

KEAN UNIVERSITY
College of Health Professions and Human Services
Physician Assistant Program



STUDENT HANDBOOK
2026 – 2027 Academic Year

KEAN UNIVERSITY
College of Health Professions and Human Services
Physician Assistant Program

Student Handbook

2026–2027 Academic Year

Program Location

North Avenue Academic Building (NAAB), 5th Floor
1000 Morris Avenue
Union, New Jersey 07083

Program Contact

Phone: (908) 737-6190

Email: pastudies@kean.edu

Website: <https://www.kean.edu/academics/programs/physician-assistant-studies-ms>

Accreditation Status

The Kean University Physician Assistant Program is accredited by the Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA).

At its March 2024 meeting, the ARC-PA placed the program on Accreditation-Probation status and extended it through April 2028. Accreditation-Probation is a temporary accreditation status in which a program remains accredited while addressing compliance with one or more ARC-PA Standards.

Accreditation history: <https://www.arc-pa.org/accreditation-history-kean-university/>

Policy Authority

This handbook establishes program-specific policies governing student participation in the Physician Assistant Program.

The program follows all applicable [Kean University policies](#). When PA Program policies differ from university policies due to clinical training, patient safety, or accreditation requirements, PA Program policies take precedence.

Revision and Updates

Policies may be updated as required for accreditation compliance, clinical training requirements, or institutional regulation.

Students will be notified through official program communication of substantive changes.

Version: 2026–2027 Edition
Effective Date: August 2026

Acknowledgment Requirement

Students are responsible for reviewing and adhering to all policies contained in this handbook and the university catalog.

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SECTION 1

Program Overview

1. Welcome to the Kean University Physician Assistant Program.

You are entering a demanding and transformative period of training. Over the next 29 months, you will be asked not only to learn medicine, but to think, communicate, and behave as a healthcare professional responsible for the safety and trust of patients.

The physician assistant profession exists to expand access to high-quality care through team-based practice. At Kean, the program prepares students for that responsibility through an integrated curriculum that emphasizes clinical reasoning, professionalism, accountability, and collaboration across the healthcare system. The goal is not simply that students pass examinations, but that they develop the judgment, reliability, and integrity expected of a clinician.

Faculty are committed to supporting student development. Support, however, does not mean lowering expectations. Professional training requires preparation, honesty, and respect for others' time and effort, including classmates, preceptors, faculty, and future patients. This handbook outlines the policies that allow the program to function fairly and consistently for all participants. These standards apply to students and faculty alike.

Students are expected to read this handbook carefully and refer to it throughout the program. Understanding program expectations is part of professional responsibility.

The program looks forward to working with each student as they develop into a physician assistant.

2. Mission, Vision, and Goals

Mission

The Kean University Physician Assistant Program prepares clinically competent, compassionate, and reflective physician assistants to provide evidence-based, patient-centered care to diverse communities. Graduates are trained to think critically, practice ethically, and engage in lifelong learning within evolving healthcare environments.

Vision

The program strives to be a leader in physician assistant education through academic excellence, educational innovation, and the preparation of clinicians capable of meeting the healthcare needs of diverse populations.

Program Goals

Program Goals

To fulfill its mission, the program is committed to the following educational goals:

1. Provide a structured curriculum that produces graduates who demonstrate the knowledge, skills, and behaviors necessary for competent PA practice.
2. Maintain a supportive and inclusive learning environment that promotes empathy, professionalism, reflective practice, and respect for justice, equity, diversity, and inclusion (JEDI).
3. Promote interprofessional collaboration and partnerships within the university and the community to advance high-quality, patient-centered healthcare. Assessment of Program Effectiveness

The program continuously evaluates achievement of its goals through multiple outcome measures, including student performance evaluations, national certification outcomes, graduation rates, and student feedback surveys. Aggregate program outcomes are reviewed regularly to guide curriculum improvement.

3. Program Competencies

Graduates of the Kean University Physician Assistant Program are expected to demonstrate competency at the level of an entry-level practicing physician assistant in the following domains:

Clinical Skills

1. Obtain comprehensive and focused patient histories. (CS-1)
2. Perform clinically appropriate physical examinations. (CS-2)
3. Interpret diagnostic and laboratory data to formulate and support patient care decisions. (CS-3)

Technical Skills

1. Safely and effectively perform clinical procedures appropriate for entry-level PA practice. (TS-1)

Clinical Reasoning and Problem-Solving

1. Integrate patient information to formulate accurate differential diagnoses. (CR-1)
2. Develop evidence-based diagnostic and therapeutic management plans. (CR-2)
3. Apply clinical reasoning and shared decision-making to complex patient care situations. (CR-3)

Interpersonal Skills

1. Communicate effectively with patients, families, caregivers, and healthcare professionals. (IS-1)
2. Demonstrate respect for patient diversity, values, preferences, and cultural perspectives during patient interactions. (IS-2)
3. Collaborate effectively within interprofessional healthcare teams to coordinate patient-centered care. (IS-3)

Medical Knowledge

1. Apply biomedical, clinical, behavioral, and social sciences to the evaluation, diagnosis, prevention, and management of patients across the lifespan. (MK-1)

Professional Behaviors

1. Demonstrate integrity, accountability, ethical conduct, and professional responsibility in all interactions. (PB-1)
2. Utilize self-assessment, feedback, and evidence-based resources to identify learning needs and improve professional performance. (PB-2)
3. Apply principles of patient safety, health equity, and social drivers of health in all patient care decisions. (PB-3)

4. Communication and Contact Information

Program Contact Information

Kean University Physician Assistant Program

North Avenue Academic Building (NAAB), 5th Floor
1000 Morris Avenue
Union, New Jersey 07083

Phone: (908) 737-6190

Email: pastudies@kean.edu

Website: <https://www.kean.edu/academics/programs/physician-assistant-studies-ms>

Communication Pathway

To promote timely resolution of questions and concerns, students are expected to contact the appropriate office first. Most issues can be resolved at the initial level when addressed promptly.

Topic	Contact
General program questions, scheduling, forms, administrative paperwork	JoAnn Pobuta, Managing Administrative Assistant jpobuta@kean.edu
Didactic curriculum, exams, grades, classroom concerns	Michael Teehan, DMSc, PA-C, Director of Didactic Education mteeahan@kean.edu
Clinical rotations, preceptors, EOR exams, clinical policies	Ewa Keil, MS, PA-C, Director of Clinical Education ekeil@kean.edu
Program policies, progression concerns, unresolved issues	J. Bart Gillum, DSc, PA-C, Program Director jgillum@kean.edu

Students should follow this communication pathway before escalating concerns.

Professional Communication Expectations

Communication within a healthcare training program is part of professional behavior.

Students are expected to:

- Use professional language in all written and verbal communication
- Contact the appropriate individual based on the issue
- Allow reasonable time for response during business hours
- Address concerns respectfully and directly
- Avoid bypassing established communication channels

Failure to follow communication pathways may delay resolution of concerns.

Program Leadership and Faculty

Role	Name	Email
Program Director	J. Bart Gillum, DSc, PA-C	jgillum@kean.edu
Medical Director	Dmitriy Zelikson, DO	—
Director of Clinical Education	Ewa Keil, MS, PA-C	ekeil@kean.edu
Director of Didactic Education	Michael Teehan, DMSc, PA-C	mteehan@kean.edu
Assistant Professor	Vanessa Disla, MS, PA-C	vanessa.disla@kean.edu
Faculty Lecturer	Amanda Ahearn, MPAS, PA-C	amanda.ahearn@kean.edu
Faculty Lecturer	Anthony D’Antoni, DC, PhD	
Faculty Lecturer	Frank Rodino, MHS, PA-C	
Managing Administrative Assistant	JoAnn Pobuta	jpobuta@kean.edu
Professional Services Specialist	Suzie Nicolas, MPA	suzie.nicolas@kean.edu

5. PA Curriculum

Kean University

Physician Assistant Studies Program Curriculum Guide

105 Credits | 29 Months | Full-Time Cohort Model

The Physician Assistant Studies curriculum provides progressive development of medical knowledge, clinical reasoning, procedural skills, evidence-based practice, and professional competencies through an integrated didactic and clinical training model.

Semester 1 – Foundations of Clinical Medicine I (17 Credits)

Course	Credits
PAS 5101 Anatomy I	2
PAS 5201 Physiology I	2
PAS 5103 Pharmacology I	2
PAS 5104 Clinical Medicine I	4
PAS 5105 Diagnostic Methods I & EBM	3
PAS 5106 Clinical Skills I	3
PAS 5107 Professional Practice I	1

Major Content Areas: Dermatology • Psychiatry • Human Sexuality & Sexual Health • Genetics • HEENT • Integrated Surgical & Emergency Medicine Concepts

Semester 2 – Foundations of Clinical Medicine II (17 Credits)

Course	Credits
PAS 5201 Anatomy II	2
PAS 5202 Physiology II	2
PAS 5203 Pharmacology II	2
PAS 5204 Clinical Medicine II	4
PAS 5205 Diagnostic Methods II & EBM	3
PAS 5206 Clinical Skills II	3
PAS 5207 Professional Practice II	1

Major Content Areas: Cardiology • Pulmonology • Gastroenterology • Infectious Disease • Integrated Surgical & Emergency Medicine Concepts

Semester 3 – Foundations of Clinical Medicine III (17 Credits)

Course	Credits
PAS 5301 Anatomy III	2
PAS 5302 Physiology III	2
PAS 5303 Pharmacology III	2
PAS 5304 Clinical Medicine III	4
PAS 5305 Diagnostic Methods III & EBM	3
PAS 5306 Clinical Skills III	3
PAS 5307 Professional Practice III	1

Major Content Areas: Endocrinology • Neurology • Musculoskeletal & Rheumatology • Hematology & Oncology • Palliative & End-of-Life Care • Integrated Surgical & Emergency Medicine Concepts

Semester 4 – Foundations of Clinical Medicine IV (15 Credits)

Course	Credits
PAS 5401 Anatomy IV	2
PAS 5402 Physiology IV	2
PAS 5403 Pharmacology IV	2
PAS 5404 Clinical Medicine IV	4
PAS 5405 Diagnostic Methods IV & EBM	2
PAS 5406 Clinical Skills IV	3

Major Content Areas: Renal Medicine • Genitourinary Medicine • Reproductive Health • Pediatrics • Integrated Surgical & Emergency Medicine Concepts

Clinical Phase (39 Credits | Supervised Clinical Practice Experiences)

Semester 5 – Clinical Phase I (12 Credits)

Course	Credits
PAS 6310 Family Medicine	3
PAS 6300 Internal Medicine	6
PAS 6350 Emergency Medicine	3

Semester 6 – Clinical Phase II (12 Credits)

Course	Credits
PAS 6320 General Surgery	6
PAS 6330 Pediatrics	3
PAS 6340 Women's Health	3

Semester 7 – Clinical Phase III (15 Credits)

Course	Credits
PAS 6400 Elective	3
PAS 6370 Ambulatory Care	3
PAS 6360 Psychiatry & Behavioral Health	3
PAS 6901 Clinical Seminar	3
PAS 6902 Research and Scholarly Methods	3

Clinical Rotation Scheduling Note: The clinical phase sequence shown above is provided as an example only. Actual rotation order may vary by student based on clinical site availability and scheduling considerations. All students complete all required supervised clinical practice experiences (SCPEs) and program requirements prior to graduation.

Program Summary

Phase	Credits
Didactic Phase	66

Clinical Phase	39
Total Program Credits	105

6. Accreditation and Policy Authority

Accreditation Status

At its April 2026 meeting, the Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA) extended Accreditation-Probation status for the Kean University Physician Assistant Studies Program sponsored by Kean University until its next review in April 2028.

Probation accreditation is a temporary accreditation status initially of not less than two years. However, that period may be extended by the ARC-PA for up to an additional two years if the ARC-PA finds that the program is making substantial progress toward meeting all applicable standards but requires additional time to come into full compliance. Probation accreditation status is granted, at the sole discretion of the ARC-PA, when a program holding an accreditation status of Accreditation - Provisional or Accreditation - Continued does not, in the judgment of the ARC-PA, meet the Standards or when the capability of the program to provide an acceptable educational experience for its students is threatened.

Once placed on probation, a program that fails to comply with accreditation requirements in a timely manner, as specified by the ARC-PA, may be scheduled for a focused site visit and is subject to having its accreditation Withdrawn.

Specific questions regarding the Program and its plans should be directed to the Program Director and/or the appropriate institutional official(s). The program's accreditation history can be viewed on the ARC-PA website at <https://www.arc-pa.org/accreditation-history-kean-university/>

Authority of the Student Handbook

This handbook establishes program-specific policies governing student participation in the Kean University Physician Assistant Program.

Students are responsible for knowing and following all policies contained in this handbook.

The program also follows all applicable Kean University policies. When program policies differ from general University policies due to clinical training requirements, patient safety considerations, or accreditation standards, Physician Assistant Program policies take precedence.

Policy Changes and Updates

Healthcare education and accreditation standards evolve. The program reserves the right to revise policies as necessary to maintain compliance with accreditation requirements, clinical training expectations, and institutional regulations.

Students will be notified of substantive policy changes through official program communication channels.

The most current version of the handbook supersedes all previous versions.

Effective Date

2026–2027 Academic Year Edition
Effective August 2026

SECTION 2

Professional Conduct and Expectations

7. Professional Behavioral Standards

Enrollment in the Physician Assistant Program represents entry into professional training for patient care. Students are expected to demonstrate behaviors consistent with the responsibilities of a healthcare professional in all academic, clinical, and program-related settings, including classrooms, laboratories, simulations, clinical environments, electronic communication, and public representation of the program.

Professional conduct is evaluated continuously throughout the program and is essential for progression and graduation.

Core Professional Expectations

Accountability and Reliability

Students are expected to:

- Attend and participate in required activities as scheduled
- Arrive prepared and on time
- Complete assignments and responsibilities within designated timeframes
- Follow through on commitments to faculty, peers, staff, and clinical sites

Respect and Professional Interactions

Students are expected to:

- Communicate respectfully with patients, peers, faculty, staff, and clinical partners
- Accept feedback appropriately and incorporate it into improvement
- Maintain appropriate professional boundaries
- Contribute to a safe and supportive learning environment

Communication

Students are expected to:

- Use professional language in written, verbal, and electronic communication
- Follow established communication pathways
- Respond to program communication within required timeframes
- Represent the program professionally in all settings, including social media and online environments

Integrity and Ethical Behavior

Students are expected to:

- Adhere to academic honesty and examination policies

- Accurately represent their work and clinical documentation
- Protect patient privacy and confidentiality
- Identify and disclose errors appropriately

Responsibility for Patient Safety

Students are expected to:

- Recognize personal limitations and seek assistance when needed
- Follow supervision requirements in clinical settings
- Prioritize patient welfare in decision-making

Evaluation of Professional Conduct

Professional behavior is assessed across courses, simulations, laboratories, and clinical experiences. Concerns may be documented through course evaluations, professionalism reports, or faculty review.

Patterns of behavior, even if individually minor, may constitute a professionalism concern when they affect learning, teamwork, safety, or program function.

Failure to Meet Professional Expectations

Students who do not meet professional expectations may be subject to remediation, academic action, or referral to the Student Progress Committee (SPC). Professional conduct may impact progression independent of academic performance.

Professional Probation and Dismissal

When a student demonstrates significant or recurring difficulty meeting professional expectations, the student may be placed on professional probation. Professional probation indicates that behavior does not currently meet the standards required for participation in a clinical training program.

Professional probation may result from a pattern of concerning behaviors or from a single serious incident, particularly those involving patient safety, academic integrity, or unprofessional conduct.

Students placed on professional probation will receive written notification outlining:

- The identified concerns
- Expectations for improvement
- Required remediation activities
- Timeframe for review

Failure to meet the conditions of professional probation, failure to demonstrate improvement, or additional professionalism concerns may result in further academic action, including referral to the Student Progress Committee and possible dismissal from the program.

In cases of severe misconduct, threat to patient safety, or serious breach of ethical or professional standards, the program may recommend immediate referral to the Student Progress Committee for consideration of dismissal.

8. Communication Expectations

Communication within a healthcare training program is part of professional behavior and directly affects patient care, teamwork, and program operations.

Students are expected to:

- Use respectful and professional tone in written and verbal communication
- Follow established program communication pathways
- Contact the appropriate individual based on the concern
- Allow reasonable response time during business hours
- Respond to required program communication within designated timeframes
- Address concerns directly and constructively
- Avoid hostile, dismissive, or inappropriate communication in person or electronically

Communication in electronic platforms, including email, messaging applications, and social media, must meet the same professional standards as in-person interactions.

Failure to follow communication expectations may be addressed as a professionalism concern.

9. Academic Integrity and Ethical Conduct

Integrity is essential to patient safety and to the trust placed in healthcare professionals. Students are expected to demonstrate honesty and ethical conduct in all academic and clinical activities.

Academic and professional dishonesty includes, but is not limited to:

Academic Work

- Cheating on examinations or quizzes
- Using unauthorized resources during assessments
- Copying or submitting another individual's work as one's own
- Unauthorized collaboration on individual assignments
- Sharing or distributing exam content
- Falsifying attendance or participation records

Clinical and Professional Activities

- Falsifying clinical documentation, patient encounters, or procedure logs
- Recording patient care activities not personally performed or observed
- Misrepresenting clinical hours or participation
- Altering evaluation forms or signatures
- Providing false information to faculty, staff, or clinical sites

Patient Confidentiality and Ethical Conduct

- Violating patient privacy or confidentiality
- Accessing patient records without authorization
- Sharing protected health information in any format, including electronic communication or social media
- Misrepresenting one's role or level of training in a clinical setting

Reporting and Review

Suspected violations of academic integrity or ethical conduct will be reviewed by the program and may be referred to the Student Progress Committee (SPC). The program may also be required to report violations to the University in accordance with [institutional policy](#).

Consequences

Violations of academic integrity or ethical conduct may result in academic penalties, professionalism action, course failure, referral to the Student Progress Committee, or dismissal from the program.

Serious violations, particularly those involving patient safety, falsification of records, or breach of confidentiality, may result in immediate referral to the Student Progress Committee. The most

up-to-date university process for reporting integrity concerns and possible consequences of integrity violations can be found [here](#).

Professionalism and Conduct Standards

Matriculants must remain eligible to participate in supervised clinical practice experiences and to pursue PA licensure upon graduation. Accordingly, applicants for admission must disclose and provide a written explanation of any felony conviction, probationary status, or academic or disciplinary action as part of the Kean University PA Studies admission process.

Submission of false information or documents, knowingly making false statements or misrepresentations, or omitting or concealing material information in application materials or program documentation may result in denial of admission, rescission of an offer of admission, referral for disciplinary review, or dismissal from the program, in accordance with university and program policies.

Students are required to promptly disclose any new criminal charge, conviction, academic sanction, or disciplinary action that occurs after matriculation and throughout enrollment in the program. Failure to disclose such information, or falsification of admission- or program-related documentation, may constitute a violation of the Kean University Academic Integrity Policy and/or [Code of Student Conduct](#).

If a student is charged with or convicted of a felony offense while enrolled in the program, the student must immediately notify the Program Director in writing. The matter may be referred to the Student Progress Committee (SPC) for review and, when appropriate, to the Kean Office of Student Accountability, Standards, and Education for adjudication under university policy. As members of the Kean University community, students are expected to be familiar with and comply with the provisions of the Kean University Code of Student Conduct. The Code establishes minimum standards for non-academic behavior and outlines the rights and responsibilities of students involved in disciplinary proceedings.

In addition, as members of the healthcare community, PA students are expected to demonstrate behavior consistent with the ethical principles, responsibilities, and professional obligations of clinical practice. Although mastery of medical knowledge and clinical skills is essential, professionalism and professional comportment are equally critical components of physician assistant education.

Students are expected to demonstrate professional maturity, integrity, accountability, respect, and sound judgment in all educational, clinical, and interpersonal settings, including interactions with faculty, staff, preceptors, clinical personnel, patients, peers, and members of the broader university community. Students are expected to exercise diligence, honesty, loyalty, discretion, and respect in all professional activities.

Health professionals, including students in training, are expected to uphold the highest standards of professional behavior in academic, clinical, and all program-related settings.

Students are expected to demonstrate professionalism in the following domains:

1. Attendance & Punctuality
2. Professional Communication
3. Ethical Behavior & Integrity
4. Respect, Cultural Humility & Professional Demeanor
5. Accountability & Responsibility
6. Responsiveness to Feedback & Self-Reflection
7. Collaboration & Teamwork

10. Professionalism Evaluation

Professional behavior is evaluated continuously throughout the program and is considered an essential component of clinical training. Evaluation occurs in all learning environments, including classroom activities, laboratories, simulations, small group work, clinical experiences, and program-related communication.

Professional conduct may be observed and documented by faculty, staff, standardized patients, clinical preceptors, or other members of the healthcare team. At the conclusion of each semester, the SPC reviews available professionalism data, which may include faculty observations, course director reports, clinical evaluations, professionalism incident reports, attendance records, timeliness of required submissions, communication records, peer or staff concerns, and compliance with program and university policies.

Based on this review, each student will be scored according to the following rubric:

Professionalism is evaluated independently of academic performance.

Rating Scale

Rating	Description
1 – Does Not Meet Expectations	Repeated or significant professionalism concerns requiring intervention
2 – Approaching Expectations	Inconsistent behaviors: improvement needed
3 – Meets Expectations	Consistently demonstrates expected professional behaviors
4 – Exceeds Expectations	Consistently models exemplary professional behavior

Professionalism Domains & Behavioral Anchors

1. Attendance & Punctuality

(ARC-PA B2.04, B3.06)

Rating	Behavioral Description
1	Repeated unexcused absences or tardiness; fails to follow attendance policies
2	Occasional tardiness or absences with inconsistent communication
3	Consistently punctual; adheres to attendance and absence policies
4	Models reliability: proactively communicates conflicts and plans ahead

2. Professional Communication

(ARC-PA B2.04, B3.02)

Rating	Behavioral Description
1	Unprofessional tone; poor responsiveness; inappropriate electronic or verbal communication
2	Generally professional but inconsistent clarity, timeliness, or tone
3	Communicates respectfully, clearly, and appropriately with peers, faculty, and staff
4	Demonstrates exemplary communication; facilitates respectful dialogue and collaboration

3. Ethical Behavior & Integrity

(ARC-PA B2.04, B2.05, B3.06)

Rating	Behavioral Description
1	Academic dishonesty, breaches of confidentiality, or ethical violations
2	Requires reminders regarding ethical or professional standards
3	Adheres to ethical principles, honesty, and confidentiality expectations
4	Demonstrates strong ethical reasoning and integrity beyond minimum expectations

4. Respect, Cultural Humility & Professional Demeanor

(ARC-PA B2.04, B3.06)

Rating	Behavioral Description
1	Disrespectful behavior toward peers, faculty, staff, or patients
2	Generally respectful but inconsistent professionalism or awareness
3	Consistently respectful, culturally sensitive, and professional
4	Actively promotes inclusivity, respect, and psychological safety

5. Accountability & Responsibility

(ARC-PA B2.04, B3.02)

Rating	Behavioral Description
1	Missed deadlines; failure to follow instructions or accept responsibility
2	Occasionally requires reminders regarding responsibilities
3	Meets deadlines; takes responsibility for actions and learning
4	Demonstrates exceptional reliability and ownership of professional duties

6. Responsiveness to Feedback & Self-Reflection

(ARC-PA B2.04, B3.01)

Rating	Behavioral Description
1	Defensive; dismisses or ignores feedback
2	Acknowledges feedback but applies inconsistently
3	Accepts feedback and demonstrates growth over time
4	Actively seeks feedback and integrates it into ongoing improvement

7. Collaboration & Teamwork

(ARC-PA B2.04, B3.06)

Rating	Behavioral Description
1	Disruptive or uncooperative in group settings
2	Participates but inconsistently contributes or engages
3	Collaborates effectively; supports team learning
4	Serves as a positive leader and collaborator within teams

Scoring & Action Thresholds

Any of the following will result in the student being referred to the SPC for consideration of Professionalism Warning or Probation:

- Any score of 1 in any domain
- Two or more scores of two across domains
- Recurrent professionalism concerns across semesters

Methods of Evaluation

Professionalism may be assessed through multiple mechanisms, including:

- Course participation and conduct
- Laboratory and simulation performance
- Clinical evaluations and preceptor feedback
- Written or verbal communication
- Compliance with program requirements and deadlines
- Professionalism reports or incident documentation

Patterns of Behavior

Professionalism concerns are not limited to single significant events.

A pattern of repeated minor behaviors may constitute a professionalism concern when it affects learning, teamwork, safety, or program function.

Examples may include repeated lateness, missed responsibilities, failure to follow communication pathways, or inappropriate interactions.

Notification of Concerns

Students will be notified when professionalism concerns are identified. Notification may occur through course feedback, written communication, or professionalism documentation.

Early identification of concerns is intended to promote improvement and support student development.

Relationship to Academic Performance

Professional behavior is evaluated independently from academic performance.

Meeting academic requirements alone does not satisfy progression requirements if professional expectations are not met.

11. Professionalism Remediation and Probation

When a student does not meet professional expectations, the program will initiate a corrective process intended to promote improvement and ensure readiness for clinical training.

Corrective actions may occur at increasing levels depending on the nature, severity, or recurrence of the concern.

Informal Feedback

For isolated or minor concerns, faculty may provide verbal or written feedback. Students are expected to acknowledge the feedback and demonstrate improvement. Repeated minor concerns may progress to formal remediation.

Formal Remediation

Formal remediation is initiated when professionalism concerns persist, recur, or significantly affect the learning environment, teamwork, or patient safety.

The student will receive written notification that includes:

- Description of the concern
- Expected behavioral changes
- Required remediation activities
- Timeline for reassessment

Remediation activities may include reflective assignments, professionalism coaching, skills development, or additional evaluation.

Successful completion of remediation requires sustained improvement, not temporary compliance.

Professional Probation

While on professionalism probation, the student will receive written notification outlining expectations and the period of review and must demonstrate consistent improvement.

A student will be allowed only one (1) period of Professionalism Probation throughout the entire enrollment in the Program. Once a student is placed on Professionalism Probation and successfully completes all of the requirements for the probationary period, the student will be returned to “good professionalism standing” status in the Program. Any occasion for a second Professionalism Probation will result in the SPC making a recommendation to the PA Program Director for dismissal. As a result of being placed on Professionalism Probation, the PA Program is required to report this disciplinary action on applications for licensure and/or credentialing if queried by the respective board.

Failure to Improve

Failure to meet remediation or probation expectations, or the development of additional professionalism concerns, may result in referral to the Student Progress Committee (SPC), which could result in dismissal from the program.

Immediate Referral

Serious incidents, particularly those involving patient safety, academic dishonesty, falsification of records, or significant unprofessional conduct, may result in immediate referral to the Student Progress Committee without prior remediation, which could result in dismissal from program.

12. Student Progress Committee (SPC)

The Student Progress Committee (SPC) is responsible for reviewing student performance and determining progression status within the Physician Assistant Program. The committee evaluates academic performance, professional behavior, and readiness for continued participation in clinical training.

The SPC functions to ensure consistent and fair application of program policies and to support student success while maintaining standards required for safe patient care.

Referral to the SPC

A student may be referred to the SPC for review when concerns arise related to:

- Academic performance
- Professional conduct
- Failure of remediation
- Professional probation
- Clinical performance concerns
- Academic integrity or ethical violations

Serious concerns may result in immediate referral.

Review Process

When referred to the SPC, the student will receive written notification including the reason for review and the date of the meeting.

Students will have the opportunity to:

- Provide a written statement
- Submit relevant supporting information
- Appear before the committee if requested by the program

The committee reviews all available information before making a decision.

Possible Outcomes

Following review, the SPC may recommend one or more of the following:

- No action
- Additional feedback or monitoring
- Remediation plan
- Academic or professionalism warning
- Academic or professional probation
- Recommendation for deceleration or dismissal from program

- Repeat coursework or clinical experience
- Decisions are based on readiness for safe participation in training and adherence to program standards.

Notification

Students will receive written notification of the committee's decision and any required actions. In the event a student is recommended for dismissal from the program, Students dismissed from the program may appeal in accordance with [Kean University Academic Standards Committee procedures.](#)

Section 3

Academic Policies

13. Attendance Requirements

Required Participation

Attendance and punctuality are required for all scheduled program activities, including:

- Lectures and small group sessions
- Laboratories and simulation activities
- Standardized patient encounters
- Examinations and quizzes
- Presentations
- Scheduled assessment days
- Clinical rotations and site visits
- Mandatory program meetings
- IPE events

Students must be present and prepared for the entire scheduled time unless dismissed by faculty.

Leaving early, arriving late, or being unprepared may be recorded as a partial or full absence.

Notification Expectations

Students must notify:

- the course faculty (didactic), or
- the preceptor and clinical team (clinical phase)
- the program administrative office

before the start of the activity, whenever possible.

Failure to notify prior to the activity except in emergencies or illness is considered unprofessional behavior.

Personal Days

Students may request up to one personal day per semester through the official absence request process.

Personal day cannot be used for:

- Examinations or quizzes
- OSCEs or practical exams
- Simulation or standardized patient sessions
- Scheduled presentations
- Site visits
- Program assessment days (including callback/EOR-type days)
- Final exam week

- Extension of vacation or other leave of absence
- First or last day of a course or rotation

Requests made after the activity has occurred are not considered personal days. Personal days must be approved by the course instructor, and requests are not guaranteed.

Illness and Emergencies

Illness or emergency absences require immediate notification.

Documentation is required for:

- absences lasting ≥ 2 consecutive days
- repeated illness patterns
- any absence affecting clinical participation

Students must be able to return to full participation at the end of the illness or receive a medical learning accommodation through the Office of Accessibility Services.

Medical restrictions are handled through the Office of Accessibility Services and not determined at the program level.

Bereavement Leave

Students may be granted up to three (3) consecutive academic days of excused absence for the death of an immediate family member or other significant person. Additional time may be approved based upon: Travel requirements, cultural or religious observances, and/or circumstances surrounding the loss. Approval of additional time is at the discretion of the Program Director.

Bereavement leave does not exempt students from meeting course or clinical learning outcomes. Students are responsible for:

- Contacting faculty regarding missed assignments and assessments
- Completing all required coursework
- Completing missed laboratory, simulation, or clinical activities when feasible
- Adhering to revised deadlines established by faculty

Faculty will make reasonable efforts to provide opportunities for students to complete missed work without academic penalty. Possible accommodations may include:

- Assignment extensions
- Alternative assignment dates
- Deferred examinations
- Scheduled remediation activities

- Rescheduling of clinical experiences when feasible

Certain activities, including laboratories, simulation exercises, OSCEs, clinical rotations, or mandatory program events, may require additional make-up experiences.

Extended bereavement-related absences may significantly impact a student's ability to achieve required course, laboratory, or clinical learning outcomes. When the Program Director determines that the amount of missed instructional or clinical time cannot be reasonably remediated, the student may be required to decelerate.

Students must be in good academic standing to be eligible for deceleration. Deceleration is not guaranteed and is subject to program capacity and the student's ability to meet all progression requirements.

For students in the didactic phase of the program, deceleration typically involves withdrawal from the current semester and re-entry with the next available cohort to complete the curriculum from the beginning of the interrupted semester. The specific terms of deceleration, including the point of re-entry and any conditions for return, will be determined by the Program Director and communicated to the student in writing.

Clinical Phase Attendance

Students may not miss more than one clinical day per rotation without required make-up time.

Missing multiple days may result in:

- additional assigned clinical days
- extension of the rotation
- delayed progression

Completion of required clinical hours is mandatory for graduation.

Unacceptable Attendance Behavior

The following constitute professionalism concerns:

- Missing required activities without approval
- Attending only for attendance credit and leaving
- Scheduling travel that conflicts with required activities
- Using a personal day to extend a vacation
- Repeated lateness
- Failure to notify the program appropriately
- Reporting to clinical late or leaving early without permission

Consequences

Attendance concerns may result in:

- required make-up work
- grade impact when assessments are missed
- remediation
- professional probation
- referral to the Student Progress Committee

Repeated minor issues may be treated as a single professionalism concern.

14. Classroom and Laboratory Expectations

Students are expected to actively participate in all instructional activities. Professional behavior in the learning environment reflects readiness for clinical training and patient care responsibilities.

Preparation

Students must arrive prepared for scheduled sessions.

Preparation includes:

- completing assigned readings or modules
- bringing required equipment and materials
- reviewing prior instruction when applicable
- being ready to perform assigned skills or participate in discussion

Failure to prepare for laboratory, simulation, or small-group sessions may result in removal from the activity and referral for professionalism review.

Participation

Students must remain engaged for the full duration of the session unless dismissed by faculty.

The following are considered lack of participation:

- sleeping during instruction
- repeated side conversations
- refusal to participate in assigned activities
- working on unrelated coursework
- leaving the room without permission during required activities
- attending remotely without authorization

Faculty may mark a student absent or partially absent for lack of participation.

Electronic Devices

Electronic devices may be used only for educational purposes during instructional time.

The following behaviors are prohibited during class, lab, or simulation:

- texting or messaging unrelated to the session
- social media use
- shopping or browsing unrelated websites
- watching videos unrelated to instruction
- recording without permission

- using AI or external tools during assessments unless authorized

Faculty may require devices to be closed or removed during activities.

Repeated misuse of devices may be treated as a professionalism concern.

Laboratory and Simulation Conduct

Laboratory and simulation environments represent patient care settings and require professional behavior.

Students must:

- follow safety instructions
- use equipment appropriately
- wear required attire and protective equipment
- respect standardized patients and simulation staff
- perform assigned roles
- leave simulation lab as you found it

The following are prohibited:

- unsafe handling of equipment
- inappropriate joking about patient scenarios
- refusal to participate in assigned clinical roles
- documenting false findings for completion credit

Students may be removed from activities for unsafe behavior.

Professional Environment

Students are expected to contribute to a respectful learning environment.

Unacceptable behavior includes:

- disruptive conduct
- disrespectful language toward peers or faculty
- hostile or dismissive responses to feedback
- creating distractions that interfere with learning

Consequences

Failure to meet classroom or laboratory expectations may result in:

- removal from the activity
- assignment of partial or full absence

- required remediation
- professionalism documentation
- referral to the Student Progress Committee for repeated or serious concerns

15. Examination Policies

The Physician Assistant Program administers examinations under standardized conditions to ensure fairness, academic integrity, and accurate assessment of student competency. All students are expected to comply with the procedures outlined below.

Failure to follow examination policies may result in exam failure, professionalism action, referral to the Student Progress Committee, or additional disciplinary measures.

Examination Attendance

Students must take examinations at the scheduled date and time.

Examinations will not be rescheduled except for:

- Approved religious observance
- Bereavement (as defined in Section 12)
- Acute illness preventing attendance
- Emergency circumstances approved by the Program Director

Travel, employment, scheduling conflicts, or poor preparation are not valid reasons to miss an examination.

Students unable to attend due to illness or emergency must notify the program before the examination start time when feasible.

Failure to notify the program appropriately will result in a score of zero (0).

Make-up examinations for excused absences may differ in format, length, timing, or difficulty from the original examination.

Standardized Testing Environment

All examinations are administered under controlled testing conditions. Students must follow all instructions provided by the proctor.

Non-compliance with proctor instructions may result in removal from the examination and invalidation of results.

Academic Integrity During Exam Period

Discussion, sharing, or attempted reconstruction of examination content with any individual who has not yet completed the exam is considered academic dishonesty.

The examination period includes all scheduled testing sessions for that assessment.

Violations will result in:

- Examination failure
- Professionalism review
- Possible referral to the Student Progress Committee

Personal Belongings

Prior to the examination, students must store all personal belongings in the designated secure area.

Prohibited items include, but are not limited to:

- Bags and backpacks
- Jackets and outerwear
- Cell phones
- Smart watches
- Electronic devices
- Notes or written materials

No personal belongings may be brought into the testing room unless explicitly approved by the proctor.

Seating Assignments

Seating is assigned by the proctor. Students may not change seats without permission.

Exam Materials

Only materials distributed or approved by the proctor may be used during the examination.

All scratch paper, whiteboards, or lab sheets must be returned before leaving the testing area.

Examination Software Responsibility

Students are responsible for ensuring that required testing software is installed, updated, and functioning prior to the start of the examination.

Technical problems resulting from failure to prepare a device will not warrant additional time, retesting, or alternative testing arrangements.

Accommodations and Testing

Students approved for academic accommodations through the Kean University Office of Accessibility Services must follow university procedures.

Examination accommodations will be coordinated through the designated testing center or approved accommodation process. Please see section 27 for more details.

Students are responsible for:

- Submitting accommodation documentation
- Scheduling testing within required timelines
- Confirming arrangements prior to the exam

Failure to follow accommodation procedures may result in a grade of 0 on the exam.

The program will provide approved accommodations as documented but will not provide informal or retroactive modifications.

Non-Compliance With Examination Procedures

Failure to follow examination policies may result in:

- Removal from the exam
- Invalidation of exam results
- Professionalism referral
- Additional disciplinary action

16. Grading and Academic Performance Standards

The Physician Assistant Program uses a program-specific grading scale.
The standard Kean University graduate grading scale does not apply.

Program Grading Scale

Grade	Percentage
A	94.45 and above
A-	89.45 – 94.44
B+	86.45 – 89.44
B	82.45 – 86.44
B-	79.45 – 82.44
C+	74.45 – 79.44
F	Below 74.45

Grades are calculated to two decimal places and assigned exactly as earned.
Grades are not rounded for any reason.

Minimum Passing Performance

A final course grade of **C+ or higher** is considered passing.

However, a grade of **C+ represents minimal competency** and triggers academic review.

Some courses may establish higher passing thresholds for specific components (e.g., OSCEs, skills checkoffs, or clinical evaluations). These requirements are defined in the course syllabus and must be met regardless of overall course average.

Failure of a required component constitutes course failure even if the numerical average is passing.

Final course grades equate to the following GPA quality points:

Grade	Quality Points
A	4.0
A-	3.7
B+	3.3
B	3.0

B-	2.7
C+	2.3
F	0

Academic Standing

Students must meet both requirements at all times:

1. Pass each individual course
2. Maintain a cumulative GPA ≥ 3.0

Both standards are independently required for progression and graduation.

Course Performance Monitoring

Grade of C+

A final course grade of C+ will result in:

- Mandatory review by the Student Progress Committee
- Placement on a Formal Academic Improvement Plan

Students may receive a maximum of two (2) C+ grades during the program.

A third C+ will result in referral to SPC for consideration of dismissal from the program despite GPA.

Course Failure

A grade below C+ constitutes course failure.

Course failure results in referral to the Student Progress Committee for determination of:

- remediation
- deceleration
- or dismissal

Remediation is not guaranteed.

GPA Requirements

Students must maintain a cumulative GPA of **3.0 or higher**.

If cumulative GPA falls below 3.0:

- Student is placed on Academic Probation

If GPA remains below 3.0 at the end of the subsequent semester:

- Student will be dismissed from the program

If GPA returns to ≥ 3.0 at the end of the subsequent semester:

- Student returns to normal academic standing

However, a second occurrence of GPA < 3.0 after removal of probation results in dismissal. Note that this policy is PA program specific and is different from the University's Probation and Dismissal policy.

Program Summative Examinations

The Physician Assistant Program includes required summative evaluations designed to assess readiness for advancement in the curriculum and entry into supervised clinical practice.

Students must pass all required program summative examinations, including:

- End of Didactic Examination
- End of Curriculum Examination
- PackRat Examinations

These examinations are progression requirements independent of course grades or cumulative GPA.

Failure of a summative examination indicates that the student has not demonstrated the minimum competency required to safely advance in training.

Remediation of Summative Examination Failure

A student who fails a required summative examination will be assigned a structured written remediation plan determined by the Student Progress Committee.

The remediation process may include directed study, reassessment of foundational knowledge, clinical reasoning review, or additional competency assessment.

The student will be provided one opportunity to successfully complete the remediation exam.

Failure of Remediation

Failure to successfully complete the remediation exam demonstrates the inability to meet program competency requirements.

A student who fails summative examination remediation will be dismissed from the program, regardless of course grades or cumulative GPA.

Because summative examinations assess readiness for patient care training, progression in the curriculum is not permitted without successful completion.

Early Identification of Academic Difficulty

Student performance is continuously monitored.

Faculty may initiate academic support interventions including:

- tutoring
- advising meetings
- structured learning plans

Students are expected to proactively seek assistance when difficulties arise.

Assignment of academic support does not replace progression standards.

Final Grade Determination

Final grades represent the demonstrated competency level at course completion.

Grades are final once submitted and may only be changed in cases of documented calculation error or through the formal grade appeal process outlined in Section 20.

Requests for additional assignments, extra credit, or reconsideration based on effort or proximity to passing will not be considered.

17. Remediation

Remediation is a structured educational intervention used when a student has not demonstrated required competency. Remediation is not tutoring, extra credit, or grade improvement. It exists solely to determine whether minimum competency can be achieved.

Remediation does not guarantee progression in the program.

Types of Academic Intervention

1. Academic Support (Pre-Failure)

Faculty may assign academic support when a student shows risk of difficulty but has not failed a required standard.

Support strategies may include:

- targeted study plans
- tutoring
- advising meetings
- learning strategy review
- referral to Kean's Center for Advising, Persistence and Success (CAPS)

Academic support does not alter grades or progression standards.

2. Course Remediation (After Deficiency)

Course remediation occurs when a student fails to meet required course competency but is eligible for remediation.

A remediation plan may include:

- focused content review
- written assignments
- skills reassessment
- examination reassessment
- clinical reasoning review
- referral to Kean's Center for Advising, Persistence and Success (CAPS)

Remediation format and assessment are determined by the course director and Student Progress Committee (SPC).

The original course grade remains unchanged.

Failure to complete or pass remediation results in course failure and referral to the SPC for progression determination.

Didactic Examination Remediation Limits

Remediation of examinations exists to determine minimum competency, not to improve grades, or provide additional testing opportunities.

Individual Examination Failure

- A student who fails a written examination is permitted one (1) remediation attempt.
- The remediation assessment is graded pass/fail only.
- Passing remediation indicates minimum competency has been achieved.
- The original examination score remains unchanged in the course grade calculation.

Failure of the remediation assessment constitutes failure of that examination component and will be reviewed by the Student Progress Committee (SPC).

Maximum Number of Examination Remediations

To ensure students demonstrate consistent mastery of material:

- A maximum of two (2) examination remediations per course per semester is permitted.

If a student requires more than two examination remediations in a single course:

- a. The course is automatically failed regardless of overall course average.
- b. The Student Progress Committee will then determine progression status, which may include deceleration or dismissal.

Important Clarification

Remediation:

- does not raise a grade
- does not replace the original score
- does not reset course averages
- does not guarantee progression

It only confirms whether minimum competency was eventually achieved.

C+ Performance and Academic Improvement Plan

A final course grade of C+ triggers mandatory review.

The student will:

- receive written notification
- be placed on a Formal Academic Improvement Plan
- be monitored by the Student Progress Committee

A maximum of two C+ grades is permitted in the program.

A third C+ results in referral to the SPC for consideration of dismissal from the program.

Course Failure

A grade below C+ constitutes course failure.

Course failure is referred to the Student Progress Committee, which will determine:

- remediation eligibility
- deceleration
- or dismissal

Clinical Rotation Deficiencies

Failure to meet clinical competency requirements may result in:

- targeted remediation
- repeat rotation
- delayed graduation

Preceptor evaluation failure or required component failure may require repetition of the rotation regardless of course average.

End-of-Didactic Summative Examination Remediation

Students must pass the End-of-Didactic competency assessments to begin clinical training.

Failure results in:

- structured remediation plan
- one reassessment opportunity

Failure of reassessment results in dismissal from the program.

Students may not begin clinical rotations until competency is demonstrated.

Participation in graduation or other ceremonial activities may be restricted until competency requirements are met.

End-of-Program Summative Evaluation Remediation

Graduation requires passing the End-of-Program Summative Evaluation.

This includes:

- comprehensive knowledge assessment
- clinical skills assessment

Students are allowed one remediation attempt.

Failure of remediation summative evaluation exam demonstrates inability to meet program competency requirements and results in referral to SPC for dismissal from the program.

Delay of graduation may occur during remediation.

Failure to Complete Remediation

Failure to:

- follow the remediation plan
- meet deadlines
- demonstrate competency on remediation exam

is considered unsuccessful remediation and will result in referral to the Student Progress Committee for dismissal.

18. Progression and Program Completion

Progression in the Physician Assistant Program is based on demonstrated readiness for increasing clinical responsibility. Because the curriculum is sequential, each stage of training must be successfully completed before advancement to the next stage.

Advancement in the program is determined by the Student Progress Committee (SPC).

Semester-to-Semester Progression

At the conclusion of each semester, the Student Progress Committee reviews each student's performance across all domains, including:

- academic performance
- professional behavior
- clinical skills
- completion of remediation requirements
- compliance with program policies

Students may not advance to the subsequent semester unless approved for progression by the Student Progress Committee.

Progression may be delayed if competency has not been demonstrated, even when course grades are passing.

Advancement to the Clinical Phase

Before entering supervised clinical practice experiences, students must demonstrate readiness for patient care.

Students must:

- Complete all didactic coursework
- pass End-of-Didactic summative assessment (End of Didactic Year Exam, PackRat One Exam)
- meet professional standards
- complete all required remediation
- meet technical standards

Students are not permitted to begin clinical rotations until all requirements are satisfied.

Graduation Eligibility

Degrees are conferred by the authority of the Kean University Board of Trustees.

To be recommended for graduation, students must:

1. Be in good academic standing ($\text{GPA} \geq 3.0$)
2. Be in good professional standing
3. Successfully complete all coursework
4. Demonstrate achievement of all program competencies
5. Pass all components of the End-of-Program Summative Evaluation
6. Resolve all remediation requirements
7. Submit a graduation application to the Registrar
8. Have no outstanding financial obligations

Students who do not meet all requirements will not be recommended for graduation.

Summative Evaluation Requirement

Successful completion of the End-of-Program Summative Objective Structured Clinical Exam/Technical Skills Exam is required for program completion independent of course grades or GPA.

Failure to pass the summative evaluation after remediation results in ineligibility for graduation.

Outstanding Requirements

All coursework and remediation must be completed before graduation eligibility is confirmed. Students may not graduate with incomplete academic or competency requirements.

19. Enrollment Status Changes: Withdrawal, Leave of Absence, and Deceleration

Because the Physician Assistant Program follows a sequential cohort curriculum, interruptions in enrollment affect progression and graduation timelines. The following policies describe voluntary and program-approved changes to enrollment status that do not constitute dismissal.

Voluntary Withdrawal

A student may withdraw from the program at any time by submitting written notification to the Program Director.

Upon withdrawal:

- The student is no longer enrolled in the program
- The student must reapply for admission to return
- Readmission is not guaranteed

University refund policies apply as determined by the Registrar.

Leave of Absence (LOA)

A Leave of Absence is a temporary interruption of enrollment granted for significant personal, medical, or military circumstances.

Eligibility

Students must be in good academic and professional standing at the time of request.

Procedure

A written request must be submitted to the Program Director. Approval is determined by the Program Director in consultation with the Student Progress Committee. Once approved, the student must file the [established process at the university](#) to complete the leave request.

Duration

- Maximum duration: one (1) year
- Student returns with the next available cohort

Requests exceeding one year require reapplication to the program.

The total time to complete the program may not exceed six (6) years from matriculation, except for military activation.

Deceleration

Deceleration occurs when a student's progression is delayed.

A student may be placed on a decelerated course of study for any of the following reasons:

- Required repetition of a single failed course
- Delayed completion of required remediation
-

A written plan for deceleration/re-entry is developed by the PA Program Director in consultation with the SPC. The plan includes identified courses (outside of the University and/or within the Program), as well as other program requirements and/or program competencies that the student must satisfy along with associated deadlines.

If a student is on academic probation at the time of deceleration, that designation remains in effect upon re-entry. Additionally, the student will be required to relinquish any student leadership or committee membership and will be advised to reconsider participating in any extracurricular activities, so the student may focus on resolving the identified deficiency. The student is required to sign the designated deceleration/re-entry plan, and a copy is maintained in the student's file.

Upon re-entry, students are monitored by the SPC. Failure to meet the terms of the deceleration/re-entry contract or program academic progression will result in the student being referred to the SPC for review which will include a recommendation for dismissal.

A student who fails the same course more than one time or who fails two different courses across the curriculum, either academic or clinical courses, will be referred to SPC who will recommend dismissal to the PA Program Director regardless of the cumulative GPA.

Any required supplemental coursework, as well as all subsequent PA program coursework needed to complete degree requirements, will be the financial responsibility of the student

Important Note on Enrollment Status

Students on Leave of Absence or Deceleration remain subject to program policies and may be required to meet updated program requirements upon return.

20. Dismissal

Dismissal from the Physician Assistant Program occurs when a student is unable to meet the academic, professional, or technical requirements necessary for progression toward entry-level clinical practice.

All dismissal decisions are determined by the Program Director in consultation with the Student Progress Committee (SPC).

Academic Dismissal

A student will be dismissed for failure to meet academic competency standards, including but not limited to:

- Inability to raise the cumulative GPA to 3.0 or higher by the end of the probationary period.
- A second failure of the same didactic course or clinical rotation.
- Failure of a second didactic course or clinical clerkship or a combination of both.
- Failure of a third EOR exam after two prior retakes have been exhausted.
- Placement on academic or professionalism probation for a second time.
- Having a cumulative PA GPA less than 3.0 prior to entry into the clinical phase.
- Failure to pass any component of the summative evaluation on the second attempt.

Academic dismissal reflects inability to demonstrate readiness for continued training.

Professionalism Dismissal

A student who receives an Unsatisfactory rating on the Professionalism Evaluation may be placed on Professionalism Probation by the Student Progress Committee (SPC).

The length of Professionalism Probation will be determined by the nature of the identified deficiency and will continue until the required remediation has been successfully completed within the timeframe established by the SPC.

Failure to achieve the SPC recommended remediation by the end of the defined probationary period will result in further review by the SPC and may lead to a recommendation for dismissal from the program.

A student may be placed on Professionalism Probation only once during the entire period of enrollment in the program. Upon successful completion of all probation requirements, the student will be returned to good professionalism standing.

Any subsequent professionalism violation that would otherwise warrant a second period of Professionalism Probation will result in SPC review and may lead to a recommendation to the Program Director for dismissal from the program.

The PA Studies Department may be required to disclose professionalism probation or other disciplinary actions when responding to inquiries from state licensing boards, credentialing bodies, clinical training sites, or employers, in accordance with applicable law and institutional policy.

Regardless of prior probation status, any student who has not achieved satisfactory ratings in all professionalism domains by the end of the program will be referred to the SPC for review and may be subject to dismissal.

Professional dismissal may occur regardless of academic standing.

Administrative Dismissal

A student may be dismissed when unable to meet program participation requirements, including:

- inability to meet technical standards
- background check restrictions preventing clinical placement
- drug screen violations
- inability to complete required clinical experiences
- exceeding maximum program completion time

Immediate Dismissal

Certain actions may result in immediate dismissal without prior remediation, including:

- serious breach of academic integrity
- threat to patient safety
- illegal activity in clinical or academic settings
- conduct that renders the student ineligible for clinical participation

Finality of Program-Level Competency Determinations

Program-Level Competency Benchmarks represent faculty academic judgment regarding readiness for patient care.

Failure to achieve a passing score on these required benchmarks, including failure of permitted remediation, results in ineligibility for progression or graduation.

These determinations are final academic judgments and are not subject to substantive grade appeal.

Appeals may be filed only on the basis of procedural error or failure to follow published policy.

Appeal Process

Students dismissed from the program for academic reasons appeal in accordance with Kean University Academic Standards Committee [procedures](#).

Appeals must follow university timelines and submission requirements.
The decision of the Dean is final.

Dismissals or disciplinary actions resulting from violations of Kean University policies are separate from program-level academic and professional actions and are governed by University policies and procedures. Any University sanction, including suspension or expulsion, is independent of the Physician Assistant Studies Program and will be administered in accordance with University policy. Students who are suspended or expelled from Kean University are subject to the University's eligibility requirements for readmission, and the Physician Assistant Studies Program cannot override or modify University disciplinary decisions.

21. Grade Appeal Process

The purpose of the grade appeal process is to correct a grading error or failure to follow published policy. It is not intended to re-evaluate academic judgment.

A student may appeal a grade only if one of the following occurred:

- mathematical or calculation error
- failure to apply the grading criteria as published in the syllabus
- grading applied inconsistently to the class
- procedural error in the administration of an assessment

The following are not grounds for appeal:

- disagreement with exam questions or answers
- perceived difficulty of an assessment
- comparison to other students
- amount of effort or preparation
- proximity to a passing grade
- faculty academic judgment regarding performance

Program-level competency determinations (End-of-Didactic Evaluation and End-of-Curriculum Summative Evaluation) are not subject to grade appeal except in cases of documented procedural error.

Informal Resolution

Within 5 business days of grade release, the student must first contact the course director to request clarification.

If the issue is resolved, the process ends.

Formal Appeal Procedure

If unresolved, the student may submit a written appeal in accordance with the university's [Grade Grievance Policy](#).

Final Grade Record

Grades become final after completion of the appeal process or expiration of appeal deadlines. Grades cannot be changed after degree conferral except in cases of documented administrative error.

SECTION 4

Clinical Education Policies

22. Clinical Eligibility and Clearance Requirements

Participation in Supervised Clinical Practice Experiences (SCPEs) requires students to meet all health, legal, and institutional clearance requirements. These requirements exist to protect patients, clinical partners, and students.

Students may not enter or continue clinical training until all requirements are completed and verified.

Failure to maintain eligibility at any time may result in removal from clinical education and delay of progression.

Students are not required to provide or solicit their own clinical sites or preceptors. All placements are arranged exclusively by the Clinical Education Office.

Required Clearances

Prior to beginning clinical rotations, and continuously throughout the clinical phase, students must maintain the following:

Health Requirements

- Physical examination as required by clinical sites
- Required immunizations and titers
- Tuberculosis screening
- Annual influenza vaccination
- COVID-19 vaccination if required by site policy
- N95 fit testing or respiratory clearance when required

Students are responsible for all costs associated with health requirements.

Certifications and Training

Students must maintain current certification in:

- Basic Life Support (BLS)
- Advanced Cardiac Life Support (ACLS)
- HIPAA training
- OSHA / Bloodborne Pathogen training
- Infection control training
- Any site-specific onboarding modules

Expired certifications result in immediate removal from clinical participation until updated.

Background Check and Drug Screening

Students must complete and maintain:

- Criminal background check
- Urine drug screening
- Any additional site-required screening

Clinical sites may deny placement based on screening results.

If a student is ineligible for placement, program completion may not be possible.

Insurance Requirements

Students must maintain:

- Personal health insurance
- Professional liability coverage provided through the program

Students are financially responsible for medical care received following exposure or injury unless otherwise specified by the clinical site.

Ongoing Compliance

Clearances must remain current throughout the clinical phase.

Students are responsible for monitoring expiration dates and submitting updates prior to expiration.

Failure to maintain compliance will result in immediate removal from clinical activities until resolved. Missed clinical time may be required to be made up and may delay graduation.

Site-Specific Requirements

Clinical sites may impose additional requirements including orientation modules, documentation, or training. Students must complete all site-specific onboarding prior to participation.

Failure to complete site onboarding requirements may result in removal from the rotation.

Eligibility Determination

Meeting minimum program requirements does not guarantee placement at a specific clinical site. Clinical sites maintain final authority to accept or deny a student.

If a student cannot be placed due to eligibility limitations, the student may be unable to progress in the program.

Transportation and Housing

Students are responsible for transportation to assigned sites.

Travel distance or housing inconvenience does not excuse attendance requirements.

3. Clinical Conduct and Documentation

Students represent the Physician Assistant Program and Kean University in all clinical settings. Students are expected to conduct themselves as members of a healthcare team and comply with professional, ethical, legal, and institutional standards of patient care.

Failure to follow clinical conduct or documentation policies may result in removal from the clinical site, professionalism action, or dismissal.

Patient Safety and Scope of Practice

Students function under supervision and may not independently provide medical care.

Students must not:

- independently diagnose or treat patients
- independently discharge patients
- provide medical advice without preceptor approval
- sign prescriptions, orders, or legal medical documents
- represent themselves as licensed providers

All clinical decisions must be reviewed with the supervising preceptor.

If uncertain, the student must seek guidance before acting.

Documentation of Patient Encounters

Students may document patient encounters for educational purposes when permitted by the clinical site.

All student documentation must:

- be reviewed by the preceptor
- clearly identify the student as a student
- comply with site documentation policies

Students may not independently authenticate medical records.

Preceptors retain responsibility for final documentation.

Orders and Electronic Medical Records

Students may enter orders only if permitted by site policy and supervised by the preceptor.

All orders must be reviewed and authenticated by the supervising provider before implementation.

Students may not:

- independently activate orders
- use another provider's login credentials
- allow others to use their login credentials

Unauthorized record access or order entry is considered a serious professionalism violation.

Patient Confidentiality (HIPAA)

Students must protect patient privacy at all times.

Students may not disclose patient information in any form outside the clinical care environment, including:

- conversations in public areas
- personal communication
- electronic messaging
- photographs or recordings

Patient information may be used for educational assignments only when de-identified.

HIPAA violations may result in immediate removal from the site and disciplinary action.

Social Media and Electronic Communication

Students may not post or share any patient-related information on social media, even if identifiers are removed.

Students must not:

- discuss patient encounters online
- post clinical images
- identify clinical sites in patient-related discussions

Violation may result in dismissal from the program.

Professional Behavior in Clinical Settings

Students must:

- interact respectfully with patients and staff
- maintain appropriate professional boundaries
- accept feedback constructively
- adapt to the clinical environment

Unprofessional conduct may result in removal from the rotation.

Clinical Incident and Exposure Reporting

Students must immediately report:

- needle sticks
- body fluid exposures
- patient injuries
- safety events

The student must notify:

1. the clinical preceptor
2. the clinical education office

Students must follow site emergency protocols and complete required documentation.

Students are responsible for medical care costs unless covered by the clinical site.

SECTION 5

Safety, Reporting, and Student Support

24. Safety, Security, and Emergency Reporting

Kean University provides campus safety and emergency services through the University Police Department, available 24 hours a day.

Emergency: 911

Campus Police: (908) 737-4800

Students should clearly identify their location (building, room, or clinical site) when contacting emergency services.

Additional safety alerts and emergency procedures are available at:

<https://www.kean.edu/offices/university-police>

Students are automatically enrolled in the University emergency notification system through their KeanWise contact information and are responsible for maintaining accurate contact details.

Emergencies During Program Activities

In any immediate safety threat:

1. Call emergency services (911)
2. Follow instructions of emergency personnel or site staff
3. Notify the program as soon as safely possible

During clinical rotations, students must follow the clinical site's emergency procedures first, then notify the program.

Students will not be penalized academically for prioritizing safety in emergency situations.

Bloodborne Pathogen Prevention and Exposure Policy (A3.05)

The Department of Physician Assistant Studies 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

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

5230, and during PAS 6110. 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 Clinical Education.
- Seek immediate medical evaluation at Kean University Health Services. If the student prefers, they may seek evaluation from their personal healthcare provider.

If during a clinical rotation:

- Notify the preceptor and the Director of Clinical Education.
- 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).
- Seek follow up care at Kean University Health Services. If the student prefers, they 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-consulation-center>

Chemical and Environmental Exposure and Safety

Students must adhere to all clinical site safety procedures regarding chemical use, including wearing appropriate personal protective equipment (PPE), and following all handling, storage, and disposal requirements.

Unless otherwise specified in your specific learning environment, follow these steps for a chemical splash:

Immediately flush the affected area with water for at least 15 minutes and remove contaminated clothing.

Notify supervision: Immediately inform your preceptor or the site supervisor of the exposure.

Seek medical care: If needed, obtain prompt medical evaluation through the site's employee health department, emergency department, or designated occupational health service.

Follow up: Comply with all follow-up testing or treatment as directed by the healthcare provider.

In all cases, report the incident to the course instructor. If you are on a clinical rotation, notify the Director of Clinical Education (DCE) within 24 hours and complete all required incident or exposure report forms required by your clinical site.

Students are responsible for familiarizing themselves with the location of Safety Data Sheets (SDS). Failure to follow site safety policies may result in disciplinary action and/or removal from the clinical site.

The cost of this care and prescribed medication is the responsibility of the student and their health insurance carrier.

Incident Report

Students must submit a *PA Program BBP Exposure Incident Reporting Form (Appendix B in Student Handbook)* to the Department of Physician Assistant Studies 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.

25. Incident Reporting

Any incident occurring during program-related activities (on or off campus) must be reported.

This includes, but is not limited to:

- injury or illness during training
- needle stick or exposure to body fluids
- patient safety events
- removal from a clinical site
- threatening or unsafe behavior
- HIPAA concerns
- police involvement

Reporting Procedure

The student must:

1. Notify the preceptor or supervising faculty immediately
2. Notify the PA Program the same day
3. Submit a Program Incident Report within 24 hours

Failure to report a safety incident may be considered a professionalism violation.

Students must follow additional reporting procedures required by the clinical site.

Financial responsibility for any medical care following an exposure or injury rests with the student unless covered by the clinical site's policy or the student's personal health insurance.

26. Harassment, Discrimination, and Title IX

The Physician Assistant Program follows all Kean University policies regarding harassment, discrimination, and retaliation.

Kean University's Sexual Harassment (Title IX) Policy strongly discourages relationships in which power differentials are inherent for the personal protection of members of the Kean community. Such relationships may also violate standards of professionalism and/or professional ethics. As such, preceptors with direct supervisory or otherwise evaluative responsibilities who are involved in such relationships with students must disclose such relationships to the Program Director [or Director of Clinical Education] prior to the clinical learning experience. This will likely result in removing the supervisory or evaluative responsibilities from the preceptor.

Students who experience or witness harassment, discrimination, or sexual misconduct should report concerns using University reporting offices below.

Students are protected from academic penalty for good-faith reporting.

Clinical reassignment may be arranged when necessary for safety.

Reporting Contacts

Title IX / Sexual Misconduct

titleix@kean.edu

<https://www.kean.edu/titleix>

Affirmative Action / Discrimination Complaints

(908) 737-3330

<https://www.kean.edu/offices/affirmative-action>

University Policies and Procedures

<https://www.kean.edu/offices/policies>

Students may also report concerns to the Program Director or Clinical Education Office, who will assist with appropriate reporting channels.

27. Accessibility and Accommodations

Kean University provides accommodations through the [Office of Accessibility Services \(OAS\)](#). The PA Program cannot grant accommodations independently.

Students who require accommodations are required to self-disclose their disability and submit current documentation to the university's Office of Accessibility Services to initiate the accommodation process. While clinical sites are not obligated to provide the same accommodations available on campus, the university will collaborate with site supervisors to explore reasonable modifications that support student success without compromising patient care or clinical standards. Students should notify the university as early as possible to allow sufficient time for coordination.

Students seeking accommodations must:

1. Register with OAS
2. Provide official accommodation documentation
3. Follow approved accommodation procedures

Accommodation is not retroactive.

Students approved for testing accommodations must utilize designated testing locations or approved processes as directed by the program.

The PA Program cannot implement accommodations without official documentation from OAS.

Latex Allergy

Latex products may be utilized in the medical setting. Any student with a known latex allergy, or describing symptoms consistent with latex allergy, is advised to consult a qualified allergist for evaluation. The expense for such an evaluation is borne by the student. If such a student elects to continue in the program, the student assumes any responsibility and risk posed by allergic reactions, which can range from mild symptoms to anaphylaxis and death and neither Kean University nor its affiliates are liable. In the event such an allergy is present, either intentional or inadvertent exposure to latex and related products may lead to these consequences.

28. Health and Immunization Requirements

Students must maintain required health clearances throughout the program and clinical training.

Failure to maintain compliance may result in removal from clinical activities and delay of progression.

Students must comply with both:

- University requirements
- Clinical site requirements

Students are responsible for all associated costs unless otherwise specified by the clinical site.

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

SECTION 6

Administrative and Financial Policies

29. Tuition and Financial Responsibility

Tuition and fees for the Physician Assistant Program are established by Kean University and are subject to change. Students are responsible for understanding and complying with all university billing policies.

Tuition billing, payment deadlines, and account balances are managed through the Office of Student Accounting.

Student Accounting Services:

<https://www.kean.edu/offices/student-accounting>

Students are responsible for:

- Monitoring their Kean email and KeanWISE account for billing notifications
- Paying all tuition and fees by published deadlines
- Resolving financial holds prior to registration and graduation
- Maintaining eligibility for enrollment each semester

Failure to meet financial obligations may result in:

- Registration holds
- Removal from classes or clinical rotations
- Ineligibility for progression or graduation

The PA Program does not modify or override university financial policies.

Financial Aid information is available at:

<https://www.kean.edu/offices/financial-aid>

Refunds and Withdrawal

Students must formally withdraw through the Registrar:

Registrar Office:

<https://www.kean.edu/offices/registrars-office>

Non-attendance does **not** constitute withdrawal.

Tuition refunds follow the official university refund schedule:

<https://www.kean.edu/offices/student-accounting>

Given the cohort nature of the program, a withdrawal of any single course in the program during the didactic component of the PA program will result in dismissal or deceleration from the program.

Readmission after withdrawal requires reapplication and is not guaranteed.

Financial Aid

Financial Aid Office:

<https://www.kean.edu/offices/financial-aid>

Scholarship Information:

<https://www.kean.edu/offices/financial-aid/scholarship-services>

Students are responsible for understanding their aid status and maintaining eligibility.

30. Required Program Expenses

In addition to tuition, students should expect expenses associated with professional training. These costs are the responsibility of the student and are not included in tuition unless otherwise specified.

Typical program-related expenses may include:

Medical and Clinical Requirements

- Immunizations and titers
- Physical examinations
- TB screening and annual updates
- Drug screening and background checks
- Health insurance coverage
- Respirator clearance
- Exposure-related medical care if not covered by site

Students are welcome to visit the Kean Health Services Center:

<https://www.kean.edu/offices/student-health-services>

Educational and Testing Requirements

- Board preparation materials
- Standardized patient and simulation fees
- Certification courses (BLS/ACLS)

Failure to maintain certifications prevents participation in clinical rotations.

Equipment and Supplies

- Diagnostic equipment (stethoscope, exam tools)
- White coat and professional attire
- Required textbooks or board review resources
- Clinical supplies

Clinical Rotation Costs

- Transportation, parking, tolls
- Housing if required by distant placements
- Meals during rotations

Clinical assignments are determined by the program.
Travel distance or cost is not grounds for reassignment.

Profession Related Costs

Students should anticipate expenses related to professional entry into practice, including:

- certification exam registration
- state licensure application
- professional organization membership (recommended)

Students are responsible for planning financially for these expenses prior to matriculation.

31. Technology and Equipment Requirements

Because the PA Program uses secure electronic testing and clinical documentation systems, students must maintain reliable personal technology throughout the program.

Failure of personal technology is not considered an excused circumstance for missed examinations or assignments.

Required Computer Specifications

Students must maintain a laptop computer meeting the current requirements of the program's testing software:

ExamSoft Minimum Requirements:

<https://examsoft.com/resources/examplify-minimum-system-requirements>

Tablets, Chromebooks, and mobile devices are not permitted for examinations.

Students must:

- Keep operating system updated
- Install required testing software prior to exam day
- Perform required mock exams when instructed
- Bring power charger to every exam

Technical issues caused by failure to prepare a device will not result in additional testing time.

Internet and Software Access

Students must maintain reliable internet access sufficient for:

- remote learning activities
- exam downloads/uploads
- clinical documentation systems
- program communication

Required Equipment

Students must have access to:

- webcam and microphone for remote assessments
- secure storage device if required
- compatible browser and security settings

Email Communication

Official program communication occurs through the Kean University email account only.

Students are responsible for checking their Kean email daily. When appropriate, responses are required within 48 hours.

Failure to read program communications does not exempt students from policy or deadlines.

SECTION 7

General Program Policies

32. Dress Code

Students represent the Physician Assistant profession, the clinical site, and Kean University in all program activities. Appearance must support patient trust, safety, and professional credibility.

Dress expectations apply to classroom activities, laboratories, simulations, clinical rotations, and program events. Faculty or clinical sites may require specific attire for certain activities.

Failure to comply may result in removal from the activity and may be considered unprofessional conduct.

General Standards

Students must:

- maintain personal hygiene appropriate for patient care
- wear clean, neat clothing in good condition
- wear program identification during patient-related activities
- wear a short white coat when required
- students must be clearly identified as PA students with a name badge in all clinical settings
- keep hair neat and secured during patient care
- keep nails short and clean

Head coverings for religious or medical purposes are permitted.

Clinical sites may impose additional requirements that supersede program standards.

Not Permitted

The following are not permitted in academic or clinical environments:

- torn, frayed, or excessively revealing clothing
- clothing with offensive images or language
- attire referencing drugs, alcohol, sex, or violence
- sleepwear or undergarments as outerwear
- flip-flops or open-toe shoes in laboratories or clinical settings
- strong fragrances in clinical environments

Clinical settings additionally prohibit:

- denim, shorts, or athletic wear unless site-approved
- unsafe jewelry or accessories
- artificial nails where patient care is performed

Scrubs may be worn per clinical site policy.

Students may be dismissed from a clinical day for inappropriate attire. The absence may be considered unprofessional behavior.

Skills Laboratory Participation

Students must participate as both examiner and patient model in physical examination training.

Appropriate examination attire (e.g., shorts, tank top, sports bra, or gown) is required to allow competency assessment.

Students requesting accommodation must work through the Office of Accessibility Services:

<https://www.kean.edu/offices/accessibility-services>

Accommodation must still allow demonstration of required skills.

33. Social Media and Confidentiality

Students must protect patient privacy and uphold professional conduct in all communication, including electronic and social media.

Students may not post or share:

- patient information in any form
- clinical images or recordings
- identifiable encounters or discussions
- clinical site information without permission
- examination content

Removing identifying details does not guarantee confidentiality.

Violation of privacy or HIPAA standards may result in immediate disciplinary action up to and including dismissal.

34. Student Employment

The Physician Assistant Program is a full-time course of study. Outside employment is **STRONGLY** discouraged.

Employment must not interfere with:

- attendance
- academic performance
- clinical responsibilities
- required rest before patient care activities

Students may not:

- request schedule changes due to work obligations
- leave clinical activities early for employment
- use employment as justification for academic difficulty

The program is not responsible for conflicts between employment and program requirements.

Students are not required to work for the program or clinical sites.

35. Student Organizations and Representation

Students are encouraged to participate in professional organizations and community activities.

Participation must not interfere with academic or clinical responsibilities.

Students representing the program externally must:

- behave professionally
- accurately represent program policies
- not speak on behalf of the program without authorization

Student representatives serve as communication liaisons and do not have authority to modify academic or progression decisions.

SECTION 8

Forms and Acknowledgments

SECTION 8 — Forms and Acknowledgments

The following forms are official program documents used to document student performance, safety incidents, professionalism concerns, compliance with policies, and other program requirements. Completion of these forms supports early identification of issues, remediation when needed, and adherence to program expectations. Use of these forms does not automatically constitute disciplinary action.

36. Incident Report Form

The Incident Report Form documents safety-related events occurring during any program-related activity, including classroom activities, laboratories, simulations, clinical rotations, or university-sponsored events. Examples include injury, exposure, safety concern, or environmental hazard.

Students are required to report incidents promptly in accordance with program policy.

Failure to report a safety incident may be considered unprofessional conduct.

See Appendix A – Incident Report Form

37. Professionalism Concern Report

The Professionalism Concern Report is used to document observed behaviors inconsistent with the professional expectations outlined in the program's Professionalism Assessment Rubric. Concerns may include, but are not limited to:

- Professional communication
- Accountability and reliability
- Respect, cultural humility, or professional demeanor
- Ethical behavior or integrity
- Responsiveness to feedback
- Collaboration and teamwork
- Failure to follow program procedures or policies

Professionalism documentation may contribute to faculty advisor meetings, development of a Professionalism Improvement Plan, Student Progress Committee review, or decisions regarding program progression.

See Appendix F – Professional Behavior Incident Report

38. Remediation Plan

The Remediation Plan is developed when a student has not demonstrated required academic or professional competency. The plan includes:

- Specific deficiencies identified
- Required corrective activities or assignments
- Method(s) of assessment
- Completion deadline

Failure to satisfactorily complete the remediation plan or demonstrate required competency may impact progression in the program.

See Appendix D – Student Remediation Plan

39. Absence Request Form

Students must submit an Absence Request Form for any anticipated or unanticipated absence from required program activities in accordance with the attendance policy.

Submission of a request does not guarantee approval.

Failure to follow absence notification and documentation procedures may be considered unprofessional conduct.

See Appendix G – Absence Request Form

40. Technical Standards

All physician assistant students must possess the knowledge, skills, and professional attributes necessary to function across diverse clinical settings and provide comprehensive patient care.

Reasonable accommodations will be considered on a case-by-case basis in accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. However, students must be able to perform the following technical standards independently and in a timely manner.

Reliance on an intermediary (e.g., a trained assistant whose judgment substitutes for the student's own observation or decision-making) is not permitted, as it compromises independent clinical judgment.

1. Communication

Effective communication is essential for safe and competent patient care. Students must be able to:

- Speak clearly and intelligibly, and hear sufficiently to exchange information accurately
- Communicate effectively, sensitively, and respectfully with patients, families, peers, faculty, and the healthcare team
- Demonstrate strong verbal and written English language skills appropriate for graduate-level education
- Access and convey patient information across multiple formats (oral, written, electronic) in a timely manner
- Recognize and appropriately respond to verbal, nonverbal, behavioral, and visual cues
- Provide care in a nonjudgmental and professional manner

2. Observation

Students must be able to accurately observe and interpret information across all educational and clinical environments. This includes the ability to:

- Read and interpret information in both print and electronic formats
- Observe lectures, laboratory demonstrations, simulations, and clinical encounters
- Accurately assess patients both at a distance and up close
- Recognize verbal and nonverbal patient cues (e.g., posture, behavior, facial expression, demeanor)
- Interpret laboratory and diagnostic test results

3. Sensory and Motor Function

Students must have sufficient sensory and motor abilities to participate fully in all aspects of training and patient care. They must be able to:

- Utilize vision, hearing, smell, and touch to engage in classroom, laboratory, and clinical environments
- Perform a complete physical examination, including palpation, percussion, auscultation, and other diagnostic maneuvers
- Participate in cadaver dissection
- Demonstrate fine and gross motor skills necessary for clinical procedures

This includes performing procedures such as:

- Phlebotomy
- Intravenous catheter placement
- Injections
- Suturing
- Foley catheter placement
- Nasogastric tube placement
- Lumbar puncture
- Intubation

Students must also be capable of performing emergency interventions, including:

- Cardiopulmonary resuscitation (CPR)
- Airway management (including intubation)
- Hemorrhage control
- Intravenous medication administration
- Basic obstetrical maneuvers

Additionally, students must:

- Maintain sufficient mobility to participate in all learning and patient care environments
- Demonstrate stamina for prolonged sitting, standing, and movement between locations
- Meet all requirements of supervised clinical practice experiences (SCPEs), including assisting in procedures and maintaining patient safety

4. Intellectual Ability

Students must possess the cognitive capacity to acquire, integrate, and apply medical knowledge. They must be able to:

- Measure, calculate, reason, analyze, and synthesize information
- Learn through multiple modalities (e.g., lectures, small groups, simulation, independent study)
- Develop effective study habits and learning strategies
- Process, retain, and recall large volumes of information efficiently
- Apply knowledge to clinical reasoning and patient care

Students must also demonstrate the ability to:

- Solve clinical problems and manage multiple tasks simultaneously
- Distinguish normal from abnormal findings
- Develop diagnostic and treatment plans
- Justify clinical decisions with sound reasoning
- Educate patients and families appropriately

5. Behavioral, Social, and Professional Attributes

Students must consistently demonstrate professionalism, ethical behavior, and emotional readiness for clinical practice. They must:

- Exhibit emotional stability, maturity, and sound judgment
- Demonstrate honesty, integrity, compassion, and motivation
- Adhere to professional and ethical standards of the PA profession
- Treat all individuals with dignity, respect, and cultural sensitivity
- Build effective relationships with patients, peers, faculty, and healthcare teams
- Work collaboratively and cooperatively

Students must also:

- Demonstrate self-awareness and reflect on personal biases
- Provide nonjudgmental patient care
- Maintain patient confidentiality
- Function effectively under physical and emotional stress
- Adapt to changing environments and uncertainty
- Comply with all institutional and clinical site policies (e.g., dress code, scheduling, responsibilities)
- Accept constructive feedback and modify behavior appropriately
- Work within scope of practice under supervision

Compliance and Attestation

Students must be able to perform all essential functions with or without reasonable accommodation, and without reliance on an intermediary that replaces independent clinical judgment.

Failure to meet or maintain these Technical Standards may impact:

- Program progression
- Clinical placement
- Continued enrollment

All students are required to sign the Technical Standards Attestation prior to matriculation and may be asked to reaffirm compliance throughout the program.

Refer to Appendix I – Technical Standards Attestation for documentation.

41. Handbook Acknowledgment Form

All students must sign the Handbook Acknowledgment Form to confirm:

- Receipt of the Physician Assistant Studies Program Student Handbook
- Understanding of program policies and procedures
- Agreement to comply with all current and future program requirements

Failure to sign the acknowledgment form does not exempt a student from compliance with program policies. The program reserves the right to update policies and procedures. Students are responsible for reviewing and complying with the most current published version. (See Appendix J – Handbook Acknowledgment)

Binding Acknowledgment

By signing any program documentation (including but not limited to the Handbook Acknowledgment Form, Technical Standards Attestation, and other required forms), students affirm their understanding of and commitment to comply with all academic, professional, technical, and behavioral standards and procedures of the Physician Assistant Studies Program.

APPENDICES

42. Appendix A — Incident Report Form

Kean University — Physician Assistant Studies Program Student Incident Report

Student Name: _____ Kean ID: _____
 Class/Year: _____

Date of Incident: _____ Time: _____ Location
 of Incident: ☐ Didactic (classroom/lab/simulation) ☐ Clinical site ☐ University-sponsored
 activity ☐ Other: _____

Description of Incident (Do not include identifiable patient information; focus on facts):

Was medical evaluation required? ☐ Yes ☐ No If clinical site: Site supervisor notified? ☐ Yes
☐ No Program faculty notified? ☐ Yes ☐ No

Outcome / Immediate Action Taken:

Student Signature: _____ Date: _____ Faculty/Reviewer
 Signature: _____ Date: _____

43. Appendix B — Bloodborne Pathogen Exposure Report

Kean University — Physician Assistant Studies Program PA Program Exposure Reporting Form

Student Name: _____ Class/Year: _____ Date of Exposure: _____
Time: _____Type of Exposure: ☐ Needle stick ☐ Fluid splash ☐ PPE failure ☐ Other:
_____Body fluid involved: _____ Source status (if known):
_____Clinical site report completed? ☐ Yes ☐ No Post-exposure protocol initiated? ☐ Yes ☐ No
Healthcare follow-up completed? ☐ Yes ☐ NoDescription/Notes:

_____Student Signature: _____ Date: _____ Faculty Signature: _____
Date: _____

44. Appendix C — Faculty Advisor Contact Record

Kean University — Physician Assistant Studies Program Faculty Advisor Contact Record

Student Name: _____ Advisor: _____

Semester: ☐ Summer ☐ Fall ☐ Spring Year: _____

Reason for Meeting: ☐ Academic ☐ Professional ☐ Personal ☐ Other: _____

Summary of Discussion:

Plan / Follow-up:

Student Signature: _____ Date: _____ Advisor Signature:

_____ Date: _____

45. Appendix D — Student Remediation Plan

Kean University — Physician Assistant Studies Program Student Remediation Plan

Student: _____ Course/Rotation: _____ Date Plan
Initiated: _____

Deficiency Identified (specific, measurable):

Remediation Requirements (activities, assignments, timelines):

Assessment Method (e.g., reassessment, repeat evaluation):

Completion Deadline: _____

Outcome: ☐ Competency Achieved Date: _____ ☐ Competency Not Achieved (refer to
Student Progress Committee)

Instructor Signature: _____ Date: _____ Program Director/Designee Signature:
_____ Date: _____

46. Appendix E — Professionalism Assessment Rubric

(Completed each semester by faculty/advisor to evaluate observable professional behaviors independently of academic performance.)

Rating Scale 1 – Does Not Meet Expectations (Repeated or significant professionalism concerns requiring intervention) 2 – Approaching Expectations (Inconsistent behaviors: improvement needed) 3 – Meets Expectations (Consistently demonstrates expected professional behaviors) 4 – Exceeds Expectations (Consistently models exemplary professional behavior)

Domains & Scores (rate each 1–4)

- Attendance & Punctuality (e.g., punctual, adheres to policies; models proactive communication)
- Professional Communication (e.g., respectful, clear, timely; facilitates collaboration)
- Ethical Behavior & Integrity (e.g., adheres to principles, honesty, confidentiality; demonstrates strong reasoning)
- Respect, Cultural Humility & Professional Demeanor (e.g., consistently respectful, culturally sensitive; promotes inclusivity)
- Accountability & Responsibility (e.g., meets deadlines, takes ownership; exceptional reliability)
- Responsiveness to Feedback & Self-Reflection (e.g., accepts feedback, demonstrates growth; actively seeks input)
- Collaboration & Teamwork (e.g., collaborates effectively; serves as positive leader)

Faculty/Advisor Comments (required if any score ≤ 2):

Advisor Signature: _____ Date: _____

Action Thresholds (per program policy):

- Any score of 1: Required faculty advisor meeting
- Two or more scores of 2: Professionalism Improvement Plan
- Recurrent concerns across semesters: Program-level review per handbook

47. Appendix F — Professional Behavior Incident Report

Kean University — Physician Assistant Studies Program Professional Behavior Incident Report

Student: _____ Date of Incident: _____ Reported By
(Faculty/Staff): _____

Type of Concern: ☐ Professional Conduct ☐ Attendance ☐ Communication ☐ Ethical Behavior
☐ Respect/Cultural Humility ☐ Accountability ☐ Feedback Responsiveness ☐
Collaboration/Teamwork ☐ Other: _____

Description of Observed Behavior (specific, objective facts):

Action Taken / Recommendations:

Faculty Signature: _____ Date: _____ Student Acknowledgment (student signature
indicates review, not agreement): _____ Date: _____

48. Appendix G — Absence Request Form

Kean University
Physician Assistant Studies Program

PERSONAL DAY / ABSENCE FORM

Student Name: _____ Submitted _____
Date: _____

Class of: _____ ID#: _____ Semester _____

Instruction: It is your responsibility to inform your instructor(s), advisor and the PA Program personnel of any absence(s), missed class(es) or missed clinical day(s). *Please cc the department administrative assistant jpobuta@kean.edu on any email requests. If you expect to miss any day (anticipated absence), please complete this form at least one week in advance. The request form should be submittedN to the department Administrative Assistant and will be communicated with the Course Instructor and Faculty Advisor for additional instruction/decision, class information. Once approved, you will receive a response via your Kean email.*

1. Check one: Anticipated absence ☐ Unanticipated absence ☐

2. Date(s) of Absence: _____

Is there a test or quiz scheduled the day before or after? _____

**An absence the day before an exam or missing a scheduled quiz or exam or other assignment will result in a grade of zero.*

3. List the Class(es)/Activity(ies)/Clinical Rotation you will miss: _____

A. Classes missed: _____

B. Preceptor name and rotation (if applicable): _____

4. Please explain how you intend to make up the missed class material/day? _____

Office Use

Course Instructor(s): Reviewed form and make-up plan, and agreed: Yes _____ No _____

Faculty Advisor Notified: _____

Clinical site notified: Yes _____ No _____

Circle one: Approved Not Approved

Dr. J. Barton Gillum: _____

Print

Signature

Date

Total # of Personal day(s) used: _____

Total # of Sick day(s) used: _____

Total # of Absences to date: _____

49. Appendix H — Emergency Contact Form

Kean University — Physician Assistant Studies Program Emergency Contact Form

Student Name: _____ Kean ID: _____

Primary Contact: _____ Relationship: _____ Phone: _____
Email: _____

Secondary Contact: _____ Relationship: _____ Phone: _____
Email: _____

Student Signature: _____ Date: _____

50. Appendix I — Technical Standards Attestation

Kean University — Physician Assistant Studies Program Technical Standards Attestation

All physician assistant students must possess the knowledge, skills, and professional attributes necessary to function across diverse clinical settings and provide comprehensive patient care.

Reasonable accommodations will be considered on a case-by-case basis in accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. However, students must be able to perform the following technical standards independently and in a timely manner.

Reliance on an intermediary (e.g., a trained assistant whose judgment substitutes for the student's own observation or decision-making) is not permitted, as it compromises independent clinical judgment.

1. Communication

Effective communication is essential for safe and competent patient care. Students must be able to:

- Speak clearly and intelligibly, and hear sufficiently to exchange information accurately
- Communicate effectively, sensitively, and respectfully with patients, families, peers, faculty, and the healthcare team
- Demonstrate strong verbal and written English language skills appropriate for graduate-level education
- Access and convey patient information across multiple formats (oral, written, electronic) in a timely manner
- Recognize and appropriately respond to verbal, nonverbal, behavioral, and visual cues
- Provide care in a nonjudgmental and professional manner

2. Observation

Students must be able to accurately observe and interpret information across all educational and clinical environments. This includes the ability to:

- Read and interpret information in both print and electronic formats
- Observe lectures, laboratory demonstrations, simulations, and clinical encounters
- Accurately assess patients both at a distance and up close
- Recognize verbal and nonverbal patient cues (e.g., posture, behavior, facial expression, demeanor)
- Interpret laboratory and diagnostic test results

3. Sensory and Motor Function

Students must have sufficient sensory and motor abilities to participate fully in all aspects of training and patient care. They must be able to:

- Utilize vision, hearing, smell, and touch to engage in classroom, laboratory, and clinical environments
- Perform a complete physical examination, including palpation, percussion, auscultation, and other diagnostic maneuvers
- Participate in cadaver dissection
- Demonstrate fine and gross motor skills necessary for clinical procedures

This includes performing procedures such as:

- Phlebotomy
- Intravenous catheter placement
- Injections
- Suturing
- Foley catheter placement
- Nasogastric tube placement
- Lumbar puncture
- Intubation

Students must also be capable of performing emergency interventions, including:

- Cardiopulmonary resuscitation (CPR)
- Airway management (including intubation)
- Hemorrhage control
- Intravenous medication administration
- Basic obstetrical maneuvers

Additionally, students must:

- Maintain sufficient mobility to participate in all learning and patient care environments
- Demonstrate stamina for prolonged sitting, standing, and movement between locations
- Meet all requirements of supervised clinical practice experiences (SCPEs), including assisting in procedures and maintaining patient safety

4. Intellectual Ability

Students must possess the cognitive capacity to acquire, integrate, and apply medical knowledge. They must be able to:

- Measure, calculate, reason, analyze, and synthesize information
- Learn through multiple modalities (e.g., lectures, small groups, simulation, independent study)
- Develop effective study habits and learning strategies

- Process, retain, and recall large volumes of information efficiently
- Apply knowledge to clinical reasoning and patient care

Students must also demonstrate the ability to:

- Solve clinical problems and manage multiple tasks simultaneously
- Distinguish normal from abnormal findings
- Develop diagnostic and treatment plans
- Justify clinical decisions with sound reasoning
- Educate patients and families appropriately

5. Behavioral, Social, and Professional Attributes

Students must consistently demonstrate professionalism, ethical behavior, and emotional readiness for clinical practice. They must:

- Exhibit emotional stability, maturity, and sound judgment
- Demonstrate honesty, integrity, compassion, and motivation
- Adhere to professional and ethical standards of the PA profession
- Treat all individuals with dignity, respect, and cultural sensitivity
- Build effective relationships with patients, peers, faculty, and healthcare teams
- Work collaboratively and cooperatively

Students must also:

- Demonstrate self-awareness and reflect on personal biases
- Provide nonjudgmental patient care
- Maintain patient confidentiality
- Function effectively under physical and emotional stress
- Adapt to changing environments and uncertainty
- Comply with all institutional and clinical site policies (e.g., dress code, scheduling, responsibilities)
- Accept constructive feedback and modify behavior appropriately
- Work within scope of practice under supervision

Compliance and Attestation

Students must be able to perform all essential functions with or without reasonable accommodation, and without reliance on an intermediary that replaces independent clinical judgment.

Failure to meet or maintain these Technical Standards may impact:

- Program progression
- Clinical placement

- Continued enrollment

All students are required to sign the Technical Standards Attestation prior to matriculation and may be asked to reaffirm compliance throughout the program.

I have read, understand, and affirm that I can meet the Technical Standards of the Kean University Physician Assistant Studies Program (as outlined in Section 8.42) with or without reasonable accommodation. I understand that I must perform all essential functions independently and without reliance on an intermediary for clinical judgment.

Student Name (print): _____

Student Signature: _____ Date: _____

51. Appendix J — Handbook Acknowledgment

Kean University — Physician Assistant Studies Program Handbook Acknowledgment

I acknowledge receipt of the Physician Assistant Studies Program Student Handbook (current version) and agree to comply with all policies, procedures, and requirements therein, including any updates during my enrollment. I understand that failure to sign does not exempt me from these obligations.

Student Name (print): _____

Student Signature: _____ Date: _____

52. Appendix K — Religious Observance Request

Kean University — Physician Assistant Studies Program Religious Observance Request

Student Name: _____ A Dates Requested: _____

Description of Observance/Reason:

Plan to Make Up Missed Work/Activities:

Student Signature: _____ Date: _____ Faculty/Program Approval: ☐ Approved ☐

Denied Signature: _____ Date: _____

53. Appendix L — ARC-PA 6th Edition Standards Crosswalk

Kean University Physician Assistant Program Student Handbook 2026–2027 Academic Year ARC-PA 6th Edition Standards Crosswalk

This crosswalk maps every A3.01–A3.14 standard from the official ARC-PA Standards for PA Education, 6th Edition (effective September 1, 2025) to its location in your finalized handbook. It is designed for easy use during accreditation reviews, self-studies, or site visits. The handbook serves as primary evidence for enrolled students (per ARC-PA Compliance Manual guidance: policies must be “published, readily available, and consistently applied” in an intuitive location such as the student handbook).

Program Note: A3.11 (program outcomes, PANCE rates, costs, etc.) is published on the program website per your preference; the handbook references the site where needed. All other A3 standards are directly addressed in the handbook.

ARC-PA Standard	Exact Standard Requirement (Key Verbatim Text)	Handbook Location	Notes / How Compliance is Demonstrated
A3.01	“Program policies are published, readily available, and consistently applied to all students, principal faculty, staff, and the program director regardless of their location.”	Front matter (Policy Authority, Revision and Updates, Effective Date); entire handbook	Handbook is the official published document for all enrolled students and faculty. “Program policies take precedence” language ensures consistent application across didactic and clinical sites.
A3.02	“The program publishes... a policy that PA students are not required to work for the program.”	Section 7.36 – Student Employment (last paragraph)	Explicit statement: “Students are not required to work for the program or clinical sites.”
A3.03	“The program publishes... a policy that PA students do not substitute for or function as: a) instructional faculty b) clinical or administrative staff.”	Section 4.22 – Supervised Clinical Practice Experiences (SCPE) – Student Role & Non-Employment Status	Explicit language: “Students may not... replace clinical or administrative staff” and “may not substitute for staff.”
A3.04	“The program publishes... a policy that requires PA students to be clearly identified in the clinical setting...”	Section 7.34 – Dress Code (General Standards bullet)	Explicit: “• students must be clearly identified as PA students in all clinical settings.”
A3.05	“The program publishes... policies addressing student exposure to infectious and	Section 5.27 – Incident Reporting (final paragraph) + Appendix	Explicit: “Financial responsibility for any medical care... rests with the student

ARC-PA Standard	Exact Standard Requirement (Key Verbatim Text)	Handbook Location	Notes / How Compliance is Demonstrated
	environmental hazards... c) clearly define financial responsibility.”	B (Bloodborne Pathogen Exposure Report)	unless covered by the clinical site’s policy or the student’s personal health insurance.”
A3.06	“The program publishes... policies that preclude the program director, medical director, and principal faculty from participating as healthcare providers for students... except in emergency situations.”	Not explicitly stated as a standalone policy (covered indirectly via faculty roles and OAS referrals)	Covered through professional boundaries in Section 2.6 and advisor/faculty expectations. Recommend adding one sentence in Section 5.29 if desired for extra clarity.
A3.07	“The program publishes... written procedures that ensure timely access and timely referral of students to services addressing personal issues that may impact their progress...”	Section 5.29 – Accessibility and Accommodations (OAS reference) + faculty advisor mentions throughout	Timely advisor referral and OAS process are described; personal issues route through advisors/Program Director. Strong indirect coverage; explicit “Personal Support Services” paragraph can be added if preferred.
A3.08	“The program publishes... a policy stating that PA students are not required to provide or solicit clinical sites or preceptors.”	Section 4.21 – Clinical Eligibility and Clearance Requirements (new paragraph)	Explicit: “Students are not required to provide or solicit their own clinical sites or preceptors. All placements are arranged exclusively by the Clinical Education Office.”
A3.09	“The program publishes... policies based on current CDC... for: a) minimum immunization and health screening of students.”	Section 5.30 – Health and Immunization Requirements + Section 4.21 (Required Clearances)	Full policy on immunizations, titers, TB, influenza, etc.; students responsible for costs and compliance.
A3.10	“The sponsoring institution and program’s announcements and advertising accurately reflect the program offered.”	Front matter (Website link) + Accreditation Status	Handbook and website are consistent; accreditation status is published verbatim.
A3.11	“The program publishes... current program information, including: a) ARC-PA accreditation status b) PANCE rates c)	Program website	As discussed, this is maintained on the official program website (primary location for prospective + enrolled students). Handbook

ARC-PA Standard	Exact Standard Requirement (Key Verbatim Text)	Handbook Location	Notes / How Compliance is Demonstrated
	total cost estimate d) competencies e) graduation rate...”		references website and includes competencies (Section 1.3).
A3.12	“The program publishes... any admission and enrollment practices that address: ... e) required technical standards for enrollment.”	Section 8 – Technical Standards + Appendix I (Attestation)	Full Technical Standards policy + attestation requirement; admission references in Appendix I.
A3.13	“The program makes student admission decisions in accordance with clearly defined and published practices...”	University catalog + program website (cross-referenced in handbook front matter)	Handbook defers to published university/program admission practices.
A3.14 (full)	“The program publishes... a) academic standards b) completion requirements c) remediation d) deceleration e) withdrawal f) dismissal g) grievances h) appeals i) student employment j) travel to rotation sites.”	Multiple sections (detailed below)	Comprehensive coverage across handbook:
A3.14a–b	Academic standards & completion requirements	Section 3.15–3.17 (Grading, Remediation, Progression & Graduation Eligibility)	GPA $\geq$ 3.0, C+ limits, summative exams, etc.
A3.14c	Remediation	Section 3.16 – Remediation + Appendix D	Detailed policy with limits and SPC referral.
A3.14d–f	Deceleration, withdrawal, dismissal	Section 3.18–3.19	Full policies with procedures and consequences.
A3.14g–h	Grievances & appeals	Section 3.20 – Grade Appeal Process + SPC section	Formal multi-step process.
A3.14i	Student employment while enrolled	Section 7.36 – Student Employment	Explicit policy (see A3.02 above).
A3.14j	Student travel to required rotation sites	Section 4.23 – Transportation and Housing	Students responsible; no exceptions for distance/cost.

Additional Key Standards Commonly Referenced in Handbooks

Standard	Summary	Handbook Location	Notes
B2.04	Instruction in professionalism, interpersonal & communication skills	Section 2 (entire), Appendix E (Professionalism Assessment Rubric)	Full 7-domain rubric with behavioral anchors and action thresholds.
B3.01 / B3.06	Clinical education requirements & preceptor responsibilities	Section 4.22–4.25	SCPE policies, supervision, identification, and evaluation.