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March 17, 2016

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,

P. Eugene Jones, Ph.D., PA-C  
Professor and Chairman

PEJ/hs
I. Purpose of Student Guidelines

This manual describes the guidelines for students enrolled in the Department of Physician Assistant Studies. These guidelines are extensions of those 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* the Registrar’s *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 follow these guidelines 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. This manual, although revised annually, cannot always reflect up-to-the minute changes or developments in the Southwestern School of Health Professions of The University of Texas Southwestern Medical Center. Contents of the manual are, therefore, subject to revision without notice. Changes will become effective whenever the proper authority so determines and will apply to both prospective students and those already enrolled.

The University of Texas Southwestern Medical Center reserves the right to withdraw a course at any time, or to change fees or tuition, rules, calendar, curriculum and any other requirement affecting students. The provision of this manual does not constitute a contract, express or implied, between any applicant, student, or faculty member and the University of Texas Southwestern Medical Center or the Southwestern School of Health Professions.

II. Handbook of Institutional Policies and Operating Procedures

- 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-109 Faculty Acceptance of Money from Students (Same as FAC-206)
- EDU-110 Student Participation in Selection of Food Service Vendors
- EDU-112 Identification and Badges (Same as SEC-153)
- 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-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 and Sponsored Programs (RES)
• Chapter 13 – Intellectual Property (INP)
• Chapter 14 – Health System Operation (HSO)

The policies and procedures set forth in the Handbook of Institutional Policies and Operating Procedures do not constitute a contract or agreement with UT Southwestern or The University of Texas System, and do not guarantee employment with UT Southwestern. These policies and procedures are subject to change by UT Southwestern at any time.
Non-Discrimination Statement

UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; gender, including sexual harassment; age; disability; citizenship; and veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.

III. Academic Affairs

A. Essential Functions

APPENDIX A-2 Essential Functions for UT Southwestern School of Health Professions Degree Candidates

B. Academic Standards and Progress

1. General

Student grades, conduct, and professional behavior are factors in student promotion. All three must be satisfactory for the student to remain in the program. Each component of UT Southwestern Medical Center is responsible for student disciplinary matters, either academic or non-academic in nature, in a manner consistent with published Board of Regents’ Rules and Regulations as they relate to student conduct and the tenets of due process. Copies of the Regents’ Rules pertaining to student conduct are available at the Office of Student Affairs and may also be found here: https://www.utsystem.edu/board-of-regents/rules.

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 assure 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 assure that the student is making satisfactory progress and to suggest any needed improvements.

3. Grading

- EDU-502Academic 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); 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,
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

All academic deficiencies are referred to the Department's/Programs Committee on Student Progress. Depending on the nature and seriousness of the deficiency and available program resources, a student is subject to remediation, probation, suspension, or dismissal.

See section V.H.1 for additional information about academic performance standards in the Department of Physician Assistant Studies.

b. Academic Deficiencies

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 specified by the individual department or program policy manuals. If a student fails to overcome the specified academic deficiencies the following semester, the student will be dismissed.

See section V.H.2 for specific information about academic deficiencies, academic probation, and remediation in the Department of Physician Assistant Studies.

6. Conduct, Scholastic Integrity and Professional Behavior

a. Scholastic Integrity

Since the value of an academic degree depends upon the absolute integrity of the work done by the student for the degree, it is imperative that a student maintains a high standard of individual honor in his or her scholastic work. In April 1990, the Board of Regents of the UT System expanded the definition of academic dishonesty. It (Rule 50101 Section 2.2.2) now reads:

“Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, any act designed to give unfair advantage to a student, or the attempt to commit such acts.”

Scholastic dishonesty will be handled in accordance with the procedures for handling student discipline found in Board of Regents’ Rules and Regulations (Rule 50101).

b. Professional Behavior

A student who demonstrates inappropriate ethical or professional behavior will be promptly advised and will be subject to disciplinary action. Penalties range from probation to dismissal from the
program. Each student must consistently demonstrate the following behaviors in all aspects of the professional program:

a. Identify guidelines of each of the following entities that pertain to students and comply with them:

1. Department of Physician Assistant Studies
2. Southwestern School of Health Professions and UT Southwestern Medical Center

Professional behavior is monitored on a continuing basis by department faculty and administration. Deficiencies in professional behavior are referred to the Dean for review and possible disciplinary action. For behavior and actions that result in harm or potential harm to a patient, the student is subject to disenrollment and may incur further disciplinary action.

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 may differ from the Department course policies that you are enrolled in.

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 reported is considered unexcused.

For additional information on program specific attendance please refer to the Program Specific Attendance section of this document.

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

All students whose education includes contact with patients, patient records, or patient billing documentation, also referred to as “protected health information,” 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 the students’ first semester 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 obligated 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

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. Email accounts must not be set to auto-forward to a user’s non-UT Southwestern email account(s). Once email is forwarded from
UT Southwestern’s Outlook system to a non-UT Southwestern email account, it may no longer be secured. Users must use UT Southwestern’s Microsoft Outlook Web Access to retrieve email containing protected information when not using the Outlook client. Electronic mail (email) is a UT Southwestern information resource 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 a manner that demonstrates civility and respect for others. Email should never be considered private and must be used in a manner that does not expose UT Southwestern to unnecessary risks. Individuals found abusing these office communication methods may be subject to disciplinary action, up to and including dismissal and/or legal action.

At no time are users allowed to post UT Southwestern protected 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 by Information Resources at http://www.utsouthwestern.net/intranet/administration/information-resources/info-sec/social-media/.

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 must be turned off and pagers must be 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 Lipshy 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 Privacy of Information

The University of Texas Southwestern Medical Center adheres to the provision of the Family Educational Rights and Privacy Act of 1974 (FERPA) and the Texas Public Information Act regarding disclosure of student records. Course grades of individual students may not be posted or made available in any public manner by name, initials, social security number, unique assigned student identification number, or other personal identifier except when the student has consented. It is a student’s right to decline to consent, in which case the grades will not be posted. Each department will determine whether to post student grades. Departments that choose to post student grades will do so only after a waiver has been signed by the student. UT guidelines will be followed in all cases where grades are posted.

2. Mistreatment

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 discrimination that fall under the Equal Opportunity Act, the student should contact the UT Southwestern Office of Equal Opportunity and Minority Affairs according to the Handbook policy ETH-151 Equal Opportunity.

The procedures for filing complaints under this policy are found at ETH-151P-01 Equal Opportunity Complaint Investigation and Resolution Procedure.

Complaints or reports of sex discrimination should be submitted to the Associate Dean, who is Deputy Title IX Coordinator for the School of Health Professions, according to EDU-116 Sex Discrimination Including Sexual Harassment, Violence, and Misconduct and the related procedure, found at EDU-116P-01 Sex Discrimination Complaint and Resolution.

For formal complaints regarding other mistreatments the student should communicate in writing with 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 SSHP Dean or the person designated by the Dean within five (5) working days of the program director’s or chair’s decision. The decision of the Dean or his designee is final.

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](http://www.utsouthwestern.edu/education/student-services/student-health-service/infectious-exposure.html)

- [Student Health- Infections Exposure](http://www.utsouthwestern.edu/education/student-services/student-health-service/infectious-exposure.html)

![Diagram of Exposure Process]

Students may choose, at their discretion, to report directly to Parkland’s Occupational Health Services (during business hours) or to the Parkland Emergency Department for initial care. If the exposure occurs at the VAMC, students may report to Employee Health (during business hours) or to the
Emergency Department for initial care. If the exposure occurs at another affiliated center, the student may use that center’s program; however, students should contact the Southwestern Exposure Control Program (214-645-5300) or after hours, the OCCUPATIONAL HEALTH NURSE BEEPER (214-588-6263) for advice on proceeding with that center’s exposure control program. Students initially treated at any of these sites should be referred to the Southwestern Exposure Control Program for follow-up care.

3. Use of UTSW Logo
   - ADM-201 Use of UT Southwestern Name, Logo, Logo Signature, 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.

   The Student Mental Health Service is located within the Student Health clinic and is staffed by psychiatrists and a social worker. All office visits are confidential. To schedule an appointment call 214-645-8680. After-hours, URGENT Mental Health Services are available by calling 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

   Information regarding Immunization Policy can be found at: EDU-107 Immunization and Infectious Disease Prevention Requirements

9. Student Health Insurance

   All SSHP students are required to retain a current health insurance plan. Students may purchase an approved plan through UT Southwestern or provide documentation of alternate coverage. Information regarding the UT System-approved plan is included with registration materials.
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. UT Southwestern has established the Student Assistance Committee to serve an advocacy role to help impaired students and students facing life problems that are significantly impacting their ability to function effectively as students.

The Student Assistance Committee (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 significant others 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 the SAC is to work with students and concerned faculty to help the student regain full functioning, successfully complete their training and acquire the skills and perspective necessary to have a fulfilling professional career. Toward this end, the committee will support and monitor a student's progress in a spirit of support and collaboration. It will also consult with individuals concerned about a student with the permission of the student. The SAC is dedicated to assisting students in obtaining help while continuing their education with the fewest possible restrictions and without stigma.

The SAC is very aware that its ultimate success depends upon student trust and confidence. A breach in confidentiality would compromise these attitudes. The identity of a medical student, or a concerned informant, will be held in confidence. The committee will deviate from confidentiality only in those very rare cases when all efforts to assist an impaired student have failed, when there is concern that the physical wellbeing of patients may otherwise be endangered or with the expressed consent of the student.

Students may refer themselves to the committee or be advised to meet with the committee by the Student Promotions Committee, the Dean’s office, or Program Directors. Requests are made through the current Chair of the Student Assistance Committee.

The current UT Southwestern SAC members are:

Mark Newcomer, M.D., Chair  (214) 645-3102  
James Richardson, D.V.M., Ph.D.  (214) 648-4006  
Gerald Casenave, Ph.D.  (214) 648-1737  
James Gilmore, M.D.  (214) 648-3102  
P. Eugene Jones, Ph.D. PA-C  (214) 648-1701  
Kimberly Roaten, Ph.D.  (214) 648-8726  
Carole Mendelson, Ph.D.  (214) 648-2944
Elysia Moschos, M.D.       (214) 648-3280
Alyson Nakamura, M.D.    (214) 645-8500
Sidarth Wakhlu, M.D.    (214) 857-0835

The committee may be accessed by contacting anyone of its members.
V. Program Specific Information

A. Mission of the Department of Physician Assistant Studies

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 practice, quality improvement and patient safety.

(last reviewed 2.16.16)

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 2.16.16)

B. Accreditation Statement of the Department of Physician Assistant Studies

The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) has granted Accreditation-Continued 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 Department of Physician Assistant Studies

SSHP Dean

Dept Chairman & Program Director

Medical Director

Faculty (Assistant & Associate Professors)

Associate Program Director

Sr. Administrative Associate

Program Coordinator

Education Coordinator(s)

Administrative Assistant(s)

Clinical Education Coordinator(s)
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.

<table>
<thead>
<tr>
<th>DIDACTIC PHASE</th>
<th>SUMMER I</th>
<th>SEMESTER HOURS</th>
</tr>
</thead>
<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>
<tr>
<td>HCS 5407</td>
<td>Human Physiology</td>
<td>4</td>
</tr>
</tbody>
</table>

**FALL**

| MPA 5102 | Integration Skills I | 1 |
| MPA 5215 | Pharmacology I | 2 |
| MPA 5305 | Patient Evaluation I | 3 |
| MPA 5509 | Clinical Medicine I | 5 |
| HCS 5306 | Introduction to Pathology | 3 |
| HCS 5106 | Professional Development | * |

**SPRING**

| MPA 5103 | Integration Skills II | 1 |
| MPA 5130 | Evidence-Based Medicine | 1 |
| MPA 5204 | Clinical Prevention and Population Health | 2 |
| MPA 5206 | Patient Evaluation II | 2 |
| MPA 5216 | Pharmacology II | 2 |
| MPA 5510 | Clinical Medicine II | 5 |
| HCS 5106 | Professional Development | 1* |

**SUMMER II**

| MPA 5208 | Clinical Skills | 2 |
| MPA 5231 | Psychiatry | 2 |
| MPA 5307 | Patient Evaluation III | 3 |
| MPA 5511 | Clinical Medicine III | 5 |

**CLINICAL PHASE**

| MPA 5350 | Professional Practice Issues II | 3 |
| MPA 5428 | Clinical Elective | 4 |
| MPA 5429 | Clinical Selective | 4 |
| MPA 5430 | Psychiatry | 4 |
| MPA 5432 | Emergency Medicine | 4 |
| MPA 5433 | Surgery | 4 |
| MPA 5451 | Infectious Disease | 4 |
| MPA 5450 | Directed Study | 4 |
| MPA 5622 | Obstetrics/Gynecology | 6 |
| MPA 5623 | Pediatrics | 6 |
| MPA 5830 | Internal Medicine | 8 |
| MPA 5831 | Family Medicine | 8 |

TOTAL= 112 hours over 30 months

*1 hour to be awarded at end of spring semester
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.

2. Out-of-State Rotations (Clinical Elective and Clinical Selective)

Students are required to complete a Clinical Elective (MPA 5428) and Clinical Selective (MPA 5429). If these are used as an out-of-state or international rotation, costs will be at the student’s expense. Department policy is that the Clinical Elective and Clinical Selective can be 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 from program to program. 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.

When courses in which the student received a D, F, or Withdrawal (W) are repeated to meet program standards, the successfully repeated course will be accorded a grade no higher than C, which will be used in calculating the overall GPA.

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

**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”.

Didactic courses graded on a Pass/Fail basis include:

- MPA 5101 – Professional Practice Issues I
- MPA 5208 – Clinical Skills

**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; with the understanding that a cumulative GPA of 2.75 or higher must be maintained.
   c. 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.

All academic deficiencies are referred to the Department’s Committee on Student Progress. Depending on the nature and seriousness of the deficiency and available program resources, a student is subject to remediation, deceleration, probation, or dismissal as delineated in Section H.2 below.

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 periodic, mid-term or end-of-semester/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) demonstrates improprieties in conduct, scholastic integrity and professional behavior. Refer to Regent’s Rules and Regulations (Rule 50101 at: http://www.utsystem.edu/BOR/rules/50000Series/50101.pdf).

When an academic deficiency has occurred, the Department’s 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 Department’s Committee on Student Progress may recommend completing the elective and/or selective 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 PA Program 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 Advisor, 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 Advisor 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 plan implementation and completion will be documented and reflected in a remediation contract. The developed plan and contract will be reviewed by the Faculty Advisor and student, placing the student-signed contract 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 selected course learning objectives with reference citations
3. Written response to selected exam items with reference citations
4. Case-based or problem-based learning exercises focused on area(s) of weakness
5. Written self-reflection exercise
6. Individual faculty-led tutoring (especially skills related deficiencies)
7. Additional supervised clinical practice experience up to and including repeating an entire rotation
8. Simulation training or work with Standardized patients.
9. Written completion of instructional objectives developed to target specific deficiencies identified during a review of the failed exam.
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 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.

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.

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 disenrolled from the Program. Disenrollment may occur when a student is not already on 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 the 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 disenrolled 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 for disposition and
will result in student disenrollment. Students on disciplinary probation who fail any of the three components will be dis-enrolled.

Refer to the flow charts on the following pages.
1. **Didactic Student Not on Probation**

- **Cumulative grade point average between 2.0 and 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**
  - **Removed from Academic Probation**

- **Failure to raise cumulative GPA to 2.75 by end of semester**
  - **Student dis-enrolled**

**Refer to Committee on Student Progress**
2. Clinical Student Not on Probation

Clinical Student Not on Probation

- Fails EOR examination
  - Retakes examination within 10 working days
    - Passes
      - Passes rotation if other components passed, no further retakes allowed
    - Fails second EOR examination

- Fails clinical rotation evaluation
  - Referred to Committee on Student Progress for consideration & disposition

- Fails clinical rotation requirements
  - Fails second rotation requirements
    - Placed on Academic Probation; required to repeat rotation
      - Fails any subsequent clinical rotation examination, evaluation or requirement component
        - Dis-enrolled

Student on disciplinary probation fails clinical rotation

No retake examination allowed. No repeat of rotation allowed. Student dis-enrolled.
3. Clinical Student on Academic Probation

Clinical Student on Academic Probation

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

No retake examination allowed; No repeat of rotation allowed; Student dis-enrolled.

Passes all remaining rotation requirements

Removed from academic probation

Eligible for graduation
I. Graduation Requirements

Physician Assistant Studies Catalog

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 the Registrar.

6. 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.

J. Department of Physician Assistant Studies 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 the 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. Extended illness may necessitate requesting a leave of absence from the program.

1. Annual 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. Attendance requires absence from clinical and educational activities. Therefore, to be eligible to attend the conference, a student must be in good academic standing. A written request must be presented to the Department thirty days in advance of the conference. Conflicts with clinical rotation schedules may preclude conference attendance.

L. Attire

Didactic Phase: Dress at Southwestern School of Health Professions should be suitable for general public acceptance. Patient care related assignments require appropriate clinical attire.

Clinical Phase: Attire requirements are dictated by the clinical rotation sites.

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 Moodle (http://utsouthwestern.mrooms3.net/)
3. Links to access the Exam Soft grade module will be emailed.

O. **Departmental/Program Specific grievances and Appeals**

The Department of Physician Assistant Studies does not have grievance and appeal policies beyond those already stated.

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. Any student who refuses to identify himself or herself in accordance with this policy may be convicted of a misdemeanor punishable by a fine and may also be subject to disciplinary action. Students must not attempt to use another student’s ID badge or permit another student to use their ID badge.

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 Registrar’s Office 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 Registrar’s Office.
VI. Leave of Absence Form

UT Southwestern School of Health Professions

Request for Leave of Absence

Please print:

Name: ____________________________ Student ID: __________________

Permanent Address: ________________________________________________

Phone: ___________________ E-mail (other than UTSW E-mail): __________________

I formally request a leave of absence from the School of Health Professions starting ____/____/____.

I understand this leave of absence ends ____/____/____.

Reason for Leave: ________ Research ________ Health ________ Supplemental education

__________ Other

Comments: ________________________________________________________

I understand that this leave may not exceed ________ months (maximum of 12 months).

I understand that I may re-enroll prior to the time limitations indicated above within the constraints of the school curriculum. After that time, I understand I will be considered withdrawn from school, and my re-enrollment will require a full application and interview as would any other applicant to the School of Health Professions. I understand that it is my responsibility to contact the school with information about my intentions by ____/____/____.

I also understand that it is my responsibility to contact the school with any change of address, phone number, or E-mail contact information in the interim.

I understand that during the leave, I am not considered enrolled in the school. I understand that I no longer qualify for financial aid and it is my responsibility to contact my financial aid counselor and work out the details necessary. I understand that I will no longer be eligible for resources such as student health services and malpractice insurance. Health insurance coverage while on leave varies with the vendor and should be investigated by the student considering leave.

I understand that to return to school I must successfully pass a drug screen and criminal background check performed by a company selected by UT Southwestern on a schedule specified by UT Southwestern and at my own expense.

I understand that if the leave is for medical purposes to return to school I must provide written documentation from my physician permitting my return and follow the procedures outlined in EDU-504: Leaves Of Absence in the School of Health Professions.

__________________________________ Approved by: ____________________________
Student Signature

____________________________________________
Approved by: ________________________________
Department Chair/Program Director/Academic Affairs

____________________________________________
Approved by: ________________________________
Associate Dean for Student Affairs
VII. 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: ________________________________
IX. 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 regulations outlined in this manual.

________________________________________
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, The University of Texas Southwestern Medical Center, or the Southwestern School of Health Professions.