



CONCORDIA UNIVERSITY

Ann Arbor, Michigan

PHYSICIAN ASSISTANT PROGRAM

STUDENT HANDBOOK

DIDACTIC YEAR

CLASS OF 2026

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WELCOME CARDINALS

Dear Physician Assistant Student,

Welcome to Concordia University Ann Arbor (CUAA)! We are thrilled that you have chosen to embark on your medical education journey with us. Together, we will guide you toward becoming a skilled and compassionate Physician Assistant.

Our 27-month program is both challenging and rewarding. We are committed to helping you learn the scientific principles necessary for practicing medicine, with a special focus on primary care in rural and underserved communities.

You will experience a variety of teaching methods, including clinical experiences, simulations, case-based learning, interprofessional education, and lectures from subject matter experts. Our dedicated and enthusiastic CUAA PA faculty and staff are here to support you every step of the way. We encourage you to take full advantage of the resources and rich experiences we offer.

This Student Handbook provides essential information about the academic policies and procedures of the CUAA PA Program and the University. It clarifies the administrative and logistical aspects of the didactic phase. Please read the handbook carefully and refer to it throughout your training. Each student must sign the acknowledgment form in Appendix A, confirming receipt, review, and understanding of the Handbook.

A separate Clinical Year Handbook detailing policies and procedures for the clinical phase will be provided by the Director of Clinical Education.

Thank you for choosing the CUAA PA program. We wish you the best of success in achieving your academic and professional career goals.

Blessings,

The CUAA PA Program Faculty & Staff



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2. CUAA UNIVERSITY

Concordia University Ann Arbor is one of six universities in the Concordia University System, an entity of the Lutheran Church—Missouri Synod.

2.1. University Mission

Concordia University is a Lutheran higher education community committed to helping students develop in mind, body, and spirit for service to Christ in the Church and in the world.

2.2. University Vision

The faculty, leadership, staff, students, and alumni carry out Concordia's mission each and every day as they pursue a vibrant path to the future.

The vision of Concordia is to be well-known nationally and internationally as a premier Lutheran, Christian university, widely recognized for meaningful integration of faith and learning. Alumni will assume significant servant leadership responsibilities in the Church and communities across the nation and throughout the world.

2.3. University Values

Bound by the Biblical and Confessional teachings of The Lutheran Church—Missouri Synod, the members of the Board of Regents and the Concordia University Foundation Board, the President, and employees of the university shall act in a manner consistent with the core values listed below.

- Christ-centered: Concordians have faith in the redemptive work of Jesus Christ.
- Truth & Integrity: Concordians speak the truth and display integrity in all our relationships.
- Excellence: Concordians expect excellence in all our endeavors to support the university's mission.
- Service: Concordians serve others in caring, helpful, respectful, and knowledgeable ways.

2.4. University Accreditation

Concordia University is accredited by the Higher Learning Commission. Concordia University in Ann Arbor became a branch campus of Concordia University Wisconsin and is no longer separately accredited effective June 30, 2013. In addition, Concordia University Ann Arbor campus is accredited by the Council for the Accreditation of Educator Preparation (CAEP). Documents are on file in the Office of the Vice President, Academics and may be reviewed by appointment.

To learn more about the University accreditation, follow the link below:

<https://www.cuaa.edu/about/accreditation-approval.html>

2.5. University Non-Discrimination Statement

Concordia University (CU) fully subscribes to all federal and state civil rights laws banning discrimination in private, church-affiliated institutions of higher education, subject to the First Amendment. CU will not illegally discriminate against any employee, applicant for employment, student or applicant on the basis of race, color, sex, pregnancy, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, gender, veteran or military status, predisposing genetic characteristics, domestic violence victim status, or any other protected category under applicable local, state or federal law. However, CU is a Christian educational institution operated by The Lutheran Church-Missouri Synod and, in compliance with Title VII of the Civil Rights Act of 1964, reserves the right to give preference in employment based on religion.

Gender discrimination and sexual harassment (including sexual assault) are prohibited by Title VII of the Civil Rights Act of 1964 as amended and Title IX of the Education Amendments of 1972.

2.6. Title IX and Sexual Misconduct Policies

ARC-PA Standard A1.02 The sponsoring institution is responsible for:

j) defining, publishing, making readily available and consistently applying to students, its policies and procedures for processing student allegations of harassment.

ARC-PA Standard A3.15 The program must define, publish, consistently apply and make readily available to students upon admission:

f) policies and procedures for allegations of student mistreatment.

Title IX is a federal law that protects people from sex discrimination in educational programs and activities at colleges and universities that receive federal financial assistance. Sexual harassment, including sexual violence and retaliation, are forms of discrimination prohibited by Title IX. The law reads, in part, as follows:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance.

(Title IX of the Educational Amendments of 1972 to the 1964 Civil Rights Act)

Sexual harassment is unwelcomed, gender-based verbal or physical behavior that is objectively offensive and is severe, persistent, or pervasive. The effect of harassment creates a hostile environment and/or interferes with, denies, or limits a person's ability to benefit from Concordia's educational programs and/or activities.

The purpose of Concordia University's (CU) Title IX Compliance Program is to foster an environment in mind, body, and spirit so that all campus stakeholders can enjoy the programs and activities offered by CU free from all forms of gender-based harassment, exploitation, or intimidation, including sexual assault. This commitment is fulfilled by complying with the requirements of Title IX of the Education Amendments of 1972 and all applicable federal, state, and local laws.

There are several options available to address gender discrimination and/or sexual harassment, including behavior such as verbal sexual harassment, sexual assault, stalking, dating or domestic violence, and retaliation for reporting a violation of the sexual misconduct policy, including:

- Contact a Title IX Coordinator who will aid with a report or complaint by following the link below.

<https://www.cuaa.edu/about/offices/title-ix/staff.html>

- Contact a Campus Safety Officer by following the link below.

<https://www.cuaa.edu/academics/services/campus-safety/index.html>

- File an online report (may be filed anonymously) by following the link below.

https://cm.maxient.com/reportingform.php?ConcordiaUnivWis&layout_id=5

In addition, CUA encourages all members of our community who are victims of sexual misconduct to report the incident to the local police. Any Title IX Coordinator or Campus Safety Officer will assist in filing a complaint with the police.

For more information about Title IX, follow the link below.

<https://www.cuaa.edu/about/offices/title-ix/index.html>

2.7. Family Educational Rights and Privacy Act (FERPA)

Consistent with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended by S. J. Res 40 (12-30-74), the following statement represents the position of Concordia University with respect to the confidentiality of student records.

The Act assures students “the right to inspect any and all official records, files, and data directly related...” to themselves, and assures the student an opportunity for debate or correction of inaccurate, misleading, or otherwise inappropriate data in the student's file.

The Act provides that no party may review a student's record except for the following, who do not need the written consent of the student to view a record: other school officials, officials of other schools or systems in which the student intends to enroll, authorized representatives of (1) the Comptroller General of the U.S., (2) the Secretary of H.E.W., (3) administrative head of an education agency and (4) state educational authorities. Persons working in connection with a student's application for, or receipt of, financial aid. Any other than those listed above can obtain access to a student's file only upon written release from the student. This record will be available for inspection only by the student. The following procedure has been established for Concordia students.

A written request, signed by the student, shall be presented to the Registrar or appropriate office. The Registrar or other appropriate office will arrange a time and date, within 45 days after receipt of the request, for the student to review the record.

The following types of information are considered directory information and may be included in publications or disclosed upon request without the consent of the student but only after public notice of these categories of information has been given in order to allow sufficient time for the student to inform the institution that any and all of this information should not be released without prior consent, such requests can be made in writing to the Registrar's Office:

- Student's name
- Address including e-mail

- Telephone number
- Dates of attendance
- Class standing
- Previous institution(s) attended
- Major field of study
- Awards
- Honors (including scholastic honors)
- Degree(s) conferred (including date)
- Past and present participation in official recorded sports activities
- Physical factors (height, weight of athletes)
- Date and place of birth

The Act provides the student the right to file with the U.S. Department of Education a complaint concerning alleged failures by the education institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

Student FERPA Release Form can be obtained using the link below:

https://www.cuaa.edu/admissions/financial-aid/_assets/releaserecord.pdf

2.8. General Academic Grievances

ARC-PA Standard A3.15 The program must define, publish, consistently apply and make readily available to students upon admission:

g) policies and procedures for student grievances and appeals.

Concordia University is committed to providing students with an avenue to express concerns and to work with CU officials toward amicable resolutions. CU believes engaging in this process can also be an inherently valuable educational experience for students and can help prepare students to address issues in a professional and productive manner after they leave CU.

Grievances applicable under this policy:

- Arbitrary and/or capricious actions by a college employee or administrative office that caused demonstrable harm to a student;
- Policy or procedure applied unfairly and/or in a different manner than it was applied to others in like circumstances;
- Administrative error in the application of a policy or procedure.

Grievances not applicable under this policy (but which may be covered under other existing policies):

- Accessibility services (e.g., student accommodations through the ARC).
- Final grade appeals.
- Academic misconduct.
- The Code of Student Conduct and the conduct system.
- Title IX (e.g., sexual harassment).
- Residence Life.
- Parking tickets.
- Financial debt to the University.
- Financial Aid appeals.
- University-wide requirements (e.g., student fees).

The steps listed below shall be carried out by all parties with an attitude of Christian love and concern for academic, moral, and spiritual growth. All parties will be expected to act in a professional and civil manner and make good-faith attempts to resolve the grievance in the spirit of Matthew 18.

Step 1: Student complaints should first be communicated in writing within five (5) business days of the incident to the chair/director. This communication must take place within five (5) business days after speaking to the person(s) involved. If the chair/director is involved, the student may appeal to the Dean of the School of Health Professions. The Dean will have five (5) business days to respond in writing to the student. Dean's decision is final

Step 2: If the student is dissatisfied with the decision made by the chair/director and a CU employee is involved in the grievance, the student may appeal in writing within five (5) business days to the Dean. The Dean will have five (5) business days to respond in writing to the student. Dean's decision is final.

If the student is dissatisfied with the decision made by the chair/director and a CU employee is not involved in the grievance, the student may appeal in writing within five (5) business days to the Interprofessional Review Board (IPRB). The IPRB will have five (5) business days to respond in writing to the student.

Step 3: If the student is dissatisfied with the decision made by the IPRB, the student may appeal to the Dean. The Dean will have five (5) business days to respond in writing to the student. Dean's decision is final.

There are specific deadlines for pursuing a grievance. Students are required to follow the steps and timeframes outlined within this procedure. At any step in the grievance procedure presented past the deadlines will not be considered. Students and faculty should make every effort to resolve concerns directly with those involved within no more than five (5) business days of the occurrence. If the student is dissatisfied with the results, then the following steps should be followed:

For more information regarding Student Grievances Procedure, follow the link below.

<https://www.cuaa.edu/about/offices/compliance/complaint-resolution.html>

3. CUAA PA PROGRAM

ARC-PA Standard A3.01 Program policies must apply to all students, principal faculty, and the program director, regardless of location.

ARC-PA Standard A3.02 The program must define, publish, make readily available, and consistently apply its policies and practices to all students.

3.1. CUAA PA Program Mission

The mission of the PA program at Ann Arbor is to educate Physician Assistant students in primary medicine with a focus on rural and underserved patient populations and communities.

3.2. CUAA PA Program Vision

The vision of the PA program at Ann Arbor is to provide the local and global community with competent medical providers who will improve lives and influence communities through clinical service and leadership, and do so in a compassionate and respectful manner that changes the lives of all patients who seek our care.

3.3. CUAA PA Program ADEIB Statement

ARC-PA Standard A1.11. The sponsoring institution must demonstrate its commitment to student, faculty and staff diversity, equity, and inclusion by:

a) supporting the program in defining its goal(s) for diversity, equity, and inclusion.

ADEIB (anti-racism, diversity, equity, inclusion, and belonging).

The CUAA PA Program is intentional in creating an environment of diversity and belonging, welcoming students from diverse backgrounds to become competent medical providers. We welcome and embrace students of any age, race, color, gender, religion, national and ethnic origin, and mental and physical abilities/disabilities who meet the technical standards. In addition, we are committed to create a safe and compassionate learning environment for all seeking to improve and influence communities through clinical service and leadership with compassion and respect.

3.4. CUAA PA Program Goals

ARC-PA Standard A3.12 The program must define, publish and make readily available to enrolled and prospective students general program information to include:

b) evidence of its effectiveness in meeting its goals.

Matriculate and graduate students from the following areas of diversity: rural and/or medically underserved areas.

This goal aligns with our mission statement, which is “to educate Physician Assistant students in primary medicine with a focus on rural and underserved patient populations and communities.” Our

program utilizes applicant self-reported designations through CASPA regarding rural and medically underserved status identifier and additionally confirmed by verification permanent addresses utilizing Rural Health Grants Eligibility Analyzer to identify candidates from the applicant pool that meet this criterion. The program was awarded a HRSA grant, which aids in fulfilling its mission of matriculating applicants from rural and medically underserved areas into the program.

Expose PA students to healthcare provided by PAs in rural and/or medically underserved communities.

The goal of this initiative is to expose students to the unique challenges and rewards of practicing in underserved and underrepresented communities. The HRSA grant allows the program to provide students with monetary stipends in HRSA qualified areas and qualified rural health care clinics to increase clinical learning opportunities. PA students engage with PAs practicing in rural settings who share their insights and experiences through lectures. By experiencing firsthand the critical need for healthcare professionals in these areas, we hope to cultivate a greater interest among students in pursuing careers in such settings after graduation.

Our graduates will demonstrate competency in all aspects of entry level clinical practice in primary care.

The program is focused on primary care medicine as indicated by our program competencies. As such, our students are evaluated for their preparedness for entry level clinical practice with the Program Summative Assessment (which includes the End of Curriculum Exam), Student Exit Survey, End of Curriculum Survey, Preceptor Evaluation of Student, Student End of Didactic Terms Survey, and the PANCE certification.

3.5. CUAA PA Program Competencies

ARC-PA Standard A3.12 The program must define, publish and make readily available to enrolled and prospective students general program information to include:

g) program required competencies for entry level practice, consistent with the competencies as defined by the PA profession.

By the completion of the CUAA PA program, the student will be able to:

1. Demonstrate the requisite knowledge necessary in primary medicine to evaluate and provide non-pharmacologic and pharmacologic management of medical concerns of an acute, emergent, chronic, and preventive nature in patients of any age.
2. Obtain a medical history, engaging patient-centered communication skills in an attentive and respectful manner.
3. Perform an appropriate and accurate physical examination based on the clinical presentation for patients of all ages in primary medicine.
4. Determine appropriate labs & diagnostic testing based on a differential diagnosis, and interpret testing to narrow or identify the diagnosis.

5. Perform common diagnostic and therapeutic procedures within the scope of Physician Assistants in primary medicine.
6. Apply evidence-based medical decision making to develop a diagnosis or presumptive diagnosis from a broad differential utilizing all aspects of patient evaluation findings.
7. Efficiently and effectively provide oral presentations of a clinical encounter in a coherent manner.
8. Proficiently and accurately document patient encounters in written, oral and electronic forms.
9. Conduct themselves in a professional and courteous manner with all members of the interdisciplinary healthcare team.
10. Appreciate and respect Christian values, attitudes, and behaviors in clinical practice.

4. CUAA PA PROGRAM ADMISSION POLICIES

CUAA PA program has specific academic and technical standards that apply to all candidates for admission and those selected to enter the program.

Students selected must be able to complete the entire curriculum to achieve the Master of Science in Physician Assistant Studies degree.

Accommodation may be possible for some disabilities, but the Physician Assistant's role in providing healthcare requires the ability to perform all the duties independently without compromising patient care.

4.1. Academic and Technical Standards

ARC-PA Standard A3.13 The program must define, publish, consistently apply and make readily available to prospective students, policies and procedures to include:

- d) any required academic standards for enrollment, and***
- e) any required technical standards for enrollment.***

ARC-PA Standard A3.15 The program must define, publish, consistently apply and make readily available to students upon admission:

- a) any required academic standards.***

To perform the functions required of a Physician Assistant in various clinical settings and deliver competent patient care, as stipulated by the faculty, accreditation agencies, and PA practice standards, all candidates/students for the program must independently meet the following Academic and Technical Standards. Candidates/students are prohibited from using aid from trained intermediaries.

4.1.1. Observational Standards

PA students must have sufficient sensory capacity to independently observe in lecture halls, laboratories, outpatient settings, and at the patient's bedside. Required sensory skills include functional vision, hearing, olfaction, and tactile sensation. These skills must be adequate to observe a patient's

condition and gather information through common physical examination procedures such as inspection, auscultation, percussion, and palpation.

4.1.2. Communication Standards

PA students must communicate effectively and efficiently with all individuals they encounter, including patients, their families, healthcare workers, faculty, staff, and classmates. Students must be able to obtain medical histories promptly, interpret non-verbal communication, and establish professional relationships with patients. Additionally, students must accurately and clearly record information and present data in a concise and logical manner.

4.1.3. Motor Standards

PA students must have the endurance to tolerate physically demanding workloads and be able to transport themselves promptly from one location to another. After a reasonable training period, students must independently perform physical examinations and diagnostic maneuvers, such as palpation, auscultation, percussion, and other diagnostic techniques. Students must be able to respond promptly to clinical problems and provide direct general and emergency treatment to patients in various circumstances. Examples include but are not limited to, cardiopulmonary resuscitation, the administration of intravenous medication, the application of pressure to stop bleeding, the opening of obstructed airways, the suturing of simple wounds, and the performance of basic obstetrical maneuvers. These activities require physical mobility, gross and fine neuromuscular coordination, and equilibrium. Additionally, students must adhere to safety standards appropriate for clinical settings and follow universal precautions, including wearing complete sets of Personal Protective Equipment (PPE) for extended hours.

4.1.4. Conceptual, Integrative, and Quantitative Standards

Students must be able to assimilate and engage with detailed and complex information presented through both the didactic and clinical curriculum. They are expected to estimate, measure, calculate, analyze, synthesize, and outline information quickly and efficiently. Additionally, students must comprehend three-dimensional and spatial relationships of structures, interpret connections, and make accurate, fact-based conclusions based on the patient's history, clinical presentation, physical examination results, and laboratory studies. They must also adapt to various learning environments and effectively learn, participate, collaborate, and contribute as part of a team.

4.1.5. Behavioral, Social, and Professional Standards

Students must exhibit sufficient maturity and emotional stability to fully utilize their intellectual abilities. This includes exercising good judgment and promptly completing all responsibilities associated with patient diagnosis and care. Understanding the legal and ethical aspects of medical practice and functioning within these standards is essential. Students must demonstrate integrity, honesty, professionalism, and compassion and show a spirit of cooperation and teamwork at all times.

Students are expected to interact courteously, professionally, and respectfully with patients, their families, healthcare professionals, colleagues, faculty, and staff. They should demonstrate empathy and compassion for all patients while accommodating varying levels of health literacy. Additionally, students must take responsibility for their learning and implement positive changes in response to constructive feedback.

Students must also demonstrate the physical and emotional endurance necessary to handle demanding workloads. They should perform competently and professionally in high-stress, fast-paced situations, adapt to changing environments, display flexibility, and manage the inherent uncertainties of patient care and the healthcare system.

The PA program at Concordia University Ann Arbor retains the authority and responsibility for the selection and evaluation of students. Admitted candidates will be required to certify in writing that they understand and meet the academic and technical standards of the program. Accommodation for disabilities may be available and will be evaluated on a case-by-case basis. Concordia University will make every effort to develop mechanisms to accommodate otherwise qualified candidates; however, the integrity of the curriculum and the need to provide optimal patient care must be preserved to ensure that all aspects of PA education are effectively delivered to all students.

4.2. Accommodation of Disability

The CUAA PA Program is dedicated to providing equal educational access to individuals with disabilities. We offer reasonable accommodations in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Amendments Act of 2010.

CUAA PA program will not assume that a student has a disability. Instead, students must self-identify to CUAA's Academic Resource Center (ARC) to request accommodations.

The ARC requires documentation from a licensed professional to verify the disability. The ARC staff will review this documentation to ensure it meets the legal definition of a disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Amendments Act of 2010. Based on this review, an individualized accommodation plan will be developed. This plan will not fundamentally alter the academic or technical standards of the PA program, as each student must be able to meet these standards regardless of disability status.

If a student, with or without accommodations, is unable to meet the academic and technical standards of the program, or if the disability poses a risk to patient or peer safety or otherwise impedes the student's ability to complete the program, clinical training, or achieve licensure, dismissal from the program will be considered.

Request for accommodations and plan development may take time. Therefore, it is crucial to make timely requests. Accommodations cannot be applied retroactively. Students seeking accommodation must contact the CUAA ARC Office by using the link below:

<https://www.cuaa.edu/academics/services/student-academic-resources/academic-resource-center/index.html>

The Director of the ARC will then reach out to the student to schedule an intake appointment.

4.3. Health Insurance Policy

ARC-PA Standard A3.09 The program must define, publish, make readily available and consistently apply policies that preclude principal faculty, the program director and the medical director from participating as health care providers for students in the program, except in an emergency situation.

All Physician Assistant students must maintain health insurance throughout the entire duration of the program. Concordia University Ann Arbor (CUAA) does not offer student insurance plans. Students must have up-to-date health insurance, as those without it will be prohibited from participating in any activities involving other students or patient contact. This restriction will prevent students from fulfilling the requirements of certain courses and activities, significantly impacting their academic progress.

Furthermore, the program director, medical director, and faculty will not serve as health care providers for students during the program, except in life-threatening emergencies.

4.4. Criminal Background Check Policy

All students must complete a criminal background check twice: once before entering the program and again before starting the clinical year. Students are responsible for all associated costs and must open an account with Exxat, which will provide instructions and deadlines for these checks.

Students with a felony conviction may not be allowed to enter the program. Students convicted of a felony while in the program will be dismissed. Concordia University and the PA program will not be held liable if students cannot graduate due to their criminal history.

Failure to complete the background check on time will result in suspension from the program until completed.

Any changes to criminal background information must be reported to the CUAA PA program director immediately. Failure to do so will result in a review by the Student Progress Committee and may lead to dismissal from the program.

4.5. Drug Screening Policy

Drug use is fundamentally inconsistent with a Physician Assistant's professional standards. The integrity of patient care and the trust placed in healthcare professionals demand a commitment to sobriety and adherence to the highest ethical standards. As future healthcare providers, students must embody the principles of responsible and ethical behavior, which includes maintaining a drug-free lifestyle.

All CUAA PA students are required to adhere to the "Federal Drug-Free Workplace Act" of 1988 and the "Drug-Free Schools and Communities Act Amendments" of 1989 (collectively referred to as the "Acts"). Compliance with these Acts is mandatory to ensure a safe and professional learning environment.

Students are prohibited from using any controlled substances without a valid prescription from a licensed medical provider. Even with a valid prescription, participation in certain program activities or classes may be restricted.

As a condition of enrollment, all CUAA PA students must complete a urine drug screening before matriculation and as requested by clinical sites. Screening results will be uploaded to Exxat, where the designated Exxat Medical Review Officer will review any positive outcomes. Students are responsible for all associated costs of urine drug screening.

Any violations related to drug use, whether on CUAA premises, in university-provided vehicles, at clinical sites, or during any university-sponsored activities, are strictly prohibited. For any positive urine drug screen not cleared by the Medical Review Officer, the University will enforce disciplinary action against violators in accordance with federal, state, and local laws. In addition, the student will be referred to the Student Progress Committee for consideration of warning, probation, or even dismissal.

Students concerned about their drug or alcohol use are strongly encouraged to contact Counseling and Psychological Services (CAPS) for support. Information about CAPS can be found in the "Student Resources and Services" chapter of this handbook.

4.6. Falsification of Admissions Application Policy

In some instances, students may provide inaccurate or misleading information or submit false materials in their admission applications. These misrepresentations are typically identified during the admission process, resulting in the rejection of the application.

However, if a misrepresentation is discovered after a student has been admitted, the offer of admission will be rescinded. Should a misrepresentation be found after the student has registered for classes, the admission will be revoked, and the student will be dismissed from the PA Program.

The determination of whether an application is inaccurate or contains misrepresentations is made by the Office of Admissions in conjunction with the Student Progress Committee.

5. CUAA PA PROGRAM RESPONSIBILITIES TO THE STUDENT

All CUAA PA students have equal access to Concordia University Ann Arbor's facilities and services as students from any other program.

5.1. CUAA PA Program Accreditation

ARC-PA Standard A3.12 The program must define, publish, and make readily available to enrolled and prospective students general program information to include:

a) the program's ARC-PA accreditation status as provided to the program by the ARC-PA.

The ARC-PA has granted Accreditation-Provisional status to the Concordia University Ann Arbor Physician Assistant Program sponsored by Concordia University Ann Arbor. Accreditation-Provisional is an accreditation status granted when the plans and resource allocation, if fully implemented as planned, of a proposed program that has not yet enrolled students appear to demonstrate the program's ability to meet the ARC-PA Standards or when a program holding Accreditation-Provisional status appears to demonstrate continued progress in complying with the Standards as it prepares for the graduation of the first class (cohort) of students. Accreditation-Provisional does not ensure any subsequent accreditation status. It is limited to no more than five years from matriculation of the first class.

Accreditation remains in effect until the program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the Standards.

The program's accreditation history can be viewed on the ARC-PA website at:

<http://www.arc-pa.org/accreditation-history-concordia-university-ann-arbor/>

Accreditation Review Commission on Education for the Physician Assistant, Inc.,

3325 Findley Road, Suite 150, Johns Creek, GA 30097, (770) 476-1224.

5.2. Credential Awarded

ARC-PA Standard A1.02 The sponsoring institution is responsible for:

e) conferring the credential and graduate level academic degree, which documents satisfactory completion of the educational program.

Upon successful completion of the CUAA Physician Assistant (PA) program, students will be awarded a degree of Master of Science in Physician Assistant Studies (MSPAS). This degree qualifies graduates to sit for the Physician Assistant National Certifying Examination (PANCE), which is administered by the National Commission on Certification of Physician Assistants (NCCPA). Passing the PANCE is a critical step that enables graduates to seek professional licensure in the state where they wish to practice.

5.3.. Degree requirements

Revisions in degree requirements and academic regulations take effect on July 1st following their adoption by the faculty and the Board of Regents.

Students at Concordia University follow the degree requirements and academic regulations in effect at the time of their admission. Revised requirements by government agencies or certification associations may influence the student's degree requirements regardless of previously stated.

Students are expected to read the regulations of the University and to conform to them. The student, not the University or any faculty or staff member, is responsible for meeting the requirements for a degree. Petition forms for the substitution or waiver of a requirement are available from the Registrar and must be approved.

Registration and payment of fees imply an agreement by the student to conform to the regulations of the University. Failure to meet obligations to the University, financial or otherwise, will be cause for refusal to issue a degree, transcript, and/or diploma.

The final responsibility for meeting all graduation requirements rests with the student.

5.4. Teaching Out

ARC-PA Standard A1.02 The sponsoring institution is responsible for:

h) teaching out currently matriculated students in accordance with the institution's regional accreditor or federal law in the event of program closure and/or loss of accreditation.

In accordance with the requirements set by the Higher Learning Commission (HLC), CUAA commits to providing a "teach-out" plan for all students enrolled in the PA program in the event of program closure or loss of accreditation. This ensures that all matriculated students will be able to complete their education as planned.

5.5. Tuition Refund

ARC-PA Standard A1.02 The sponsoring institution is responsible for:

k) defining, publishing, making readily available, and consistently applying to students, its policies and procedures for refunds of tuition and fees.

Students who choose to withdraw from the CUAA will receive a pro-rated refund of educational and board fees, according to the following schedule (a week runs Monday to Sunday):

During the first week of classes	80 percent
During the second week of classes	75 percent
During the third week of classes	60 percent
During the fourth week of classes	40 percent
During the fifth week of classes	25 percent
After the fifth week	No refund

For more information regarding tuition fees and refunds, follow the link below.

5.6. Clinical Sites

ARC-PA Standard A3.03 *The program must define, publish, make readily available and consistently apply a policy for prospective and enrolled students that they must not be required to provide or solicit clinical sites or preceptors.*

The CUA PA Program provides clinical rotations for all PA students. If a student has a potential site or preceptor they wish to be considered for their clinical rotations, they should contact the Director of Clinical Education for further discussion.

5.7. Responsibilities of CUA PA Faculty to Students

1. **Fairness and Respect:** Treat all students fairly, respectfully, and without bias, regardless of age, race, gender, sexual orientation, disability, religion, or national origin.
2. **Effective Questioning:** Employ the Socratic method to stimulate learning and discovery through insightful questioning. Avoid overly aggressive questioning that aims to belittle or humiliate students.
3. **Feedback and Evaluation:** Provide timely, constructive, and accurate feedback and opportunities for remediation. Ensure that grades and evaluations are submitted no later than two weeks after the conclusion of a course.
4. **Preparation and Punctuality:** Be adequately prepared and punctual for all instructional and administrative activities.
5. **Supervision:** Oversee students appropriately during required off-campus activities to ensure their safety and adherence to educational standards.
6. **Current and Relevant Material:** Offer students up-to-date material, information, and educational activities that reflect current standards and practices.
7. **Conflict of Interest:** To maintain transparency and integrity, disclose any familial relationships or other potential conflicts of interest.
8. **Additional Responsibilities:** Foster an inclusive learning environment by encouraging open communication, addressing students' concerns promptly, and providing support for academic and professional development. Engage in continuous self-assessment and professional development to enhance teaching effectiveness and stay current with educational advancements.

6. STUDENT RESPONSIBILITIES TO THE CUAA PA PROGRAM

6.1. Student Demographics and Contact Information

Students are required to promptly notify both the Registrar's Office and the CUAA PA Program Administrative Assistant in writing of any changes to their name or address. It is essential that current contact information is maintained on file, as important documents, including diplomas, will be mailed to the address listed.

6.2. Health Requirements

ARC-PA Standard A3.07 The program must define, publish, make readily available and consistently apply:

a) a policy on immunization and health screening of students. Such policy must be based on then current Centers for Disease Control and Prevention recommendations for health professionals and state specific mandates.

ARC-PA Standard A3.19 Student health records are confidential and must not be accessible to or reviewed by program, principal or instructional faculty or staff except for immunization and screening results, which may be maintained and released with written permission from the student.

The PA program follows the Centers for Disease Control and Prevention (CDC) guidelines for healthcare personnel on immunization. The PA program requires the following immunizations:

1. Annual QuantiFERON Gold/T spot lab test.
2. Chest radiography (every three years if the QuantiFERON Gold/T spot lab test is positive).
3. Hepatitis B immunity (established by reported dates of vaccination or by documented testing of antibody titer).
4. Tdap to those who have not received it before, then adult Tdap booster (every 10 years).
5. Measles, Mumps, and Rubella immunity (established by two reported dates of vaccination or documented positive antibody titer for all three components).
6. Varicella immunity (established by date of vaccination or documented antibody titer).
7. Annual Influenza vaccination.
8. The program does not mandate COVID-19 vaccination, however, the clinical rotations sites may mandate vaccination. The University does not provide vaccine exemptions.

NOTE #1: Students are responsible for any financial costs related to immunization and screening requirements.

NOTE #2: While CUWAA does not require vaccinations, many of the universities' clinical partners require that students who learn in their facilities are vaccinated against specific communicable diseases. Such policies are developed and administered by the clinical partners, and those facilities may, in some cases, grant exemptions to their own vaccine requirements. However, on the advice of legal counsel, CUWAA does not review or grant exemptions/waivers/exceptions to policies developed by other entities.

Students who choose to enroll in a CUWAA health care program must adhere to all vaccine requirements of the clinical facilities to which they are assigned. Further, CUWAA is not obligated to reassign students to a different clinical experience or facility based on vaccination status or for any other reason. An employer exemption (from an organization you are employed by, for example) does not carry over to the CUWAA student role. Once a decision on the student exemption has been made by the organization, the approval form or email needs to be forwarded to the staff member who handles the student's onboarding process.

NOTE #3: While student health records are confidential and not disclosed to PA program faculty or staff, program personnel are allowed to review immunization records (dates and results) and drug screen results.

6.3. Employment While in the Program

ARC-PA Standard A3.04 The program must define, publish, make readily available and consistently apply a policy that PA students must not be required to work for the program.

ARC-PA Standard A3.05 The program must define, publish, make readily available and consistently apply a policy that PA students must not substitute for or function as:

a) instructional faculty and

b) clinical or administrative staff.

Due to the demanding nature of the CUAA PA program, students are strongly discouraged from seeking or maintaining employment throughout the duration of the program. If a student chooses to work during the first year, they must ensure that their employment does not interfere with or hinder their academic progress. Employment is not an acceptable reason for missing classes, assignments, or program activities. Absences resulting from employment will be considered unexcused (see Attendance Policy).

Additionally, students are prohibited from working for the CUAA PA program in any capacity, including as instructional faculty, clinical staff, or administrative staff.

6.4. Pregnancy or Adoption While in the Program

The CUAA PA program recognizes the unique challenges of combining childbearing with education. Our goal is to support students who have had or adopted children during the program by providing realistic options for them to progress toward completing their degree.

Given the complex decision-making surrounding having a baby while in a PA program, no written policy can cover all contingencies and unique circumstances. Open and timely communication, cooperation, and good-faith efforts among all parties involved are essential.

Students expecting the birth or adoption of a child during the PA program should consult with the Program Director and their Academic Advisor. We also strongly recommend that students consult with their obstetrician or pediatrician regarding the prevention of potentially harmful exposures in clinical and/or academic environments.

Because the structure and demands of the CUA PA program curriculum vary across the semesters, the approach to accommodation will differ depending on the phase of the program in which the pregnancy and birth or adoption occur. Regardless of the timing, the student must:

- Develop a detailed educational plan in close collaboration with the Program Director, Academic Advisor, Title IX representative, and all appropriate course directors.
- Obtain written approval of the plan from the Program Director, Academic Advisor, Title IX representative, and all appropriate course directors at least three months before the due date or adoption date.

In 2008, the Americans with Disabilities Act Amendments Act (ADAAA) expanded the definition of "disability" to include temporary and less severe impairments. Specific impairments resulting from pregnancy are now considered disabilities and require reasonable accommodations. Pregnancy itself is not a disability covered by the ADAAA but is covered under Title IX. Pregnancy-related impairments such as hypertension, gestational diabetes, severe nausea, sciatica, etc., are disabilities covered by the ADAAA when they substantially limit one or more major life activities.

Students seeking accommodations or leave due to pregnancy and/or adoption should reference the Pregnant & Parenting section of the Title IX Policy.

<https://www.cuaa.edu/about/offices/title-ix/pregnant-parenting.html>

Students must consider that any time off from the program may delay graduation. Additionally, students are responsible for paying any fees associated with returning to the program as stated by University policy.

6.5. Leave of Absence

The CUA recognizes that students may experience life situations that would interfere with their ability to attend PA school (e.g., national service, pregnancy, injury, medical or mental conditions).

In those cases, students should seek to determine whether the University can accommodate their situations. It may be possible for accommodations to be designed to enable the student to remain in school and meet PA program standards.

Students may not be granted a leave of absence if they are not in good academic standing.

All accommodation needs are assessed on an individual basis by the Academic Resource Center (ARC). Students must disclose to the ARC the nature of their condition/situation. Students seeking accommodations or leave due to pregnancy and/or parenting issues should first reference the Pregnant & Parenting section of the Title IX Policy.

<https://www.cuaa.edu/about/offices/title-ix/pregnant-parenting.html>

In some cases, despite accommodations, the student may wish to take a medical leave of absence. A medical leave of absence is defined as a break from University enrollment so that the student may receive medical and/or mental health treatment and later return to the University with an opportunity to achieve their academic goals. During medical leave, the student is not enrolled in classes.

Medical leave may be utilized when academic progress and performance, or ability to otherwise function, has been seriously compromised by a medical or mental health condition.

The student may request a medical leave of absence at any point during active course enrollment. A medical leave of absence is not retroactive and cannot be sought for a previous term.

This policy may not be used in lieu of disciplinary action to address any violations of University and department rules, regulations, policies, or practices.

The duration of medical leave will generally be a minimum of one academic semester but can be extended to 12 months. The goal of taking a medical leave is to ensure that students return to the University with an increased opportunity for academic success.

This policy does not have any effect on the exemption of students from student loan repayments. Before taking a medical leave of absence, a student should contact the University's Financial Aid Office to discuss any impact the leave may have on financial aid.

If active in coursework at the time of the leave, the student will be removed from all coursework, and the last date of attendance will be used to determine financial responsibility following the Refund Policy. The student will receive a "W" in all active courses.

When the student is ready to return from a leave of absence, they must take the necessary steps to initiate the re-enrollment process:

- The student must submit a written request to the Program Director at least 30 days prior to the start of the term.
- The Program Director will respond to the student in writing within 10 (ten) business days.
- The student should contact Financial Aid to indicate the intent to reenroll.

6.6. Participation in Evaluations and Surveys

ARC-PA Standard C1.02 The program must implement its ongoing self-assessment process by:

a) conducting data collection.

The CUAA PA Program engages in ongoing planning and continuous quality improvement processes to set short- and long-term goals aimed at achieving measurable outcomes. These processes are designed to enhance program quality and ensure effective monitoring of compliance with accreditation standards.

The program is responsible for planning, implementing, and overseeing the educational quality improvement process. This includes integrating insights from student course and program evaluations, as well as assessment data, into quality improvement and faculty development initiatives.

Student feedback is crucial for maintaining high academic effectiveness and meeting accreditation requirements. Multiple surveys will be distributed throughout the didactic and clinical years and six months after graduation to ensure data-driven decision-making for program enhancement.

Evaluations will be provided to students electronically, and all collected data will be kept confidential. The program encourages professional, polite, and constructive criticism and ideas for improvement.

6.7. Responsibilities of Students to the CUAA PA Faculty

To foster a positive learning environment characterized by respect and goodwill between students and course instructors, the CUAA PA Program has established the following expectations for students:

- **Attendance:** Attend all required activities without exception.
- **Punctuality:** Arrive on time for all sessions.
- **Courtesy:** Extend courtesy to guest speakers and patient models.
- **Classroom Conduct:** Silence all electronic devices and minimize disruptions at the start of class without reminders.
- **Late Arrival:** Enter the classroom quietly from the back if late, avoiding disruption to the speaker.
- **Preparation:** Come prepared for class by completing all assigned readings and case reviews.
- **Participation:** Engage actively in sessions and allow fellow students the opportunity to participate.
- **Use of Electronic Devices:** Use electronic devices appropriately and in accordance with class policies.
- **Resource Selection:** Utilize only approved resources for course study and exam preparation.
- **Exams and Study Materials:** Do not use or distribute exams, study guides, or tutorial materials from previous years unless expressly permitted by the course director.

For further details on student responsibilities to faculty and the CUAA PA Program, please refer to the “CUAA PA Program Policies.”

7. CUAA PA PROGRAM ORGANIZATION

The PA program at Concordia University Ann Arbor holds the authority and responsibility for the selection and evaluation of students, the design and implementation of the curriculum, and the establishment of academic and classroom policies. The program also determines the awarding of degrees and certificates of completion. Decisions regarding program completion and graduation are based on satisfactory academic and clinical performance, adherence to program policies, demonstration of professional behavior, and other nonacademic factors, including appropriate interpersonal interactions, which contribute to overall success in the PA profession.

7.1. Academic Calendar 2024-2025

During the didactic year, the CUAA PA students follow the university calendar. During the clinical year, students will follow the calendar designed by the Director of Clinical Education.

Fall Semester 2024

August 26 - First day of classes, Opening Service

September 2 - Labor Day (No Classes)

November 3 - Last day to withdraw

November 27 – November 29 - Thanksgiving Break (No Classes)

December 9 – December 13 - Final Exams Week

December 14 - January 5 - Christmas break (No Classes)

Spring Semester 2025

January 6 - First day of classes

January 20 - Martin Luther King Day (No Classes)

March 3 - 9 - Spring Recess (No Classes)

March 23 - Last day to withdraw

April 17 – April 20 – Easter Break (No Classes)

April 28 - May 2 - Final Exams Week

May 5 – May 9 - May Break (No Classes)

Summer 2025

May 12 - First day of classes

May 26 - Memorial Day (No Classes)

July 4 - Independence Day (No Classes)

July 6 - Final day to withdraw

August 11 – August 15 - Final Exams Week

August 18 - 22 - August recess (No Classes)

Fall Semester 2025

August 25 - First day of classes, Opening Service

September 1 - Labor Day (No Classes)

November 2 - Last day to withdraw

November 26 – November 28 - Thanksgiving Break (No Classes)

December 8 – December 12 - Final Exams Week

December 15 - January 4 - Christmas break (No Classes)

<https://www.cuaa.edu/about/offices/registrar/academic-calendars.html>

7.2. Program Curriculum

ARC-PA Standard A3.12 The program must define, publish and make readily available to enrolled and prospective students general program information to include:

e) academic credit offered by the program.

CUA PA program curriculum consists of a total of 113 credits (67 didactic and 46 clinical).

Didactic curriculum sequence (clinical year curriculum is located in the Clinical Year Book):

Fall Term 1 (14 credits)

PHAS 5100 Primary Medicine I

PHAS 5105 Labs & Diagnostics I

PHAS 5110 Patient Care I

PHAS 5115 Pharmacotherapy I

PHAS 5120 Skills for Primary Practice I

PHAS 5125 PA Professional Practice I

PHAS 5130 Medical Decision-Making I

PHAS 5135 Molecular Basis of Disease

Spring 2 (19 credits)

PHAS 5200 Primary Medicine II

PHAS 5205 Labs & Diagnostics II

PHAS 5210 Patient Care II
PHAS 5215 Pharmacotherapy II
PHAS 5220 Skills for Primary Practice II
PHAS 5225 PA Professional Practice II
PHAS 5230 Medical Decision-Making II
PHAS 5235 Anatomy
PHAS 5240 Behavioral Medicine

Summer Term 3 (17 credits)

PHAS 5300 Primary Medicine III
PHAS 5305 Labs & Diagnostics III
PHAS 5310 Patient Care III
PHAS 5315 Pharmacotherapy III
PHAS 5320 Skills for Primary Practice III
PHAS 5325 PA Professional Practice III
PHAS 5330 Medical Decision-Making III

Fall Term 4 (17 credits)

PHAS 5400 Primary Medicine IV
PHAS 5405 Labs & Diagnostics IV
PHAS 5410 Patient Care IV
PHAS 5415 Pharmacotherapy IV
PHAS 5420 Skills for Primary Practice IV
PHAS 5425 PA Professional Practice IV
PHAS 5435 Emergency Medicine for Primary Care
PHAS 5440 Surgical Medicine

Use the following link for detailed course descriptions.

<https://catalog.cuw.edu/graduate/programs/health-prof/physician-assistant-studies-cuaa/#curriculumtext>

7.3. Classroom Hours

CUA PA Program classes generally run from 8:00 am until 5:00 pm Monday through Friday.

No classes are held during chapel time (10:30 am – 11:00 am) daily during all terms except for summer.

Occasionally, weekend or evening classes, IPEs, workshops, or seminars may occur. Every effort will be made to notify students in advance regarding such activities.

7.4. Daily chapel

Daily Chapel is the one time throughout the day that the entire Concordia community can gather in a Christ-centered environment for a 20-minute worship service.

Every Monday through Friday, when classes are in session, there is a pause in the day from all classes and meetings so that everyone can come together.

Most weeks emphasize a themed series, giving Daily Chapel a sense of continuity and connection.

Daily Chapel occurs from 10:30 am to 11:00 AM in The Chapel of the Holy Trinity (main campus).

Every Wednesday at 10:30 am, a pastor comes to the North Building Chapel.

For live stream, follow the link: <https://www.cuaa.edu/stream/?id=Chapel>

For more information about campus worship, follow the link: <https://www.cuaa.edu/life/christian-life/campus-worship.html>

7.5. Academic Advising

ARC-PA standard A2.05 Principal faculty and the program director must be responsible for, and actively participate in the processes of:

e) academic counseling of students.

ARC-PA standard A3.10 The program must define, publish, make readily available and consistently apply written procedures that provide for timely access and/or referral of students to services addressing personal issues which may impact their progress in the PA program.

The CUA PA program is committed to supporting students in achieving academic success. Each student will be paired with a faculty member who will serve as their academic and professionalism advisor. This advisor will be a crucial resource and primary contact throughout the student's time at CUA.

Students can schedule personal meetings with their advisor for the following purposes:

- Clarifying CU and PA program policies and practices.
- Addressing questions or concerns regarding course requirements, expectations, and performance criteria.
- Discussing academic standing and professionalism.
- Enhancing learning techniques.
- Receiving support for personal and professional growth.
- Getting timely referrals to appropriate services for personal issues.
- Assisting with portfolio requirements.

The PA program regularly monitors students' progress during the didactic and clinical years. Students are informed of their academic standing at midterms and the end of each term. If a student is identified as being at academic risk, they will be notified by their faculty advisor or the Chair of the Student Progress Committee. Students facing academic challenges may be required to meet with their advisors or other faculty members regularly to improve their performance.

Advisors may also direct students to CUAA resources and facilities to help them achieve their personal and educational goals. However, advisors are not permitted to act as the student's healthcare provider or mental health counselor.

7.6. Accessing Faculty

In addition to meeting with their assigned advisor, students are encouraged to request meetings with any CUAA PA program faculty member. Each faculty member holds weekly office hours, which can be scheduled by emailing the faculty member or signing up on a posted schedule (either electronically or outside the office door). Office hours can be held in person or via Zoom and are intended for counseling, advising, and addressing academic questions or concerns related to the program.

Faculty members are also accessible via email during business hours. Please allow 48-72 hours for a response, as PA faculty have teaching, administrative, university, and clinical responsibilities, and may not be able to accommodate unscheduled "drop-in" sessions. Scheduling a meeting in advance is the best way to ensure availability.

In case of a true emergency, students must contact the Program Director directly.

7.7. Requesting Assistance

It is essential to professional development that students adopt and exhibit self-directed responsibility for mastering knowledge and skills. Students are responsible for maintaining the required academic standards and initiating the appropriate activities to resolve deficiencies in any area. Students aware of a deficiency should contact the course director and their faculty advisor as soon as possible to solicit their help and recommendations to remediate deficiencies.

Students requesting assistance may be offered any of the following:

- Frequent meetings with the faculty advisor.
- Frequent meetings with course director/s in the course/s of concern.
- Help from Academic Resource Center (ARC).
- Counseling services are provided through CU or outside resources.
- Remediation of certain topics with course director/s.
- Tutoring in certain circumstances.

7.8 Requirements for Completion of Didactic Year

ARC-PA standard A3.15 The program must define, publish, and consistently apply and make readily available to students upon administration:

b) requirements and deadlines for progression in and completion of the program.

The student must achieve several benchmarks to complete the didactic year and be transferred to the clinical year.

By the end of the didactic year, the student MUST:

- Obtain a final grade of 79% or higher for each course OR be in compliance with the probation policy as outlined in Section 8.1.1. All assignments and assessments must be completed in all courses by their specified deadlines. Incomplete grades (I) are not allowed.
- Obtain a PASS in the assessments or courses that utilize the PASS/NO CREDIT grading system.
- Maintain a cumulative end-of-term GPA of 3.0 or higher.
- Successfully complete any required remediations.
- Obtain and maintain BLS & ACLS certification (provided by the PA program) per American Heart Association standards. Certifications must remain valid through graduation from the program.
- Maintain proof of immunization and physical exam requirements.
- Meet all requirements for attendance (outlined in Section 8.2)
- Comply with professionalism expectations and demonstrate academic integrity throughout the didactic year.
- Comply with all policies and procedures published by CUAA and those of the Physician Assistant Program.
- Successfully complete the Didactic Year Summative Assessment.

***Note:** All students will participate in the summative evaluation of didactic education in the last semester of the didactic year to demonstrate competency in the medical knowledge as well as the clinical and technical skills needed for progression to the clinical year. A student who fails any component of the didactic summative assessment will be given a chance of **one-time** remediation of that component. Any student failing the remediation of any component of the didactic summative evaluation will be referred to the SPC for dismissal from the program.

7.9. The Student Progress Committee (SPC)

The purpose of the Student Progress Committee is to ensure that every graduate of CUAA's PA Program has the skills, knowledge, professionalism, and judgment to assume the responsibilities of a physician assistant.

The SPC is composed of faculty members of the School of Health Professions.

Issues that SPC is assigned to evaluate may include, but are not limited to:

- Failure to meet academic benchmarks.

- Breaches of trust in personal actions, including cheating, plagiarism, or unauthorized use of materials in academic assessments.
- Misrepresentations, distortions, or serious omissions in data or reports in clinical care.
- Abuse, misrepresentation, or other improper conduct in relation to patients or colleagues in clinical or academic settings.
- Repeated failures to meet assigned obligations during academic or clinical training.
- Lapses in standards of professional conduct and responsibility.

The SPC regularly reviews students' grades, evaluations, and reports of academic and clinical professionalism.

At the end of each term, once final grades are posted, the SPC meets to determine the eligibility for progression to the following term of each PA student.

If a student is found in violation of the CUAA PA program policies or is referred to the SPC, the SPC will determine the appropriate level of sanctions depending on the nature and extent of the issue. The disciplinary sanctions will be shared as recommendations to the PA Program Director.

The Program Director will review the recommendations and affirm, amend, or reverse each recommendation and then notify the student of the decision in writing.

In addition, any academic or professionalism issues noted by the CUAA PA faculty prior to the end of any term may be referred to the SPC for review and may trigger SPC meetings at any time during the PA program.

Students are expected to comply with all disciplinary rules from matriculation until the conferring of the degree. A degree will not be granted to a student who is not in good standing or against whom a disciplinary charge is pending.

7.10. Campus Graduation

Students are eligible for graduation in December of their clinical year as long as they have completed all required components of the program (didactic, clinical, and summative), which is outlined within Didactic Year Handbook and Course Catalog. If a student is on probation, must repeat a clinical rotation, or is in violation of any professionalism or academic standard, they will not be able to graduate until this is resolved according to the PA program policy. Failure to achieve resolution will result in referral to the Student Progress Committee (SPC) for dismissal.

Students must also meet the graduation requirements and fulfillment of all financial obligations to Concordia University and PA Program standards.

8. CUAA PA PROGRAM POLICIES

ARC-PA Standard A3.02 The program must define, publish, make readily available and consistently apply its policies and practices to all students.

8.1. Academic Progression Policies

ARC-PA Standard A3.15 The program must define, publish, consistently apply and make readily available to students upon admission:

b) requirements and deadlines for progression in and completion of the program.

c) policies and procedures for remediation and deceleration.

d) policies and procedures for withdrawal and dismissal.

8.1.1. Probation Policy

Students who receive a course grade below 79%* or a GPA below 3.0 at the end of any term will be placed on Academic Probation for the following term and notified of such by the Program Director. Students not meeting professionalism standards at any point during the program will be placed on Professionalism Probation and notified of such by the Program Director. The length and conditions of a Professionalism Probation will be determined by the Student Progress Committee on a case-by-case basis. Notification of Probation will be sent to the student via email and in a certified letter. In the written notification, the Program Director will outline the reason(s) for Probation and list the requirements the student has to meet in order to be removed from Probation.

Students placed on Probation:

- MUST acknowledge the receipt of the probationary status by signing the probation letter sent via email and submitting it to the Program Director within 5 business days (counted from the date the email was sent).
- MUST create a plan for improving academic or professional behavior and submit it to their Academic Advisor for approval within 5 business days of receipt of the Probation letter.
- MUST meet with their academic advisor at least twice a month while on Probation. It is the student's responsibility to schedule the meetings.
- May NOT hold any student government/society position.

If the Probation plan is not followed or if in a subsequent term the student fails to obtain a GPA of at least 3.0, a final grade in any of the courses of at least 79%, or fails to demonstrate professionalism standards, they will be referred to the SPC for dismissal.

*Note: students receiving a course grade of D+ or below (<70%) will not be placed on Academic probation. Instead, they will be referred to the SPC for dismissal.

8.1.2. Deceleration Policy

Deceleration in the didactic year for academic or professionalism reasons is not allowed.

Students may request a Leave of Absence (LOA), outlined in Section 6.5 of handbook, in writing to the Program Director, and will be required to provide written evidence of the personal or medical issue related to the request. If this request is approved, prior to the student's return to the program, the Program Director will provide the student with a specific deceleration plan. This plan will be developed on a **case-by-case** basis after review and with input from the student's advisor, the Student Progress Committee (SPC) and the Program Director.

The student must provide a letter from their treating physician which releases them back to full function in the PA program before they may rejoin the program. If restrictions are required, the Program Director must be notified in order to request from the ARC (Academic Resource Center) for necessary accommodations.

During the didactic year, the deceleration plan requires the student to repeat or audit courses on a **case-by-case** basis. Students who are granted extended leave during their didactic year may be required to re-matriculate into the next academic year.

Please note that the program's policy is that students must successfully complete all components of the program within 40 months of matriculation.

It is the responsibility of the student to contact the Financial Aid Office to discuss the financial consequences of deceleration and repetition of courses, which may result in additional tuition and fee expenses.

***Note:** Deceleration will result in delay of graduation.

8.1.3. Dismissal from the Program Policy

The CUAA PA Program reserves the right to dismiss any PA student at any time prior to graduation.

Circumstances warranting such action may be of an academic, legal, or professional nature.

Students will be notified via email if the SPC is convening to discuss possible dismissal. Students being considered for dismissal may request a meeting with the SPC or submit a written commentary (no later than 72 hours prior to the SPC meeting) for the SPC to consider in making their decision. An SPC meeting is not a legal proceeding; no attorneys may be present.

If the SPC recommends dismissal, the Chairperson of the SPC will inform the PA Program Director of the recommendation. If the Program Director affirms the recommendation, then the decision will be reviewed by the Interprofessional Review Board (IPRB) to confirm that program policies have been followed. The IPRB may choose to meet with the student to obtain further information. The IPRB can uphold or overturn the dismissal based on the department policies. The IPRB will have ten (10) business days to respond in writing to the student. Any dismissal decision will be communicated via certified letter and email to the student informing them of the decision.

The student has the option to appeal the SPC decision. If a student believes that the department or IPRB did not follow policy, the student may appeal to the Dean in writing. The Dean will have five (5) business days to respond in writing to the student. Dean's decision is final.

***Note:** If a student chooses to appeal their dismissal, they may not participate in clinical rotations until their appeal process is resolved.

8.1.4. Withdrawal Policy

A student who decides to withdraw from the CUAA PA program must notify PA Program Director and the Registrar's Office in writing of their decision. The letter must indicate the reason for withdrawal and the effective date.

Under certain circumstances, the SPC (Student Progress Committee) may require a student to withdraw or may recommend that a student be dismissed or expelled. In these cases, the SPC will determine the effective date of withdrawal and notify the PA Program Director in writing. Should the Program Director approve the SPC decision, the student will be notified in writing, and the Registrar will be copied on this correspondence.

In either case, the student ID card must be turned over to Ben Oliver's Office (North Building, Room #261) and will be deactivated on the effective date of withdrawal. The amount of tuition to be charged will be based on the date of withdrawal. Students who withdraw are responsible for paying all outstanding charges on their term bill.

Withdrawals may be made without penalty within the first half of a term (please see the current Academic Catalog for dates or Tuition Refund 5.6).

After the beginning of the tenth week of each semester, withdrawals are reported with a grade of WF (Withdraw Fail).

Exceptions may be made for withdrawals due to extenuating circumstances such as illness or other unavoidable occurrences. Any questions about withdrawing from the University may be directed to the Registrar's Office at 734-995-7413 or email registrar@cuaa.edu.

8.2. Attendance Policy

All CUAA PA students must uphold professional conduct and responsibility standards to develop into effective Physician Assistants. The CUAA PA program, being a professional program, mandates attendance and active participation in all curriculum components, including classes, laboratories, clinical experiences, and department-scheduled events.

The didactic year is structured to ensure each student actively engages in the curriculum, with the following goals:

- Developing a sense of professionalism
- Promoting collegiality
- Encouraging peer-to-peer teaching
- Gaining experience with interprofessional collaboration.

Achieving these goals requires every student to be present and actively involved. Students will be notified in advance of any required evening or weekend activities.

8.2.1. Personal days

Students are allowed one personal day per term, which they may use at their discretion. Personal days do not accumulate over the course of the didactic curriculum and cannot be carried over from one semester to another if unused.

Personal days cannot be taken when assessments or required program activities are scheduled. Students are responsible for any material missed during their personal day.

To take a personal day, students must fill out an "Excused Absence Form," which can be requested from the PA program Administrative Assistant. The form should be reviewed and signed by the course director(s) and the Program Director at least seven business days before the intended absence.

8.2.2. Excused Absence

The student must contact the course director(s) and the Program Director for the class(es) they will miss via email in advance if possible.

The faculty rely on a student's honesty and integrity when presenting a compelling reason for an absence from a required activity; honesty and integrity are core values for all health professionals. Multiple absences impair individual and group learning which is vital to the success in PA school.

The student will be responsible for any missed course material. If an assessment was missed, it is the responsibility of the student to contact the course director(s) within three business days of the return to class to discuss options for completion.

Approval of an excused absence requires completion of the "Excused Absence Form" ("Excused Absence Form" can be requested from the PA program Administrative Assistant).

The following are considered excused absences:

- Religious holidays. Completion of the excused absence form 30 days prior to the holiday is required.
- Jury duty. Students must notify the Program Director as soon as the notification has been received.
- Military service. Students must notify the Program Director as soon as the deployment requirement has been received.
- Death of a family member, including spouse, parents, grandparents, siblings, or children. Students will be allotted up to five days for bereavement.
- Unforeseen illness or injury. If the student is absent for three or more days, the Program Director must be informed, and a school excuse note from a licensed healthcare provider must be submitted prior to the return to class.
- Medical or behavioral health appointments. Students must schedule their medical appointments outside class whenever possible.

8.2.3. Unexcused/Unapproved Absence

Absences that do not qualify as excused will be deemed unexcused. Unexcused absences are inconsistent with professional expectations.

Students will receive no credit for any missed assessments on the days they are absent and will be responsible for any missed material.

Any unexcused absence will result in a professionalism citation. Accumulating two professionalism citations for unexcused absences within a didactic year will trigger a review of the student's professionalism behaviors by the Student Progress Committee.

8.2.4. Tardiness

Tardiness is inconsistent with the professional behavior of the Physician Assistant. Students are expected to be in their seats and ready 5 minutes before class starts. If a student expects to be late, they must inform the course director in advance via email. The student will be responsible for any content missed due to tardiness.

Arriving 30 or more minutes late will be considered an absence.

Tardiness is categorized as excused or unexcused based on the principles outlined in the "Unexcused/Unapproved Absence" policy.

To facilitate the transition to the academic environment, tardiness during the first week of the didactic year will result in a verbal warning. From the second week onward, each instance of tardiness will result in a professionalism citation. In the first didactic semester, three citations will lead to a meeting with the Program Director (PD), and two additional citations will trigger a review by the Student Progress Committee (SPC). In the second didactic semester, two citations will lead to a meeting with the PD, and one additional citation will result in an SPC review. In the third didactic semester, one citation will prompt a meeting with the PD, and one additional citation will lead to an SPC meeting. In the fourth semester, any instance of tardiness will result in an SPC meeting.

The decreasing tolerance for tardiness reflects the expectations for student's growing understanding of professional requirements.

8.3. Remote Participation Policy

In exceptional circumstances, remote participation in class sessions (via Zoom) may be considered to help students keep up with content when they are unable to attend class. This option is only applicable if the course director/s agrees.

8.4. Class Recordings Policy

A student may request a recording of lectures for the following reasons only: absence due to religious observance or absence due to illness. Requests for access to recordings should be emailed to the course director/s. Provided recordings are for the sole use of the student and cannot be disseminated to others or posted on social media or private websites. The students cannot record any of the classes without permission from the course director.

8.5. Professional Conduct Policy

The profession of medicine is founded on the highest standards of conduct. In admitting a student to CUAA PA School, we believe the student already demonstrated that their behavior reflects maturity and civility. After a student is admitted, enrollment remains contingent on a continuation of this high standard of conduct.

8.5.1. Classroom Etiquette

To maintain an environment conducive to learning, the CUAA PA Program has established the following guidelines:

Sending emails, accessing social media, surfing the web for non-course-related purposes, listening to music, bringing children or pets to class (unless permitted by the course director), and distracting peers or faculty from the learning process are prohibited.

Frequent breaks are given during class. The student should attempt to limit exit and reentry to the classroom by using break time.

Students may have a beverage in the classroom if it is protected with a lid to prevent spillage. Eating is allowed if it is not disruptive to the class. Students must clean up after eating or drinking in the classroom. Refrigerators and a microwave are available on the first floor of the North Building. Students are not allowed in the faculty breakroom in the Health Professions wing.

All personal items must be taken home daily or placed in a locker. Classroom space is shared among several programs. Thus, the security of personal belongings cannot be guaranteed.

Faculty are responsible for maintaining an optimal classroom environment and may ask those who do not comply with classroom etiquette to leave.

8.5.2. Dress Code and Student Identification Policy

ARC-PA Standard A3.06 The program must define, publish, make readily available and consistently apply a policy that PA students must be clearly identified in the clinical setting to distinguish them from other health profession students and practitioners.

The Physician Assistant student represents the Physician Assistant profession and Concordia University Ann Arbor.

Students must dress in a manner that is respectful to their faculty, classmates, patients, and other interprofessional and administrative colleagues.

All CUAA PA students are expected to adhere to the guidelines provided below.

Identification Cards (ID)

CUAA PA students must identify themselves as PA students to faculty, patients, and clinical preceptors by wearing photo identification (ID card).

Students will be issued CUAA ID cards at the beginning of the didactic year. No other credentials can be displayed on the student's nametag, even if the student previously earned other titles (MD, NP, OT, PT, etc.). The ID card must be easily readable and free from stickers or other decorations.

ID cards are the property of the University and are intended for University purposes only. ID cards are required for admission to most University activities and facilities, including libraries, museums, dining halls, athletic buildings, and student residences.

ID cards are not transferable (a student may not allow any other person to use their card for any purpose). Every student is responsible for their ID cards and the consequences of their misuse. A student who alters or falsifies his or her University ID card or produces or distributes false IDs of any kind is subject to disciplinary action.

Lost cards should be reported immediately to Ben Oliver (ben.oliver@cuaa.edu or North Building #261). There is a charge of \$25.00 for a lost student photo ID.

Clothing/Apparel

Students are expected to dress professionally on campus and during off-campus activities (e.g., at the nursing homes, hospitals, outpatient clinics, conferences or seminars, or during community-involved events).

The student may choose between business casual attire or scrubs with a white coat. The scrubs must be of solid color (e.g., black, grey, blue, maroon).

The outfits should fit well, be in good condition, and allow for an appropriate range of movement. Clothing should be modest and conservative and provide adequate coverage of the chest, shoulders, armpits, midriff, and legs above the knees. Feet must always be covered (e.g., socks, nylons, tights). Undergarments must always be worn and should never be visible.

A white coat is required during guest lectures and OSCE examinations. The white coat must be clean and pressed.

Business casual attire is a code of dress that blends traditional business wear with a relaxed style that is still professional and appropriate for an office and/or clinic environment.

Examples of business casual attire:

- Slacks, khakis.
- Knee-length skirts, knee-length or maxi dresses.
- Button-down shirts, sweaters, blouses, or polo shirts.
- Cardigans, blazers, or sport coats.
- Tank tops or strapless shirts paired with a blazer, jacket, or cardigan.
- Closed-toed shoes such as loafers, Oxfords, boots, pumps, or flats.
- Sneakers and tennis shoes are allowed if in good condition and worn with scrubs.
- Simple, professional accessories such as scarves, belts, or modest jewelry.
- CUAA apparel that complies with the above.

Prohibited Items:

- Well-worn athletic sneakers or tennis shoes, flip-flops, crocks.
- Stained or wrinkled clothing.
- Clothing with holes, including distressed jeans.
- Clothing that is too tight, too short, oversized, or too loose.
- Shorts, cargo pants, denim.
- Backless or low-cut tops, crop tops.
- Clothing with loud patterns or inappropriate logos or text.
- Scrubs with bright/neon colors or busy patterns.
- Excessive, distracting, or “noisy” jewelry.

Personal Hygiene/Grooming

In the classroom and during off-campus activities, students must be physically clean, well-groomed, and take steps to prevent and/or address problems of offensive body odors.

Hair must be of a natural color, clean, combed, and neatly trimmed or arranged to comply with the safety requirements and should not obstruct the vision. Hair colors, including but not limited to yellow, green, pink, purple, or blue, are not permitted. Sideburns, mustaches, and beards must be neatly trimmed. A beard hood may be required during certain clinical visits.

Nails should be clean and trimmed to a length no longer than a $\frac{1}{4}$ of an inch. Nail polish should be fresh, not chipped, and of neutral colors. No nail decorations are allowed. Artificial fingernails are prohibited.

Tattoos and body art must be covered.

Perfumes, body mists, colognes, and aftershaves should not be worn during clinical visits due to the respiratory sensitivity of some patients.

Smoking is prohibited.

Jewelry/Accessories

Jewelry and clothing accessories should not interfere with students' ability to perform their duties safely and accurately and must not pose an infection or physical hazard to self, the patient, or staff.

Students should avoid wearing dangling earrings, necklaces, and bracelets.

Wedding rings/bands and watches are permitted unless they negatively impact the integrity of gloves worn as personal protective equipment.

Excessive ear or visible body piercings should be removed (if possible).

Consequences for Dress Code and Student Identification Policy Violation

- If a student arrives improperly dressed or groomed, CUAA PA faculty reserves the right to instruct the student to return home to make appropriate changes.
 - The first violation of the Dress Code Policy will result in a verbal warning.
 - The second violation will result in a professionalism citation.
 - The third violation will result in SPC committee review of the student's professional behaviors.
- Exceptions to this policy may be made on a case-by-case basis based on the student's religious beliefs, disability, medical condition, or other compelling reasons.
- Any questions or concerns related to the dress code should be directed to the Program Director.

8.5.3. Electronic Media Policy

Electronic media are internet-based applications that support and promote the exchange of user-developed content (e.g., Facebook, Twitter, Instagram, TikTok, LinkedIn, Snapchat, YouTube).

Concordia University and its faculty and staff do not monitor online communities. Further, the University does not forbid faculty, staff, and students from joining and participating in online communities as individuals, not acting as agents of the University. However, any behavior that violates the Code of Student Conduct brought to the attention of a University official or CUAA PA faculty or staff will be treated as any other violation and referred through channels outlined in the code.

The following Guideline outlines appropriate standards of conduct related to all electronic information created, transmitted, or posted internally or externally by faculty, staff, and students affiliated with the CUAA PA Program.

- Social networking (or 'friending') or texting CUAA PA Program faculty and staff, guest lecturers, clinical preceptors, or current/former patients is strictly prohibited. Students must contact faculty via email or office phone.
- The student is responsible for the material transmitted by email or posted on personal blogs and other electronic media. Students must be courteous, respectful, and thoughtful about how others may perceive or be affected by their postings. Incomplete, inaccurate, inappropriate, or threatening posts, harassment, or bullying or use of profanity on student postings are strictly prohibited and will result in professionalism citation and may lead to dismissal from the program.
- Students must ensure that emailing, messaging, blogging, electronic networking, and other external media activities do not interfere with school commitments.
- Social networking is permanently timed and tracked. Therefore, social networking during class, program activities, and clinical time are easily noted and strictly prohibited.
- Electronic media is generally retained and subject to investigation, subpoena, discovery, or other legal actions. Further, the organization providing the service (email, social site, etc.) owns the material at the moment of posting or transmission. Thus, anything that student posts or transmits is highly likely to be permanently connected to the student and their reputation.

Future employers and patients may come across this information and may use it to evaluate the student.

- Disclosing information about patients without written permission, including photographs or potentially identifiable information, is strictly prohibited. HIPAA guides us to take extreme care when sending any information that could possibly be linked to a patient or patient's family. These rules also apply to deceased patients and to posts in the secure sections of students' electronic media pages that are accessible by approved friends only.
- Students are strictly prohibited from communicating with members of the media or outside sources attempting to gather information regarding the CUAA PA Program through the social network. Refer all questions regarding program information, policies and procedures to the CUAA PA Program Director.
- Students must not share confidential or proprietary information that may compromise the CUAA PA program's practices or security. Similarly, students must not share information in violation of any laws or regulations.

Failure to adhere to the aforementioned best practices will be considered a breach of appropriate professional behavior and can result in discipline, up to and including removal from the program.

8.5.4. Student Email Accounts

Every CUAA PA student is provided an official CUAA email account. Usage of the CUAA email system indicates that you will abide by this policy. Students may access email on a mobile device or via an email program such as Outlook, Mac Mail, or Thunderbird. Because the PA program and other CUAA offices send official information and notifications to this designated account, students are responsible for daily monitoring their CUAA email account for important communications. Students should also be aware that email is NOT a highly secure form of communication and should never be used to store or transmit high risk confidential information such as patient information, social security number or any confidential information that they do not want to be public.

8.5.5. Confidentiality

All CUAA PA students must always follow HIPAA guidelines. Students must respect the confidentiality of patients and fellow students and are not permitted to discuss patients or fellow students by name outside the clinical or academic setting. For academic presentations and various assignments, students must use patients' initials or first name only. All protected information must be redacted from any documents during presentations.

8.5.6. Physician Assistant Student/Patient/Preceptor Relationships

The relationship between the PA student and patient or preceptor should always remain professional. The student is not to engage in relationships with patients or preceptors that are considered as unethical or illegal. Dating and intimate relationships with patients or preceptors are not appropriate. Unprofessional conduct will be grounds for disciplinary action, including dismissal from the CUAA PA Program.

8.6. Pets in the Classroom Policy

Pets (animals of any kind, including dogs, cats, reptiles, etc.) are not permitted in classrooms, anatomy labs, or in learning sessions of any kind, except for registered service animals.

The presence of pets in the classroom may result in distractions for students and faculty, concerns of those who suffer from allergies or fear animals, and a potentially unsafe environment for the animal (in the case of labs or proximity of hazardous materials).

The CUAA PA Program reserves the right to require students who violate this policy to leave the class session at any time.

8.7. Non-Sanctioned Study Guides

The faculty understands that students may study in many different ways. Study guides developed and posted on a closed website or sent via email between classmates to review and study are not the responsibility of the PA faculty or course directors. It is up to each student to verify the information is correct that their classmates have sent for them to study.

8.8. Academic Integrity/Professional Misconduct

Academic honesty is the foundation of our educational institution. At Concordia, honesty is central to our Christian identity and way of relating to one another.

The PA Program takes breaches of academic integrity and professional conduct seriously. Unprofessional behavior presents a potential danger to the provision of exemplary patient care and may damage the credibility of the profession. Professional behavior is equal in importance to content knowledge and manual skills.

The CUAA PA Program has a zero-tolerance policy towards cheating, plagiarism, and academic misconduct. Any students suspected of the above will be referred to the Student Progress Committee (SPC) for investigation. Disciplinary actions may include, but not limited to, warning, probation, or dismissal from the program. The names of students found guilty of engaging in academic dishonesty will be reported to the Provost's Office.

8.8.1. Cheating

Includes, but is not limited to:

- The use of unauthorized assistance in taking any type of test or completing any assignment.
- Assisting another student on a test or with an assignment.
- Allowing someone else to turn in your work as their own.
- Working on any assignment as a group and then submitting/presenting multiple copies of the same assignment as individual work.
- Stealing an assessment or answers to an assessment from the instructor or failure to report knowledge of such event committed by another student.

- Use of Generative Artificial Intelligence (GAI) resources, including, but not limited to, ChatGPT, as an aid for the completion of any assessment unless permitted in writing by the instructor. CUAA PA Program reserves the right to use platforms, systems, and processes that detect content created and/or modified, in whole or part, through the use of Generative AI.

8.8.2. Plagiarism

Includes, but is not limited to:

- Failure to fully and clearly acknowledge the source of any idea that is not your own.
- Submitting a portion or a complete duplicate of your own work in multiple courses without consent from instructors.

8.8.3. Academic Misconduct

Includes, but is not limited to:

- Intentionally interfering with teaching and/or any other academic functions (e.g., eye-rolling, loud sighing, insubordination, failure to follow instructions or argumentative behavior).
- Behaving in a way deemed unprofessional, unethical, or immoral at the university or in the clinical setting.

8.9. Academic Assessment

The director of each course determines the nature, frequency, content, and scoring of student assessments. All formally designated assessments are required of all students registered in the course. Mid-term evaluations take place only in the first term to provide timely feedback to students about their academic performance and help transition from undergraduate to graduate learning style.

8.10. Examination Policy

The policy on taking examinations is designed to be fair, uniform, and transparent across all CUAA PA program courses. Maintaining a standard of professional behavior applies to a student's responsibility for taking examinations. All exams are administered by either the course director or designated proctor (e.g., other PA faculty or ARC representative). Students are expected to respond appropriately to proctors' requests and to guard against even the perception or appearance of inappropriate exam behavior.

All students are required to take exams on the date and time provided by the course director. Students are expected to arrive on time (see Attendance Policy). Should extraordinary circumstances occur (e.g., illness, accident, death in the immediate family), the student must immediately notify the course director/s via email, who will determine further actions. Late arrivals may enter and sit for the exam, but no extra time will be given.

No examinations will be administered to an individual student via email or any other remote arrangement unless this was the mechanism by which the original exam was administered to the entire class.

The classroom should be completely quiet 15 minutes prior to any exam.

Students must be seated in every other seat unless directed otherwise.

No materials other than pens and those provided by the proctors are permitted unless specified by the course director. All materials not permitted must be placed on the outer perimeter of the room. All materials on the desks are subject to inspection upon request.

When paper copies of exams are distributed, students may not read any portion of the exam until told to do so. Exams may not be unstapled, torn, or taken apart in any manner. No questions may be copied in any manner. If something is torn or comes apart, notify the proctor. No exams or portions thereof may be kept at any time.

Students who need to use the restroom may do so one at a time. Students should be quiet in the hallway when taking a restroom break during the exam.

Students are prohibited from reviewing outlines/notes or sending/receiving electronic communications during the restroom break.

No extra time will be given due to a restroom break. If the examination is provided on a hard copy exam, it must be turned face down until the student returns.

The following items are prohibited in the exam testing area, which includes restrooms and exam floor hallways:

- Sunglasses.
- Hats, hoods, or other headgear (except items of religious apparel).
- Electronic devices such as, but not limited to, cellphones, computers (unless permitted by the course director), iPods/iPads or similar devices, calculators, pagers, cameras, radios, recording devices, hand-held computers, smart watch, any type of personal digital assistant or wireless communication devices, etc.
- Headphones, earbuds (ear plugs are allowed).
- All cell phones must be turned OFF and stored away from the testing area.

Possession of prohibited items during the examination or in the restrooms and exam floor hallways may result in a professionalism infraction or dismissal from the exam.

The following behavior during examination is prohibited:

- Any conversation with another student regardless of the subject matter of that conversation.
- Possession of any prohibited material (notes, printed lectures, etc.), irrespective of its use.
- A perusal of another student's examination answers.
- Disseminating any examination materials or information to another student who has not taken the examination.

If the assessment requires a computer or other items to be set up, that must be done before the exam starts. If a student arrives late or does not have equipment set up, no extra time will be given to finish an assessment.

Students will be given approximately one minute per question on the multiple-choice exams in preparation for taking the PANCE.

Students will not be allowed to ask the faculty or proctor any questions during the examination regarding definitions, interpretations, or clarity of content. Students may only ask questions if a typo is noted.

All examinations are the property of the CUAA Physician Assistant Program. Copying examinations and related testing materials, in full or part, for any reason will be regarded as cheating and theft, and disciplinary actions will be instituted. Other students receiving, viewing, or duplicating such stolen examination materials will be treated as an accomplices and subject to disciplinary action.

Any faculty, staff, or student has a right to assert a violation of the examination policy.

If a student completes the exam before others, they may quietly leave the examination room unless directed otherwise.

In the event the class must vacate the examination testing area while an exam is still in progress for reasons such as a fire alarm, the Examination Policy continues to apply.

8.11. Assessment Makeup Policy

Re-scheduling of any assessments is only permitted for excused absences.

It is the student's responsibility to contact the course director to determine the makeup process.

8.12. Grading

ARC-PA Standard 2.05 Principal faculty and the program director must be responsible for, and actively participate in the processes of:

d) evaluating student performance.

Grading of all course assessments and the course itself is based on the following scale:

100-93%	A	92-90%	A-		
89-87%	B+	86-83%	B	82-79%	B-
78-76%	C+	75-73%	C	72-70%	C-
69-67%	D+				
<66%	F				

Grades are not rounded up for individual assessments or final term grades.

In the practice of medicine, timely and accurate documentation is a fundamental professional responsibility of all physician assistants. As future healthcare providers, our students are expected to adhere to these same standards in their academic work. Therefore, we require that all assignments be submitted on time, with careful attention to detail and strict adherence to provided instructions.

Late Submissions:

All assignments must be submitted by the specified deadline. Late submissions will receive no credit. If a student encounters an extenuating circumstance, they are required to contact the Course Director and explain the situation promptly. Consistently turning in late assignments will be considered unprofessional behavior and may result in a professionalism citation. Accumulating three professionalism citations for late submissions within a term will necessitate a meeting with the Program Director.

Submission Errors:

Students are permitted to submit each assessment for grading only once. It is imperative that assessments are submitted correctly and in the designated location and format. Failure to do so will result in an automatic 10% grade deduction.

Inability to follow instructions:

Students are expected to meticulously follow all instructions provided for assessments. Any failure to adhere to these instructions will result in an automatic 10% grade deduction.

Final percentage grades are available in BlackBoard for each course. Course Directors enter letter grades into Banner, which are then recorded on the student's transcript. The Registrar calculates the end-of-term GPA based on these letter grades.

8.13. Remediation Policy

ARC-PA Standard A2.05 Principal faculty and the program director must be responsible for, and actively participate in the processes of:

f) assuring the availability of remedial instruction.

ARC-PA Standard A3.15 The program must define, publish, consistently apply and make readily available to students upon admission:

c) policies and procedures for remediation and deceleration.

Each student is expected to achieve a passing score of 79% or above on each graded assessment in each course.

Those who do not meet the required academic benchmark will be asked to complete remedial work on the content they missed. Additionally, any student scoring more than 1.5 standard deviations (SD) below the class average on any assessment must review missed content with the course director. A grade 1.5 SD below the mean is not considered a failure and does not require formal remediation.

Students who fail to achieve 79% on any graded assessment must email the course director within three business days of the grade being posted to schedule remediation.

Failure to contact the course director will result in a professionalism citation.

The course instructor will contact students who receive grades below 1.5 SD from the class average.

Remediations should not be viewed as punitive. They are provided for the student's benefit to ensure clear understanding and competency in the missed content. Remediation will focus on concepts related to the content missed on the assessment or areas lacking performance competency. The method of remediation and the determination of successful remediation is at the course director's discretion. Successful remediation will not change the original grade.

Students will be given a maximum of two opportunities to remediate a score below 79% (the exception is summative assessment). Failure to complete remediation on two trials will result in student referral to the Student Progress Committee (SPC), resulting in academic warning, academic probation, or dismissal from the program.

All remediations (didactic or clinical) must be completed before advancement into the next term. Students who fail to complete their remediations on time cannot transition to the following term.

The summative assessment signifies a substantial milestone in a student's academic progress and, therefore, cannot be remediated multiple times. Students will be given one opportunity to remediate a failure of the summative examination. Should a student fail the remediation, they will be referred to the SPC for consideration of dismissal.

8.14. Grade Appeal Policy

ARC-PA Standard A3.15 The program must define, publish, consistently apply and make readily available to students upon admission:

g) policies and procedures for student grievances and appeals.

Any disputes of a grade are permitted within two calendar weeks following the grade release.

It is the student's responsibility to provide evidence that an assessment was graded incorrectly.

The evidence must be submitted to the course director with the citation of either the course syllabus, course materials, or outside sources.

If the student still feels a grade is in error, the student may meet with the Program Director for discussion. The decision of the Program Director is final.

8.15. Drug Use and Tobacco/Smoking

Students are expected to comply with all University policies as well as all federal, state and local laws.

NOTE: As Christians, we view the care of our bodies as part of our total context for life. God in His Word, gives life and sustains it (Genesis 1:27). He affirms the proper and good care of our bodies as His temple (I Corinthians 6:19-20). As such, He forbids misuse, overuse, and

abuse of substances that are harmful for our bodies (2 Corinthians 7:1). Further, God invites and commands us to care for each other, assisting our neighbor in avoiding the abuse of any drug or substance that harms the body and the mind (John 13:34-35).

Therefore, Concordia University is a drug-free and dry campus.

- a. The unauthorized possession, use, manufacture, sale, or distribution of any counterfeit, illegal, dangerous, "designer," or controlled drug or other substance is prohibited. This includes prescription medications. Violating any other provision of the Code of Student Conduct while under the influence of any illegal or illegally obtained drug is also a violation of this policy. The possession of drug paraphernalia is also prohibited. A diluted, late, missed, forged, or failed university required drug screen will constitute a violation of this policy.
- b. Amnesty: In certain circumstances, students may qualify for amnesty. See the Medical Amnesty Policy in the Graduate & Professional studies Academic Catalog located on the CUAA Portal.

NOTE 1: The University will also consider ALL individuals found in a location where a drug is present to be in possession of a drug. This would include locations off campus.

The University reserves the right to, as a condition of enrollment 1) require an offender to enter a University drug or alcohol program, 2) require an offender to get a drug or alcohol assessment from a licensed agency and, if deemed appropriate, complete an approved rehabilitation program, and/ or 3) ask participants of co-curricular activities to submit to drug testing, which may be at the student's own expense (failure to comply with this request will result in the participant being barred from further participation in that activity).

NOTE 2: Occasionally, local, state, and/or federal laws do not align. When that is the case, the University must establish a position that best allows its mission to be fulfilled in the University community. For example, the University does not recognize medical marijuana as an exception to its drug policy.

Tobacco/Smoking:

Concordia promotes a healthy, Tobacco-Free Campus Community. Use of smoking/inhalant/vaping materials within all rooms and buildings and outside within 100 feet perimeter of any building except within designated and posted areas is prohibited, including but not limited to cigarettes, electronic cigarettes, cigars, pipes, hookahs, personal aromatherapy devices and smokeless/chewing tobacco. (Level A + clean-up costs as appropriate)

9. STUDENT RESOURCES AND SERVICES

ARC-PA Standard A1.04: The sponsoring institution must provide academic support and student services to PA students that are equivalent to those services provided to other comparable students of the institution.

CUAA provides multiple services to its students regardless of enrollment type.

To access information about all services and resources offered at CUAA, follow the link below.

<https://www.cuaa.edu/students/index.html>

9.1. Campus Map and Driving Directions

<https://www.cuaa.edu/visit/index.html>

9.2. Parking

The vehicle rules and regulations are administered and enforced by the Department of Campus Safety.

Should you have any questions contact the Director of Campus Safety at 734-995-7502 or via e-mail security@cuaa.edu.

For parking maps and vehicle rules and regulations, follow the link below.

<https://www.cuaa.edu/academics/services/campus-safety/parking-vehicle-registration.html>

9.3. Shuttle Service to Main Campus

The shuttle service is provided for all students at scheduled times, Monday – Friday.

The shuttle schedule is determined each semester based on the North Campus class schedule and can be found at the welcome desk and campus safety offices on central and north campuses.

9.4. Billing and Payment

The University requires full payment for each semester prior to the first day of class.

Notification from the Financial Aid Office of grants, scholarships, or a guaranteed student loan will be accepted in lieu of payment by cash.

If using federal financial aid, tuition disbursements will be made to a student's account after the start of the course/s.

Failing to observe this schedule or to make other satisfactory arrangements with the Business Office may impact the right to begin or continue work at Concordia and may impact registration, transcripts and diplomas, and use of the student ID card.

If students must rely on others for financial resources, they are held responsible for financial sponsors observing the payment schedule.

To understand the bill, pay the bill, or to receive additional information regarding billing and payment follow the link below.

<https://www.cuaa.edu/academics/services/billing/index.html>

9.5. Library

ARC-PA Standard A1.09: The sponsoring institution must provide the program with access to instructional and reference materials needed to operate the educational program and support evidence-based practice.

The Zimmerman Library is located on the main campus and offers various scholastic prints, electronic and audio/visual resources.

It also provides additional services and accommodations, including 26 computer workstations, the Academic Resource Center (ARC), the Training and Testing Center (TTC), the Computer Science Lab, and study areas.

Visit the library website for hours of operation by following the link below.

<https://www.cuaa.edu/academics/library/index.html>

9.6. Food and Dining

The cafeteria is located on the main campus.

Several restaurants and food stores are less than a 5-minute drive from the North Building.

9.7. Campus Bookstore and CUA A Apparel

Course books may be purchased either via the University's Bookstore website or by telephone (262-243-4349).

To purchase books online, follow the link below.

<https://www.bkstr.com/concordiawiscstore/shop/textbooks-and-course-materials>

To order CUA A apparel, visit Cardinal Closet by following the link below.

https://shop.cuaa.edu/?_gl=1*1ytssra*_ga*MzUwODk2NjIzLjE2NDE1NzY2NzU.*_ga_36JTY4KTTX*MTY5MDIwOTEzNS4xNTguMS4xNjkwMjA5NjI3LjAuMCAw*_ga_D376KTNRPX*MTY5MDIwOTEzNS40LjEuMTY5MDIwOTYyNy4yLjAuMA..*_ga_0878YWMYVL*MTY5MDIwOTEzNS4xOS4xLjE2OTAyMDk2MjcuMi4wLjA

9.8. IT Helpdesk and BlackBoard Support

The 2023-2024 student computer/laptop requirements needed for taking classes at Concordia University can be found through the link below.

<https://www.cuaa.edu/academics/services/technology-services/computer-requirements.html>

The IT department maintains the campus network and all computing devices.

Contact the IT department for help with any of the following:

- Network accounts (username and password).
- Wireless Access (Wi-Fi), email, and printing.
- Basic help with software and technology.
- BlackBoard.

The IT department is located on the main campus at Zimmerman Library.

- Email: information.technology@cuaa.edu
- Phone: 734-995-7424

To submit a ticket, follow the link below:

<https://www.cuaa.edu/academics/services/technology-services/helpdesk.html>

9.9. Financial Aid

Concordia University maintains the Financial Aid Office to assist students in financing their graduate programs. The primary sources of assistance available at CU are educational loans. The Stafford Student Loan Program enables students to borrow federally insured loans through CU. The interest can accrue until the borrower graduates. Students must be admitted and registered for a course before receiving an award letter. Non-degree-seeking students are not eligible for financial aid.

All educational loan programs maintain eligibility requirements based on a confidential “needs analysis.” The Free Application for Federal Student Aid (FAFSA) form is needed to determine student loan eligibility. The FAFSA Application is available online at www.fafsa.ed.gov

The financial aid office is located on the main campus.

Student Services Building

Hours: Monday – Thursday 8:00 AM - 3:30 PM

Friday 8:00 AM - 3:30 PM

* Closed during Chapel

Phone: 734-995-7408

Fax: 734-995-4811

Email: swfinaid@cuaa.edu

9.10. Academic Recourse Center (ARC)

ARC-PA Standard A3.10 The program must define, publish, make readily available and consistently apply written procedures that provide for timely access and/or referral of students to services addressing personal issues which may impact their progress in the PA program.

The Academic Resource Center (ARC) provides accommodations and a variety of academic support options to all CUAU students including but not limited to:

- Tutor-Me online services.
- Make-up testing.
- Study Skill coaching.
- Writing Center.

TutorMe – free, 24/7 access to online tutoring program featuring:

- Drop-in Tutoring.
- Scheduled Tutoring.
- Offline Questions.
- Writing Lab

To Access TutorMe service student should log into Blackboard and select “TutorMe- Instant Online Tutoring” option, located under the Tools tab on the left side of the page.

The Academic Resource Center (Main Campus location).

Zimmerman Library, 1st Floor.

Hours: Monday - Friday 8:00AM to 5:00PM

Phone: 734-995-7460

Email: ARC@cuaa.edu

North Campus location: Room 125, North Building

Hours: Monday - Friday by appointment only.

Learn more about ARC by following the link: <https://www.cuaa.edu/arc>

9.11. Health Services

ARC-PA Standard A3.09 The program must define, publish, make readily available and consistently apply policies that preclude principal faculty, the program director and the medical director from participating as health care providers for students in the program, except in an emergency situation.

IF YOU ARE EXPERIENCING A LIFE-THREATENING EMERGENCY, CALL 911 OR CAMPUS SAFETY AT 734-358-1340 OR 7502 FROM ANY CAMPUS PHONE FOR ASSISTANCE.

Currently there are no health services located on CUAA campuses. However, there are multiple primary care providers and Urgent Care facilities in the area. We recommend contacting either Trinity Health IHA Urgent Care or Hope Clinic for non-emergent issues and University of Michigan Hospital or St. Joseph Mercy Ann Arbor Hospital for ER visits.

Trinity Health IHA Urgent Care - Domino's Farms

4200 Whitehall Dr #150, Ann Arbor, MI 48105

734-995-0308

Hope Clinic (no health insurance required to be seen)

518 Harriet St, Ypsilanti, MI 48197

734-484-2989

University of Michigan Hospital ER

1500 East Medical Center Drive, Ann Arbor, MI 48109

<https://www.uofmhealth.org/>

St. Joseph Mercy Ann Arbor Hospital ER

5301 McAuley Drive, Ypsilanti, MI 48197

9.12. Counseling and Psychological Services (CAPS)

ARC-PA Standard A3.09 The program must define, publish, make readily available and consistently apply policies that preclude principal faculty, the program director and the medical director from participating as health care providers for students in the program, except in an emergency situation.

IF YOU ARE EXPERIENCING UNCONTROLLABLE SUICIDAL THOUGHTS OR URGES AND/OR ANY OTHER PHYSICAL OR PSYCHOLOGICAL EMERGENCY, PLEASE CALL ONE OF THE FOLLOWING IMMEDIATELY (ALL AVAILABLE 24/7):

CUAA Campus Safety

(734) 358-1340 (cell phone)

(734) 995-7502 (office phone)

Local: 911, or Nearest Hospital (University of Michigan)

Psychiatric Emergency Services, Michigan Medicine

1500 E. Medical Center Dr.

Ann Arbor, MI 48109

(734) 996-4747 or (734) 936-5900

National: 988 Suicide & Crisis Lifeline

988, or 1-800-273-8255 (1-800-273-TALK)

Crisis Text Line

Text "HOME" to 741741

Counseling and Psychological Services (CAPS) at CUAA are dedicated to helping students reach and maintain mental, physical, and spiritual health.

CAPS is a free and confidential resource for all enrolled students to use at any point during their time at CUAA.

CAPS Office

Student Services Building, Room 115 (Main Campus) OR

North Building, Room 123 (North Campus)

Hours: Monday - Friday 10 am to 4 pm.

Phone: 734-995-7441

Email: caps@cuaa.edu

For more information about CAPS, follow the link provided below:

<https://www.cuaa.edu/academics/services/counseling-services/index.html>

To make an appointment with CAPS, follow the link below:

<https://www.cuaa.edu/academics/services/health-wellness/counseling-services/appointments.html>

9.13. Student Emergency Funds

If the student faces financial hardship due to an unforeseen situation, the Dean of Students Office is ready to assist.

The Dean of Students Office may be able to assist students with short-term support when they are unable to meet immediate, essential expenses due to temporary hardship related to an unforeseen or emergency situations. The goal is to help students find resources in a timely manner to help them continue successfully in school.

The Dean of Students Office will review all crisis/emergency situations and will work with students to identify available resources and/or alternative solutions to their needs.

Short-term food and clothing insecurities.

The Cardinal Closet food and clothing pantry in the Center for Intercultural Affairs (CIA) is open to students to get free food and clothing. Stop in or call Campus Safety to let you in, or contact Shanitra Cheff (shanitra.cheff@cuaa.edu) for more information.

<https://www.cuaa.edu/about/offices/multicultural-engagement/intercultural-affairs.html>

Short-term housing or other non-tuition financial emergencies (gas, family, etc.):

Students should contact John Rathje, Dean of Students, to set up a private appointment to discuss privately any needs.

Office SS108 (Main Campus)

Phone: 734-995-7419

Email: john.rathje@cuaa.edu

9.14. The Office of Multicultural Engagement

The Office of Multicultural Engagement (OME) provides support and guidance to encourage students to become members of a community respectful of differences.

The OME coordinates programs that educate, engage, and embrace students of different ethnic and diverse backgrounds so that all students have a richer campus experience and are better prepared for service and leadership after graduation.

Director Shanitra Cheff: shanitra.cheff@cuaa.edu

9.15. The Career Engagement Studio

The Career Engagement Studio is the beacon for transformational career education/management programming, which offers innovative interactive resources and career coaching in identifying God-given uniqueness, career/vocational exploration, and connecting undergraduate and graduate students with workforce readiness and professional development opportunities.

For more information about the Career Engagement Studio, please follow the link below:

<https://www.cuaa.edu/academics/services/student-academic-resources/career-engagement/index.html>

9.16. Registrar

The Registrar's Office maintains all academic records for CUA A students. The Registrar may be contacted for the following services:

- Transcript Request.
- Course Schedules.
- Registration for Classes.
- Change of Name or Address.
- Graduation Information.
- Academic Calendar.
- Student Handbooks.

Registrar's Office

4090 Geddes Road

Ann Arbor, MI 48105

Hours: Monday - Friday, 8:00 am - 4:30 pm.

Phone: 734-995-7413

FAX: 734-995-7448

E-mail: cuaaregistrar@cuaa.edu

The University cannot transmit any official transcripts electronically. The student's account with Financial Aid must be paid in full, and student loans must be in a current non-defaulted status prior to the release of any official grades or academic transcripts.

The student may obtain or have forwarded to designated parties copies of their academic transcript by submitting a written request to the Registrar's Office.

The form to obtain transcripts can be found at:

<https://www.CUAA.edu/academics/assets/requesttranscript.pdf>

9.17. Campus Safety

ARC-PA Standard A1.02 The sponsoring institution is responsible for:

g) documenting appropriate security and personal safety measures for PA students and faculty in all locations where instruction occurs.

The Department of Campus Safety exists to protect the intellectual, social, spiritual, physical, and recreational aspects of all students' lives.

All members of the campus community are encouraged to immediately report any suspicious or criminal activity to Campus Safety.

The responding officer will investigate the complaint or concern and, if appropriate, complete an incident report. Reported violations of federal or state laws, city ordinances, and university policies are documented in reports maintained by the Department of Campus Safety.

The CU Department of Campus Safety would rather prevent crime or injury than react to it after the fact. For that reason, Campus Safety, in cooperation with Student Life and other university departments, administers a number of programs designed to encourage students and staff to be responsible for their own safety.

If you would like to report a crime that has occurred or could occur, fill out an anonymous form by following the link below:

<https://www.cuaa.edu/academics/services/campus-safety/anonymous-tip-form.html>

Director of Campus Safety: Dieter Heren

Office: Student Services Building, Room #114 (Main Campus)

Phone: 734 -995-7502

Campus Safety Office

Office: Student Services Building, Room 114 OR North Building, Room 120

Phone: 734-995-7502

On Duty Officer: (734) 358-1340

Hours: 24/7, year-round.

Ann Arbor Police

Phone: 911 or (734) 794-6920

Hours: 24/7, year-round.

9.17.1. Crime prevention

Building security.

Campus Safety officers check university facilities at predetermined times.

Notify Campus Safety (734-358-1340) if any unlocked or propped doors are noticed that should be secured.

Personal safety.

- Be aware of your surroundings.
- Use the “buddy” system. Do not walk alone after normal business hours.
- Report all strange/questionable activities and encounters with individuals to Campus Safety.
- Trust your instincts with encounters with strangers for your personal safety.
- Do not wear earphones while walking or jogging. Use Campus Safety for escorts to and from any location on Concordia’s campus during the evening hours.
- Stay alert, and plan ahead for "What if...?"
- The university has maintained a program of adding exterior lighting to minimize dark areas used by pedestrians on campus. All facilities on the campus are accessible by well-lit sidewalk routes. Avoid dark places that may be the shortest distance between two buildings. Stay on lighted sidewalks and walk with another person that you know. Contact the Department of Campus Safety to report broken lights, landscaping that may need to be trimmed, or other potential hazards.

Cardinal Buddy Program.

Campus Safety Officers are available 24/7 to provide escort service to and from any location on the Concordia campus. Please be patient when calling, as officers may be busy handling other calls. Escorts provided may be a "walking" escort.

Personal property safety.

- Keep your car locked. Store items of value in the trunk out of view.
- Coats, backpacks, and purses should remain with you or be locked up.
- Mark and record your belongings.
- If you have a bicycle on campus, document all the information about the bike, and make sure it is secure before leaving it.

9.17.2. Emergency Procedures

Concordia University has developed a process to notify the campus community in cases of an emergency. While it is impossible to predict every significant emergency or dangerous situation that may occur on campus, the following identified situations are examples which may warrant an emergency (immediate) notification after confirmation: armed/hostile intruder; bomb/explosives (threat); communicable disease outbreak; severe weather; terrorist incident; civil unrest; natural disaster; hazardous materials incident and structural fire.

Emergencies occurring on or within any of the University's Clery Geography should be reported to Campus Safety by dialing (734) 358-1340 or on-campus extension 7502, or by dialing 911 for outside emergency responders.

The University will, without delay, and considering the safety of the community, determine the content of the notification and initiate the notification system to the appropriate segment or segments of the campus community, unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate an emergency.

Immediate notification to the campus can be accomplished through a variety of communication methods. Notification will be made by using some or all of the following multi-modal notification methods depending on the type of emergency: University's Emergency Mass Notification System (which contains email, cell phone text, voice message alert); select in-building audible voice notification devices, fire alarm (where available); public address systems/outdoor speakers (where available); social media; digital signage (where available), local media, webpages, and/or alert sirens. If any of these systems fail or the University deems it appropriate, in person communication may be used to communicate an emergency. Confirmation of the existence of an emergency typically involves the response and assessment of Campus Safety officers, sometimes in conjunction with campus administrators and other University officials, local police and first responders, and/or the national weather service.

Follow-up notices/communications will be provided by the Director of Campus Safety or the Assistant Director of Campus Safety as necessary during an active incident. When a threat is neutralized or effectively removed, campus community members will be appropriately informed via all or some of the aforementioned communications methods. Additionally, updates regarding a prolonged and ongoing

emergency situation such as a health emergency (norovirus, serious illness, pandemic, etc.) can be provided by creating a banner (webpage) at the top of the University's homepage that would contain specific status update information along with links to public health agencies (for example) or other relevant entities.

When the emergency mass notification system is fully activated using the siren, email, and cell phone text /voice messaging, university officials will notify campus community members of the emergency situation, its exact location, and will most likely request community members to protect themselves by evacuating the affected area if it is safe to do so and/or by employing the "shelter-in-place" concept. Local police, emergency responders, and select local officials are also alerted of any actual on-campus emergency that poses a threat to campus and/or the immediate local community.

If there is an immediate threat to the health or safety of students or employees occurring on campus, an institution must follow its emergency notification procedures. An institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances; however, the institution must provide adequate follow-up information to the community as needed.

RAVE Emergency Alert System

CUAA uses RAVE™ to send emergency texts and email messages to all faculty, staff, and students in the event of a campus emergency.

Employees and students are encouraged to update or add family email addresses, cell phone numbers, or voice-only phone numbers on their Rave profile.

Students may opt out of receiving text messages by texting the word STOP to 226787. Individuals cannot opt out of email messages to CUAA email addresses.

A copy of CU's annual campus security report includes statistics for the previous three years concerning reported crimes that occurred on campus and public property within or immediately adjacent to and accessible from the campus. This report also includes institutional policies concerning campus security/safety, such as alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters.

For the annual safety report, follow the link below.

<https://www.cuaa.edu/academics/services/campus-safety/safety-report.html>

9.17.3. Inclement Weather

Radio and television stations will be contacted, and every effort made to have morning or daytime cancellations due to weather announced by 6:00 a.m., along with an announcement on the my.CUAA.edu portal or call 262-243-2222.

9.17.4. Off-Campus Safety

If didactic experiences are scheduled off-campus, the CUAA PA faculty will make every effort to ensure safety at the site by reviewing the site and its compliance with safety requirements ahead of time. Campus Safety will be asked to assist faculty in reviewing safety protocols if necessary.

All PA Program Policies apply equally to all PA students, PA Faculty, and the Program Director, regardless of location (on-campus or off-campus). If affiliated sites or clinical rotation sites have policies that supersede the program policies, the DCE will inform the Students, Faculty, and Program Director.

APPENDICES

Appendix A

Receipt of Physician Assistant Didactic Year Handbook

It is the responsibility of the student to read the Didactic Handbook in its entirety, noting all policies and procedures.

If questions arise related to any policy or procedure, the student must contact their Academic Advisor or the Program Director for clarification prior to signing.

I have read, understood, and agree to abide by each CUAA PA program and University policy.

Printed legal name

Signature

Date

Appendix B

Academic and Technical Standards

The PA student signifies that they are able to meet the following technical standards:

1. Observational Standards

PA Students must have sufficient sensory capacity to observe in the lecture hall, the laboratory, the outpatient setting, and the patient's bedside. Sensory skills adequate to perform a physical examination are required. Functional vision, hearing, and tactile sensation must be sufficient to observe a patient's condition and to elicit information through procedures regularly required in a physical examination, such as inspection, auscultation, and palpation.

2. Communication Standards

PA students must be able to communicate effectively and efficiently with patients, their families, healthcare personnel, colleagues, faculty, staff, and all other individuals they encounter. Students must be able to obtain a medical history in a timely fashion, interpret non-verbal aspects of communication or the way a disease or illness may present, and establish therapeutic relationships with patients. Students must be able to record information accurately and clearly and communicate with other healthcare professionals in various settings.

3. Motor Standards

PA Students must have the endurance to tolerate physically taxing workloads. Students must be able to transport themselves from one location to another in a timely fashion. After a reasonable training period, students must be able to independently perform physical examinations and diagnostic maneuvers, e.g., palpation, auscultation, percussion, and other diagnostic maneuvers. A student must be able to respond to clinical problems promptly and provide direct general and emergency treatment to patients in a wide range of circumstances. Examples include but are not limited to cardiopulmonary resuscitation, the administration of intravenous medication, the application of pressure to stop bleeding, the opening of obstructed airways, the suturing of simple wounds, and the performance of simple obstetrical maneuvers. These activities require physical mobility, gross and fine neuromuscular coordination, and equilibrium. Students must also meet safety standards appropriate for settings and adhere to universal precautions procedures (e.g., wear complete set of Protective Personal Equipment).

4. Intellectual-Conceptual and Integrative and Quantitative Standards

Students must be able to assimilate and engage with detailed and complex information presented through both the didactic curriculum and clinical coursework. Students are expected to be able to measure, calculate, reason, analyze, synthesize/interpret, and transmit information quickly and efficiently in both remote and in-person situations. In addition, students must be able to comprehend three-dimensional relationships, understand the spatial relationships of structures, and adapt to different learning environments and modalities. Students must be able to learn,

participate, collaborate, and contribute as part of a team effectively. Students must be able to interpret connections and make accurate, fact-based conclusions based on the patient's history, clinical presentation, results of physical examination, and laboratory studies.

5. Behavioral, Social, and Professional Standards

Students must exhibit sufficient maturity and emotional stability for full utilization of their intellectual abilities, which includes, but is not limited to, the exercise of good judgment and the prompt completion of all responsibilities associated with the diagnosis and care of patients. Students must exhibit integrity, honesty, professionalism, and compassion and are expected to display a spirit of cooperation and teamwork. Students are expected to understand the legal and ethical aspects of the practice of medicine and function within these standards of the medical profession. Students must interact with patients and their families, healthcare professionals, colleagues, faculty, and staff courteously, professionally, and respectfully. Students must demonstrate empathy and compassion for all patients and tolerate ambiguity and differences in patient abilities in health literacy. Students must accept responsibility for learning and exercising good judgment and are expected to contribute to collaborative learning environments, accept constructive feedback from others, and take personal responsibility for making appropriate positive changes. Students must possess the physical and emotional endurance to tolerate demanding workloads, function competently and professionally in high-stress, fast-paced situations, adapt to changing environments, display flexibility, and manage the uncertainties intrinsic to the care of patients and the healthcare system.

I have read, understand, and attest that I am able to meet above technical standards.

Printed legal name

Signature

Date

Appendix C

Participation of Students as Human Subjects

I, _____, understand that as part of my experience at the CUAA Physician Assistant Program, that I will be required to participate as a living subject and an examiner during the Didactic Phase of the Program. The program faculty advisor expects that students will be willing, professional, and cooperative in participating in the physical examination courses and practicums.

I understand that I need to come to laboratories prepared and that I may be required to partially disrobe. I also understand that shorts will be required when examining the lower extremities. Upper body, including thorax, abdomen, and extremities will be examined. Males should remove their shirts and women should wear sports bras so they will be able to remove their shirts.

I understand that participation will not include breast or genitalia examinations. These examinations will be learned with the use of mannequins and/or professional patients.

I understand that faculty expect all students to dress as listed above for the designated activities and be willing to be inspected, palpated, percussed, and auscultated by their peers and/or faculty.

I have read, understand, and agree to abide by this policy.

Printed legal name

Signature

Date

Appendix D

Consent to Photo and/or Voice

I, the undersigned, hereby grant Concordia University Ann Arbor the right to record my photo, and/or voice on any media and to edit such media and/or insert into broadcast programs or other audiovisual presentations or brochures or media as it may, in its sole and exclusive discretion, see fit. I acknowledge that Concordia University Ann Arbor will be the owner of the aforementioned recordings/photographs and I waive any right of payment to which I might otherwise be entitled as a result of my consenting to Concordia University Ann Arbor making any such recording, advertisement or other promotional media. I further grant Concordia University Ann Arbor the right, without making any payment to me, to use such recordings of my photograph, and/or voice in any way it sees fit. This right to use such recordings/photographs shall include, although not by way of limitation, the following:

1. Reproduction and publication of such recording or photographs either edited or unedited, in the form of brochures, advertisements, or other promotional media.
2. Sale to or unrestricted use by any person, firm, association, partnership or corporation.
3. Sale to or unrestricted use in any mass media (including, but not by way of limitation, newspapers, billboards, magazines, books, radio broadcasts and television broadcasts).
4. Use in any audio-visual presentation or other program display or promotion.
5. Use for publicity, advertising, sales or other promotional effects.

I hereby grant Concordia University Ann Arbor permission to reprint my photo(s)

Printed legal name

Signature

Date

I DO NOT grant Concordia University Ann Arbor permission to reprint my photo(s)

Printed legal name

Signature

Date

Appendix E

Student Consent to Participate in Laboratory Experiences

To prepare for a career as a Physician Assistant, students in the CUAA PA program are provided with opportunities to participate in laboratory experiences. These include, but are not limited to, the following:

- Obtaining vital signs.
- Nasal, nasopharyngeal, and oropharyngeal swabbing.
- Cerumen removal (curette or irrigation method).
- Fluorescein staining of the cornea.
- POC glucose testing (capillary blood sampling).
- Cryosurgery (on a model).
- Incision and drainage of abscesses (on a model).
- Urinalysis (dipstick method).
- Splinting.
- Sling application.
- Peak flow measurement.
- Venipuncture.
- Lumbar puncture (on a model).
- Intramuscular, intradermal, and subcutaneous injections.
- IV insertion.
- EKG.
- Suturing (on a model).
- Biopsy (punch and shave; on a model).
- Foley catheter insertion (on a model).
- NJ tube insertion (on a model).
- Surgical scrubbing.
- Ultrasound (FAST Exam).
- BLS/ACLS.

Students will have the opportunity to play the role of the “treating clinician” and, sometimes, the “patient.” The risk of injury when participating in the planned laboratory activities is low. However, should an injury occur, the student must immediately notify the course director and complete an incident report.

Appropriate personal protective equipment will be provided for each student to minimize the risk of injury.

Students with any health concerns, including but not limited to disabilities, allergies, or pregnancy, must receive clearance to participate from their healthcare provider. The arrangements should be done prior to the beginning of the class.

It is the student's responsibility to purchase any specialized protective equipment that goes beyond the standard PPE set if recommended by their healthcare provider.

If the student is not able to participate in laboratory activities, the make-up opportunity will be discussed with the Course Director and the Academic Advisor.

If any questions arise related to this policy, the student must contact their Academic Advisor or the Program Director for clarification prior to signing.

I FOREVER RELEASE CONCORDIA UNIVERSITY, ITS EMPLOYEES, AGENTS, REPRESENTATIVES, AND OTHER STUDENTS FROM ANY AND ALL LIABILITY RELATED TO MY VOLUNTARY PARTICIPATION IN CLINICAL SKILLS LAB ACTIVITIES DURING SCHEDULED CLASS TIME.

I have read, understand, and agree to abide by this policy.

Printed legal name

Signature

Date

Appendix F

Emergency Services Policy

Concordia University makes every effort to provide a safe teaching and learning environment for students. There may be occasions when, despite the best efforts of all involved in the program, emergencies arise. Inside every classroom and laboratory, Emergency Procedure directions have been placed. These placards identify the building and room location. All students should become familiar with the location and content of these Emergency Procedure Placards. During an emergency event, follow the policy below.

Procedure:

1. In the event of any emergency situation the students should remain calm and act to ensure their own safety.
2. Assess the extent of the situation (e.g. smoke, fire, trauma, injuries).
3. Dial 911.
4. After calling 911, dial Campus Security at 734-358-1340 to report the situation. Campus Security will direct emergency services and assist as necessary.
5. Follow Concordia University Emergency Procedures:
 - Medical Emergencies.
 - Dial 911.
 - Administer First Aid/CPR/AED if appropriate.
 - Do not move victim unless conditions require it.
 - Fire Emergency.
 - Evacuate.
 - Use closest available exit.
 - Use stairs, not elevator.
 - Activate nearest fire alarm if possible.
 - Assist those with special needs.
 - Active shooter.
 - Run:
 - Avoid the threat, leave belongings.
 - Deny access by locking barricading door.
 - Turn off lights, silence devices.
 - Fight:

- Plan to overcome shooter.
- Distract, disorient, disarm.
- Use improvised weapons.
- Tornado.
 - Seek shelter.
 - Move to designated shelter area or lowest interior space of building away from windows/glass.
 - Crouch near floor or under heavy, well-supported objects. Cover back of your head/neck.
 - If outside, lie flat in nearest depression. Cover back of your head/neck.
 - Remain sheltered until the all clear notification has been given.
- Haz Mat issue.
 - Evacuate by using closest available exit.
 - Close off the room and alert others to evacuate.
 - Avoid breathing vapors from the spill.
 - Do not attempt to clean up the spill.
 - If personally contaminated, seek eye wash and or emergency shower.

Emergency building evacuation drills are conducted each semester in residence halls, academic, and administrative facilities to familiarize faculty and students with emergency egress from a building and to establish conduct of the drill to a matter of routine. Drills will include suitable procedures, such as potential room-to-room checks, to ensure that all person's subject to the drill participate. Any person who fails to participate in a drill will be subject to disciplinary action by the appropriate authority. In the conduct of drills, emphasis shall be placed on orderly evacuation rather than speed.

I have read, understand, and agree to abide by this policy.

Printed legal name

Signature

Date

Appendix G

Standard Precautions Policy

The term Standard Precautions is used to discuss the acceptable methods for handling, managing, and disposing of items contaminated by bodily fluid or infectious substances. The accepted nomenclature in the healthcare environment is Universal Precautions.

Procedure:

1. Students will be provided instruction within the didactic curriculum to identify and manage the situations and circumstances where Universal Precautions are required.
2. Students are required to review the CDC website educational materials related to standard precautions (<https://www.cdc.gov/niosh/topics/bbp/default.html>) prior to beginning of labs and patient visits.
3. The Faculty will provide education and training in Standard Precautions and Blood Borne Pathogens prior to education experiences. Successful completion of all required training to prevent and control the spread of infection is required of every student.
4. Students will be made aware of the personal protection equipment (PPE) available for use in situations and circumstances where Universal Precautions are required.
5. Once instructed in identification of situations and the appropriate use of equipment utilized exercising Universal Precautions, students will adhere to such uses as are necessary to protect themselves and others in the Physician Assistant program.
6. Students are expected to immediately report any incidents of accidental exposure to an infectious agent to the Course Instructor and to complete a copy of incident report. The copy of the report must be submitted to a Course Instructor, while the original will be maintained with the student. Completed incident reports will be kept in the Program Director's office.

All faculty and students must comply with basic infection control guidelines in the CUAA laboratory setting:

1. Wash hands thoroughly with soap and water before and after each contact; use of a hand sanitizing agent is acceptable.
2. An appropriate PPE and Universal Precautions should be used for contact with blood or body fluids.
3. Contaminated materials should be disposed in an appropriately identified and covered containers.
4. Equipment and materials used during class should be cleaned and disinfected after each use by following manufacturer-established equipment-specific policies.

I have read, understand, and agree to abide by this policy.

Printed legal name

Signature

Date

Appendix H

Hazardous Materials Policy

Due to a nature of the Physician Assistant training the students may be exposed to hazardous materials and/or hazardous waste during a lab experience. A hazardous material is any item or agent (biological, chemical, physical) which has the potential to cause harm to humans, animals, or the environment, either by itself or through interaction with other factors. Chemical hazards and toxic substances pose a wide range of health hazards (such as irritation, sensitization, and carcinogenicity) and physical hazards (such as flammability, corrosion, and reactivity). Students will comply with all guidelines for identification and safe use of hazardous materials encountered in the didactic workplace environment.

The Physician Assistant Program retains chemical products for disinfecting equipment and surfaces; products used as a medium to provide diagnostic and therapeutic modalities; and products used to cleanse and/or disinfect wounds as part of providing basic first aid. Each of the chemical solutions and products has a material safety data sheet (MSDS). The program will retain and make available the MSDS for inspection upon request.

Procedure:

1. MSDS will be obtained for any and all chemical items used to clean, disinfect, or serve as a medium for diagnostic and therapeutic modalities.
2. The original copies of the MSDS will kept at the Administrative Desk in a file cabinet in a binder accessible by the Administrative Assistant and/or program faculty.
3. The students will be educated by faculty regarding proper handling of hazardous materials.
4. In the event of an accidental exposure to hazardous material not intended by the manufacturer, the MSDS will be consulted for the recommended removal method and/or treatment.
5. Follow-up of any accidental exposure will entail a written incident report to the Course Director and notification of emergency services if necessary. Completed incident reports will be kept in the Program Director's office.
6. Incident report form can be found in this handbook or at the Administrative desk.

In the case of leaks or spills of hazardous materials:

1. Do not attempt to clean up the spill/leak.
2. Avoid breathing vapors from the spill/leak.
3. If personally contaminated, seek eye wash and or emergency shower.
4. Close off the room and alert others to evacuate.
5. Evacuate to a safe distance by using the closest available exit if necessary.
6. Consult MSDS manual located in the Administrative Desk.

7. Call 734-358-1340 (campus security). Give description and location of material.
8. Remain at a safe distance until Security arrives, preventing access to the area.
9. Security will contact the person in charge of the area to determine if an emergency exists.
10. Seek medical attention if necessary.
11. Do not return to area until given clearance by Security.

Should a student contract a disease or disability after unintentional contact with hazardous material, they may need to be cleared by their healthcare provider prior to continuing with the PA program. Based upon outcomes and degree of disease or disability, a student's continued participation in the required classroom and/or clinical activities may be delayed or prevented. This may delay or prohibit graduation from the program.

Should a student contract an environmental disease or disability, the student must be able to meet "Health Requirements" and "Technical Standards" as documented in this handbook to continue matriculation in the CUAA PA program.

The student is financially responsible for any costs incurred secondary to environmental hazardous exposures.

I have read, understand, and agree to abide by this policy.

Printed legal name

Signature

Date

Appendix I

Health Risks Policy

ARC-PA Standard A3.08 The program must define, publish, make readily available and consistently apply policies addressing student exposure to infectious and environmental hazards before students undertake any educational activities which would place them at risk. Those policies must:

- a) address methods of prevention.***
- b) address procedures for care and treatment after exposure.***
- c) clearly define financial responsibility.***

Due to the nature of training of Physician Assistant Students, there is the potential for exposure to infectious or environmental contacts that may lead to disease or disability. Acquisition of an infectious or environmental disease may impact student learning during the didactic or clinical phase of training. The CUAA PA program is committed to making sure that all students are aware of these risks and receive standardized training related to these concerns.

Procedure:

1. Students will be in compliance with all health requirements of the Physician Assistant program [see Policy Title: Health Requirements], including but not limited to documentation of annual physical examinations and immunizations and titers.
2. All physician assistant students will receive basic education and access to training on Standard Precautions and Blood Borne Pathogens prior to beginning of labs and patient visits during didactic year.
3. Some clinical sites may impose additional requirements, including but not limited to current drug screen, background check, etc. The DCE will inform students prior to the assigned rotation to ensure adequate time to complete any additional requirements.
4. MSDS are available at the Administrative Desk for all chemical items used in class to clean, disinfect, or serve as a medium for diagnostic and therapeutic modalities. In the event of an accidental exposure to hazardous material not intended by the manufacturer, the MSDS will be consulted for the recommended removal method and/or treatment.
5. Should a student contract an infectious or environmental disease or disability, they may need to be cleared by their healthcare provider prior to continuing with the PA program. Based upon outcomes and degree of infectious or environmental hazard exposure, a student's continued participation in the required classroom and/or clinical activities may be delayed or prevented. This may delay or prohibit graduation from the program.
6. Should a student contract an environmental or infectious disease or disability, the student must be able to meet "Health Requirements" and "Technical Standards" as documented in this handbook to continue matriculation in the CUAA PA program.
7. The student is financially responsible for any costs incurred secondary to infectious and/or environmental hazardous exposures.

I have read, understand, and agree to abide by this policy.

Printed legal name

Signature

Date

Appendix J

Blood-Borne Pathogen and Infectious Disease Prevention and Exposure Follow-up

ARC-PA Standard A3.08 The program must define, publish, make readily available and consistently apply policies addressing student exposure to infectious and environmental hazards before students undertake any educational activities which would place them at risk. Those policies must:

- a) address methods of prevention.***
- b) address procedures for care and treatment after exposure.***
- c) clearly define financial responsibility.***

The Program and the University observe and enforce all applicable OSHA standards for blood borne pathogens.

The Program utilizes only those clinical training sites which comply with OSHA standards for availability of protective equipment against exposure.

(Most current update: 05/12/2023 CDC <https://www.cdc.gov/niosh/topics/bbp/default.html>).

Due to the nature of training environment, there is a potential for exposure for PA students to infectious or environmental hazards that may lead to disease or disability.

Exposure to Blood-Borne Pathogen Definition - contamination of an individual with another's blood, tissues, or other potentially infectious body fluids by percutaneous injury (e.g., needle stick or cut with a sharp object), contact with mucous membranes (e.g., cornea, mouth), or contact with non- intact skin (e.g., skin with cuts, abrasions, or excoriations).

The blood-borne pathogens of primary concern are the human immunodeficiency virus (HIV), hepatitis B virus (HBV), and hepatitis C virus (HCV).

To protect against exposure to blood-borne pathogens and other infectious diseases, all PA students, will be familiarized and utilize universal precautions during on-campus laboratory activities, off-campus patient visits, and during clinical rotations students.

In the event of potentially infectious exposures, injury or disability the student is financially responsible for all costs related to diagnosis and treatment.

The requirements for protection from blood-borne pathogens and environmental hazards reflect federal law instituted by OSHA. This policy will be reviewed and updated yearly.

If you have questions about appropriate medical treatment for occupational exposures, assistance is available from the Clinicians' Post Exposure Prophylaxis (PEP) Line at 1-888-448-4911.

Blood-Borne Pathogens of Primary Concern

Hepatitis B virus (HBV)

Hepatitis B is a vaccine-preventable liver infection caused by the hepatitis B virus (HBV). Hepatitis B is spread when blood, semen, or other body fluids from a person infected with the virus enters the body of someone who is not infected. This can happen through sexual contact with an infected person; sharing contaminated needles, syringes, or other drug-injection equipment; from infected mother to baby at

birth; from needle sticks or blood splashing onto non-intact skin. HBV is not spread through casual contact with infected individuals. Not all people newly infected with HBV have symptoms, but for those that do, symptoms can include fatigue, poor appetite, stomach pain, nausea, and jaundice. The best way to prevent hepatitis B is to get vaccinated.

It is required that all Concordia Physician Assistant students complete the Hepatitis B vaccination series. A titer to confirm immunity may be required by a clinical site despite appropriate Hepatitis B series vaccines if nonimmune.

To learn more about Hepatitis B, follow the link below:

<https://www.cdc.gov/hepatitis/hbv/hbvfaq.htm>

Hepatitis C virus (HCV)

Hepatitis C is a liver infection caused by the hepatitis C virus (HCV). Hepatitis C is spread through contact with blood from an infected person. Today, most people become infected with the hepatitis C virus by sharing needles or other equipment used to prepare and inject drugs. There is no vaccine for hepatitis C. The best way to prevent hepatitis C is by avoiding behaviors that can spread the disease, especially injecting drugs.

The average period from exposure to symptom onset is 2–12 weeks. Symptoms may include nausea, fever, fatigue, dark urine, clay-colored stools, loss of appetite, vomiting, and jaundice. However, many people infected with the Hepatitis C virus do not develop symptoms.

To learn more about hepatitis C, follow the link below:

<https://www.cdc.gov/hepatitis/hcv/hcvfaq.htm>

Human Immunodeficiency Virus (HIV)

HIV is a virus that attacks the body's immune system. If HIV is not treated, it can lead to AIDS (acquired immunodeficiency syndrome). HIV is a virus spread through body fluids that affects specific cells of the immune system, called CD4 cells, or T cells. Over time, HIV can destroy so many of these cells that the body can't fight off infections and disease. When this happens, HIV infection leads to AIDS. HIV is passed from one person to another through blood-to-blood and sexual contact. Pregnant women infected with HIV can also pass the virus to their baby during pregnancy or delivery, and through breast-feeding.

Body fluids in which HIV can be detected are human blood, semen, vaginal secretions, breast milk, and other body fluids containing blood. Contact with saliva, sweat, vomit, feces, and tears has never been shown to result in HIV, but these fluids should be considered potentially infectious and Universal precautions should be taken.

The symptoms of HIV infection range from an asymptomatic state to severe immunodeficiency and associated opportunistic infections, cancers, and other conditions. Initial infection can include an acute flu-like illness within two to four weeks after infection, with such symptoms as: fever, headache, nausea, vomiting, diarrhea, swollen lymph glands, sweats, fatigue, myalgia, rash, sore throat. The most commonly used HIV tests detect HIV antibodies. Antibodies that can be detected by the most commonly used tests in the United States for HIV are positive within 2 to 8 weeks (the average is 25 days) of their infection. Ninety-seven percent (97%) of persons will develop detectable antibodies in the first 3 months. Even so, there is a small chance that some individuals will take longer to develop detectable

antibodies. Therefore, a person should consider a follow-up test more than three months after their last potential exposure to HIV.

HIV does not have an effective cure. Antiretroviral therapy (ART), however, can dramatically prolong the lives of many people infected with HIV and lower their chance of infecting others. It is important that people get tested for HIV and know that they are infected early so that medical care and treatment have the greatest effect.

To date, no vaccine is available to prevent HIV or AIDS.

For more information about HIV, follow the link below

<https://www.cdc.gov/hiv/basics/index.html>

Less common bloodborne pathogens include:

Syphilis, Malaria, Babesiosis, Brucellosis, Leptospirosis, Arboviral infections (specifically Colorado tick fever), Relapsing fever, Creutzfeldt-Jakob disease, Human T-lymphotropic virus type I and Viral hemorrhagic fever.

PROCEDURES

1. Prevention of blood or body fluid exposure:

- a. Hand washing: All students using PPE (personal protective equipment) must wash hands before wearing gloves and after removal of gloves. Good hand washing practices should also be adhered to after using the restroom and before and after consuming food or drink.
- b. PPE should be used if there is ANY potential for exposure to blood-borne pathogens or other infectious agents. PPE may include (but not limited to) gloves, masks, gowns, face shields, shoe covers, or hair covers. If a student is concerned about potential exposure to infectious agents they may ask the instructor for proper PPE. Student must remove PPE after it becomes contaminated and before leaving the work area. Contaminated PPE should be placed in a red bag.
- c. Food and Drinks shall be stored outside of the lab in either designated refrigerators or in personal lockers. Food, drink and cosmetics (including lip balms, chap stick etc.) are not to be used in the lab to avoid potential contamination with infectious or hazardous agents.

2. Prevention of needle stick injury or other injuries from sharp objects:

- a. Needles are not to be recapped or manipulated by hand after use.
- b. Used syringes, needles, scalpel blades, and other sharp items are immediately discarded after use in puncture-resistant red containers. Safety devices are to be used as often as possible.
- b. Sharps containers will either be labeled with the universal biohazard symbol and the word "biohazard" or be color-coded red. Sharps containers must be maintained upright throughout use, replaced routinely, and not be allowed to overfill.

3. Immediately after exposure:

- a. Skin is immediately washed with soap and water thoroughly for 10-15 minutes. Allow blood to flow freely from the wound. Mucous membranes of the eye, mouth, or nose are flushed

immediately with water for 10-15 minutes. An eye wash station is located in the anatomy lab. Do not use bleach as skin, mucus membrane, or eye disinfectant.

b. If a garment is penetrated, the garment shall be removed as soon as possible and isolated in a Red Bag.

c. If major cleanup is needed call Campus Safety at X7502.

d. Students who got exposed outside of campus should immediately notify the appropriate department at their clinical facility and receive instructions for evaluation, first aid if needed and PEP (post exposure prophylaxis).

e. Students who got exposed on campus will be excused from classes and evaluated using Public Health Service and CDC recommendations to determine whether a significant exposure has occurred, the risk associated with the exposure, and what type of PEP is appropriate. Students may proceed to ER of either University of Michigan hospital at 1500 East Medical Center Drive, Ann Arbor, or St. Joseph Mercy Ann Arbor Hospital at 5301 McAuley Drive, Ypsilanti. There are multiple urgent care clinics nearby as well. The student is financially responsible for any costs incurred secondary to infectious and/or environmental hazardous exposures.

f. Campus Safety can also be called from any campus phone at X7502 or at 734-358-1340 for assistance.

3. Reporting Bloodborne Pathogen Exposure:

a. In the event of an incident resulting in an injury to a PA Student occurring during a PA Program activity, the student must complete the "Incident Report Form" (available in this Handbook and from Administrative assistant) and submit it to the Course Director. The course director will then submit it to the Program director.

b. Once the student has received proper medical care as sought by the student, the PA Program is to be notified within 24 hours.

c. Students exposed to blood-borne pathogens or other infectious agents at clinical sites will notify the appropriate department (i.e. ED or Occupational Health Dept.) at the facility they are working for PEP (post exposure prophylaxis) consideration and counseling as soon as possible after the exposure.

I have read, understand, and agree to abide by this policy.

Printed legal name

Signature

Date

Appendix K

Incident Report

In the event of an injury, the student must complete this form. The copy of the form should be submitted to either a course director (Didactic Year) or Director of Clinical Education (Clinical year). The original report stays with student for personal records.

The course director will submit the report to a program director. The incident will be discussed on a faculty meeting.

THIS FORM IS CONFIDENTIAL

Date of Report: / /

Time of Report: AM / PM

Time and Place of Incident
Date of Incident: / / Time of Incident: AM / PM
Place of Incident: _____
Individual in charge: <input type="checkbox"/> Faculty <input type="checkbox"/> Clinical Preceptor <input type="checkbox"/> Supervisor
Name of individual in charge: _____
Phone: _____
Injured Person
Status: <input type="checkbox"/> Student <input type="checkbox"/> Faculty <input type="checkbox"/> Employee <input type="checkbox"/> Other: _____
Name (Last, First, M.I.): _____
DOB: _____ Sex: _____
CUAA ID#: F00 _____
Phone # _____
E-mail _____
Local address: _____
Incident Description (describe what happened)

Description of injury (describe the type, severity, and the body parts involved)
Witnesses (provide full name, phone number, and address of each witness)
Complete sections below if incident is related to potential exposure to blood-borne pathogens.
Was injured individual wearing PPE? <input type="checkbox"/> Yes <input type="checkbox"/> No
Has injured individual been immunized against hepatitis B Virus? <input type="checkbox"/> Yes <input type="checkbox"/> No
Dates of Immunization (if known): (1) / / ; (2) / / ; (3) / / .
Injured individual was exposed to (check all that apply):
<input type="checkbox"/> Blood/ blood products

- ☐ Cerebrospinal fluid
- ☐ Body fluid with visible blood
- ☐ Synovial fluid
- ☐ Body fluid without visible blood
- ☐ Pleural fluid with visible blood
- ☐ Amniotic fluid Solution without visible blood
- ☐ Pericardial fluid
- ☐ Vaginal secretions
- ☐ Seminal fluid
- ☐ Peritoneal fluid

Other: _____

Mechanism of Exposure (check all that apply):

- ☐ Needlestick while giving Injection.
- ☐ Needlestick while recapping/discarding needle
- ☐ Skin injury by other sharp instrument.

Device Type: _____

- ☐ Handling waste products.
- ☐ Handling lab specimen.
- ☐ Controlling bleeding.

☐ Handling IV line.

☐ Performing invasive procedure.

☐ Handling disposal box.

☐ Cleaning blood/body fluid spill.

☐ Human Bite with or without open wound.

☐ Contact with mucous membranes, including inhalation.

☐ Contact with skin (circle all that apply): broken, chapped, abraded, dermatitis, prolonged contact, extensive contact.

Estimated time from exposure to medical evaluation: _____ minutes _____ hours.

Source of Exposure (if known):

Name: _____

Address: _____

Phone: _____

Actions Taken after the Exposure (check all that apply):

☐ Area washed with soap and water or other cleanser (if other, specify _____)

☐ Course Director/Director of Clinical Education/Site Preceptor/Supervisor notified.

(Name and date) _____

☐ Infection / Exposure Control Officer notified

(Name and date) _____

☐ Injured individual referred for medical evaluation and treatment to:

(Name and address of the facility) _____

☐ Follow-up scheduled for re-evaluation of lab studies and clinical condition.

(Date of the follow-up appointment) _____

Person Completing Form:

Name: _____

Title/Capacity: _____

Signature: _____

Phone: _____

Date: ____ / ____ / ____

Appendix L

Latex Sensitivity/Allergy

Physician Assistant students will frequently come into contact with latex and latex-containing products. Latex allergy may cause dermatologic or systemic reactions after contact with such items as gloves, blood pressure cuffs, stethoscopes, intravenous tubing, tape, Band-Aids, syringes, injection bottle diaphragm, cannulas, catheters, electrode pads, or inhaling airborne latex particles. The most severe allergic reaction to latex is anaphylaxis which may be life-threatening.

The student may experience worsening of a pre-existing latex sensitivity due to repeated exposure.

It is the student's responsibility to notify CUAA faculty of latex sensitivity/allergy and to provide confirming documentation from a licensed healthcare provider. It is the student's responsibility to follow up with their healthcare providers for latex allergy services and adhere to their recommendations.

The following questions should help to determine the likelihood of a student's latex sensitivity or allergy.

	YES	NO
1. Have you ever been formally diagnosed or told by your healthcare provider that you have a sensitivity or allergy to latex (rubber) products?		
2. Have you ever experienced itching, swelling, watery eyes, hives, wheezing, or other allergy-related symptoms after exposure to rubber gloves, glove powder, balloons, adhesive bandages, rubber toys, or other rubber products?		
3. Have you ever experienced itching, lips/tongue/throat swelling, difficulty breathing, or symptoms of allergic reaction during a dental exam or during the use of a dental rubber dam?		
4. Have you ever experienced an unexplained allergic reaction during surgery, a urinary catheterization, a barium test, or any other medical procedure?		
5. Have you ever experienced itching or swelling of the mouth or other allergic reactions when eating avocados, chestnuts, bananas, kiwi, papaya, or other tropical fruits?		

Answer "yes" to questions 2-5 warrants review from an allergy specialist or PCP for a formal investigation.

Printed legal name

Signature

Date