

**Kean University**  
**School of Physician Assistant Studies**  
**Physician Assistant Studies Program**  
**PA Program Policies**

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## **Notice of Non-Discrimination (A3.11)**

### **Prohibited Discrimination and Anti-Harassment Policy.**

#### Equal Opportunity and Affirmative Action

Kean University is committed to establishing and maintaining a diverse campus community. Equal opportunity and diversity represent principles, which are integrally woven into the university's mission. The university is committed to providing equal opportunity in employment and education, as well as equity of conditions for employment and education, to all employees, students and applicants without regard to race, creed, color, national origin, nationality, ancestry, age, sex/gender (including pregnancy), marital status, civil union status, domestic partnership status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability. Sexual harassment is a form of unlawful gender discrimination and will not be tolerated. The university follows the New Jersey State Policy Prohibiting Discrimination in the Workplace.

Any student or employee who believes that they have been subjected to harassment and/or discrimination should contact the Office of Affirmative Action Programs, Townsend Hall, Room 133, (908) 737-3330. (A3.10)

Additional information may be found at: <https://www.kean.edu/offices/affirmative-action>

The procedure for students who wish to file a complaint is located at:  
<https://www.kean.edu/media/student-complaint-form>

#### Harassment (A3.10, A3.17.g)

The PA Program follows the Kean University Policy for harassment. All students of Kean University are prohibited from engaging in harassment, intimidation and bullying. Sexual harassment in any form will not be tolerated. The specific policies and the procedures for processing allegations of harassment can be found at:

<https://www.kean.edu/offices/policies/policy-harassment-intimidation-and-bullying>  
and <https://www.kean.edu/offices/policies/sexual-harassment-policy>

## Academic Standards (A3.17.a)

### Grading System

The following is the grading system used for all PA Program courses.

<u>Grade (on a 100 point Scale)</u>	<u>Letter Grade</u>	<u>Quality Points (on 4.0 Scale)</u>
95-100%	A	4.0
90-94%	A-	3.7
87-89%	B+	3.3
83-86%	B	3.0
80-82%	B-	2.7
75-79%	C+	2.3
<75%	F	0
Incomplete	IN	0
Complete	CG	0
Audit	AU	0
Withdrawn	W/WD	0
No Credit	NC	0
No Record	NR	0

### Academic Standing

Students must demonstrate satisfactory performance in all individual courses and maintain an overall GPA of 3.0 or better. A cumulative GPA of 3.0 is required for the awarding of a M.S. degree in Physician Assistant Studies.

*Satisfactory performance* in each course in the PA Program is a C+ (75 on a 100-point scale). Students should be aware that some courses may require a higher percentage for attainment of a C+ grade. Students must carefully review each course syllabus for grade requirements and course expectations.

A final course grade of C+ must be remediated per the policy below (“Remediation”), no matter the student’s overall GPA.

- PA students are allowed to receive a maximum of two course grades of “C+.”
- A third grade of “C+” will result in dismissal from the PA Program and Kean University.

A course final grade of “F” is considered *failing* and will not be remediated, no matter the student’s overall GPA. A student who has received a failing grade will meet with the Student Progress Committee and is subject to dismissal from the PA Program and Kean University.

## GPA

Graduate students must maintain a 3.0 GPA to remain in good standing. Failure to maintain a 3.0 GPA at the end of each semester will result in a student being placed on academic probation.

- If the student fails to achieve a cumulative GPA of 3.0 at the end of the subsequent semester, the student will be dismissed from the PA Program and Kean University.
- If the student achieves a cumulative GPA of 3.0 or better at the end of the subsequent semester, they will be removed from the academic probation status.

However, if at any time during subsequent semesters the student falls below a cumulative 3.0 GPA, they will be dismissed from the PA Program and Kean University.

<http://kean.smartcatalogiq.com/2020-2021/Graduate-Catalog/Academic-Standards-Policies-and-Procedures/Academic-Probation-and-Dismissal>

## Early Identification of Academic Difficulty:

Student performance in all courses will be closely monitored with interventions initiated by the instructors, advisors and/or PA Program faculty as needed. However, students who are experiencing academic difficulty are encouraged to contact the course instructor (and/or course coordinator) and their academic advisor as soon as they begin to have a concern. Students should not wait to seek assistance; rather they should be proactive in the educational process. It is the student's responsibility to contact the Office of Disability Services at Kean University for assistance and determination of accommodations prior to matriculation to ensure their needs are met by the University and the PA Program.

## **Professional Standing and Assessment of Professionalism**

Students must demonstrate appropriate professional behavior at all times as outlined below in order to remain in good professional standing. Students must be in good professional standing as part of the requirements for the awarding of a M.S. degree in Physician Assistant Studies.

Failure to adhere to the *Defined Professional Behaviors* may result in a professionalism warning, professional probation and/or dismissal from the PA Program.

## Defined Professional Behaviors

Students in the Physician Assistant Studies Program are expected to demonstrate the following professional behaviors. Each student is expected to:

### *1 - Attendance and punctuality:*

- Attend all class and other required activities, including SCPE;
- Be on time for all class and other activities, including SCPE; and
- Submit, on-time; all course-level, assessment and program-related requirements; including patient care responsibilities during SCPE.

*2 - Professional Dress:*

- Adhere to the appropriate dress code according to classroom, laboratory and SCPE expectations; and
- Display identification as PA student during all patient interactions.

*3 - Ethical Behavior:*

- Demonstrate honesty and integrity at all times;
- Report witnessed unprofessional behavior to the appropriate supervisor;
- Maintain patient confidentiality at all times;
- Report incidents with patients to appropriate member of the healthcare team; and
- Acknowledge role as a PA student.

*4 - Attitude and Demeanor:*

- Consistently display a professional attitude in all classroom, laboratory, small group and other required activities, including SCPE;
- Demonstrate respect and non-discrimination towards others including classmates, instructors, faculty, staff, patients, families and other members of the healthcare team;
- Maintain an attitude of compassion and empathy for patients;
- Demonstrate emotional stability in all interactions; and
- Exhibit appropriate responses to all situations.

*5 - Respect:*

- Remain courteous and non-confrontational in all interactions;
- Be sensitive and respectful of other's feelings and opinions; and
- Be cognizant and respectful of diversity.

*6 - Participation:*

- Actively and consistently participate in class-related discussions and activities, including on-line requirements; and
- Actively and consistently participate and engage in SCPE.

*7 - Motivation:*

- Take responsibility for own learning;
- Use time effectively during class and other required activities;
- Exhibit a commitment to personal growth and development; and
- Respond appropriate to constructive criticism and seeks to improve.

*8- Responsibility and accountability:*

- Consistently demonstrate flexibility and initiative throughout their education including patient care responsibilities;
- Be reliable and dependable; complete all assignments including those during SCPE;
- Use appropriate and healthy coping mechanisms in the face of uncertainty;
- Take responsibility for actions and use appropriate problem solving skills; and
- Recognize limits and seek help when needed, in a timely manner.

*9 - Collaboration:*

- Be cooperative and open-minded during group and patient care activities;
- Remain respectful of differing opinions;
- Use appropriate conflict-resolution tactics; and
- Be a responsible and engaged team member in all group activities and SCPE.

*10 - Communication skills:*

- Use appropriate language in all verbal and written communication;
- Provide accurate information in both written and verbal reports;
- Be able to adjust level of verbal and written communication to meet the needs of patients and families; and
- Facilitate sharing of information to classmates, program faculty and staff, and the members of the healthcare team.

Assessment of Professionalism

At the conclusion of each semester, students will be required to complete a *Student Professional Assessment Tool* with which they will self-assess their professional behavior during the current semester. The faculty advisor will then review the *Student Professional Assessment Tool* with the student to discuss their performance and if needed, goals for the next semester will be discussed.

- The *Assessment of Student Performance Tool* will be used as part of the summative evaluation of student performance at the conclusion of the didactic and clinical years.
- The Student Progress Committee will review evidence of student performance including professional behavior to determine the student's achievement of the program level SLOs.

Evaluation of student professional behavior will be included as part the course grade in each didactic course and part of the *Preceptor Evaluation of Student Performance* during each SCPE course.

Incident of Unprofessional Behavior:

In the event that a student exhibits unprofessional behavior outside of the context of the above formal assessment process, the incident is to be reported to the PA Program Director using the *Professional Behavior Incident Report*.

The PA Program Director and PA Program faculty will discuss all professional behavior incident reports during bi-weekly meetings or on an as-needed basis. After a full investigation is made, a formal recommendation will be made to the PA Program Director who will notify the student of the result.

### Professional Improvement Plan:

The following situations will result in the requirement of the student and advisor to create a professional improvement plan.

- Any “3” or below on the *Student Professional Assessment Tool* as assessed by faculty advisor;
- Any discrepancy between the instructor’s and student’s rating on the *Student Professional Assessment Tool* which results in the instructor assessment of student performance being a “3” or below in any area; or

The student will be required to meet with their advisor to discuss ways to improve their behavior. The student and advisor will collaboratively create a professional improvement plan that may include but is not limited to, targeted actions for improvement, referral to student services, and creation of guidelines for behavior modification. The professional improvement plan must include a timeframe and expected outcome. The advisor will then evaluate the student’s professional behavior at the conclusion of the time frame.

The determination of whether or not a student will receive a *Professional Warning* or be placed on *Professional Probation* after receipt of a notification of *Professional Behavior Incident Report* and subsequent investigation completed by the Program Director and PA Program Faculty.

One incident of verified Professional Behavior Incident report or violation of the attendance policy will result in a Professional Warning.

Students will be placed on Professional Probation for the following professional behavior violations:

- Mean score less than 3 by the faculty on the *Student Professionalism Assessment Tool*;
- Receiving any “2” or below ratings on a clinical year *Preceptor Evaluation*;
- 2 reports of a verified *Professional Behavior Incident*;
- Repeated violations of the attendance policy;
- Failure of a student to meet the requirements of the specific professional development plan;
- Recommendation of the PA Program faculty in the event a student receives multiple professional warnings; or
- Recommendation of the PA Program faculty for a serious professional behavior violation.

In order to return to good professional standing, a student must refrain from demonstrating any professionalism deficiencies during the subsequent semester.

- If the student fails to achieve professional good standing at the end of the subsequent semester, the student will be dismissed from the PA Program and Kean University.
- If the student achieves good professional standing status at the end of the subsequent semester, they will be removed from the professional probation. However, if at any time during subsequent semesters the student demonstrates

unprofessional behavior, they will be dismissed from the PA Program and Kean University.

The following behaviors warrant immediate dismissal of a student from the PA Program and Kean University:

- Blatant disregard for and/or refusal to adhere to the professional and ethical behavior necessary for practice as a physician assistant;
- Conduct that will make a student ineligible to participate in SCPE; or
- Behavior that puts a patient's safety at risk.

### **Academic Standards for Progression and Completion (A3.17.c)**

#### **Progression**

Students in the PA Program are expected to adhere to all academic standards outlined above and professionalism performance standards outlined in Appendix D. Due to the sequential nature of the curriculum, students must successfully complete all coursework in one semester before being allowed to progress to the subsequent semester.

- At the conclusion of each semester, the PA Student Progress Committee will review each student's academic and professional performance.
- Students must be recommended for progression by the PA Student Progress Committee before they are able to register for classes in the following semester.
- At the conclusion of the didactic year a more in depth review of student performance will be done to ensure the student has met the PA Program defined level of competency for the student learning outcomes before being recommended for progression to the clinical year.
- Prior to the completion of the Program, overall student performance will be reviewed to ensure the student has met the PA Program student learning outcomes in order to be recommended for graduation and the student must pass the Summative Evaluation process.
- In the event that a student is remediating a course or course component, they may progress to the subsequent semester at the discretion of the Student Progress Committee. All coursework or remediation assignments must be completed within two weeks of the end of the prior semester.

#### **Completion deadlines/requirements related to curricular components (A3.17.b)**

Graduate degrees are conferred by the authority of the Kean University Board of Trustees. To qualify, a student must be fully matriculated in a graduate program of the University, have a minimum GPA of 3.0, and met all PA Program requirements for completion (see below). In accordance with the Nathan Weiss Graduate College policy, the Physician Assistant Studies Program must be completed within a six-year time limit (from date of initial matriculation), with a cumulative GPA of 3.0 or better. In order to be recommended for graduation, the student must:

- Be in good professional standing;
- Successfully complete and pass all coursework according to PA Program's defined academic standards;
- Be in good academic standing;



- Achieve an overall GPA of 3.0 or higher;
- A student, who is on academic probation at the start of the final semester, must achieve the required overall GPA of 3.0 by the end of the final semester.
- Demonstrate they have met all program level Student Learning Outcomes;
- Complete and pass all components of the Summative Evaluation;
- File an application for a M.S. degree with the Office of the Registrar;
- Complete all requirements for graduation within six years of the original date of matriculation; and
- Have no financial obligations with Kean University.

### **Policies and procedures for remediation and deceleration (A3.17.f)**

Programmatic intervention will take place when:

- Failed examination or assessment in any course: students will meet with the course instructor and faculty advisor for the determination of remediation plan.
- Receipt of a final course grade of C+, which puts a student at risk for having an overall GPA below 3.0, the student will meet with the Student Progress Committee for the development and the development of a plan for academic improvement.
- Failure to achieve the required level of SLO competency at the end of the didactic year: a collaborative intervention between the course instructor/coordinator, faculty advisor and Director of Didactic Education or Director of Clinical Education; as part of the required remediation;
- Failure to achieve the required level of SLO and Clinical Learning Outcomes, at the conclusion of a clinical rotation: a collaborative intervention between the faculty advisor and Director of Clinical Education as part of the required remediation including competency testing. The student may be required to repeat a clinical rotation to ensure competency.
- Students who fail an end-of-rotation examination during the clinical SCPE courses will be required to remediate the exam material in accordance with the course grading policy. Students will be given one week to complete the remediation plan.
- Please note: The original grade earned in the SCPE course will remain for students who fail and successfully remediate an end-of-rotation (EOR) examination. The Student Clinical Manual outlines specific parameters for failed EOR exams.
- Students who do not achieve a passing grade ( $\geq 3.0/4.0$ ) on the preceptor evaluation may receive no more than a "C+" for the course, and may be subject to repeating the clinical rotation.
- Remediation of a SCPE course may include up to repetition of the SCPE course at the conclusion of the PA Program and before a degree will be conferred.

Intervention strategies will be developed on an individual basis with the goal of academic improvement and will involve student self-assessment and faculty guidance and support, and follow up. Strategies may include but are not limited to, tutoring, specific targeted learning plans, referral to specific student services, etc.

### Overall Course Remediation

- A student receiving a first grade of “C+” in a course must successfully remediate the course material under the guidance of the course instructor (or course coordinator), the student’s faculty advisor, and either the Director of Didactic Education or the Director of Clinical Education.
  - The student will also receive a written warning;
  - The course instructor (coordinator), the student’s faculty advisor and the applicable Director will determine the actual parameters for remediation of the course material and required method of demonstration of success.
  - All remediation activities and assessments must be completed within two weeks..
    - Completion of the remediation plan and demonstration of successfully passing the assessment measure, will allow the student to progress to the subsequent semester;
      - Students may progress to the subsequent semester while the remediation plan is in effect, per the discretion of the Student Progress Committee;
      - The original course grade of “C+” will remain on the student’s transcript; and
      - The student will be required to prepare a plan for academic improvement with his/her faculty advisor in collaboration..
    - Failure of the student to adhere to the remediation plan or failure to meet the remediation assessment requirement will result in the student being dismissed from the PA program.
  - Remediation of a SCPE course may include repetition of the course at the conclusion of the PA Program and before a degree will be granted.
- A student receiving a second grade of “C+” in a course must successfully remediate the course material under the guidance of the course instructor (or course coordinator), the student’s faculty advisor and either the Director of Didactic Education or the Director of Clinical Education.
  - The student will also receive a second written warning;
  - The course instructor (coordinator), the student’s faculty advisor, and the applicable Director will determine the actual parameters for remediation of the course material and required method of demonstration of success.
  - All remediation activities and assessments must be completed within two weeks..
    - Completion of the remediation plan and demonstration of successfully passing the assessment measure, will allow the student to progress to the subsequent semester;
      - Students may progress to the subsequent semester while the remediation plan is in effect, per the discretion of the Student Progress Committee; ;
      - The original course grade of “C+” will remain on the student’s transcript; and

- The student will be required to prepare a second plan for academic improvement with his/her faculty advisor in collaboration with the Director of Didactic or Clinical Education.
  - Failure of the student to adhere to the remediation plan or failure to meet the remediation assessment requirement will result in the student being dismissed from the PA Program.
    - Remediation of a SCPE course may include repetition of the rotation/course at the conclusion of the PA Program and before a degree will be conferred.
- A third grade of “C+” may not be remediated; no matter the student’s overall GPA, and the student will be dismissed from the PA Program.
- No grades of “F” may be remediated; no matter the student’s overall GPA, and the student will be dismissed from the PA Program.

#### Didactic Evaluation and Remediation

An OSCE assessment and PACKRAT exam will be administered during the PAS 6110 Clinical Seminar One to assess students’ readiness for the clinical rotations. Students must pass both components of these assessments in order to move forward to the clinical experiences. The comprehensive written examination, administered as PACKRAT from PAEA, does not yield a grade for the course but students should achieve a percentage grade higher than 65%. The clinical skills examination (OSCE and clinical skills testing), will consist of simulated patient encounter where students will perform a focused H&P and write an appropriate note. Remediation of either part of these exams may occur one time. However, remediation of any component of the didactic evaluation may lead to delay of the start of clinical experiences and graduation. At the conclusion of the didactic year, any student who does not meet the defined level of competency for the SLOs at that time, will be given a remediation plan that will take place during PAS 6110 Clinical Seminar One. The student’s faculty advisor in collaboration with the Director of Didactic Education will be responsible for the creation, monitoring and assessment of the remediation plan. The remediation plan and assessment must be completed by the end of the semester.

- Completion of the remediation plan and demonstration of successfully passing the assessment measure, will allow the student to progress to the subsequent semester.
- Failure of the student to adhere to the remediation plan or failure to meet the remediation assessment requirement will result in the student being dismissed from the PA Program.

#### Overall Summative Evaluation Remediation

The Summative Evaluation will take place during the final four months of the final semester, during Clinical Seminar Four: PAS 6140.

The Summative Evaluation, which consists of a comprehensive written examination and a clinical skills examination (OSCE and clinical skills testing), is scheduled prior to completion of the program. In order to qualify for graduation from the program, students must pass both components. Remediation of either part of the Summative Evaluation may

occur one time. However, remediation of any component of the Summative Evaluation may lead to delay of the program completion and graduation. Students must achieve a 75% on both components of the summative evaluation. Students will receive a “Pass” for the course component when they achieve the passing grade.

If a student fails the remediation of the Summative Evaluation, they will not graduate from the program.

If a student fails both components of the Summative Evaluation on their first attempt, they are referred to the Graduate Academic Standards and Review Committee. The Committee shall evaluate whether the student should be allowed to retake both portions of the Summative Evaluation or be dismissed from the program based on the recommendations from the Program Director.

### **Declaration**

Students who are required to remediate and repeat a SCPE course and/or remediate a component of the summative evaluation will be permitted to complete the requirements during the summer semester immediately after the May graduation.

All courses must be completed in sequence. Therefore, in the unusual situation where a student has been given the opportunity to decelerate, the student will join the next available cohort on a full time basis. Students are not permitted to ‘audit’ any courses in the Physician Assistant Studies Program curriculum.

### **Resources for Students Experiencing Personal Issues (A3.10)**

The Directory below provides contact information for campus resources to assist with student success.

Admissions_____	908-737-7100
Alumni_____	908-737-2586
Campus Police_____	908-737-4800
Career Development and Advancement_____	908-737-0320
Center for Academic Success_____	908-737-0300
Child Care Center _____	908-737-5300
Computer and Information Services_____	908-737-6000
Counseling, Disability, Alcohol and Other Drug Services _____	908-737-4850
Disability Services_____	908-737-4910
Gourmet Dining Services_____	908-737-5160
Graduate Assistantships (NWGC Deans Office)_____	908-737-5900
Parking Office _____	908-737-4810
Student Support Services_____	908-737-3289
Kean University Bookstore_____	908-737-4940
Library Services_____	908-737-4600
Nathan Weiss Graduate College_____	908-737-5900
Registrar_____	908-737-3290
Research and Sponsored Programs_____	908-737-3461
Residence Student Services (Residence Life)_____	908-737-6800

Scholarship Services_____	908-737-3480
Student Accounting / Financial Aid_____	908-737-3240
Student Health Services_____	908-737-4880

### **Leave of Absence/Withdrawal (A3.17.e)**

#### Leave of Absence

Students in good academic standing may request a leave of absence.

Procedure: Requests for a leave of absence may be granted after a written request from a student to take time away from studies and maintain his/her status of a current student. All requests must be made in writing to the PA Program Director with a copy to the Dean of the Nathan Weiss Graduate College.

If granted, Leave of Absences will be for a period of 1-year given the cohort-based curriculum.

- The student's academic status will remain in effect including the current GPA and number of unsatisfactory course grades.
- Requests for extension beyond 1 year will be not be considered, students will be required to re-apply to the Program without guarantee for acceptance.
- The maximum time to complete the PA Program is six (6) years from the date of original matriculation. Therefore, any request(s) for an extension that will not allow the student to meet this requirement will be denied and the student will be administratively dismissed from the PA Program. The student must reapply to the PA Program to be considered for admission; however, there is no guarantee of acceptance.
- The only exception to the six year time to completion is when a student is activated to full time military service.

#### Withdrawal

Students who wish to withdraw from the PA Program must submit their request in writing to the Office of the Registrar, with a copy to the PA Program Director.

Students must withdraw completely from the PA Program. Withdrawal from one course will not allow a student to progress in the program as per the requirements for progression and therefore, constitutes withdrawal from the PA Program. Non-attendance does not constitute withdrawal. Students are academically and financially responsible to see that correct withdrawal procedures are completed on time. Refund of tuition and fees will not be made if a student fails to properly withdraw from classes during the refund period.

A student, who has withdrawn, will no longer be considered a student in the PA Program. They must reapply to the PA Program if they wish to be considered for admission, however there is no guarantee of acceptance.

(A3.14.g) Students who follow the procedure for withdrawal may be eligible for refund of tuition. A schedule of refund is listed below, however, students should consult with the Office of Student Accounting for information on any refunds due back, <https://www.kean.edu/offices/student-accounting>

#### Refund of Tuition

100% refund	First week of classes
75% refund	Second week of classes
50% refund	Third week of classes
0% refund	Fourth week of classes and thereafter

#### Dismissal (A3.17.e)

##### Academic:

Students will be academically dismissed from the PA Program in the following situations:

- Failure to maintain a 3.0 GPA at the end of a subsequent semester after being on academic probation;
- Failure to maintain a 3.0 GPA after successfully completing a semester of academic probation;
- Failure to successfully remediate a course in which the student received a grade of "C+," regardless of the student's overall GPA;
- Failure of two preceptor evaluations;
- Receiving a third grade of "C,+" regardless of the student's overall GPA; or
- Receiving a grade of "F" in any course, regardless of the student's overall GPA.

##### Academic Integrity:

Students who violate the Academic Integrity policy will be dismissed from the PA Program and Kean University.

##### Conduct:

Students who violate the Student Conduct policy will be dismissed from the PA Program and Kean University.

##### Professional:

Students will be professionally dismissed from the PA Program in the following situations:

- Continued unprofessional behavior while on professional probation;
- Failure to regain good professional standing at the end of a subsequent semester after being placed on professional probation;
- Failure to maintain good professional standing after successfully completing a semester of professional probation;
- When they exhibit behavior detrimental to the profession, including failure to demonstrate ethical and/or professional behavior and academic honesty;
- For conduct that would render them ineligible to participate in clinical rotations;  
or
- Behavior that puts a patient's safety at risk.

#### Administrative:

Students will be administratively dismissed:

- If the results of a background check prevent a student from being able to complete the required SCPE and subsequently meeting the requirements for graduation;
- If the results of a urine drug screen prevent a student from being able to complete the required SCPE and subsequently meeting the requirements for graduation;
- In the event that a leave of absence request puts the student beyond the six-year requirement to complete the program; or
- In the event the student is unable to meet the minimum technical standards necessary to achieve the SLOs in order to demonstrate the competency level of an entry-level physician assistant.

All dismissal actions will be reviewed and confirmed by the Student Progress Committee.

#### **Completion Requirements (A3.17.b)**

Graduate degrees are conferred by the authority of the Kean University Board of Trustees. To qualify, a student must be fully matriculated in a graduate program of the University, have a minimum GPA of 3.0, and met all PA Program requirements for completion (see below). In accordance with the Nathan Weiss Graduate College policy, the Physician Assistant Studies Program must be completed within a six-year time limit (from date of initial matriculation), with a cumulative GPA of 3.0 or better. In order to be recommended for graduation, the student must:

- Be in good professional standing;
- Successfully complete and pass all coursework according to PA Program's defined academic standards;
- Be in good academic standing:
  - Achieve an overall GPA of 3.0 or higher;
    - A student, who is on academic probation at the start of the final semester, must achieve the required overall GPA of 3.0 by the end of the final semester.
- Demonstrate they have met all program level Student Learning Outcomes;
- Complete and pass all components of the Summative Evaluation;
- File an application for a M.S. degree with the Office of the Registrar;
- Complete all requirements for graduation within six years of the original date of matriculation; and
- Have no financial obligations with Kean University.

## **Work Policy (A3.03, A3.05, A3.04, A3.06)**

### Outside Work

Due to the full-time curriculum and intensity of the PA Program, students are advised to not work outside the program. Any student who does undertake such employment must understand that the requirements of the PA Program will not be altered to accommodate a work schedule.

### Kean University Graduate Assistant Positions

However, acknowledging that some students may be academically successful in the program while engaged in employment, and graduate assistant positions with minimal hour requirements (3.5-5 per week) are available at Kean University, PA students are eligible to apply for 0.25 time graduate assistantship positions during the fall and spring semesters.

PA students who are interested in applying for a graduate assistant (GA) position are encouraged to carefully review all of the information and requirements at <https://www.kean.edu/academics/nathan-weiss-graduate-college/graduate-assistantship-program>. Before applying for or accepting a position, the student must carefully consider the requirements of the position and understand that under no circumstance, will the requirements for the PA Program be altered. PA students are not eligible for full or half time graduate assistant positions. No PA student is required to apply or accept a graduate assistant position or are they required to work for the PA Program. (A3.04).

In the event that a PA student accepts any 0.25 GA position, they must:

- Inform the Program Director;
- Acknowledge that they understand that under no circumstances will changes be made to the PA Program requirements to accommodate their GA schedule/duties; and
- Meet with the PA Program Director periodically to determine if their job obligations are having a negative impact on their academic performance.

In the event that a PA student does accept a GA position in the PA Program, they will:

- Serve primarily as a teaching assistant;
- Be supervised by the Managing Assistant Director; and
- Will not be permitted to access confidential information including the files of other students, instructors or faculty members.

Students who are placed on academic or professional probation will not be allowed to work as a GA and will be strongly advised to not work externally.

Any work performed outside the PA Program is not covered by the student malpractice insurance provided through the University or PA Program.



### Didactic Courses - Instructional Faculty (A3.05)

Students are not permitted to substitute for any course instructor or be assigned a course to teach. Students who have been asked to participate in such a role must inform the Director of Didactic Education.

### Clinical Year: Rotations

Students must not substitute for administrative staff while engaged in supervised clinical practice experiences (SCPEs). (A3.06). Students are required to notify the Director of Clinical Education immediately if they are asked to perform these duties. Under no circumstance may a student accept payment or compensation for their time while assigned to a SCPE as a PA student.

### **Exposure to Infectious and Environmental Hazards (A3.08)**

#### **Bloodborne Pathogen Prevention and Exposure Policy (A3.08)**

The Physician Assistant Studies Program follows the Kean University Bloodborne Pathogens Exposure Control Plan, which can be found here:  
<https://www.kean.edu/media/njcstm-bloodborne-pathogens-exposure-control-plan>.

The Exposure Control Plan is designed to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with the Public Employees Occupational Safety and Health (PEOSH) Bloodborne Pathogens Standard, Title 29 Code of Federal Regulations 1910.1030

([https://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=STANDARDS&p\\_id=10051](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10051)).

Upon acceptance into the PA Program, students are required to complete the OSHA training module for blood borne pathogens through *Castlebranch*. The cost of this course is included in the Initial Background and Training Package for which students are responsible. Additional training and review of the Exposure Control Plan will be done during orientation as part of PAS 5001 and PAS 5200, and during PAS 6100 prior to entering the clinical year. Clinical training sites may require additional on-site training as part of their specific orientation process.

In the event that a student sustains an exposure, they should follow the appropriate procedure:

If during a didactic course located on-campus:

Notify the course instructor and the Director of Didactic Education; and

Seek immediate medical evaluation at Kean University Health Services. If the student prefers, he/she may seek evaluation from their personal healthcare provider.

If during a SCPE: Notify the preceptor and the Director of Clinical Education; and

Follow the incident reporting and post-exposure plan in place at the clinical site; (several sites offer evaluation on-site, while others refer students to an emergency room, urgent care center or to the provider of their choice); and

Seek follow up care at Kean University Health Services. If the student prefers, he/she may seek evaluation from their personal healthcare provider.

All costs for medical care associated with any incident or exposure are the responsibility of the student.

If there is a question about the appropriate medical treatment for occupational exposures, assistance is available from the Clinicians' Post Exposure Prophylaxis Hotline (PEpline) at 1-888-448-4911. Hours of operation can be found on the AETC (Aids Education and Training Center) website: <https://aidsetc.org/aetc-program/national-clinician-consultation-center>

#### Incident Report

Students must submit a *PA Program BBP Exposure Incident Reporting Form* to the Physician Assistant Studies Program in the event of any BBP exposure during both the didactic and clinical years.

The student may obtain post-exposure care from Kean University Health Services or the provider of their choice. The information regarding the student's medical care will be kept confidential and will not be shared with the PA Program. If the student seeks care from their own clinician, they must provide documentation that they sought care post-exposure.

#### **Faculty Responsibilities for Student Healthcare (A3.09)**

The Program's Principal faculty, Program Director, Medical Director, or Guest Lecturers must not act as health care providers for students enrolled in the program, except in emergency situations.

#### **Grievance Policies (A3.17.d., A3.11)**

##### Grievance Policy: Appeal of Grades (A3.17.d)

If a student believes that he or she has not been graded fairly in a course, it is the student's right to initiate a grade grievance. A formal process exists for the resolution of such problems.

The steps in the process are outlined below and must be followed in order; it is understood that if a satisfactory resolution is reached at any level, the process ends. If, at a given step,

either party is dissatisfied with the proposed resolution, the dissatisfied party may request reconsideration at the next level. Decisions by the Nathan Weiss Graduate College Dean are final, with no provision for further appeal beyond that point.

Requests for reconsideration of a grade must be brought to the course instructor /course coordinator as soon as possible after the conclusion of the course and no later than one week after the end of the semester in which the grade was received.

1. The student meets with the course instructor /course coordinator to request information about the grading decision or evaluative judgment. If after receiving an explanation, the student remains dissatisfied, he or she may request reconsideration of the grade by the PA Program Director. This request must be filed within one week from the date of the initial meeting with the course instructor/course coordinator.
2. The student submits a written grievance to the PA Program Director, and then meets with the PA Program Director to discuss the assigned grade. The request must include a description of the problem, the student's reasons for filing the grievance and a completed *Grievance Tracking Form (Appendix G)*. The PA Program Director may choose to intervene directly at this point and attempt to seek a resolution or may decide to refer the question to the PA Program departmental grievance committee within one week of the meeting.
3. The PA Program Departmental Grievance Committee, comprised of PA Program faculty members, hears the grievance within one month of the original request to the course instructor/coordinator for reconsideration. The committee determines (in accordance with prevailing departmental practices and the specifics of the particular grievance) a procedure to follow: a) both the student and faculty member might be asked to submit materials in writing, or b) both might be invited or required to appear before the committee. The committee may schedule these meetings so that the parties appear separately or together. During this process, the committee reserves the right to request additional information, as needed.
4. The PA Program Departmental Grievance Committee makes a determination and notifies the student and course instructor/course coordinator in writing of its decision within one week of the meeting(s). An official letter will be sent to the Dean for inclusion in the student's academic file.
5. If the decision of the PA Program departmental grievance committee is not acceptable to either of the parties involved, the grievance and the decision may be referred to the Dean of the NWGC for resolution within one week of notification of the decision of the PA Program Departmental Grievance Committee. All relevant materials are to be forwarded to the Dean's Office.
6. The appeal must be submitted in writing to the PA Program Director and the Dean of the Graduate College within one week of the decision by the PA Program Departmental Grievance Committee. Failure to adhere to this time frame can result in the Dean's refusal to hear the appeal. No in-person appeals will be accepted. All appeals will be reviewed within a reasonable time frame and the Dean's decision will be communicated via an official letter from the University. The decision of the Nathan Weiss Graduate College Dean is final.

7. The final grade must be submitted to the Office of the Registrar before the M.S. degree is conferred. Once the degree has been posted, the academic record is frozen and no changes are permitted.

**Grievance Policy: Allegation of Harassment and How Allegations of Harassment are Addressed (A3.11, A3.17.g)**

If a student has a grievance concerning issues other than grades that s/he wishes to pursue, the PA Program follows the Kean University Policy for harassment. All students of Kean University are prohibited from engaging in harassment, intimidation and bullying. Sexual harassment in any form will not be tolerated. The specific policies and the procedures for processing allegations of harassment can be found at:

<https://www.kean.edu/offices/policies/policy-harassment-intimidation-and-bullying>  
and <https://www.kean.edu/offices/policies/sexual-harassment-policy>