witnessed retaliation should immediately notify the appropriate member(s) of the administration as identified above. Those found to be engaging in any type of discrimination in violation of law or university policy will be subject to disciplinary action, up to and including dismissal or termination of employment. Anyone with questions or concerns regarding sex discrimination or the university’s compliance with Title IX can contact the university’s Title IX Coordinator:

Students contact: Dean of Students

Southern Nazarene University Office of Student Life

6612 NW 42nd St. Webster Commons, Lower-Level Suite 110A

Bethany, OK 73008 405-491-6336/ Email: kbradley@snu.edu

## **PA Program Intercultural Learning and Engagement (ILE) Statement**

The SNU PA program values each person created in the image of God and desires to be a community that embodies this belief. Supported by the Institutional climate that cares about inclusion and equity through refining of our character, the way we create culture, and the way we serve Christ, the SNU PA Program seeks to:

1. Develop an academic community that welcomes, respects, supports and values the contributions and experiences of all people.

2. Embody and model this value to students, and to train students to serve and competently care for individuals whose habits, practices, values, and beliefs differ from their own.

These goals will be achieved through the following intentional processes:

1. Faculty recruitment and retention

2. Student recruitment and retention

3. Program development, curriculum development, and competency measures

Students with questions or concerns regarding intercultural learning and experiences should contact their advisor, program director, dean or the office of Intercultural Learning and Engagement.

## **Director of Intercultural Learning and Engagement (ILE)**

Taken directly from page 14 of the SNU Graduate catalog

The role of the Director of ILE is to provide a focus of care for diverse student populations and to serve as a strong support and advocate/ally for graduate students as we work together to foster an institutional culture of inclusive excellence.

The role of the ILE Director includes:

• providing advocacy, allyship, support and assistance to diverse student groups enrolled in PGS programs; and advocating for student concerns and needs;

• promoting a culture of inclusion and equity for historically underserved students, diverse student populations, international students, and students with disabilities; and

• creating, in collaboration with the ILE team leaders, engaging intercultural learning opportunities for graduate students.

For more information, please contact:

Ashley Diaz-Steward

Director of Intercultural Learning and Engagement

Southern Nazarene University

405-491-6697; asteward@snu.edu

For more information, please contact Melissa Lewis, VPAA, at mlewis@snu.edu

## **University Grievance Policy**

SNU strives to follow the Biblical model of Matthew 18 to address complaints, disputes and grievances. The first step of this model says, “If your brother or sister sins, go and point out their fault, just between the two of you.” Using this model, a complainant is encouraged to first go directly to the person, office or administrative area to resolve a situation.

If this first step does not resolve the issue, Matthew 18 continues with, “But if they will not listen, take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses.’” It is at this point that the formal Grievance Process may begin. After all means and processes have been exhausted, a complainant may choose to file a formal Grievance if justifiable cause exists. Justifiable cause for grievance shall be defined as any act that, in the opinion of the complainant, adversely affects the complainant and is perceived as prejudicial or capricious action on the part of any university faculty or staff member or an arbitrary or unfair imposition of sanctions.

Any person enrolled or employed by the University who believes that she/he has been mistreated, treated unfairly, harassed, intimidated, or simply has a major concern about a university decision, practice, or policy that they have not found satisfactory resolution through normal administrative process should follow the process for filing a formal grievance as outlined below.

The following elements are important in seeking resolution to the complaint:

1. A complaint should be filed in writing via the formal grievance process ([Grievance Form](https://snu.workshieldportal.com/login)) and shall contain the name and address of the person filing it. The complainant should specify as clearly as possible the nature of the incident(s) and the date(s) when the incident(s) occurred. Complaints will not be disclosed except to the extent necessary to conduct a thorough and complete investigation, and the existence or substance of complaints will not be disclosed except on a strict need to know basis. Every effort will be made to keep the complainant’s identity confidential as appropriate to the grievance process, and the complainant will be fully protected from retaliation of any kind for having filed a complaint.
2. On receiving a formal complaint and talking with the complainant, the university will make an effort to achieve resolution to the issue at the informal level. Failing this, the designated administrator will take the steps necessary for a formal grievance procedure.

Typically, formal grievance or complaint procedures involve both an investigation, as may be appropriate, and a meeting with all of the impacted or affected university parties to discuss the issues and present information in an open forum with the university administrator.

Retaliation

The University will take reasonable action to assure that the complainant, the alleged offender, and those testifying on behalf of either party or supporting either party in other ways are protected from retaliation. This action may come at any time during or following an investigation of a complaint. Persons who retaliate will be subject to disciplinary action.

Consumer Protection Complaints

If the student pursues the complaint via SNU’s formal procedures for grievances to the highest level possible and still perceives the concerns have not been adequately addressed, the student may file a complaint against SNU with the Oklahoma State Regents for Higher Education (OSRHE). Complaints must be submitted on the [official student complaint form](http://www.okhighered.org/resources/Student-Complaint-Form/). OSRHE staff request permission to contact the institution on the student’s behalf to identify any possible resolution. It is important to note that the student must have exhausted SNU’s complaint and appeal process before the OSHRE will attempt to help the student identify any possible resolution with the institution.

Additionally, after exhausting the institutional grievance procedures, students enrolled in online degree programs may file a complaint with NC-SARA at this site: [https://nc-sara.org/student-complaints.](https://www.nc-sara.org/student-complaints)

## **Student Safety**

The University and PA program takes student safety very seriously. To provide for student safety on campus, the SNU police department provides its services 24 hours a day, 7 days a week. The police department patrols the campus and responds to calls. The SNU campus police department is located at 4217 North Peniel Rd, Bethany Ok, 73008 (next to the sand volleyball courts adjacent to the Commons. To reach the SNU campus police dial (405) 491-6309. From a campus phone, simply dial 6309. In the case of an emergency, both 6309 and 911 will reach campus police. SNU has partnered with Bethany, OK police, fire and rescue for additional support.

SNU has established multiple safety and security policies and procedures. Samples of these include all facilities having evacuation maps and tornado maps, all parking lots are well lit, all vehicles must have an SNU parking decal to be on campus, all SNU campus personnel must have their SNU issued ID at all times, SNU alerts are available by signing up through MYSNU, and the SafeZone app allows students to receive campus alerts and reach out to campus police directly through the app.

If you identify an area of safety concern, please contact your program director, VPAA/Dean or campus police. For a complete listing of SNU Safety and Security policies, please visit <https://www.snu.edu/snu-life/safety/>.

For off campus safety (clinical preceptorships) the PA program evaluates each assigned site for safety prior to assigning students. Each site agrees to orient the student to its safety and emergency procedures, provide emergency medical care, and agrees to communicate with the program immediately in the event of an emergency or an identified safety issue. While at the site, the site agrees to ensure a safe learning environment. In the event of a safety concern, PA program personnel will evaluate the concern and determine if removal from the site is appropriate. In the case of immediate safety concerns, students are empowered to make a judgment on the best course of action for their safety (consistent with the site procedures), such as leaving a site immediately, calling police or EMS or remaining in place.

Regardless of site location, the program will always monitor weather patterns and in the event of inclement weather, the program will provide instructions to the student.

## **Student Health Center**

The Student Health Center aims to provide primary care and health education to the students of SNU, as well as the faculty and staff of Southern Nazarene University. The Christian atmosphere of the school is continued in the health services department.

The Student Health Center functions as a division of Student Life. It is directed by a registered nurse who reports directly to the Executive Vice President. A licensed physician in the state of Oklahoma provides: 1) support and assistance to the Director of Student Health Services via consultation, 2) primary care to SNU students, faculty, and staff at specified times at the Student Health Center, and 3) authorization for ordering medications and various supplies. Several physicians in the local community also provide medical care to the students, faculty, and staff of SNU in local private offices on referral as needed. The Student Health Center is located on the bottom floor of the Webster Commons Building. As you exit the elevator or stairwell, it is immediately to your left. You can reach us by phone (405) 491-6605, FAX (405)491-6683, or email at [studenthealth@snu.edu](mailto:studenthealth@snu.edu).

All your medical records remain strictly confidential, and only Student Health Center personnel have access to them. We do not release information or records for any reason unless we have specific written consent.

## **RENEW Counseling Center**

The RENEW Counseling Center is serviced through Intercultural Learning and Engagement. It provides help and hope and offers all individuals the opportunity to pursue wholeness, healing, support and growth. RENEW is a comprehensive counseling center open to all undergraduate students, PGS students, employees and the community. We are staffed by over 20 therapists (licensed, candidates, and graduate interns). Staff, prices and extensive hours of availability can be found at http://renew.snu.edu/ RENEW works with individuals, couples (dating, premarital, and married), families, children, and at times offers specialized groups. Psychological testing is also available, RENEW’s staff is uniquely equipped to work with nearly every concern a client might have due to the specialized training of our licensed staff. RENEW is housed in the Imel B Building at 6710 NW 43rd on the north side of campus and has a parking lot and dedicated entrance on the West side of the building. Call (405) 717-6200 or fill out paperwork on our website (while on SNU WIFI) to initiate an appointment. We look forward to working with you.

For more information, please contact:

Holly Sapp; Dr. Scott Secor

Renew Counseling Center

Co-Directors Southern Nazarene University

Imel B, 6710 NW 43rd,

Bethany, OK 73008

405-717-6200; hsapp@snu.edu; ssecor@snu.edu

## **Disability Services**

The mission of Disability Services is to provide and coordinate support services that enable students with disabilities to receive equal access to all aspects of university life. Students needing assistance with a learning, physical or psychological disability that may affect his or her academic progress are encouraged to contact Disability Services. Students with temporary injuries (such as a broken limb, concussion, or surgery recovery) can receive services and accommodations through Disability Services on a temporary basis. Location and contact information can be found on the Disability Services website.

Disability Services is serviced through Intercultural Learning and Engagement and offers the following services:

• Accommodations for students with documented disabilities

• Campus wide education

• SNU provides services for all students with disabilities as defined by the Americans with Disabilities Act of 1990 as amended by the ADA Amendments Act of 2008 (ADA). A qualified person with a disability means: “an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and service, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity: (Public Law 101-336, Sec. 201). Students are required to self-identify and to provide documentation of their disability prior to the provision of services.

• In the case of medical disability, documentation from a physician is appropriate. In the case of learning disability, acceptable documentation includes a psycho-educational evaluation performed by a licensed clinical psychologist if the diagnosis was made after the completion of high school or psycho-education evaluation from an accredited high school. Documentation provided to request academic accommodations must be less than three years old and must contain specific recommendations for accommodations appropriate to the diagnosed disability. Students with a disability that may affect a student’s success are encouraged to contact Disability Services at (405) 717-6272 for more information.

For more information, please contact:

Sylvia Lott

Director of Disability Services

Southern Nazarene University

Bresee, Office 200

405- 491-6694; sylvia.lott@mail.snu.edu

Students seeking accommodations for the PA program must initiate the process with the Office of Disability Services. PA Faculty and staff cannot participate in the process. Any accommodations sought/granted must be consistent with the PA Program Required Technical Standards. It is the responsibility of the student to renew accommodation requests according to the policies of the Office of Disabilities.

## **Southern Nazarene University Website & Social Media Privacy Policy**

This privacy policy discloses the privacy practices for www.snu.edu This privacy policy applies solely to information collected by this website. It will inform you of the following:

* What personally identifiable information is collected from you through the web site, how it is used and with whom it may be shared.
* What choices are available to you regarding the use of your data.
* The security procedures in place to protect the misuse of your information.
* How you can correct any inaccuracies in the information.

By using our website, you consent to Southern Nazarene University’s collection and use of your information as described in this policy. If Southern Nazarene University updates this privacy policy, such changes will be posted on this page. So that you are always aware of what information we collect and how we use it, we recommend that you review this page regularly.

Southern Nazarene University knows that you care how information about you is used and shared, and we appreciate your trust and want you to feel confident in our services and security as it relates to your personal information. This notice describes our privacy policy. By visiting Southern Nazarene University, you are accepting the practices described in this Privacy Notice. So that you are always aware of what information we collect and how we use it, we recommend that you review this page regularly.

Information Collection, Use, and Sharing

We are the sole owners of the information collected on this site. We only have access to/collect information that you voluntarily give us via email or other direct contact from you. We will not sell or rent this information to anyone.

We will use your information to respond to you, regarding the reason you contacted us. We will not share your information with any third party outside of our organization, other than as necessary to fulfill your request, e.g. to ship an order.

Unless you ask us not to, we may contact you via email in the future to tell you about specials, new products or services, or changes to this privacy policy.

Your Access to and Control Over Information

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address or phone number given on our website:

* See what data we have about you, if any.
* Change/correct any data we have about you.
* Have us delete any data we have about you.
* Express any concern you have about our use of your data.

You can opt-out of receiving targeted ads served by us or other advertising companies. You may use the NAI opt out tool, which will allow you to opt out of seeing targeted ads and from other NAI approved member companies.

* We also comply with the Self-Regulatory Principles for Online Behavioral Advertising as managed by the Digital Advertising Alliance (DAA). You may opt out of receiving targeted ads from other companies that perform ad targeting services, including some that we may work with as Advertising Partners via the DAA website here.
* We also adhere to the European Interactive Advertising Digital Alliance (EDAA) guidelines for online advertising and you may opt out via their Your Online Choices website.
* Please note that when using the ad industry opt-out tools described above:
* If you opt-out we may still collect some data about your online activity for operational purposes (such as fraud prevention) but it won’t be used by us for the purpose of targeting ads to you.
* If you use multiple browsers or devices you may need to execute this opt out on each browser or device.
* Other ad companies’ opt-outs may function differently than our opt-out.

You can opt-out of tracking your online activity for targeted advertising purposes (Do Not Track): We respond to “do not track” or “DNT” signals sent from your browser. If the website of one of our Advertisers receives a DNT signal, during that visit, we will not link data we collect to your browser identifier so that new data collected about you will not be used by us for targeted advertising purposes, but older data collected about you may still be used.

Security

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.

Wherever we collect sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a closed lock icon at the bottom of your web browser, or looking for “https” at the beginning of the address of the web page.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.

Links

This web site contains links to other sites. Please be aware that we are not responsible for the content or privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of any other site that collects personally identifiable information.

Cookies

We use “cookies” on this site. A cookie is a piece of data stored on a site visitor’s hard drive to help us improve your access to our site and identify repeat visitors to our site. For instance, when we use a cookie to identify you, you would not have to log in a password more than once, thereby saving time while on our site. Cookies can also enable us to track and target the interests of our users to enhance the experience on our site. Usage of a cookie is in no way linked to any personally identifiable information on our site.

Some of our business partners may use cookies on our site (for example, advertisers). However, we have no access to or control over these cookies.

Updates

Our Privacy Policy may change from time to time and all updates will be posted on this page.

If you feel that we are not abiding by this privacy policy, you should contact us immediately via email at [Webmaster@snu.edu](mailto:Webmaster@snu.edu).

## **Information Technology**

The SNU Office of Information Technology provides technology support to the PA program and students. Office hours are Monday – Friday, 8am-5pm. While the offices are located in Herrick 143, the HelpDesk can be accessed by calling (405) 491-6396, or by e-mailing [support@snu.edu](mailto:support@snu.edu).

For a full list of services and technology policies, please visit: my.snu.edu/it

## **Library Services**

The R.T. Williams Library is available to PA students. The library’s normal operating hours are:

**Monday - Thursday: 7:45 am - 12 am**  
**Friday: 7:45 am - 5 pm**  
**Saturday: 12:00 pm - 5 pm**  
**Sunday: 7:30 pm - 12 am**

The library provides physical and digital resources, research support, study spaces and reservable classroom spaces. In addition, the foyer to the library offers a coffee shop with snacks and a common area for study or visiting.

For more information about the library, please contact the staff [**lrcreference@snu.edu**](mailto:lrcreference@snu.edu)

# **SECTION 4 – Curriculum and Program Policies**

## **Program Curriculum**

​​The SNU PA program curriculum is an intensive 24 month, 122 credit program resulting in a Master of Physician Assistant Studies degree. The program is offered full-time with the first 12 months consisting primarily of classroom education and the second 12 months consisting of clinical preceptor experiences. Please refer to the program catalog for course descriptions.

Term Course # Course Name Credit Hours Con Hours

Term 1A Jan1-March 31

SP1A PAS 5014 Physician Assistant Practice 4 72

SP1A PAS 5104 Patient Encounters I 4 (2D+2L) 108

SP1A PAS 5214 Physiology and Pathophysiology I 4 72

SP1A PAS 5205 Medical Anatomy 5 (2D+3L) 144

SP1A PAS 5631 Medical Research and Capstone I 1 18

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Term 1B April 1-June 30

SP1B PAS 5114 Patient Encounters II 4 (2D+2L) 108

SP1B PAS 5224 Physiology and Pathophysiology II 4 72

SP1B PAS 5303 Pharmacology and Pharmacotherapeutics I 3 54

SP1B PAS 5406 Medical systems I 6 108

SP1B PAS 5601 Clinical Correlations I 1 18

SP1B PAS 5641 Medical Research and Capstone II 1 18

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Term 2A July1-Sep 30

FA1A PAS 5322 Molecular Health and Disease 2 36

FA1A PAS 5313 Pharmacology and Pharmacotherapeutics II 3 54

FA1A PAS 5416 Medical systems II 6 108

FA1A PAS 5502 Clinical Procedures and Skills I 2 (2L) 72

FA1A PAS 5611 Clinical Correlations II 1 18

FA1A PAS 5651 Medical Research and Capstone III 1 18

FA1B PAS 5432 Pediatric Clinical Medicine 2 36

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Term 2B Oct 1 - Dec 31

FA1B PAS 5442 Surgery and Emergency Medicine 2 36

FA1B PAS 5426 Medical Systems III 6 108

FA1A PAS 5524 Clinical Laboratory Science & Medical Imaging 4 (2D+/2L) 108

FA1B PAS 5512 Clinical Procedures and Skills II 2 (2L) 72

FA1B PAS 5621 Clinical Correlations III 1 18

FA1B PAS 5661 Medical Research and Capstone IV 1 18

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16 360

Term 3 Jan 1- June 30, Term 4 July 1-Dec 31

2 PAS 6204 Pediatrics Clinical I 4 160

2 PAS 6214 Pediatrics Clinical II 4 160

2 PAS 6014 Surgery Clinical 4 160

2 PAS 6024 Behavioral Medicine Clinical 4 160

2 PAS 6034 Emergency Medicine Clinical 4 160

2 PAS 6044 Women's Health Clinical 4 160

2 PAS 6104 Preparation for Practice I 4 72

2 PAS 6054 Hospital Medicine Clinical 4 160

2 PAS 6064 Internal Medicine Clinical 4 160

2 PAS 6164 Family Medicine Clinical I 4 160

2 PAS 6174 Family Medicine Clinical II 4 160

2 PAS 6074 Orthopedics Clinical 4 160

2 PAS 6114 Preparation for Practice II 4 72

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52 1904

Total Didactic Credits 70 1494

Total Clinical Credits 52 1904 Program Total Credits 122 3398

## **Program Competencies**

Competencies are the integration of specific skills and knowledge that demonstrate not only mastery of concepts, but a practical ability to apply knowledge and skills in the practice of medicine. The PA profession has defined specific competencies for practice, and the PA Education Association has adapted the profession specific competencies to PA education and entry level practice. The following program specific competencies have been adapted from the PAEA competencies and will be met by all SNU PA program graduates.

*Patient Respect and Autonomy*

1.1 Demonstrate Christian respect for the dignity and privacy of patients while maintaining confidentiality in the delivery of team-based care

1.2 Develop meaningful, therapeutic relationships with patients and their families through Christlike service

1.3 Interpret information for patients to understand and make meaning out of the information conveyed to them, ensuring informed consent in all medical decision making.

*Patient-Centered Practice Knowledge*

2.1 Recognize normal and abnormal health states

2.2 Discern among acute, chronic, and emerging disease states

2.3 Use current, valid medical literature to make evidence-based decisions on patient care

*Society and Population Health*

3.1 Recognize the potential impacts of the community, biology, spiritual life and genetics on patients and incorporate them into decisions of care

3.2 Understand the role structural disparities play in the management of health and illness

3.3 Provide Christ-like care to those with diverse cultural and spiritual health beliefs and practices, preferred languages, health literacy, and other communication needs

*Health Literacy and Communication*

4.1 Elicit and understand the stories of individual patients and apply the context of their lives (including environmental influences, spiritual influences, cultural norms, socioeconomic factors, and communication barriers) when determining healthy versus ill patients

4.2 Demonstrate insight and understanding about emotions and human responses to emotions that allow one to develop and manage interpersonal interactions

4.3 Organize and communicate information with patients, families, community members, and health team members in a form that is understandable, avoiding discipline-specific terminology where appropriate, and ensure understanding

*Interprofessional Collaborative Practice and Leadership*

5.1 Articulate one’s role and responsibilities to patients, families, communities, and other professionals

5.2 Direct the focus of the health care team to the needs of the patient over anyone/anything else

5.3 Recognize when continued patient care exceeds one's knowledge, skills and/or resources and make appropriate, timely referrals for safe and ongoing health management.

*Professional and Legal Aspects of Health Care*

6.1 Articulate standard of care practice and develop an ongoing pattern of self-assessment and improvement to adhere to standard of care practice.

6.2 Practice with Christ-like humility, recognize personal and professional limitations to providing care and demonstrate a willingness to admit to and learn from mistakes, errors, and miscommunications.

6.3 Exhibit an understanding of the regulatory environment

*Health Care Finance and Systems*

7.1 Recognize that healthcare is a business

7.2 Promote the PA profession to the community, health care team, legislators, and educators

7.3 Appreciate the value of collaboration with physicians and other members of the health care team.

Program competencies are evaluated as part of the curriculum and associated with graded assessments.

## **Professional Standards**

The following professional oath outlines professional expectations of all physician assistants:

I pledge to perform the following duties with honesty and dedication:

· I will hold as my primary responsibility the health, safety, welfare and dignity of all

human beings.

· I will uphold the tenets of patient autonomy, beneficence, nonmaleficence and

justice.

· I will recognize and promote the value of diversity.

· I will treat equally all persons who seek my care.

· I will hold in confidence the information shared in the course of practicing

medicine.

· I will assess my personal capabilities and limitations, striving always to improve

my medical practice.

· I will actively seek to expand my knowledge and skills, keeping abreast of

advances in medicine.

· I will work with other members of the health care team to provide compassionate

and effective care of patients.

· I will use my knowledge and experience to contribute to an improved community.

· I will respect my professional relationship with the physician and all other health

care professionals.

· I will share and expand knowledge within the profession.

These duties are pledged with sincerity and upon my honor.

## **Professionalism**

SNU prepares students for their LiveLast journey to be individuals of service. An attitude and heart of service is the epitome of professionalism. As a healthcare profession, the PA profession demands the adherence to high standards of professionalism. Professionalism can be generally defined as being leaders with attitudes and actions of service, humility and integrity that promotes the well-being of patients, colleagues and the profession. While not an exhaustive list, the following professional expectations are necessary for progression within the program.

* Honesty, Integrity, Truthfulness
* Humility, Teachableness, Correctability
* Promptness, Dependability
* Security, Safety, Advocacy, Kindness
* Respect, Service, Patience
* Attention to personal hygiene and dress

The PA faculty serve as professionalism mentors. Students are expected to achieve the highest level of competency in professional standards while participating in the SNU PA Program. Students who cannot be, or refuse to be mentored in professionalism, or who commit an egregious act of unprofessionalism or moral turpitude will be dismissed from the program.

## **Teachability**

Students at the SNU PA program should seek to model a spirit of teachability. Teachability is a program term designed to reflect the idea of a willingness to be taught, redirected or corrected without becoming defensive or argumentative. The spirit of teachability will allow the student and future professional to become a lifelong learner and will have the greatest positive impact on patient care. With that said, students should be critical thinkers and develop personal opinions and discretions. Students and faculty alike must be willing to discuss differences professionally for the sake of honoring all persons involved.

## **Dress Code**

The dress code for the SNU PA Program is business casual unless otherwise specified. SNU PA students are training to become professional healthcare providers, and that training includes appearance and how that translates to leadership. Our dress code reflects our university and program mission of Christlikeness. Students with any questions or concerns regarding the dress code should simply ask their faculty mentor or the program director for clarification.

Students whose attire does not meet the code will be asked to make the appropriate modifications to comply with the dress code.

Men should wear relaxed fitting slacks or khakis with collared shirts. Sweatpants and military style pants are not slacks and should be avoided. Jeans are not slacks and may only be worn during casual days or as otherwise specified. T-shirts should be avoided.

Women should wear slacks, khakis, dresses or skirts that are relaxed fit and completely cover the knees with professional style shirts that would be appropriate for office wear. Tights, leggings, and exercise style pants are not appropriate. Jeans may only be worn during casual days or as otherwise specified.

Footwear – Students should wear shoes that are personally comfortable and that will allow for standing for long periods of time. Sandals and flipflops should be avoided, and shoes of distracting colors that would not be considered “professional” should be avoided.

Hats/Headwear – Hats and headwear should be avoided in the classroom and labs unless otherwise approved by the program director. Students seeking an exception to the donning of headwear in the classroom should meet with the program director.

Scrubs – scrubs are often seen as the universal dress code for health care. However, scrubs are also indicative of the potential for exposure to contamination. Hence, scrubs will only be worn in the anatomy dissection lab, and where instructed for interactive teaching laboratories.   
Scrubs should be gray or navy blue in color with a short-sleeved scrub undershirt.

Scrubs should not be worn in the classroom. The SNU PA dress code applies to all students on clinical rotations and should only be deviated at the direction of the preceptor.

Physical exam labs – The art of medicine is founded on the ability to obtain a history and perform a physical exam. Physical exam skills are learned in the SNU PA program by examining fellow classmates. During physical exam labs, students will be asked to wear loose clothing that facilitates developing exam skills (such as t-shirts or scrub tops, shorts or scrub pants). As all students must learn these skills, all students must also participate to be examined. The program adheres to strict modesty in the examination process, and sensitive exams will not be performed on classmates. Students unable to adhere to this dress requirement must notify the program director prior to beginning the program to determine if appropriate accommodations are available.

White coats – White coats signify a leadership role in healthcare. Traditionally, the white coat was intended as a protection from exposures and contaminations. From time to time, students will be asked to wear a “student” style white coat. Student white coats are “short” coats that do not extend below the waist. Students should not wear a white coat that extends below the waist for any reason. White coats are not to be worn in public, except where appropriate on clinical rotations.

## **Hygiene**

Personal hygiene standards vary across cultures and ethnicities. The SNU personal hygiene policy is designed to create a core standard that presents the individual student as a professional and that meets general expectations of the greater healthcare society.

* Students should bathe regularly and wear personal deodorants. Strong body odors are a distraction to other learners or may negatively impact patients.
* Men’s facial hair should be neatly trimmed (students seeking religious exemption should meet with the program director).
* Perfumes and colognes are acceptable, but care should be taken to ensure that aromas are not overtly strong or distracting or caustic to individuals with asthma.
* Jewelry – the healthcare profession is not particularly friendly to jewelry. Individuals should exercise caution when wearing jewelry in the clinical setting. However, necklaces, earrings, rings, watches are acceptable (provided they are not offensive or vulgar). Individuals with other facial piercings should consult with the program director to determine the appropriateness while in the program.
* Tattoos/Body art – individuals with tattoos or body art do not have additional covering expectations other than the standard dress code, unless one or more of the remaining visible tattoos/body arts are offensive or vulgar. In such cases, the student should seek guidance from the program director.

## **Classroom/Learning Environment Etiquette**

The majority of time that a PA student spends in the program during the first year is in a classroom or other learning environment setting. The curriculum is intense and voluminous, so teaching time must be maximized. Students should be prepared for class each day, students should not be a distraction to their peers, and students should view the classroom as a professional environment. The following individual policies apply to the learning environments:

### **Discussion/Disagreements**

Students should be prepared to participate in discussions or other interactive activities as directed by the instructor. Students who fail to participate will be assessed accordingly. In the event of a disagreement or prolonged discussion, students should seek the instructor outside of class time. Students may professionally seek clarification or express alternative views. However, a student should not directly challenge an instructor in the classroom. Students should professionally seek an instructor outside of a classroom to discuss disagreements.

### **Food and Drink**

Food is not allowed in the classrooms, labs or clinical setting unless otherwise directed by the program faculty. Students may bring a drink with a spill proof top into the classroom, but not into the lab or clinical settings.

### **Cellphones/Smartwatches**

Cellphones must be put away during instruction times. Ringers and other sources of sound must be turned off on both phones and smartwatches. Cellphones and smartwatches will not be allowed in classrooms during exam times.

The use of cell phones to record lectures or peers is not acceptable without expressed consent.

This policy also applies to students during preceptorships. Students wishing to use cellphones for looking up medical information should consult with the preceptor first.

### **Laptops**

All students are required to supply their own laptop. The program/Institution will provide access to an online learning management system, and it is the students responsibility to ensure the laptop is capable of operating the programs software.

While in the classroom, students should refrain from any non-academic activities on the laptop. Shopping, browsing, or watching videos is distracting to others and is not permitted.

Students will use their laptops for taking program exams. The exam software must be downloaded to the personal computer and the browser lock must be enabled. Students are required to purchase a screen shield to be utilized during exams.

## **Identification**

Students must always identify themselves as Physician Assistant students. During the program, students may not use any other identification that may be misleading, inappropriate, or controversial. For example: students with previously earned doctoral degrees should not refer to themselves as “doctor.” Students with previously earned professional titles should refrain from using those titles during PA training. All SNU PA students must wear their SNU issued name badge at all times, all white coats must (be of short “student” length and) contain the student’s name, PA-S credential, and an SNU PA program patch.

## **Faculty Mentors**

Upon admission to the SNU PA program, each student will be assigned to a faculty mentor. This individual will serve as the student’s “advisor” throughout the program. Students should meet with the faculty mentor each semester and as needed.

## **Academic Counseling**

Academic counseling for the PA program is structured in a three-tier method. Students who need advisement in a particular course should seek counsel from the course director. Students who need advisement in general academic performance should seek counsel from their assigned faculty mentor, and students who need additional academic advisement should seek counsel from the program director. The program director may refer students to additional resources as necessary.

## **Personal Counseling**

From time to time, students may experience non-academic issues which impact their progress in the PA program. While the program takes seriously the mentoring and advising of students to be successful in their PA academic endeavors, PA faculty are not equipped to advise and mentor students in personal, social, disability, or behavioral health matters. Students requiring assistance in these matters can seek guidance from their mentor or the program director for available on campus resources to ensure a timely (same day) referral to facilitate resolution of the matter. Students are not obligated to divulge the nature of the matter and have the liberty to seek campus services without faculty referral.

The following services are provided by the University for student assistance:

1. Renew Counseling services - For ongoing and emergent counseling services.

Contact: 405-717-6200

1. Student Health Center - For routine and acute health services.

Contact: [studenthealth@snu.edu](mailto:studenthealth@snu.edu)

405-491-66005

1. Office of disabilities - For ongoing or new disability services

Contact: [sylvia.lott@mail.snu.edu](mailto:sylvia.lott@mail.snu.edu)

405-491-6694

1. Veterans Services - For assistance related to service in any U.S. military branch.

Contact: [veterans@snu.edu](mailto:veterans@snu.edu)

405-717-6299

1. Office of Intercultural Learning and Engagement - For assistance with cultural concerns

Contact: [asteward@mail.snu.edu](mailto:asteward@mail.snu.edu)

405-491-8113

1. University chaplain - For issues related to spiritual life.

Contact: [bspindle@snu.edu](mailto:bspindle@snu.edu)

405-717-6216

1. Campus Safety and Security - For all issues related to personal safety and crimes.

Contact: [safety@SNU.edu](mailto:safety@SNU.edu)

405-491-6309

1. Financial Aid - For assistance with financial aid.

Contact: [Finaid@snu.edu](mailto:Finaid@snu.edu)

405-491-6310

## **Confidentiality**

Taken Directly from Page 8 of the SNU Graduate Catalog

Confidentiality of Student Records Southern Nazarene University is the custodian of many types of student records and recognizes a duty to protect the confidentiality of the information contained therein. SNU reserves the right to notify the general public of general information about its students, such as address, telephone number, classification, and graduation date, if applicable. Student records are available for official use to authorized personnel who demonstrate a need to have access to such records. Students have access at reasonable times and under reasonable conditions to their SNU records.

## **Notification of Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) *affords students certain rights with respect to their education records*. FERPA may also be referred to as the Buckley Amendment. It is codified at 20 U.S.C. section 1232g. The United States Department of Education has issued regulations to implement the law; see 34 CFR part 99.

The federal law may be accessed at:

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

The federal regulations may be accessed at:

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/leg-history.html>

Please be aware that the federal law and regulations periodically change and the Web versions may not be completely up to date.

Southern Nazarene University shall send a written notice of FERPA rights to every enrolled student near the beginning of each fall and spring semester. The University Registrar, or designee, is responsible for preparing and delivering the notice.

**The rights are**:

**1.The right to inspect and review the student's education records within *45* days of the day the University receives a request for access**.

Students should submit to the Office of the University Registrar (OUR) written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the OUR does not maintain the records, the Registrar shall advise the student of the correct official to whom the request should be addressed.

**2.The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.**

Students may ask the University to amend a record that they believe is inaccurate or misleading. The person should write the University official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

FERPA was not intended to provide a process to be used to question substantive judgments that are correctly recorded. The rights of challenge are not intended to allow students to contest, for example, a grade in a course because they felt a higher grade should have been assigned. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

**3.The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent**.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including safety personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, collection agent, or official of the National Student Clearinghouse); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The University may disclose education records in certain other circumstances:

1. To comply with a judicial order or a lawfully issued subpoena;
2. To appropriate parties in a health or safety emergency;
3. To officials of another school, upon request, in which a student seeks or intends to enroll;
4. In connection with a student’s request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid;
5. To certain officials of the U.S. Department of Education, the Comptroller General, to state and local educational authorities, in connection with certain state or federally supported education programs;
6. To accrediting organizations to carry out their functions;
7. To organizations conducting certain studies for or on behalf of the University;
8. The results of an institutional disciplinary proceeding against the alleged of a crime of violence may be released to the alleged victim of that crime with respect to that crime.

**4.The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA**.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC, 20202-4605.

**5.The University may disclose Directory Information without a student’s prior written consent**.

The University designates the following as Directory Information: The student’s name, addresses, telephone number, school or college, major field of study, degree sought, expected date of completion of degree requirements and graduation, degrees and awards received, dates of attendance, full or part time enrollment status, the most previous educational agency or institution attended, class rosters, participation in officially recognized activities and sports, weight and height of athletic team members, and other similar information. It is University policy, that generally home address, home phone number, and class rosters are not released, however, the University reserves the right to release this information. Generally, the roster for a class will not be released, except to students enrolled in that class and if for a valid reason.

**6.Students may restrict the release of Directory Information, except to school officials with legitimate educational interests and others as indicated in point #3 above**.

To do so, a student must make the request in writing to the University Registrar, Southern Nazarene University, 6729 NW 39th Expressway, Bethany, OK 73008. Once filed, this request becomes a permanent part of the student’s record until the student instructs the University, in writing, to have the request removed.

Even if a student blocks directory information, those persons authorized by law to inspect education records without consent may still inspect it. See 34 CFR 99.31 and 99.37.

Any time an education record is requested by or disclosed to a third party, the person who maintains the record must add to the record a written notation of the name and interest of the party who made the request or received access to the record. Exceptions: this requirement does not apply to (1) disclosures to an SNU official with a legitimate educational interest, (2) disclosures made with the written consent of the student, or (3) disclosures of directory information.

If a student believes his/her education record is inaccurate or misleading, the first step is to discuss the concern with the person who maintains the record. This does not apply to grade disputes (although it may be used to correct a clerical error in grades). If the record keeper does not agree with the student, the record keeper will inform the student of the right to a formal hearing.

A student must request a formal hearing within 15 University business days from the date the student is informed by the record keeper of the right to a hearing. The request must be in writing and must be delivered to the Vice President to whom the record keeper ultimately reports.

The University official who receives the formal hearing request shall either hear the case personally or designate a person or persons to hear it, provided that those who hear the case do not have a direct interest in the outcome of the hearing. Within a reasonable period of time after the request for hearing, the student shall be informed of the date, place, and time of the hearing.

The student may present evidence relevant to the issues raised and may be assisted or represented at the hearing by one or more persons of his/her choice. The person(s) hearing the case shall decide it solely on the basis of the evidence presented at the hearing. The decision shall be in writing, delivered to all parties, and will summarize the evidence and state the reason(s) for the decision. If the decision is in favor of the student, the education records will be amended accordingly. If the decision is unsatisfactory to the student, he or she may place with the education record a statement commenting on the information in the records or setting forth any reasons for disagreement with the decision. Such statements will be maintained as part of the student's education record and released with the record anytime it is disclosed to third parties.

For purposes of compliance with FERPA, the University considers all students independent.

Office of the University Registrar

Southern Nazarene University

6729 NW 39th Expressway

Bethany, OK 73008

405-491-6386

## **Attendance**

The SNU PA program is an “in-person” and “in-seat” program. Attendance is required for all courses and SCPEs. Students can expect to generally be in class from 8am-5pm Monday-Friday, or work the same schedule as their preceptor while on SCPEs. There may be occasional weekend requirements during the didactic phase, and students should expect to participate in SCPEs during weekends and holidays. The program will publish a calendar at the beginning of the semester to provide the student with planning opportunities. The program will make every effort not to deviate from the calendar, however, due to the utilization of guest lecturers and adjunct faculty, some schedule modification can be expected.

## **Student Work Policy**

Due to the “full-time” nature of the program and the mandatory attendance policy, student employment and routine extracurricular commitments (clubs, teams or positions that require regular practice and/or large amounts of dedicated time) are highly discouraged.

PA students may not work for the program and may not substitute for or act as faculty or staff within the program.

## **Assessments**

All assessments for the SNU PA program are administered by the faculty. Guest lecturers, adjunct faculty and preceptors often participate in the assessment process, however all final grades for assessments are assigned by PA program faculty (course directors).

Assessments may measure knowledge, skill, critical thinking and/or competency. Final grades assigned to an assessment may not be changed for any reason other than through an official appeal process (see page 43).

Failure on an assessment may result in a remediation process (see below).

## **Academic Integrity**

Adapted from page 45 of the SNU graduate catalog

SNU seeks to support and promote qualities of academic honesty and personal integrity in all aspects of life. Serious offenses against the SNU community include cheating, plagiarism, and all forms of academic dishonesty. Cheating or academic dishonesty is defined as the deception to others about one's own work or about the work of another. Examples of cheating include, but are not limited to:

1. Submitting another's work as one's own with or allowing another to submit one’s work as though it were his or hers.

2. Failure to properly acknowledge authorities quoted, cited, or consulted in the preparation of written work (plagiarism).

3. The use of a textbook, notes, information on the internet, etc. during an examination without permission of the instructor.

4. The receiving or giving of unauthorized help on assignments.

5. Tampering with experimental data to obtain a “desired” result or cheating results for experiments not done (dry labbing).

6. Tampering with or destroying the work of others.

7. Submitting substantial portions of the same academic work for credit or honors more than once without permission of the present instructor.

8. Lying about these or other academic matters.

9. Falsifying college records, forms or other documents.

10. Unauthorized access of computer systems or files. Academic dishonesty in a computer assignment will be suspected if an assignment that calls for independent work results in two or more solutions so similar that one can be converted to another by a mechanical transformation.

Reporting Integrity Violations

Academic integrity belongs to the community. It is not a private matter left solely up to the judgment of the individual faculty member.

Faculty members must have a face-to-face conversation with each student involved in an academic integrity violation. For online students, this may be conducted using a conferencing platform such as Zoom. This conversation should include a discussion of the offense. Biblical and ethical principles regarding why integrity is important, and consequences for the offense. Following the conversation, an email should be sent to the student summarizing the meeting. This email be copied to the advisor, VPAA of PGS and/or the Chief Academic Officer.

Additionally, faculty members must report each violation of academic integrity policy regardless of how minor in order to ensure that:

1. We can properly educate the student involved.

2. Properly document that the student received appropriate education.

3. Determine if the student has repeatedly violated our academic integrity expectations

4. Ensure that the appropriate persons are informed in order to intervene appropriately in the situation

5. Each student is treated fairly, equitably, and justly in our processes

Enforcement

The SNU PA Program takes violations of academic integrity seriously, and equates such violations as medical maleficence and a danger to patient care. Violations of these policies will result in disciplinary review by the program director. Students who are guilty of academic integrity violations such as these will be dismissed from the PA program; any student who knowingly assists another student in dishonest behavior is equally responsible.

The program director will have jurisdiction over the final decision and will forward the decision for support to the VPAA PGS and/or Chief Academic Officer.

## **Grading**

Taken from page 35 of the SNU PGS Student Handbook:

Grades and Grading Policy

SNU Graduate Studies issues the following grades. While it is intended that this Catalog will

remain in force during the period for which it is issued, the University reserves the right to make

whatever changes in curricula or policies are necessary from time to time.

A (93-100%)

A− (90 - 92%)

B+ (87 - 89%)

B (83 - 86%)

B− (80 - 82%)

C+ (77 - 79%)

F (<77%)

DC Deferred Credit

NC No Credit

W Withdrawn

X Continuing Thesis

I Incomplete

Throughout coursework, graduate students are expected to make A’s and B’s in their courses. However, in order to pass a course a C+ or above is required.

The PA Program has modified the PGS grading policy as follows:

The SNU PA Program uses the College of Professional and Graduate Studies Grading scale. Students must make a 77% or higher to pass PA courses and to progress. Students earning a final course grade below a 77% will fail the course and be dismissed from the program. Failed courses cannot be repeated.

*Notes*

• Drop/Administrative Drop: No credit, not transcript record

• Withdrawal: Grade of W on transcript, no credit, no GPA impact

• Attendance: Two absences result in an "F" for the course unless the student is absent the

first two weeks which results in an administrative drop.

• Books/Fees: Students are responsible for book charges if books are not returned in

accordance with Slingshot's book cancellation and return policy (note: Slingshot was

formerly known as Tree of Life). To drop for the full refund of fees, the student must email the advisor, program coordinator, or program director with stated intent to drop prior to the start of Week 1.

Incompletes

An Incomplete grade ("I") is given only in exceptional circumstances with compelling reasons

and is discussed between the instructor and student near the end of the course. An Incomplete

may be requested by the student to the course instructor before the end of a course and before

course grades are submitted. The course instructor will consult with the Program Director to

determine if the “I” will be granted.

The Incomplete form must detail remaining course assignments and due dates. The instructor

will complete and submit the form via the online portal, SNU Forms. Email verification of the

submitted form will be sent to the student, as well as to the Program Director for approval. Final

approval for the Incomplete will be granted by the Program Director before being sent to the

Registrar's Office. Incomplete work must be submitted according to the schedule determined by

the course instructor, in consultation with the Program Director, and within six months from the

last date of the course. Extension of the completion period requires approval by the Program

Director. A student may not be given a second Incomplete concurrently with a first. Master’s and/or doctoral students may be granted a maximum of three Incompletes throughout their program.

Exceptions may be granted to this policy through the Extraordinary Circumstance Request form.

Students should contact their Program Director for more information.

DC - Deferred Credit

Graduate courses including components such as internships, practicums, or field-experiences that necessitate going past the term in which the course originates are eligible for the deferred credit (DC) grade option. Upon fulfillment of the course requirements, the instructor will complete a Grade Change form with the Registrar's Office within two weeks of the fulfilled requirements. If no grade change is submitted, a DC grade will remain on the transcript until the statute of limitations for graduation is reached upon which the DC will revert to an “F.” Graduate students are not eligible for degree completion if any DC grades remain on the transcript.

X - Continuing Thesis

For graduate courses including thesis or dissertation research components in which a student

needs additional time for writing, research, or data collection, the appropriate research advisor

(e.g. dissertation director) may assign a grade of “X” to allow a student to proceed with further

coursework in the program. Upon fulfillment of the required research components specific to the

course, the research advisor will complete a Grade Change form with the Registrar's Office

within two weeks of the fulfilled requirements. Graduate students are not eligible for degree

completion if any “X” grades remain on the transcript.

## **Grade Documentation**

During an active course, all grades (assignments, tests, labs, practicals, and final exams) are recorded in the Canvas learning management system. It is the goal of the faculty to have all grades recorded within 2 business days of the evaluation. Upon course completion, grades will be submitted by the course director to the registrar.

## **Grade Appeal**

The following grade appeal process has been modified from the PGS handbook to meet the specific needs of the PA program.

If a student believes the grade reported by an instructor is incorrect, or if there is a dispute between the student and instructor over the assessment of work completed in a course, the student has the right to appeal the grade.

Pre-Appeal

1. Within 48 hours following the issuance of the final course grade, the student should discuss

the request with the faculty instructor who assigned the grade to seek a resolution.

a. In that setting, the student and instructor should make sure the grade record accurately reflects work submitted, grades received for that work, accurate recording of the student’s attendance, and any other clerical elements that comprise the final course grade.

b. Although a student may request the instructor reconsider a grade for a particular

assignment, such reconsideration is at the instructor's discretion and only if there is

a compelling reason to believe the original grade was a grossly inaccurate assessment of the level of performance on that assignment. If the instructor agrees to reconsider

previously submitted work and the re-evaluation would result in a change of grade, the instructor may submit a change of grade form at that time.

If no grade change is deemed appropriate by the instructor, the student may initiate a formal appeal on the grounds that the assignment of the course grade deviated from the grading process in the syllabus.

Formal Appeal Request

1. If the Pre-Appeal procedure does not result in a grade change, and the student believes that

the course grade was assigned inappropriately based on the grading process in the syllabus,

then the student may initiate a formal appeal with the Program Director\*.

The Program Director will not reconsider the grading of content for the sake of improving a

grade.

2. The Program Director will review the request with the student and the student’s course

materials/syllabus with the instructor\*.

3. The Program Director will make and communicate a final disposition of the appeal request to the student and the instructor; the Program Director’s decision is final.

4. The Program Director will submit any grade change to the Registrar as needed. The program director is considered the highest formal level of appeal.

\*In the event the Program Director is the course instructor, the appeal should be made to the Dean/VPAA PGS, and the same described process followed.

## **Remediation**

The process of ensuring students obtain concepts, skills or competencies not grasped during the normal curriculum delivery and assessment process.

Due to the rapid pace of the PA program didactic curriculum and limited intervals of downtime, it is the SNU PA program policy that all remediation occurs within the course that demonstrates the deficiency, at the discretion of the course director, before a final grade is assigned. Once a final course grade is assigned, remediation is no longer an option. Remediation opportunities may require an additional temporary load on the student, but the process is designed to allow the student to rectify the deficiency and continue to progress in the program without significant delay. The following procedures apply to all remediation exercises.

1. Remediation should occur as soon as possible once an insufficiency is identified.
2. Remediation is at the discretion of the course director and not the student.
3. Retesting is not remediation and is not an acceptable form of remediation.
4. Repeat is not a form of remediation per this policy.
5. Recess is not a form of remediation per this policy.
6. Remediation goals must be clearly defined.
7. Remediation objectives must be clearly identified.
8. Remediation processes must be clearly defined.
9. Remediation evaluation must have objective measure (rubric, quiz, etc)
10. Remediation success or failure must be clearly documented.
11. Successful remediation tied to a previously failed assessment will replace the previous assessment score with the minimum passing score on that assessment.
12. Final exams or summative evaluations are assessment tools and are not subject to remediation.

Examples of acceptable remediation opportunities (not all inclusive)

* Oral conversation after a concept has been revisited by the student with the faculty member.
* Written essay demonstrating the successful mastery of a concept after the concept has been revisited by the student with the faculty member.
* Redemonstration of a skill or procedure after the student has revisited the skill or procedure with the faculty member.
* New quiz or evaluation tool after remedial instruction

Remediation during the clinical phase requires the student to stop progression and complete the remediation process prior to continuation. In the case of SCPEs, remediation includes a minimum of 4 weeks of SCPE repeat.

1. If a student fails an EOR exam, a course grade of “incomplete” will be assigned and the student will immediately repeat the SCPE for 4 weeks. The SCPE course director will tailor a remediation plan for the student (examples include assigned readings, assigned practice questions based on topics, written assignments, or other instruction modalities to remediate the student’s area of identified weakness). The student must retake and pass the EOR and must receive a passing preceptor evaluation score to progress.
2. If a student fails a preceptor evaluation, a course grade of “incomplete” will be assigned and the student will immediately repeat the SCPE for 4 weeks. The SCPE course director will tailor a remediation plan for the student (examples include assigned readings, assigned practice questions based on topics, written assignments, or other instruction modalities to remediate the student’s area of identified weakness). If the student previously passed the EOR, a retake is not required. The student must receive a passing preceptor evaluation to progress.
3. The student’s SCPE schedule will be reassigned to accommodate the remediation plan.
4. The final SCPE grade is based on the repeated rotation and remediation assignments and only the lowest passing score will be assigned.
5. If the student fails the repeat rotation EOR or preceptor evaluation, he/she will be dismissed from the program.
6. Students may remediate/repeat up to two rotations.

## **Progression and Deadlines**

Students who meet all academic, professional, and institutional requirements and deadlines will progress through the program. Progression requires:

* Meeting all course grade and competency requirements
* Meeting all program professional standards
* Complying with university policies and procedures
* Meeting all University financial obligations

Progression documentation can be found in Canvas.

All decisions to halt the progression of any PA student are made by the program director.

While all matriculants are expected to finish the program with their class, to accommodate unforeseen circumstances, matriculants have a total of 36 months to complete the program beginning the first day of the class. Any student requiring more than 36 months will either be recessed through the leave of absence policy or dismissed depending on the circumstances. Students recessed to the beginning of the program have their timeline restart on the first day of classes.

In order to walk with the graduating class, students must have submitted their graduation application and be within 6 credits of degree conferral date. Students with a delayed degree conferral date are eligible to walk in the next graduation ceremony or with the next graduating class.

## **Leave of Absence**

Leave of Absence Policy

Southern Nazarene University understands that life events may require a learner to modify class

enrollment and schedules. This Leave of Absence (LOA) policy is designed to allow the student

some flexibility in his/her program enrollment to adjust to these life events.

Students must return to their program at the same point academically where they left (i.e. if a learner begins a LOA between courses 5 and 6, they must begin course 6 upon their return.\*\*) A student should meet with their academic advisor for help with planning their return.

Students on an approved LOA will be considered enrolled and would be eligible for an in-school

deferment for student loans. Federal student aid and in-school deferment may be negatively

affected if a student fails to apply for an LOA or the application is denied. This impacts student

who receive federal student aid or who want loan deferment while in school.

Students who will be out of school for over 45 calendar days will need to obtain an approved

LOA or they will need to be withdrawn from their program and re-enrolled when they return.\*\*

This could result in SNU returning funds to the Department of Ed and re-awarding financial aid

upon the student’s return. The leave of absence may not be more than 180 days and must begin and end in the same financial aid award year.

Students who have class waivers may use the LOA policy for continued enrollment during waived classes. A student must apply for the LOA at least 14 days before the leave would start except in cases of illness or injury when the learner cannot physically apply. In such cases, the application must be completed as soon as the learner can reasonably be expected to do so. In some cases, documentation may be required.

A student may not accumulate more than 180 days of LOA in a 12-month period. A student must state the date they intend to return from the LOA. Extensions can be made during the LOA if the student requests such, they have not accrued more than 180 days in a 12-month period, and there is a class available which will allow the student to return at the same point they left the program.

If a student fails to return from an approved LOA by the date stated on the application, or any

approved extension, the student’s date of withdrawal will be backdated to the first day of the

LOA and SNU will perform an R2T4 calculation to see what, if any funds need to be returned to

the Department of Education. Also, the last day of the student’s enrollment will be reported as

the day before the first day of the approved LOA. This will then start the grace period on any

student loans.

If a student returns early from a LOA, the LOA will be shortened according to the

student’s return date, but the student still must return at the point they left the program.\*\*

Any financial aid disbursements that were scheduled during the LOA cannot be made until the

student returns to school. A student should check with the PGS business office to confirm any

effect that may have on their payment plan.

Examples of Reasons for a Qualified Leave of Absence

1. Illness of the learner or a family member

2. Death of a family member

3. Military service/activation

This list is only for example purposes. A student who has one of the above circumstances is not

automatically approved for a Leave of Absence, nor is a student who has a circumstance which is not on the list automatically denied.

For a leave of absence to be considered a qualified leave of absence (in addition to the

qualifications stated earlier on the form)

1. All requests must be submitted on a leave of absence form and include the reason for the

learner’s request

2. The student must be enrolled and attending classes at the time a leave of absence is

required

3. There must be reasonable expectation the student will return from the leave of absence to

continue his or her education

4. The institution may not assess the student any additional institutional charges, the

learner’s financial aid may not increase, and the learner is not eligible for any additional

federal or state aid financial assistance.\*\*

5. The learner must be in good academic standing in each and all courses from which a leave of

absence is requested. \*\*\*

\*\*The Physician Assistant Program is a cohort scheduled curriculum. Students taking a Leave of Absence need to work with the program director to determine where in the curriculum they are eligible to return. Students who take a leave of absence from the PA program will generally return to the program with the next class (students returning with a subsequent class will be charged the tuition rate of the class they join).

\*\*\*The Physician Assistant program will not grant a leave of absence to students who are failing one or more courses or who are not expected to achieve the minimum required score in a course to progress. In this case, students must withdraw and will be assigned WP or WF grades.

## **Deceleration**

Defined by ARC-PA as “the loss of a student from the entering cohort, who remains matriculated in the physician assistant program.” The SNU PA program offers deceleration through the leave of absence policy (see policy above).

## **Withdrawal and Refund**

All withdrawals, regardless of the reason, from any PAS course must be approved by the Program Director. Unless otherwise approved by the program director, withdrawal from a single PAS course will prevent the student from progressing and will result in dismissal from the PA program.

Prior to Week 1 of the semester: To withdraw for a full refund, the student must email the program director with stated intent to withdraw prior to the start of Week 1 of the semester. All courses in each semester of the PA program are taken as a group. Dropping any single course prior to the start of the semester will result in an administrative withdrawal from the program and a refund of 100%\* of tuition paid for that semester.

During Week 1 of any semester: If the student attended Week 1 but wants to withdraw from the program, the student must email the program director with stated intent to withdraw prior to the start of Week 2. Withdrawal from any single course will result in an administrative withdrawal from the PA program. Withdrawal during week 1 will result in a 100%\* of tuition paid for that semester.

During Week 1 of any semester: If the student did not attend Week 1, the student is automatically administratively withdrawn from the program. An administrative withdrawal will result in a 100%\* refund of tuition paid for that semester.

During Week 2 of any semester: If the student wants to withdraw from the PA program during Week 2 of the semester, the student must email the program director with stated intent to withdraw prior to the start of Week 3. Withdrawal from any single course in the PA program will result in an administrative withdrawal from the program. A 75%\* refund of tuition paid for that semester will be issued.

Week 3 of any semester: If the student wishes to withdraw from the PA program during week 3 of the semester, the student must email the program director with stated intent to withdraw prior to the start of Week 4. Withdrawal from any single course will result in an administrative withdrawal from the program. A 50%\* refund of tuition paid for that semester will be issued.

Week 4 of any semester: If the student wishes to withdraw from the PA program during week 4 of the semester, the student must email the program director with stated intent to withdraw prior to the start of Week 5. Withdrawal from any single course will result in an administrative withdrawal from the program. A 25%\* refund of tuition paid for that semester will be issued.

Week 5 and beyond: If the student wishes to withdraw from the PA program during week 5 or beyond of the semester, the student must email the program director with stated intent to withdraw. Withdrawal from any single course will result in an administrative withdrawal from the program. No tuition refund will be issued.

Students who withdraw beyond Week 6 will be assigned a withdrawn course grade of either withdrawn passing or withdrawn failing.

\*Refunds and fees are subject to federal and state regulations. Some funds may not be refundable or may be subject to refund fees.

## **Dismissal**

All final decisions for dismissal from the program are made by the program director and must be affirmed by the VPAA of PGS. Students considered for dismissal will be notified by the program director and any final decision of dismissal will be affirmed in writing to the student.

The SNU PA Program dismissal policy is as follows:

1. Students who fail a course will be dismissed.

2. Students who fail to meet one or more technical standards will be dismissed.

3. Students who commit an egregious act of moral turpitude, academic dishonesty or

unprofessionalism will be dismissed.

4. Students who fail to meet institutional financial obligations will be dismissed.

5. Students who fail to submit to or have findings on background checks which violate the

background check policy will be dismissed.

6. Students who fail to adhere to a university or program requirement will be dismissed.

7. Student removed from a SCPE for unprofessionalism, inappropriate behavior, or other non-

academic cause will be dismissed.

8. Students with findings on drug screens consistent with illegal use of substances or

substances prohibited by the program will be dismissed.

9. Students convicted of DUI (regardless of felony or misdemeanor charge), or other non-traffic

violation crimes will be dismissed.

## **Appeal of Dismissal**

Students wishing to appeal a disciplinary sanction/dismissal must do so, in writing or by email, to the Chief Academic Officer (mwinslow@mail.edu). The request must be submitted within 72 hours of the original decision. If this time period involves a weekend, the appeal may be submitted by the end of the next business day. The Chief Academic Officer will determine if the appeal will be heard. If the request for appeal is granted, an appeal hearing will be conducted.

The request for an appeal shall consist of one or more of the following exclusive grounds for appeal:

● There is evidence to indicate that PA program or University policy was not followed in

the original decision.

● There is evidence to indicate that the principle of fairness was violated in the original

Hearing.

● Discipline is contrary to weight of evidence

Guidelines for an appeal

● The appeal must include:

o Names of the parties involved.

o Clear statement of the nature of the appeal.

o A narrative of the events leading to sanction/dismissal including:

▪ What occurred

▪ When it occurred

▪ Where it occurred

▪ Who was present

o The evidence on which the appeal is based.

o The desired outcome.

The Chief Academic Officer (or designee), may, in response to the written appeal and upon review of all evidence and testimony presented, reject or confirm an earlier disciplinary process. The decision of the appeal may be made with or without meeting with students. After a decision has been reached, the student will be notified by the appeal hearing officer. Decisions made in the appeal process are binding and final.

## **Graduation**

Upon Graduation, the student will be awarded the Master of Science in Physician Assistant Studies and will be eligible to sit for the Physician Assistant National Certification Exam (PANCE).

To qualify for graduation, students must meet all academic, professional, and financial requirements/obligations as follows:

1. Pass all didactic courses as outlined above,
2. Complete and pass all clinical rotations as outlined above,
3. Complete and pass all program summative evaluations,
4. Achieve all program required competencies and learning outcomes,
5. Be in good academic and professional standing,
6. Receive a letter of recommendation for graduation from the Program Director,
7. Meet all financial obligations to the University,
8. Be eligible to sit for the PANCE and apply for licensure

## **Student Shadow/Volunteer Policy**

Students who wish to volunteer or shadow in a health care environment outside of the PA program requirements or sanctioned activities, do so at their own risk and do not have liability coverage from the University. Students should not represent themselves as acting on behalf of their student status associated with the University.

## **International Travel Health and Safety**

SNU does not offer electives or international SCPE experiences. However, students may from time to time participate in international activities on voluntary bases (medical mission trips, etc). Students traveling internationally with SNU are expected to adhere to the CDC health recommendations and guidelines for the destination [Travelers' Health | CDC](https://wwwnc.cdc.gov/travel). Students are responsible for adhering to the guidelines and any cost associated with following the guidelines.

The SNU PA Program will not approve travel to any international location listed as “high risk” by the state department or CDC. While the SNU PA Program will do its due diligence to ensure a safe experience at the site for the student. International travel is strictly voluntary, and the student assumes all risk of international travel.

Students must carry health insurance with international coverage, evacuation insurance, and trip cancellation insurance. All costs of international travel are assumed by the student.

## **Illness, Injury and Pregnancy**

It is generally expected that students will occasionally become ill or injured. While the expectation of the student to meet the program requirements is not modified with illness or injury, the program will make every effort to work with the student to ensure the best opportunity possible for progression.

In the case of *temporary illnesses* such as viral respiratory illnesses, migraine headaches, gastrointestinal illnesses, etc students are responsible for communicating with course directors and keeping up with work. Students should not come to class with any contagious illness, and the return to class should be based on the resolution of fever and improving symptoms. Students with questions regarding when to return to class should reach out to their course directors or faculty mentor. Students who show up to class with obvious symptoms of possible contagious illness will be asked to leave.

In the case of *minor injury*, students should make every effort to participate in all coursework. The student should advise the course directors as soon as possible of the anticipated length of time that an injury may prevent the participation in coursework or lab work. The course directors will work with the student to ensure the best opportunity for progression.

Students with *prolonged illness or injury* should communicate with their faculty mentor and the program director as soon as possible to devise a progression plan. Prolonged illness may require a leave of absence to allow the student to recover from illness and not compromise their standing in the program.

The program does not consider *pregnancy* the same as illness or injury. Students do not need to notify the program of pregnancy, and the program does not discriminate against pregnancy. However, if the student is unable to participate in required components of the curriculum, the student should notify the program director so a plan of progression can be formed on behalf of the student.

## **Exposure to Infectious Diseases or Environmental Hazards Guidelines**

The best management of exposures is prevention. All students must undergo OSHA’s blood borne pathogen and other potential exposure training.

* Latex can be found in many medical products. A Latex allergy may cause itchy skin and hives or even anaphylaxis, a potentially life-threatening condition that can cause throat swelling and severe difficulty breathing. If you have a known latex allergy, please notify the Program Director and exercise caution when using medical products. SNU will make every effort to identify latex products to students with allergies, however the ultimate responsibility for preventing allergic reactions belongs to the student.

Preventive measures to be followed when risk of exposure is involved includes the following universal precautions:

1. Use of latex or nitrile gloves as a barrier

2. Use of facemasks/face shields as a barrier

3. Use of gowns as a barrier

4. Use of vent or hood when appropriate

5. Following accepted safety guidelines such as never recapping a needle, never recovering a sharp, and communicating with others.

**The following exposure protocols should be followed:**

*(Taken from https://www.cdc.gov/niosh/topics/bbp/emergnedl.html):*

As you work/learn, you may experience:

* A needlestick or sharps injury.
* An exposure to patient blood or other body fluid.

If any of these occur, take the following steps:

* Wash needlesticks and cuts with soap and water
* Flush splashes to the nose, mouth, or skin with water
* Irrigate eyes with clean water, saline, or sterile irrigants
* Immediately report the incident to your supervisor/preceptor/faculty member
* Immediately seek medical treatment (urgent care, emergency department)
* Notify the SNU PA program Clinical Coordinator as soon as possible

Students on SCPEs should follow this protocol and any additional protocols administered by the SCPE site.

This document does not include specific treatment guidelines as these are constantly being updated and should be decided between the student and the healthcare provider. In general, the student should consider exposure risk to HIV, Viral hepatitis, Tuberculosis, and any known infectious disorder from the host exposure.

Any cost incurred for the management of an exposure is the sole responsibility of the student.

## **Social Media Policy**

While enrolled in the SNU PA program and as a representative of the PA profession, SNU PA students must always behave in a professional manner, and are held accountable for their behaviors outside of formal school activities due to their ongoing representation of the University as a student and the PA profession as an aspiring PA.

As such, students who use social media accounts should ensure that all discoverable content would be deemed professional and or appropriate as a representative of SNU and the PA profession.

Posts on personal social media accounts which violate University professional standards are subject to discipline from the program and or University. Specifically, posts that are unprofessional, derogatory to the University’s position on Intercultural learning and Engagement, demonstrate or suggest illegal activity, inappropriately represent SNU and or the PA program, or violate HIPAA or SNU affiliation agreements are subject to discipline, up to and including dismissal.

## **HIPAA**

Students will handle patient health records throughout the PA curriculum. As such, students are accountable to HIPAA (Health Information Portability and Accountability Act) which protects the access to and the sharing of patient health information. Students will receive training in HIPAA compliance while enrolled in the program.

## **Student Society and Activities**

All student led organizations and activities must have a faculty advisor. Students may organize as a class, or clubs consistent with SNU policy.

All activities, fundraisers, marketing, travel and expenditures of University money require prior approval by the faculty advisor, program director and possibly other University representatives.

# **APPENDICES**

## **Appendix 1: Technical Standards**

**MINIMUM TECHNICAL STANDARDS** (A3.13e, A3.17a)

The following minimum technical standards defined by the program must be met by all accepted students and maintained throughout the program. All accepted students must meet the minimum technical standards to enroll and enrolled students must continue to meet the technical standards while enrolled. Students are solely responsible for meeting and maintaining the minimum technical standards.

**General**

* Students must be able to participate in *all* learning activities, assessments, and settings (classroom, laboratory, and clinical settings).
* Students may from time to time be exposed to contagious illnesses, various body fluids, noxious chemicals, latex, radiation, and toxic substances, and must therefore be generally healthy and able to function in these environments.

**Strength and Endurance**

* Students must be able to endure 8 or more hours a day of prolonged sitting (classroom), standing (clinical setting), and/or bending (operating room or procedures).
* Students must be generally fit, coordinated, and able to participate in training and patient care activities.
* Students must be able to occasionally lift over 50lbs and exert physical strength and endurance for prolonged periods of time (patient transfer, CPR, etc.).

**Intellectual Abilities**

* Students must possess the intellectual, conceptual, integrative, and quantitative capabilities required to complete the full curriculum and achieve the competencies delineated by the Program and the PA profession.
* Students must be able to problem-solve complex issues.
* Students must be able to think quickly and make decisions quickly.
* Students must be able to use judgment, analyze and synthesize information.
* Students must be able to comprehend three dimensional and spatial relationships of structures.

**Communication Skills**

* Students must be able to hear and listen to lectures, verbal instructions, and electronic audio.
* Students must be able to speak English clearly to instructors, patients and others.
* Students must be able to hear and listen to and understand the spoken English language and its several dialects.
* Students must be able to read and write efficiently in the English language.
* Students must be able to interpret tone, body language, facial expressions, moods, and other non-verbal communication.

**Observation and Auditory and Visual Abilities**

* Students must have a functional visual acuity with color discrimination and depth perception to read, observe, discriminate, communicate, and perform all tasks and components of the PA profession.
* Students must be able to hear voice and sounds in quiet and loud settings.
* Students must be able to combine vision and hearing to observe, communicate and perform all tasks and components of the PA profession.

Visual acuity and auditory function corrected to meet the minimum technical standards is acceptable.

**Sensory and Motor Skills**

* Students must possess sufficient sensory and motor function to use palpation (touch, pressure, temperature discrimination), auscultation (auditory), percussion (combination of touch and auditory), proprioception (position, stereognosis, vibration, movement).
* Students must have gross and fine motor skills (hand and eye coordination) to perform procedures, prevent injury, provide treatment, and reduce risk.

Students should be able to execute gross and fine motor movements to provide general care and emergency treatments to patients.

**Interpersonal Abilities**

* Students must be able to manage high stress situations while maintaining full intellectual abilities.
* Students must be able to develop mature, sensitive, and effective relationships with classmates, faculty, staff, all members of the health care team, and patients and their families.
* Students must be able to recognize one’s own emotional state and the emotional states of others.
* Students must be able to manage personal emotions in positive ways to relieve stress, communicate effectively, empathize with others, overcome challenges, and diffuse conflict.

**Computer Technology Skills**

* Students must be able to utilize computerized information technology to access learning management systems, participate in computerized testing, conduct research, prepare multimedia presentations, access online medical information, and review and enter data in electronic medical records.

I hereby acknowledge that I have read and understand the SNU PA Program’s Minimum Technical Standards for Enrollment and Progression. I attest that I meet each of these standards. I understand that should I need accommodation(s) to meet the standards, it is my responsibility to meet with the University ADA office prior to enrollment to determine if accommodations are available. I also acknowledge that certain accommodations may not be available due to the rigor and functional requirements of the PA training program and Profession.

I further acknowledge that I am required to independently demonstrate these technical standards continuously while enrolled in the Program. I further understand that I will be required to acknowledge that I meet these technical standards again prior to beginning Supervised Clinical Practice Experiences (SCPEs) in the Clinical Phase.

I also understand that I am required to submit a Medical Clearance Form, completed by a licensed health care provider, confirming whether I meet the Minimum Technical Standards. I further acknowledge that I must notify the PA Program Director as soon as possible if there is any change in my ability to meet the Minimum Technical Standards for Enrollment and Progression.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Name (print legibly)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Signature**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**

###### 

###### 

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## **Appendix 2: Criminal/Legal Background and History Affidavit**

**SNU PA Program Affidavit of Criminal and Legal Background and History**

The practice of medicine is governed by the community, state and federal governments and is regulated by the public which expects providers to be of highest moral and ethical caliber. Individuals with criminal, legal or other infractions of moral and or ethical code pose a substantial risk to patients and to the PA profession. Please provide honest responses to each of the questions below by placing your initials next to the correct response; then attest to your responses with a date and signature.

1. Have you ever been convicted of a felony? \_\_\_\_ Yes \_\_\_\_ No

2. Have you ever had a professional license revoked? \_\_\_\_ Yes \_\_\_\_ No

3. Have you ever been dishonorably discharged from any U.S. service? \_\_\_\_ Yes \_\_\_\_ No

4. Have you ever had a restraining order placed against you? \_\_\_\_ Yes \_\_\_\_ No

5. Do you currently have any legal allegations against you? \_\_\_\_ Yes \_\_\_\_ No

6. Are you currently in the process of adjudicating any criminal legal

proceedings against you? \_\_\_\_ Yes \_\_\_\_ No

7. Have you been convicted of DUI in the last five years? \_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**

## **Appendix 3: Alcohol and Substance Use/Abuse Affidavit**

**SNU PA Program Alcohol and Substance Use and Abuse Affidavit**

The practice of medicine requires competent, capable providers who are not dependent on substances that may interfere with physical, mental or emotional dexterity. Individuals dependent on substances that alter the ability to process information in a timely or emergent manner, slow or impair physical responses, or interfere with emotional stability are a risk to the welfare of patients and others and may not be eligible for licensure for clinical practice.

For these reasons, SNU will not admit or continue to enroll applicants or students with a medical marijuana prescription or card.

Individuals using substances illegally or inappropriately cannot be considered for admission to the SNU PA Program. Please provide honest responses to each of the questions below by placing your initials next to the correct response; then attest to your responses with a date and signature.

1. Are you currently using any illegal substances? \_\_\_\_\_Yes\_\_\_\_\_No

2. Are you currently using any legal substances illegally? \_\_\_\_\_Yes\_\_\_\_\_No

3. Are you currently abusing any legal substances? \_\_\_\_\_Yes\_\_\_\_\_No

4. Are you currently an alcoholic or abusing alcohol? \_\_\_\_\_Yes\_\_\_\_\_No

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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## **Appendix 4: Student Handbook Affidavit**

SNU PA Student Handbook Affidavit

The SNU PA Student Handbook is the guide for policies and procedures specific to the SNU PA Program. All PA students are responsible for and held accountable to the policies and procedures found in the handbook.

Please attest to the following:

1. I have received the 2024-25 SNU PA Student Handbook initials\_\_\_\_\_\_

2. I have read the contents of the 2024-25 SNU PA Student Handbook. Initials\_\_\_\_\_\_

3. The faculty and/or staff have reviewed the contents of the SNU PA

Student Handbook with me. Initials\_\_\_\_\_\_

4. I know that I am responsible for adhering to the policies and procedures

Found in the PA Student Handbook. Initials\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**