STUDENT GUIDELINES

DEPARTMENT OF

PHYSICIAN ASSISTANT STUDIES

Department of Physician Assistant Studies
School of Health Professions
The University of Texas Southwestern Medical Center

May 2018
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May 21, 2018

Dear Physician Assistant Students,

On behalf of the faculty and staff, it is a great pleasure to welcome you to The University of Texas Southwestern Medical Center, Department of Physician Assistant Studies. You are commencing a course of instruction that will prepare you for one of the most exciting, diverse, and in-demand health professions in America.

During the next thirty months, you will experience a curriculum that will be very challenging and professionally rewarding, requiring a tremendous personal investment of time and effort. We are available for assistance as you progress through the didactic and clinical curriculum.

We are confident that you will continue to be successful and the faculty and staff are eager to assist you in this endeavor. In the meantime, please read these Student Guidelines carefully and familiarize yourself with the contents.

All of the faculty and staff look forward to getting to know each of you.

Sincerely,

Temple Howell-Stampley, MD, MBA, FACP
Department Chair and Program Director

THS/nw

5323 Harry Hines Blvd./Dallas, Texas  75390-9090/Phone: 214-648-1701
www.utsouthwestern.edu
I. Purpose of Student Guidelines

This manual describes the guidelines for students enrolled in the Department of Physician Assistant Studies in the School of Health Professions at the University of Texas Southwestern Medical Center (“UT Southwestern”). These guidelines are in addition to and not instead of the policies and procedures outlined in the current School Catalog (or its latest revision). Students are also bound by UT Southwestern’s Handbook of Institutional Policies and Operating Procedures, the Regents’ Rules and Regulations of the UT System, the Office of Enrollment Services Student Policies and Procedures, and individual course syllabi.

Please read these Student Guidelines carefully. At the end of this manual, you will find an acknowledgment form. This form states that you agree to comply while you are enrolled as a student in this department. The form is to be signed, dated and returned to the department office during orientation.

This is a general information publication only. It is not intended to, nor does it contain, all regulations that relate to students. The Student Guidelines, although revised annually, cannot always reflect up-to-the minute changes or developments. The Student Guidelines are, therefore, subject to revision by UT Southwestern without notice. Changes will become effective whenever the proper authority so determines and will apply to both prospective students and those already enrolled.

UT Southwestern reserves the right to withdraw a course at any time, or to change fees or tuition, rules, calendars, curriculum and any other policies or requirements affecting students. The Student Guidelines do not constitute a contract, express or implied, between any applicant, student, employee, or faculty member and UT Southwestern or the University of Texas System.

II. Handbook of Institutional Policies and Operating Procedures.

- [https://utsouthwestern.policytech.com/?anonymous=true&siteid=1](https://utsouthwestern.policytech.com/?anonymous=true&siteid=1)
- Chapter 1 – Organization and Governance (ORG)
- Chapter 2 – Administration (ADM)
- Chapter 3 – Ethics, Compliance, and Standards of Behavior (ETH)
- Chapter 4 – Campus Security and Preparedness (SEC)
- Chapter 5 – Environmental Health and Safety (EHS)
- Chapter 6 – Information Security, Privacy, and Resources (ISR)
- Chapter 7 – Fiscal Management (FIM)
- Chapter 8 – Facilities and Support Services (FSS)
- Chapter 9 – Employees (EMP)
- Chapter 10 – Students, Postdoctoral Scholars, Residents, and Fellows (EDU)

EDU-100 General Administrative Policies

- [EDU-102 Learner Complaints and Resolutions](#)
- [EDU-103 Learners with Disabilities](#)
- [EDU-105 Learners' Personal Information](#)
- [EDU-106 Professional Liability Insurance](#)
- [EDU-107 Immunization and Infectious Disease Prevention Requirements](#)
- [EDU-110 Student Participation in Selection of Food Service Vendors](#)
- [SEC-153 Identification and Badges](#)
- EDU-113 Student Travel
- EDU-114 Background Checks
- EDU-116 Sex Discrimination - Sexual Misconduct, Harassment, and Violence
- EDU-116P-01 Sex Discrimination Complaint and Resolution
- EDU-117 Fitness for Participation
- EDU-118 Drug Testing Requirement
- EDU-119 Admissions
- EDU-120 Non-medical Leaves of Absence

EDU-150 Student Conduct and Discipline
- EDU-151 Student Conduct and Discipline
- EDU-151P-01 Procedures for Student Discipline

EDU-200 Student Educational Records
- EDU-201 Student Rights Under the Family Educational Rights and Privacy Act (FERPA)

EDU-250 Student Organizations
- EDU-251 Student Organizations

EDU-300 Student Financial Responsibilities
- EDU-301 Student Debts
- EDU-302 Scholarships, Fellowships, and Grants
- EDU-303 Tuition and Fees
- EDU-304 Residence for Tuition Purposes
- EDU-305 Tuition Exemptions

EDU-350 Student General Academic Policies
- EDU-354 Students in Faculty Positions

EDU-500 UT Southwestern School of Health Professions
- EDU-502 Academic Decisions
- EDU-502P-01 Grade and Academic Decision Grievances and Appeals
- EDU-504 Leaves of Absence
- EDU-505 Student Employment

- Chapter 11 – Faculty (FAC)
- Chapter 12 – Research (RES)
- Chapter 13 – Intellectual Property (INP)
- Chapter 14 – Health System Operation (HSO)
Non-Discrimination Statement

UT Southwestern is committed to providing equal opportunities to all members of the campus community and to maintaining an environment that is free from discrimination, including harassment and retaliation. In accordance with the Board of Regents' Rules and Regulations, UT System policy, and applicable federal and state law, no individual will be excluded from participation in, denied the benefits of, or be subjected to discrimination in UT Southwestern services, programs, and activities on the basis of race, color, national origin, religion, sex, age, disability, genetic information, protected veteran status, or citizenship status. UT Southwestern also prohibits discrimination on the basis of sexual orientation, gender identity, and gender expression.

III. Academic Affairs

A. Essential Functions

It is the policy of UT Southwestern that no qualified individual shall, based upon disability, be denied admission to, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity at UT Southwestern. All qualified applicants who can perform the essential functions of the desired academic program, with or without reasonable accommodation, will be given equal consideration for admission without regard to disability.

The essential functions for students in the School of Health Professions are distributed to all conditionally admitted applicants and are available here:
https://utsouthwestern.policytech.com/dotNet/documents/?docid=196

Students who wish to request reasonable accommodation due to disability should refer to EDU-103 Learners with Disabilities.

B. Academic Standards and Progress

1. General

All aspects of academic performance must be satisfactory for the student to be promoted and remain in the program. Academic decisions will be made in accordance with the student guidelines for each program and EDU-502 Academic Decisions. Grievance and appeal procedures for grades or academic decisions can be found in EDU-502P-01 Grade and Academic Decision Grievances and Appeals.

2. Faculty Advisor

All students will be assigned a member of the faculty as their Faculty Advisor. The role of the Faculty Advisor is to ensure that the student is making satisfactory progress in the program. Each student is encouraged to meet with his or her Faculty Advisor whenever a personal or academic problem arises that might impede his or her progress in the program. If a student is not making satisfactory academic progress, they will be able to meet with the advisor during the academic semester/term at the discretion of the program; or until academic performance has significantly improved. Each student is required to meet with his or her Faculty Advisor at least once each semester so that the Faculty
Advisor may ensure that the student is making satisfactory progress and to suggest any needed improvements.

3. Grading

- EDU-502 Academic Decisions

For more specific information on grading please refer to the Program Specific Grading section. NOTE: Courses taught by other departments may use different grade scales.

4. Examinations

Students are expected to take all examinations on the scheduled date. The course instructor may allow rescheduling of an examination if circumstances warrant (e.g. documented illness, previously identified religious holiday, or death in the family), the Learning Specialist may approve rescheduling of an examination as a reasonable accommodation due to disability (See EDU-103); otherwise there will be no exceptions to this policy. If a student fails to take a scheduled examination without obtaining permission from the course instructor, the student will receive a “zero” on that scheduled examination. Examinations are generally “timed,” therefore; all examinations will begin on the scheduled date and at the scheduled time. An examinee that has been delayed may be admitted to the examination up to 15 minutes after the session has started. The examinee will be given no extra time to complete the examination. Examinees arriving after the 15 minute “grace period” will automatically receive a “zero” on the examinations. Under extenuating circumstances and with timely notification from the student, exceptions to this policy may be considered by the course instructor.

5. Satisfactory Performance and Progress

a. Academic Performance

Students enrolled in the UT Southwestern School of Health Professions are expected to meet certain academic standards and exhibit professional and ethical behavior. Academic performance and professionalism are monitored on an ongoing basis by department faculty and administration. The assignment of grades; distribution of progress reports; designation of academic probation, suspension, and dismissal; requirements for withdrawals; and requirements for graduation at the UT Southwestern School of Health Professions are set forth in EDU-502. See section V.H.1 for information about specific academic performance standards in the Department of Physician Assistant Studies.

b. Academic Deficiencies

An academic deficiency is defined as any aspect of academic performance that does not meet established Physician Assistant Studies program or departmental standards. Health Care Sciences (HCS) designated courses are the responsibility of the appropriate HCS course director. If academic deficiencies occur within HCS designated courses, students are required to follow the guidelines established by HCS course directors.
The Physician Assistant Studies Faculty will identify and document in writing to the Department Chairman/Program Director any students having difficulty with one or more of their Physician Assistant Studies designated courses.

The Department Chairman/Program Director, after reviewing the student’s deficiencies with the appropriate faculty member(s), will notify the student in writing of their academic status. A faculty member will arrange assistance as necessary, taking into consideration the available department resources.

The faculty member(s) in charge of arranging assistance will notify the Department Chairman/Program Director of the course in writing of: (1) the type of assistance to be arranged, and (2) the time expected for the student to show an improvement. The Department Chairman/Program Director will notify the student in writing of the areas for improvement and the assistance the Program will provide. The purpose of this early intervention is to identify a student who is having difficulty and assist the student before an academic deficiency occurs.

When an academic deficiency has occurred, the student will be referred to the Department’s Committee on Student Progress. Depending upon the frequency, nature, and extent of the deficiency, a student may be (1) placed on academic probation or academic suspension, (2) required to repeat a course or extend training, (3) required to remove the deficiency by specific remediation activities, or (4) dismissed from the program. Graduation may be delayed for students who are required to repeat a course or a rotation or extend their training, which may result in additional tuition and fees to satisfy the curriculum.

Any faculty member may recommend to the Department Chairman/Program Director that a student be placed on probation, suspended, or dismissed for failing to meet minimum academic performance or progress standards as specified. All such recommendations will be reviewed by the Committee on Student Progress.

Students may be placed on academic probation at the end of any semester in which performance does not meet established program or departmental standards. A student placed on academic probation must remedy the particular academic deficiencies as required by the program and/or the Student Progress Committee. A student may only be placed on academic probation for one semester. If a student fails to overcome the specified academic deficiencies the following semester, the student will be dismissed.

For information about Academic Decisions and Grievances and Appeals please refer to: EDU-502 Academic Decisions – Health Professions and EDU-502P-01 Grade and Academic Decision Grievances and Appeals

See section V.H.2 for specific information about academic deficiencies, academic probation, and remediation in the Department of Physician Assistant Studies.
c. Student Academic Support Services (SASS)

SASS is located on the first floor of the S Building on South Campus and offers a comprehensive array of resources and support services to enhance student learning. It is free to all students. These retention-based activities, which are provided to students both individually and in groups, include the following:

**Learning Skills and Academic Advising/Counseling:** For students experiencing academic problems, learning skills and academic advising/counseling services (including learning assessment services) are available. This service is also available to students who are performing satisfactorily but seek to improve their technique.

**Support for Students with Disabilities:** The SASS Director also serves as the designated campus Learning Specialist for students with disabilities to review documents and meet with students who either come to medical school with diagnosed learning disabilities or need subsequent evaluation to determine if a disability exists. The SASS Director frequently serves as a screening agent, administering psycho-educational assessments to students suspected of having information processing problems. In cases where disabilities (learning or physical) are identified, and accommodations are approved by the Academic Advisory Committee (AAC), the SASS Director coordinates accommodation activities and participates in monitoring the progress of all disabled students.

**Medical Leave of Absence:** The Director of SASS administers requests for Medical Leave of Absence (MLOA) for both medical and health professions students. The Director meets with the student to assist in completing the request for leave, processes the request through the Academic Advisory Committee, informs the Office of Enrollment Services and the Deans of Student Affairs about the parameters of the MLOA, and monitors the timing for the students return.

**Learning Skills Seminars:** Seminars are presented for the benefit of all students, addressing common issues such as effective use of resources, time management and test-taking skills. Students may complete self-assessments as part of the seminars to develop insight into their beliefs and behaviors towards learning and resilience.

6. Standards of Conduct

All students are expected and required to obey federal, state, and local laws; to comply with the Regents’ Rules and Regulations and all policies, procedures, rules and regulations of The University of Texas System and UT Southwestern; to follow directives issued by an administrative official of the UT System or UT Southwestern in the course of his or her official duties; and to observe standards of conduct appropriate for an academic medical institution.

Requisite standards of conduct are outlined in EDU-151: Student Conduct and Discipline. All disciplinary actions will be handled in accordance with EDU-151P-01: Procedures for Student Discipline.
7. **Attendance**

If classes, labs, or exams are missed for any reason, the decision as to whether the work or test can be made up is at the discretion of the course instructor. HCS course policies regarding attendance may differ from the Department policies, and the HCS course policy applies.

It is the student’s responsibility to contact the course instructor or preceptor immediately following absenteeism or lateness regarding course work or exam make-up. Excusable reasons for absence are limited to: (1) illness; (2) death or illness in immediate family; (3) jury duty; (4) military service; (5) subpoena; and (6) faculty-approved attendance at professional conferences. An absence that is not timely reported is considered unexcused.

For additional information please refer to the Program Specific Attendance section below.

The Learning Specialist may approve a student to be absent or to make up missed work as a reasonable accommodation due to disability in accordance with EDU-103 Learners with Disabilities, and such absences or missed work will not be counted against a student.

8. **Health Insurance Portability and Accountability Act (HIPAA) Standards Requirements**

All students having direct contact with patients and/or access to patient records, or other “protected health information,” are required to abide by all UT Southwestern policies and procedures governing patient privacy and medical records. Students will receive HIPAA compliance training in accordance with UT Southwestern policy. Furthermore, clinical affiliates may impose additional requirements for HIPAA training of students.

The first part of student HIPAA training will be completed within the first 30 days of enrollment at UT Southwestern, regardless of the number of hours in which they are enrolled. At the SSHP New Student Orientation, the student will be provided with the URL to the UT Southwestern Medical Center on-line HIPAA training. Students are required to complete the training, print certificates, and present them to their department within the first 30 days of their first semester.

C. **Electronic/Telephone/Mobile Device Use**

1. **E-Mail and Social Networking**

Students are expected to abide by all UT Southwestern policies governing use of UT Southwestern’s information resources. All students will be assigned a campus e-mail account using Microsoft Exchange/Outlook. All e-mail information from the academic and clinical departments will be sent to the Outlook address with the extension “@utsouthwestern.edu.” **Students are responsible for checking and responding to Outlook e-mail within 48 hours as instructed by the department.** Auto-forwarding to a non-UT Southwestern email account(s) is strictly prohibited. Users must use UT Southwestern’s Microsoft Outlook Web Access to retrieve UT Southwestern email when not using the Outlook client. UT Southwestern information resources, including email accounts, belong to UT Southwestern and should never be considered private. UT Southwestern email is made available to users for use in UT Southwestern-related activities and to facilitate the efficient exchange of useful information. With the privilege of email comes the responsibility to use email in an appropriate
manner that demonstrates civility and respect for others. Misuse of UT Southwestern information resources may result in disciplinary action, up to and including dismissal.

At no time are users allowed to post confidential information to social networking or other publicly available websites. All rules and policies for information security and privacy apply when utilizing social media and social networking sites.

For additional information on email and social networking please refer to the guidelines posted at http://www.utsouthwestern.net/intranet/services/news-bureau/social-media/guidelines/

For additional information on all use of information resources, please refer to Chapter 6 (Information Security, Privacy & Resources) in the Handbook and to: ISR-104 Acceptable Use of Information Resources.

2. Telephones

The telephones designated for student use are located in the 4th floor student lounge and in the main lobby, as well as in the student resource center (computer laboratory) on the 7th floor. Students should not use departmental telephones. Students should provide the Department’s main number to persons who need to reach them in an emergency. Otherwise, students should use other means for obtaining personal messages while they are on campus.

3. FAX

The Departmental and Dean’s Office FAX machines are not for student use.

4. Cell phones / Smart phones/Pagers

Cell phones/smart phones/pagers must be turned off, silenced, or on vibrate during class and when guidelines dictate in a clinical facility, according to the policy of the facility. Parkland Hospital, Clements University Hospital, and Zale Lipsy University Hospital specifically prohibit cell phone use in their facilities. Students may not have cell phones/smart phones, pagers, or any other electronic devices on their person or at their desk during written or practical exams. Other arrangements should be made for emergency calls during exams.

5. Tablets and laptop/notebook computers

Tablets and laptop/notebook computers may be used in the classroom, only in a manner that does not disturb other students or the instructor. During exams, students may not use computers, tablets, or any other electronic devices without instructor approval.

For further clarification on the use of any electronic devices, students should consult their instructors.
IV. Student Affairs

A. Student Rights

1. Protection of Education Records

The University of Texas Southwestern Medical Center adheres to the Family Educational Rights and Privacy Act of 1974 (FERPA) and the Texas Public Information Act regarding disclosure of student records. Please refer to EDU-201 Student Rights Under the Family Educational Rights and Privacy Act.

2. Mistreatment

UT Southwestern is committed to providing students with clear pathways and processes for bringing forward concerns and complaints and to resolving complaints using reasonable, fairly administered, and well-publicized policies and procedures. UT Southwestern employs various complaint and resolution procedures, depending on the substance and nature of the complaint.

A student who believes he or she has been mistreated in the teacher-learner relationship can attempt to resolve the issue informally through communication with the faculty member or the student’s faculty advisor. For formal complaints regarding mistreatment, the student should submit a complaint in writing to the program director or department chair within five (5) working days of the incident. If the matter is still not resolved to the student’s satisfaction, a student may appeal in writing to the Dean (or designee) within five (5) working days of the program director’s or chair’s decision. The decision of the Dean or his designee is final.

For complaints regarding discrimination on a basis other than sex, the student should follow the complaint procedure outlined in the School of Health Professions catalog. SSHP Catalog: http://www.utsouthwestern.edu/education/utsw-catalog/general/student-info/academic-policies.html#policy%20against%20discrimination

Complaints or reports of sex discrimination should be submitted to the Title IX Coordinator or a Deputy Title IX Coordinator in accordance with EDU-116 Sex Discrimination Including Sexual Harassment, Violence, and Misconduct and the related procedure EDU-116P-01 Sex Discrimination Complaint and Resolution.

Please refer to EDU-102 Learner Complaints and Resolutions.

B. Other General Guidelines

1. Inclement Weather Policy

It is the policy of The University of Texas Southwestern Medical Center to remain open regardless of weather conditions. If you question whether a specific class has been postponed due to weather, call the Department office and your class telephone tree contact for information.
Due to the variability of supervised practice activities, cancellations will vary depending upon the site. If inclement weather makes it dangerous to travel to the clinical facility, the student must contact the clinical instructor and the clinical facility as soon as possible to inform them that he or she will not be there and to see that any important patient responsibilities are covered. It is recommended that the student speak directly to the supervising instructor and discuss alternatives for completing patient responsibilities, including attempting to come in later in the day.

In making the decision regarding attendance during inclement weather, consider that:

1. The student has a professional responsibility to the patient/client and the facility to which he or she is assigned.

2. The individual can best judge the danger to his or her own safety based on his or her own transportation situation and other factors.

2. Student Exposure to Blood and/or Body Fluids

Procedures for Exposure can be found at EDU-107 Immunization and Infectious Disease Prevention Requirements

If you have been exposed to a patient’s blood or body fluid, first rinse the affected area thoroughly and page the UT Southwestern Occupational Health pager (214-645-1600) immediately. You will receive instructions about post-exposure protocol.

If the exposure occurs at Parkland, VAMC, or other facility, you need to contact the UT Southwestern exposure pager (214-645-1600) as well as the facility exposure pager or charge nurse.

3. Use of UTSW Logo
   - ADM-201 Use of University Name, Logomark, Logotype, and Seal

4. Smoking on Campus
   - SEC-205 Tobacco-Free Environment

5. Weapons on Campus
   - SEC-155 Weapons on Campus

6. Children in the Workplace
   - SEC-351 Children in the Workplace
7. **Tutoring Services**

Free tutoring services are offered to students in the SSHP taking the following Health Care Sciences courses: anatomy, anatomy laboratory, physiology, and neuroscience (summer semester) and pathology (fall semester). Pre-exam reviews are open to all SSHP students and post-exam reviews are held by invitation only depending on students’ examination grades.

8. **Student Health Services**

UT Southwestern provides for the health of students through the Student Health Service which is located at the James W. Aston Center, 8th Floor (U8.409) South Campus, 5303 Harry Hines Blvd., two blocks south of the Southwestern School of Health Professions (SSHP) building. Student Health Service is staffed full-time by a provider and medical support staff. Office hours are 8AM to 12PM and 1PM to 5PM Monday through Friday; phone 214-645-8690.

The Student Wellness and Counseling Center provides personal counseling, psychotherapy, group therapy, and psychiatric services. It is located at 5323 Harry Hines Blvd., in the S Building on South Campus, Suite S2.100 (2nd floor). To schedule an appointment call 214-645-8680. The UTSW Wellness and Crisis Line is a confidential service that offers an opportunity for UTSW students to talk with trained counselors about urgent concerns after hours. A counselor is available every day of the year, including holidays, at 214-645-8680.

Detailed information for services provided by the Student Health Clinic can be found at: [http://www.utsouthwestern.edu/education/student-services/student-health-service/index.html](http://www.utsouthwestern.edu/education/student-services/student-health-service/index.html)

Detailed information for services provided by the Student Wellness and Counseling Center can be found at: [http://www.utsouthwestern.edu/education/student-services/wellness-counseling/](http://www.utsouthwestern.edu/education/student-services/wellness-counseling/)

Information regarding required immunizations can be found at: [EDU-107 Immunizations](#)

9. **Student Health Insurance**

All SSHP students are required to have and maintain valid major medical health insurance coverage while enrolled. This coverage may be with the UT System-sponsored plan or coverage from another provider. For students who do not have their own health insurance policy, UT Southwestern has contracted with the AcademicBlue℠ Student Health Plan, a Blue Cross Blue Shield plan. Information regarding health insurance requirements is included with registration materials and can also be found here: [http://www.utsouthwestern.edu/education/student-services/student-health-service/student-health-insurance.html](http://www.utsouthwestern.edu/education/student-services/student-health-service/student-health-insurance.html)

10. **Student Assistance Committee**

A significant percentage of practicing physicians, healthcare professionals and basic scientists will become impaired or experience a major setback during their careers due to chemical dependency, psychiatric or physical disorders, or an overwhelming life stressor. Often, these problems can occur
during their training. EDU-117 Fitness for Participation sets forth how the administration will manage suspected or confirmed impairment. To the extent the impairment is related to a disability and the student needs reasonable accommodations, students should refer to EDU-103 Learners with Disabilities.

UT Southwestern has established the Student Assistance Committee (SAC) to help impaired students and students facing life problems that are significantly impacting their ability to function effectively. SAC was established based on the following premises:

1. Chemical dependency and psychiatric disorders are treatable conditions and major life stressors can be overcome with appropriate support and supervision.
2. Students with problems that are negatively impacting their ability to function have a responsibility to themselves, their profession, and society to recognize and seek assistance in combating the problem(s). If a student is unable or unwilling to seek assistance, fellow students, faculty and administrators have a responsibility to identify these individuals and assist them in obtaining the most competent and effective support available.
3. An institution responsible for training physicians, health professionals and basic scientists should encourage and facilitate the recognition and treatment of serious problems and provide ongoing support for students who are struggling due these problems.

The purpose of SAC is to work with students and concerned faculty and administrators to encourage and facilitate recognition, intervention, treatment, and rehabilitation of students with a suspected or confirmed impairment. The goal of SAC is to support and assist impaired students so that they can regain full functioning, successfully complete their training, and acquire the skills and perspective necessary to have a fulfilling professional career. SAC is dedicated to assisting students in obtaining help while continuing their education, with the fewest possible restrictions and without stigma.

SAC is very aware that its ultimate success depends upon student trust and confidence. All SAC actions and proceedings are confidential. SAC may periodically report information to the dean or associate dean regarding a student’s compliance, progress, and fitness for continued participation in UT Southwestern-related activities. SAC may consult with other individuals concerned about a student with the permission of the student. All records, files, or other medical, psychiatric, and chemical dependency information, including the results of alcohol or drug testing, will be maintained as confidential, in accordance with applicable law and UT Southwestern policy.

Students may refer themselves to SAC by contacting any one of its members. Students may also be referred by the dean or associate dean pursuant to EDU-117 Fitness for Participation. Faculty, mentors, program directors, course directors, or fellow students who have concerns about a student should contact their associate dean.

Students in need of assistance with drug or alcohol abuse, dependence, or other related problems may contact the Chair of the Student Assistance Committee (214) 645-3192, Student Health Services (214-645-8690), or Student Wellness and Counseling (214-645-8680) for confidential counseling.
V. Program Specific Information

A. Vision, Mission and Program Goals of the Department of Physician Assistant Studies

Vision
The Vision of the UT Southwestern Department of Physician Assistant Studies is to become a destination PA program for disadvantaged and underrepresented faculty, staff and students while achieving and maintaining excellent outcome measures. 
(last reviewed 3.3.18)

Mission
The Mission of the UT Southwestern Department of Physician Assistant Studies, in accordance with the Competencies for the Physician Assistant Profession as set forth by the consortium of the National Commission on Certification of Physician Assistants (NCCPA), the Accreditation Review Commission for Education of the Physician Assistant (ARC-PA), the Physician Assistant Education Association (PAEA) and the American Academy of Physician Assistants (AAPA), is as follows:

- To excel in the art and science of physician assistant education and promote inter-professional primary health care delivery to a diverse and dynamic population.
- To encourage leadership, service, and excellence among our faculty, staff, students and graduates.
- To foster a commitment to evidence-based medicine, quality improvement and patient safety. 
(last revised 3.13.18)

Program Goals
The Goals of the UT Southwestern Department of Physician Assistant Studies are:

- To exceed the U.S. national average first time pass rate on the Physician Assistant National Certifying Examination (PANCE).
- To provide student clinical education opportunities in diverse settings within medically underserved communities.
- To demonstrate faculty excellence in all areas of academic scholarship.
(last reviewed 3.13.18)

B. Accreditation Statement

The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) has granted Accreditation-Continued status to the University of Texas Southwestern Medical Center Physician Assistant Program sponsored by the University of Texas. Accreditation-Continued is an accreditation status granted when a currently accredited program is in compliance with the ARC-PA Standards.

Accreditation remains in effect until the program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the Standards. The approximate date for the next validation review of the program by the ARC-PA will be March 2023. The review date is contingent upon continued compliance with the Standards and ARC-PA policy.

Accreditation Review Commission on Education for the Physician Assistant
12000 Findley Road, Suite 150
Johns Creek, Georgia 30097
Phone: 770-476-1224
C. Organizational Chart for the Department of Physician Assistant Studies
D. List of Courses
UT Southwestern Medical Center Department of Physician Assistant Studies Curriculum. With the exception of courses that meet The University of Texas credit transfer criteria, advanced student placement or waiving of prerequisite or department courses is not available for applicants to the Physician Assistant program.

### DIDACTIC PHASE

#### SUMMER I

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester Hours</th>
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<tbody>
<tr>
<td>MPA 5101</td>
<td>Professional Practice Issues I</td>
<td>1</td>
</tr>
<tr>
<td>HCS 5207</td>
<td>Introduction to Human Neuroscience</td>
<td>2</td>
</tr>
<tr>
<td>HCS 5309</td>
<td>Human Anatomy Lab</td>
<td>3</td>
</tr>
<tr>
<td>HCS 5308</td>
<td>Human Anatomy</td>
<td>3</td>
</tr>
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<td>HCS 5407</td>
<td>Human Physiology</td>
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#### FALL

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<tbody>
<tr>
<td>MPA 5102</td>
<td>Integration Skills I</td>
<td>1</td>
</tr>
<tr>
<td>MPA 5215</td>
<td>Pharmacology I</td>
<td>2</td>
</tr>
<tr>
<td>MPA 5305</td>
<td>Patient Evaluation I</td>
<td>3</td>
</tr>
<tr>
<td>MPA 5509</td>
<td>Clinical Medicine I</td>
<td>5</td>
</tr>
<tr>
<td>HCS 5306</td>
<td>Introduction to Pathology</td>
<td>3</td>
</tr>
<tr>
<td>HCS 5106</td>
<td>Professional Development</td>
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#### SPRING

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<tr>
<td>MPA 5103</td>
<td>Integration Skills II</td>
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<tr>
<td>MPA 5130</td>
<td>Evidence-Based Medicine</td>
<td>1</td>
</tr>
<tr>
<td>MPA 5204</td>
<td>Clinical Prevention and Population Health</td>
<td>2</td>
</tr>
<tr>
<td>MPA 5206</td>
<td>Patient Evaluation II</td>
<td>2</td>
</tr>
<tr>
<td>MPA 5216</td>
<td>Pharmacology II</td>
<td>2</td>
</tr>
<tr>
<td>MPA 5510</td>
<td>Clinical Medicine II</td>
<td>5</td>
</tr>
<tr>
<td>HCS 5106</td>
<td>Professional Development</td>
<td>1*</td>
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#### SUMMER II

<table>
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<tr>
<th>Course Code</th>
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<th>Semester Hours</th>
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<td>MPA 5208</td>
<td>Clinical Skills</td>
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<tr>
<td>MPA 5231</td>
<td>Psychiatry</td>
<td>2</td>
</tr>
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<td>MPA 5307</td>
<td>Patient Evaluation III</td>
<td>3</td>
</tr>
<tr>
<td>MPA 5511</td>
<td>Clinical Medicine III</td>
<td>5</td>
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### CLINICAL PHASE

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<td>MPA 5428</td>
<td>Clinical Elective</td>
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<td>MPA 5430</td>
<td>Psychiatry</td>
<td>4</td>
</tr>
<tr>
<td>MPA 5432</td>
<td>Emergency Medicine</td>
<td>4</td>
</tr>
<tr>
<td>MPA 5433</td>
<td>Surgery</td>
<td>4</td>
</tr>
<tr>
<td>MPA 5451</td>
<td>Infectious Disease</td>
<td>4</td>
</tr>
<tr>
<td>MPA 5450</td>
<td>Directed Study</td>
<td>4</td>
</tr>
<tr>
<td>MPA 5422</td>
<td>Women’s Health</td>
<td>4</td>
</tr>
</tbody>
</table>
E. Clinical Rotations

1. Changes in Clinical Rotations

Requests for any changes in clinical rotation schedules will require a formal letter of justification submitted to the program’s clinical coordinator for review and approval. Requests must be received by the clinical coordinator no later than seventy-five days prior to the requested change in said schedule. Responses will be provided within ten working days. Requests for changes in clinical rotation schedules as a reasonable accommodation due to disability should be submitted to the Learning Specialist pursuant to EDU-103 Learners with Disabilities. Changes in clinical rotation schedules due to unexpected medical/physical accommodations may result in delay in graduation.

2. Out-of-State Rotations (Clinical Elective and Primary Care Preceptorship)

Students are required to complete a Clinical Elective (MPA 5428) and Primary Care Preceptorship (MPA 5832). If students choose to complete these requirements at out-of-state or international locations, costs will be at the student’s expense. Department policy is that the Clinical Elective can be completed in any medical or surgical setting, as long as an appropriate site, qualified preceptor, and completed affiliation agreement exists. Justification for this guideline relates to state of residence, employment, and placement assistance. Students who choose to do an international rotation must submit an application to the Office of Global Health for review and approval. Partial funding may be available for approved applications. The following link provides information for travel health (www.cdc.gov) and state department for specific recommendations (www.state.gov).

F. Evaluation

In general, the student’s achievement in departmental courses is determined by:

(1) course participation
(2) written examinations
(3) clinical performance evaluations
(4) other written and/or oral assignments

G. Grading

Individual course directors retain the primary responsibility for evaluating coursework and assigning grades. Five grades are used to calculate the grade point average (GPA): A (excellent), B (good), C (fair), D (poor) and F (failure). Numerical scores are used to determine each letter grade and may vary department to department. Under certain conditions, an instructor may report grades under the pass/fail system. Grade designations under this system are P (Passing) and F (Failure). Grades of P
and F under the pass/fail system are not used in calculating GPA. The GPA includes only courses attempted at UT Southwestern and excludes transfer work.

At the discretion of the instructor, an incomplete (I) mark may be used in reporting a student’s standing in the semester’s work. An incomplete (I) must be removed under written conditions and within one year from the end of the semester in which the incomplete (I) was reported. Should the established conditions not be met, the instructor must assign a grade, or upon written approval of the dean, new written conditions may be established. An incomplete (I) is not considered a final grade and, therefore, is not used in calculating the GPA.

The program courses will be graded by the following scale or the appropriate equivalent:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 - 100</td>
<td>A</td>
</tr>
<tr>
<td>80 - 89</td>
<td>B</td>
</tr>
<tr>
<td>70 - 79</td>
<td>C</td>
</tr>
<tr>
<td>65 - 69</td>
<td>D</td>
</tr>
<tr>
<td>Below 65</td>
<td>F</td>
</tr>
</tbody>
</table>

Didactic courses graded on a Pass/Fail basis include:

- MPA 5101 – Professional Practice Issues I
- MPA 5350 – Professional Practice Issues II
- MPA 5208 – Clinical Skills
- HCS 5106 – Professional Development

**NOTE: All clinical phase courses are graded on a Pass/Fail basis.**

A score of greater than one standard deviation below the currently published national mean on the PAEA End of Rotation (EOR) examinations will be graded as “Pass”. For the Infectious Disease EOR examination, a score of 75 or above will be graded as “Pass”. Scores below these criteria will be graded as “Fail”.

**H. Satisfactory Performance and Progress**

1. **Academic Performance**

In general, satisfactory performance and progress are defined as:

a. Completing the PA required course sequence as stipulated.

b. Achieving a minimum grade of “C” or “Pass” in each course, with the exception of Clinical Medicine I (MPA 5509); Clinical Medicine II (MPA 5510); and Clinical Medicine III (MPA 5511), in which a minimum of a “B” grade must be achieved.

c. Maintaining a cumulative GPA of 2.75 or higher.

d. Demonstrating acceptable clinical competence appropriate to the curriculum sequence. Clinical competence includes, but is not limited to, clinical judgment, technical and psychomotor skills, interpersonal skills and attitudes, and professional behavior.

An academic deficiency occurs when any of the above requirements are not met.
Health Care Sciences (HCS) designated courses are the responsibility of the appropriate HCS course director. If academic deficiencies occur within HCS designated courses, students are required to follow the guidelines established by HCS course directors.

2. Academic Deficiencies

The Physician Assistant Program Faculty are responsible for identifying and informing the Department’s Committee on Student Progress of any student having difficulty with one or more of his/her Master of Physician Assistant (MPAS) designated courses. This may occur following the block/course, end-of-semester, or end-of-rotation examinations. The Committee on Student Progress will review the faculty findings to determine if an academic deficiency has occurred.

An academic deficiency occurs when a student: (1) fails to maintain at least a “C” or higher in every letter grade course, with the exception of MPA 5509, MPA 5510, and MPA 5511, in which minimum grades of “B” must be maintained, (2) fails to achieve a grade of “Pass” in Pass/Fail designated courses, (3) fails to maintain a cumulative grade point average of 2.75, (4) fails to meet attendance requirements, (5) fails a clinical rotation evaluation, (6) fails an end-of-rotation examination, (7) fails to exhibit adequate academic progression, (8) fails to demonstrate acceptable clinical competence appropriate to the curriculum sequence, or (9) fails to meet professionalism standards.

When an academic deficiency has occurred, the Committee on Student Progress will determine an appropriate course of action on a case-by-case review. Depending upon the frequency, nature, and extent of the deficiency, a student may be (1) required to remove the deficiency by specific remediation activities, (2) decelerated and required to repeat the course, (3) placed on academic probation or (4) dismissed from the program. In the event of deceleration, academic probation, or dismissal, the Department Chair will notify the student in writing of his/her academic status. Remediation notification will be in accordance with the Department’s Remediation Policy, Section H.4. Any student required to repeat a course or a rotation must anticipate a delay in the timing of their graduation and the inclusion of additional tuition and fees required to repeat curriculum.

If a student does not exhibit adequate academic progression on any core rotation during the clinical phase, the Committee on Student Progress may require completing the elective rotation in a similar setting as a remedial rotation.

For information about Grievances and Appeals please refer to:
- [EDU-502P-01 Grade and Academic Decision Grievances and Appeals](#)

3. Advancement to Clinical Phase

A student may begin the Clinical Phase when all didactic course work in the curriculum has been completed in good academic standing with a grade of “A”, “B”, or “C” (with the exception of MPA 5509, MPA 5510, and MPA 5511, in which minimum grades of “B” must be maintained), or “Pass” and a cumulative GPA of at least 2.75. If the above grades have not been achieved by the last day of the final week in the semester preceding the clinical phase, the student will not be allowed to begin clinical rotations.
4. Remediation Policy

a. General Considerations

The remediation process is designed to help faculty identify and assist students who may experience academic or professional difficulty. The process is proactive, with the goal of identifying at risk students as early as possible. The goal of this policy is to help the student assimilate and master the material, not to improve the grade. The Committee on Student Progress will use the following process to identify and remediate students deemed at risk.

Students are assessed on the program’s established competencies, professionalism, and performance on an ongoing basis. During weekly Faculty Meetings all student performance, to include the preceding week and cumulative, is reviewed to identify occurrences, patterns or trends.

b. Methods of Identification and Evaluation

The student is expected to be proactive and notify the instructor/block leader if they are having difficulty with course/rotation requirements. The course director/block leader, Faculty Mentor, or other faculty member identifies the at-risk student through weekly faculty meeting reports, exam grades, and advisory sessions. All students will be required to remediate exam failures (grades below 70%/”C” with the exception of all Clinical Medicine course grades, which require a minimum grade of 80%/”B” and all Clinical Phase end-of rotation examinations which require a “Pass”).

Identified students will be referred to their Faculty Mentor for assessment of root causes. Referrals to campus assistance programs may be instituted to assist in evaluation and assessment (Student Health Services, Student Academic Support Services, Student Assistance Committee, or other resources as necessary). A range of remediation services are offered by the Student Academic Support Services, to include:

- Academic advising and counseling
- Learning skills assessment and development
- Referral assistance
- Remedial advisement
- Special courses (subject reviews, learning skills seminars)
- Stress management skills development
- Student outreach activities
- Support for students with disabilities
- Tutoring

c. Remediation Plan Development and Implementation

When indicated, the course director/block leader and any other involved parties will design and implement a remediation plan, to include the development of an appropriate tool to assess student progress. Clear expectations regarding the remediation plan implementation and completion will be documented and acknowledged in writing by the student. The remediation plan will be reviewed by the Course director/block leader, the student, and the Program Director. A copy of the remediation plan will
be placed in the student’s program academic file. All remediation plans must be completed within 10 working days of receipt.

A remediation plan may include but is not limited to:

1. Reading assignments
2. Written completion of instructional objectives developed to target deficiencies identified during review of failed exam
3. Written response to selected exam items with reference citations
4. Written self-reflection exercise
5. Individual faculty-led tutoring (especially skills related deficiencies)
6. Self-guided review of rotational Instructional Objectives prior to retake of Clinical Phase end-of-rotation examination
7. Additional clinical practice experience that may require repeating an entire rotation
8. Simulation training or work with Standardized patients

d. Remediation Plan Oversight, Completion, and Limitation

The Course Director/Block Leader will be responsible for oversight of an implemented remediation plan. Student progress and completion will be reported to the Department’s Committee on Student Progress. For plans implemented as a result of a didactic phase exam failure, successful remediation will result in the adjustment of the exam score by up to 10 percentage points to a maximum of 70%, with the exception of all Clinical Medicine course grades, which may be adjusted to a maximum of 80%. For remediation plans implemented as a result of a clinical phase exam failure, the student must achieve a passing score on retest to successfully complete the remediation plan. Failure to achieve these minimum grades will result in the referral of the student to the Committee on Student Progress for further disposition.

During the didactic phase, students may engage in a maximum of two remediation plans per semester. Any additional requirements for remediation will result in the student’s referral to the Committee on Student Progress for disposition. During the clinical phase, students are allowed one retake of clinical phase end-of-rotation examinations.

5. Academic Probation

Student performance is reviewed regularly by the Committee on Student Progress. Placement on academic probation may be recommended to the Committee on Student Progress by any faculty member when student performance falls below the academic standards established by the program. Academic probation should be regarded as a serious matter and is official notice to the student that his/her performance during the probationary period must improve to acceptable standards in order to remain eligible to continue in the Program. Any student who fails to improve his/her performance to an acceptable standard in the areas identified by the Committee on Student Progress may be dismissed from the Program. Academic Probation is not required. A student may also be subject to dismissal for serious academic deficiencies, without being placed on academic probation; for example, if final test exam scores result in a course failure.
a. **Didactic Phase**

A didactic phase student will be placed on academic probation if previously described academic deficiencies are incurred, if he/she has a cumulative grade point average of less than 2.75, or fails to meet attendance requirements as described in Section III.B.7. of these guidelines. If a student fails to raise the cumulative grade point average to a 2.75 or fails to remove specific deficiencies in accordance with the guidelines for removal of academic deficiencies, the student will be dismissed from the Program.

b. **Clinical Phase**

There are three components to the evaluation of students through the clinical phase: EOR examinations, clinical rotation evaluations, and clinical rotation requirements to include portfolio review, assigned projects, and/or presentations. Students must pass all components of the rotation to progress. Students are allowed one “retake” of the EOR examination during the clinical phase. Final determination of the clinical rotation grade is made by the Committee on Student Progress, taking all clinical rotation requirements into consideration. A grade of greater than one standard deviation below the currently published national mean on a “retake” of the PAEA EOR examination or the failure of the clinical evaluation component will result in the student being placed on academic probation and require the rotation to be repeated. Only one rotation in the clinical phase may be repeated. Failure of any component including a score of greater than one standard deviation below the currently published national mean on the PAEA EOR examination that occurs when a student is already on academic probation is referred to the Committee on Student Progress and may result in dismissal. Students on disciplinary probation who fail any of the three components will be dismissed. Refer to the following flow charts.
Flow Chart 1. Didactic Student Not on Probation

Didactic Student Not on Probation

- Cumulative grade point average 2.0 to 2.74
- Receives one or more disqualifying grades for a semester or cumulative GPA below 2.0
- Fails to meet attendance requirements

Academic Probation

- Student raises cumulative GPA to ≥ 2.75
  - Removed from Academic Probation

- Failure to raise cumulative GPA to 2.75 by end of semester
  - Dismissal

Refer to Committee on Student Progress

Refer to Committee on Student Progress
Flow Chart 2. Clinical Student Not on Probation

- **Clinical Student Not on Probation**
  - Fails EOR examination (>1 SD below national mean)
    - Retakes examination within 10 working days
      - Passes
        - Passes rotation if other components passed. No further retakes allowed
        - Fails second EOR examination
          - Placed on Academic Probation; required to repeat rotation
            - Fails any subsequent clinical rotation examination, evaluation or requirement component
              - Dismissal
    - Fails clinical rotation evaluation
      - Referred to Committee on Student Progress for consideration & disposition
        - Fails second rotation requirements
          - Dismissal
  - Fails clinical rotation requirements
Flow Chart 3. Clinical Student on Academic or Disciplinary Probation

Clinical Student on Academic Probation

Fails (>1 SD below mean) clinical rotation examination or preceptor evaluation(s)

- No retake examination allowed
- No repeat of rotation allowed
- Student dismissed

Passes all remaining rotation requirements

- Removed from academic probation
- Eligible for graduation

Clinical Student on Disciplinary Probation

Fails clinical rotation

- No retake examination allowed
- No repeat of rotation allowed
- Student dismissed
I. Graduation Requirements

A candidate for the degree of Master of Physician Assistant Studies in Southwestern School of Health Professions must meet all of the following requirements:

1. The student must demonstrate a high order of scholarly achievement in the Department of Physician Assistant Studies, including appropriate professional competencies. The Program’s Student Progress Committee determines whether adequate mastery has been acquired.
2. The student must complete satisfactorily a minimum of 112 semester hours at Southwestern School of Health Professions.
3. The student must discharge all financial obligations to the medical center. In the event of nonpayment, one or more actions may be taken by the Dean: a) readmission may be denied; b) a student’s grades and official transcript may be withheld; and c) the degree to which the student would otherwise be entitled may be withheld.
4. The student must maintain at least a 2.75 cumulative grade point average, have no academic deficiencies, and have no incompletes. An F (or failure to pass) in any required subject must be removed prior to graduation.
5. The student must complete the academic requirements listed on his/her degree plan, including completion of any academic deficiencies in prerequisite courses, by the times stated in the student’s official letter of acceptance. The student is responsible for submitting official documentation of successful completion of the prerequisites to the Office of Enrollment Services.
6. The student must pay a graduation fee designated to partially offset the costs associated with diploma and diploma cover production, regalia, and the commencement ceremony. All students completing a degree or certification must pay the fee without regard to whether they attend the commencement ceremony or not.
7. The student must complete all required courses in the degree plan. For courses with letter grades, a grade of “C” or higher must be maintained in every letter grade course, with the exception of MPA 5509, MPA 5510 and MPA 5511, in which minimum grades of “B” must be maintained. A cumulative grade point average of 2.75 must be maintained. For courses graded Pass/Fail, a grade of pass must be achieved. The student must successfully complete all clinical rotations. Clinical evaluations must reflect an acceptable level of performance and professional conduct.
8. The student must complete and submit a Physician Assistant Clinical Knowledge Rating and Assessment Tool (PACKRAT) examination following completion of didactic curriculum and again after completion of the majority of clinical rotations.
9. The student must successfully complete all required summative assessments at the end of the clinical curriculum.
10. The student must successfully complete a graduate project as approved by program faculty.
11. The student must complete all requirements for graduation within 5 consecutive years of the original date of matriculation.

Students who are delayed in completing the program will be awarded their diplomas upon completion all program requirements, but attendance at official graduation ceremonies only occurs annually in December.
J. PA Profession Specific Behavior

1. Demonstrate ethical and professional behavior exemplified by such characteristics as:
   a. Honesty
   b. Accountability, including acknowledgement of personal errors, omissions and limitations
   c. Follow through with promised information and/or service
   d. Maintenance of confidentiality of privileged information
   e. Accurately documenting and/or presenting one’s own work in patient care settings
   f. Treat all patients equally without regard to ethnicity, race, gender, religion or any other attribute

2. Demonstrate cooperativeness and consideration in interactions with others, including willingness to participate in teamwork and flexibility when change is necessary

3. Follow instructions

4. Demonstrate promptness in meeting all commitments

5. Demonstrate thoroughness and completeness in work

6. Pursue continuing professional growth through:
   a. Self-evaluation
   b. Acceptance of constructive criticism
   c. Setting goals for personal achievement

7. Tolerance

K. Attendance

Regular attendance is mandatory for all MPA and HCS classes and clinical rotations. Students will be responsible for reporting any absence before the scheduled starting time on each day of the absence. During the didactic phase, students must call the Department office at 214-648-1701. During clinical rotations, students must call the Department office at 214-648-1701 and notify their clinical rotation site.

A student who is absent because of illness for a continuous period of more than three days must submit a physician’s statement indicating the nature of the illness and a release to return to school. Section III.B.7 provides a list of excusable absences. All other absences are regarded as unexcused. Repeated tardiness or absences that exceed 10% of expected attendance will incur an academic deficiency and be referred to the Committee on Student Progress for disposition. Students who may need a leave of absence from the program due to medical condition should request an accommodation due to disability pursuant to EDU-103.

1. Conference Attendance

Students with high academic standing may be given permission to attend the American Academy of Physician Assistants Annual Conference and/or Texas Academy of Physician Assistants Conference at their own expense. Students must send a written request to the appropriate program coordinator (Academic or Clinical) by 45 days in advance of the conference for approval. Conference attendance often requires absence from didactic or clinical educational activities; therefore, a student must be in good academic standing to be eligible. Conflicts with clinical rotation schedules may preclude conference attendance.
L. Attire

Didactic Phase: Dress at Southwestern School of Health Professions should be suitable for an academic medical institution, being mindful that interaction with patients from clinics throughout the building is possible. The following is adapted from the UT Southwestern UHHR 03 Personal Appearance and Dress Code for Hospital and Hospital-Based Clinics Policy: [https://utsouthwestern.policytech.com/dotNet/documents/?docid=440](https://utsouthwestern.policytech.com/dotNet/documents/?docid=440)

- Identification badges: must be worn at all times, appropriately positioned for visible identification at chest or shoulder high. Badges must not be obscured with photos, service pins, tape, etc. The photo id must be prominent and not covered by other badges. (see V.Q.1. below)
- Hair: clean and neat and of a natural color only; for example, blonde, brown, black, red, gray.
- Facial hair (beards, sideburns, and mustaches): clean and neatly trimmed.
- Jewelry: maximum 2 rings per hand and 2 earrings per ear.
- Facial or tongue jewelry (tongue, lip, brow, nasal columella): prohibited.
- Make-up: minimal and conservative.
- Tattoos: covered and not exposed at any time, unless in a place that is unable to be covered.
- Clothing: inappropriately revealing or tight-fitting garments, T-shirts/shirts with religious, political or offensive slogans are prohibited.
- Clothing during patient contact: white coats must be worn; “blue jean cut” slacks or pants (denim material slacks/pants in any color) are not considered appropriate attire. Hemlines should be no shorter than 2 inches above the knee.
- Footwear: clean and neat, commensurate with job duties in a way that does not interfere with one’s work and does not pose an infection prevention issue.
- Cologne or perfume should be minimal.

Clinical Phase: Other standards in addition to the above include the following:
- Attire requirements (e.g. scrubs, business attire) are dictated by the clinical rotation sites.
- Dangling earrings, bracelets, lanyards, etc., that could create a safety hazard: prohibited.
- Cologne or perfume: prohibited.
- Artificial nails: prohibited due to infection control concerns. Natural nails must be neatly trimmed to a length not to exceed ¼ inch.

M. Other required certifications (i.e. BCLS, others)

All students are required to be certified as American Heart Association Basic Life Support (CPR) Providers in the last didactic semester prior to the Clinical Phase. The Department of Physician Assistant Studies also requires all students to be Advanced Cardiac Life Support (ACLS) certified prior to entering the Clinical Phase.

N. Policy on Posting Grades

1. Grades emailed to student (must have signed Email Permission Form on file)
2. Grades available on UT Brightspace ([https://d2l.utsouthwestern.edu/d2l/loginh/](https://d2l.utsouthwestern.edu/d2l/loginh/))
3. Links to access the Exam Soft grade module will be emailed.
O. Departmental/Program Specific grievances and Appeals

See EDU-502P-01 Grade and Academic Decision Grievances and Appeals

P. Emergency Drills & Evacuation

In the case of fire or fire drill, all Physician Assistant students are to assemble in the open parking lot between 6011 Harry Hines Boulevard and 6111 Harry Hines Boulevard and away from the building and parking structure. Students must report to their instructor for accounting of persons and for additional instructions. Students must not leave the assigned report area until cleared by their instructor.

Q. Other Program Specific Topics

1. Identification Badges

Every student is provided an identification badge by UT Southwestern which must be worn in a readily visible location at all times while on campus and at clinical affiliates. Students must not attempt to use another student's ID badge or permit another student to use their ID badge. Students must identify themselves upon request. See SEC-153 Badge and Identification Requirements.

2. Medical Advice

Due to accreditation requirements of the Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA), department faculty are not allowed to provide medical advice or personal healthcare to PA students except in an emergency.

3. Employment

UT Southwestern recognizes that some students may choose to accept outside employment while enrolled in the UT Southwestern School of Health Professions. The curriculum in the UT Southwestern School of Health Professions is rigorous and requires all students to devote a significant amount of time, effort, and concentration to their studies. Although outside employment is not prohibited, students are encouraged to carefully consider how outside employment may impact their ability to maintain the level of performance required by departmental and program standards. It is the policy of UT Southwestern that attendance, assignments, deadlines, class schedules, clinical duties, performance standards, or other course or degree requirements will not be altered to accommodate a student who chooses to accept outside employment while enrolled in the UT Southwestern School of Health Professions. Physician Assistant students may not be employed by the UT Southwestern Department of Physician Assistant Studies.

4. Change of Address/Name

Students are expected to keep the Department and Office of Enrollment Services fully apprised of their correct name and mailing address. If name, address, and/or phone number change during your enrollment as a student, a change of address form must be filed with the Department and Office of Enrollment Services.
VI. Email Permission Form

Date:

Printed Name:

I hereby give permission to UT Southwestern Department of Physician Assistant Studies to post my grades to my Outlook email address.

Signature:
VII. Acknowledgement Form

STUDENT'S ACKNOWLEDGMENT

Date: __________________________________

Dallas, Texas

I understand that the contents of these Student Guidelines are provided for my information as a student in the Department of Physician Assistant Studies.

By signing this statement, I acknowledge receipt of the UT Southwestern Department of Physician Assistant Studies Student Guidelines and accept my responsibility to follow the guidelines outlined in this manual, and all policies and procedures cited herein.

____________________________________
Student's Name (PRINT)

____________________________________
Student's Signature

To be retained in your departmental files
RETURN TO Administrative Office V4.114

NOTE: This booklet is presented as an informational guide only. It is not intended to, nor does it contain all the regulations that relate to students. This Student Guidelines, although revised periodically, cannot always reflect up-to-the-minute changes or developments in the Department of Physician Assistant Studies. Contents of the Student Guidelines are therefore subject to revision without notice. Changes become effective whenever the Department so determines and will apply to both prospective student and those already enrolled. The University of Texas Southwestern Medical Center reserves the right to alter any and all requirements affecting students. The Student Guidelines does not constitute a contract, express or implied, between students and The University of Texas System or its Board of Regents, The University of Texas Southwestern Medical Center, or the Southwestern School of Health Professions.