



POLICIES AND GUIDELINES  
HANDBOOK  
2026-2027

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# ACCREDITATION STATUS

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## Brescia University Physician Assistant Program

*Standard A3.12 a) 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.*

Brescia University Physician Assistant Program has applied for Accreditation – Provisional from the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA). Brescia University Physician Assistant Program anticipates matriculating its first class in August 2026, pending achieving Accreditation – Provisional status at the April 2026 ARC-PA meeting. 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.

# INTRODUCTION

*Standard A3.01* Program policies must apply to all students, principal faculty and the program director regardless of location. A signed clinical affiliation agreement or memorandum of understanding may specify that certain program policies will be superseded by those at the clinical site.

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

This handbook has been prepared to orient you to current policies and procedures, guidelines, and resources relevant to your participation in the Brescia University Physician Assistant Program. All program policies apply to students, principal faculty and the program director. Periodically, additional policies and/or procedures may be established or changed. All changes or additions will be shared with you via e-mail as they become effective, as the most recent handbook will supersede all previously distributed versions. Please feel free to contact the Program Director or your faculty advisor if you have any questions. Students are expected to understand this handbook, as the contents will govern your enrollment in the Brescia University Physician Assistant Program. Students will be required to submit a 'Receipt of Acknowledgement' form upon matriculation into the program.

Other policies and procedures regarding enrollment can be found in the Brescia University [Student Handbook](#) as well as the [Academic Catalog](#).

## GENERAL INFORMATION

The educational objectives of the program are based upon the Accreditation Standards for Physician Assistant Education as established by the Accreditation Review Commission on Education for Physician Assistants, Inc. (ARC-PA). This program prepares graduates to meet competencies expected of clinically practicing physician assistants in the domains of medical knowledge, interpersonal and communication skills, clinical and technical skills, professional behaviors, and clinical reasoning and problem-solving abilities.

Graduates are required to sit for and pass the national certification exam, obtain NCCPA Certification, and obtain a state license to work as a Physician Assistant. Brescia University cannot guarantee that each graduate will pass the required certification examination. Outside agencies control the requirements for taking and passing the certification exam. These requirements are subject to change without notice to Brescia University. Graduation from Brescia University's Physician Assistant Program **does not** guarantee certification or employment.

# MISSION STATEMENT

Standard B1.01 *The curriculum must: a) be consistent with the mission and goals of the program.*

Brescia University Physician Assistant Program is dedicated to academic and moral excellence in a student-centered environment. Inspired by Caritas, the call to love, we serve students who seek success through a rewarding profession and service to others. We prepare compassionate healthcare providers called to care for and heal the sick, while meeting the diverse healthcare needs of Western Kentucky. Through rigorous education and clinical training, our graduates emerge as skilled medical professionals dedicated to improving the health and well-being of the communities they serve.

# TECHNICAL STANDARDS

Standard A3.13 *The program must define, publish, consistently apply and make readily available to prospective students, policies and procedures to include: e) any required technical standards for enrollment.*

## Technical Standards for Admission and Continuation

Candidates for the Brescia University Physician Assistant Program must be able to meet the following technical standards, with or without reasonable accommodations, for admission and continued enrollment:

1. **Observation:** Candidates must be able to observe demonstrations and participate in procedures in the basic and clinical sciences, including but not limited to, anatomic dissection, microscopic studies, and patient encounters.
2. **Communication:** Candidates must be able to communicate effectively and efficiently in oral and written form with patients, families, and members of the healthcare team. This includes the ability to understand and speak the English language.
3. **Motor Skills:** Candidates must possess the physical dexterity and motor skills necessary to participate in clinical courses, including the ability to perform palpation, percussion, auscultation, and other diagnostic and therapeutic maneuvers
4. **Intellectual-Conceptual, Integrative, and Quantitative Abilities:** Candidates must be able to comprehend and process information, analyze data, and solve problems. This includes the ability to gather, organize, and assess relevant information to develop a diagnostic and therapeutic plan
5. **Behavioral and Social Attributes:** Candidates must possess the emotional health, maturity, and stability required for full utilization of their intellectual abilities, the exercise of good judgment, the prompt completion of responsibilities, and the development of effective relationships with patients and colleagues. This includes the ability to function effectively under stress
6. **Ethical Standards:** Candidates must demonstrate a commitment to the ethical principles that guide the health professions, including compassion, integrity, respect for others, and responsibility.

Reasonable accommodations will be considered on a case-by-case basis for qualified individuals with disabilities who can meet the technical standards. It is the responsibility of the applicant or student to request any needed accommodation.

## PROGRAM GOALS

*Standard B1.01 The curriculum must: a) be consistent with the mission and goals of the program.*

Upon completion of the program, graduates of the Brescia University PA Program will be able to:

1. Demonstrate ethical behavior and integrity in medical practice.
2. Support effective and sensitive communication skills with patients and members of the healthcare team.
3. Perform a complete physical exam and organize, integrate, interpret and present clinical data in a clear, concise manner.
4. Integrate diagnostic assessment skills with knowledge of patient presentation and pharmacology to formulate appropriate treatment plans.
5. Demonstrate mastery of basic clinical procedures performed by a PA entering into clinical practice.
6. Demonstrate refined critical thinking skills and intellectual inquiry to evaluate sources of information and generate new and evolving medical knowledge.
7. Collaborate effectively as a member of an interprofessional healthcare team.

## PROGRAM COMPETENCIES

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*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.*

Students of the Brescia University Physician Assistant Program will be expected to demonstrate competency essential to PAs entering clinical practice. The program uses achievement of program defined competencies as metrics for student preparedness and program effectiveness. Each course syllabus will guide the student through the assessment modalities utilized by the program to determine competency in the different domains.

The following are the program defined competencies for the Brescia University Physician Assistant Program. Prior to graduation from the program, students will be able to:

### **1. Medical Knowledge**

- a. Recognize and differentiate normal and abnormal health states across all organ systems.
- b. Distinguish between acute, chronic, and emerging disease states across the lifespan.
- c. Apply principles of basic and clinical science to effectively diagnose and provide comprehensive patient care for both healthy and ill individuals.

### **2. Clinical Reasoning and Problem-Solving**

- a. Formulate a well-reasoned primary diagnosis and generate appropriate differential diagnoses based on a thorough history and physical examination for a variety of preventive, acute, chronic, rehabilitative, and emergent medical conditions across the lifespan.
- b. Select and interpret relevant diagnostic laboratory and imaging studies to support clinical assessment and management.

- c. Formulate comprehensive treatment plans that incorporate appropriate pharmacologic and non-pharmacologic interventions aligned with the clinical findings.

### **3. Clinical and Technical Skills**

- a. Demonstrate proficiency in obtaining a detailed medical history, performing an appropriate physical examination, and accurately documenting clinical findings.
- b. Safely and effectively perform diagnostic and routine therapeutic procedures.
- c. Implement evidence-based strategies for patient education, disease prevention, and health care maintenance.

### **4. Interpersonal and Communication Skills**

- a. Apply verbal and non-verbal communication skills during interactions with patients, families, and members of the interprofessional health care team.
- b. Analyze medical records and interpret diagnostic findings to construct and articulate patient management plans.
- c. Exhibit strong reading, writing, and presentation skills to convey complex medical information.

### **5. Professional Behaviors**

- a. Uphold the standards of academic integrity and professionalism.
- b. Demonstrate cultural competence and sensitivity in providing care that meets the unique needs of individuals and communities.
- c. Apply the core principles of medical ethics to deliver respectful, empathetic, and equitable patient care.
- d. Establish and maintain positive and collaborative relationships with members of the health care team.
- e. Understand and fulfill professional responsibilities related to licensure, certification, credentialing, reimbursement, advocacy, and adherence to legal policies and regulations governing medical practice.

## PROGRAM CURRICULUM

*Standard B1.01* The curriculum must: a) be consistent with program competencies, b) include core knowledge about established and evolving biomedical and clinical sciences and the application of this knowledge to patient care c) include core knowledge about established and evolving biomedical and clinical sciences and the application of this knowledge to patient care, and d) be of sufficient breadth and depth to prepare the student for the clinical practice of medicine.

*Standard B1.02* The curriculum design must reflect content and course sequencing that builds upon previously achieved student learning.

*Standard A3.12* The program must define, publish and make readily available to enrolled and prospective students general program information to include: d) all required curricular components including required rotation disciplines, e) academic credit offered by the program.

The Brescia University Master of Science in Physician Assistant Studies degree is earned through a continuous 27-month program consisting of 112 Master's level credit hours. These hours are divided into 69 credit hours of classroom-focused instruction and 43 credit hours of clinical rotations and professional courses.

### DIDACTIC PHASE (4 Semesters/16 MONTHS):

Fall 1st Semester: **Total 16 credits**

| PROGRAM YEAR | #      | COURSE TITLE                                 | CREDIT HOURS | START DATE MONTH | END DATE MONTH |
|--------------|--------|--|--------------|------------------|----------------|
| 1            | PA 600 | HUMAN ANATOMY                                | 4            | AUGUST           | DECEMBER       |
| 1            | PA 611 | HUMAN PHYSIOLOGY & MEDICAL PATHOPHYSIOLOGY I | 4            | AUGUST           | DECEMBER       |
| 1            | PA 621 | MEDICAL HISTORY & PHYSICAL EXAMINATION I     | 2            | AUGUST           | DECEMBER       |
| 1            | PA 631 | CLINICAL MEDICINE I                          | 3            | AUGUST           | DECEMBER       |
| 1            | PA 641 | PHARMACOLOGY & PHARMACOTHERAPEUTICS I        | 2            | AUGUST           | DECEMBER       |
| 1            | PA 651 | ESSENTIALS OF PA PRACTICE I                  | 1            | AUGUST           | DECEMBER       |

Spring 2<sup>nd</sup> Semester: **Total 16 credits**

| PROGRAM YEAR | #      | COURSE TITLE                              | CREDIT HOURS | START DATE MONTH | END DATE MONTH |
|--------------|--------|---|--------------|------------------|----------------|
| 1            | PA 612 | MEDICAL PATHOPHYSIOLOGY II                | 3            | JANUARY          | MAY            |
| 1            | PA 622 | MEDICAL HISTORY & PHYSICAL EXAMINATION II | 3            | JANUARY          | MAY            |
| 1            | PA 632 | CLINICAL MEDICINE II                      | 5            | JANUARY          | MAY            |
| 1            | PA 642 | PHARMACOLOGY & PHARMACOTHERAPEUTICS II    | 3            | JANUARY          | MAY            |
| 1            | PA 652 | ESSENTIALS OF PA PRACTICE II              | 1            | JANUARY          | MAY            |
| 1            | PA 661 | CLINICAL REASONING & PROBLEM-SOLVING I    | 1            | JANUARY          | MAY            |

Summer 3rd Semester: **Total 19 credits**

| PROGRAM YEAR | #      | COURSE TITLE                               | CREDIT HOURS | START DATE MONTH | END DATE MONTH |
|--------------|--------|--|--------------|------------------|----------------|
| 1            | PA 601 | TECHNICAL SKILLS & SURGERY I               | 3            | MAY              | AUGUST         |
| 1            | PA 613 | MEDICAL PATHOPHYSIOLOGY III                | 3            | MAY              | AUGUST         |
| 1            | PA 623 | MEDICAL HISTORY & PHYSICAL EXAMINATION III | 3            | MAY              | AUGUST         |
| 1            | PA 633 | CLINICAL MEDICINE III                      | 5            | MAY              | AUGUST         |
| 1            | PA 643 | PHARMACOLOGY & PHARMACOTHERAPEUTICS III    | 3            | MAY              | AUGUST         |
| 1            | PA 653 | ESSENTIALS OF PA PRACTICE III              | 1            | MAY              | AUGUST         |
| 1            | PA 662 | CLINICAL REASONING & PROBLEM-SOLVING II    | 1            | MAY              | AUGUST         |

Fall 4th Semester: **Total 18 credits**

| PROGRAM YEAR | #      | COURSE TITLE                              | CREDIT HOURS | START DATE MONTH | END DATE MONTH |
|--------------|--------|---|--------------|------------------|----------------|
| 2            | PA 602 | TECHNICAL SKILLS & SURGERY II             | 3            | AUGUST           | DECEMBER       |
| 2            | PA 614 | MEDICAL PATHOPHYSIOLOGY IV                | 3            | AUGUST           | DECEMBER       |
| 2            | PA 624 | MEDICAL HISTORY & PHYSICAL EXAMINATION IV | 2            | AUGUST           | DECEMBER       |
| 2            | PA 634 | CLINICAL MEDICINE IV                      | 4            | AUGUST           | DECEMBER       |
| 2            | PA 635 | FUNDAMENTALS OF EMERGENCY MEDICINE        | 2            | AUGUST           | DECEMBER       |
| 2            | PA 644 | PHARMACOLOGY & PHARMACOTHERAPEUTICS IV    | 2            | AUGUST           | DECEMBER       |
| 2            | PA 654 | PUBLIC HEALTH & MEDICAL RESEARCH          | 1            | AUGUST           | DECEMBER       |
| 2            | PA 663 | CLINICAL REASONING & PROBLEM-SOLVING III  | 1            | AUGUST           | DECEMBER       |

TOTAL DIDACTIC PHASE CREDITS: 69 credits

## CLINICAL PHASE (3 Semesters/11 MONTHS):

*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.*

Students are not responsible for securing clinical sites or preceptors. Provision of rotation sites and preceptors is the responsibility of the Brescia University Physician Assistant Program and under the direct supervision of the Clinical Coordinator.

| PROGRAM YEAR | #      | COURSE TITLE       | CREDIT HOURS | START DATE MONTH | END DATE MONTH |
|--------------|--------|--------------------|--------------|------------------|----------------|
| 2/3          | PA 670 | FAMILY MEDICINE    | 5            | VARIABLE         | VARIABLE       |
| 2/3          | PA 671 | INTERNAL MEDICINE  | 5            | VARIABLE         | VARIABLE       |
| 2/3          | PA 672 | BEHAVIORAL HEALTH  | 5            | VARIABLE         | VARIABLE       |
| 2/3          | PA 673 | EMERGENCY MEDICINE | 5            | VARIABLE         | VARIABLE       |
| 2/3          | PA 674 | PEDIATRICS         | 5            | VARIABLE         | VARIABLE       |
| 2/3          | PA 675 | SURGERY            | 5            | VARIABLE         | VARIABLE       |
| 2/3          | PA 676 | WOMEN'S HEALTH     | 5            | VARIABLE         | VARIABLE       |
| 2/3          | PA 677 | CLINICAL ELECTIVE  | 5            | VARIABLE         | VARIABLE       |

| PROGRAM YEAR | #      | COURSE TITLE | CREDIT HOURS | START DATE MONTH | END DATE MONTH |
|--------------|--------|--------------|--------------|------------------|----------------|
| 2            | PA 680 | CAPSTONE I   | 1            | JANUARY          | MAY            |
| 2            | PA 685 | CAPSTONE II  | 1            | MAY              | AUGUST         |
| 3            | PA 690 | SUMMATIVE    | 1            | AUGUST           | NOVEMBER       |

TOTAL CLINICAL PHASE CREDITS: 43 credits

**Total Didactic Phase Credits 69**

**Total Clinical Phase Credits 43**

**Total Program Credits 112**

**No transfer credits are accepted toward degree requirements.**

**\*\*The program does not offer advanced placement\*\***

Notice: The Brescia University Physician Assistant Program reserves the right to modify curriculum requirements as necessary to ensure the academic integrity of the program. Students will be notified of any changes in curriculum or program requirements prior to implementation in accordance with ARC-PA Standards.

## PROGRAM FACULTY AND STAFF CONTACT INFORMATION

*Standard A2.02 The program must have: a) program faculty that include the program director, principal faculty, medical director, and instructional faculty, and b) at least three FTE principal faculty, of which two FTE principal faculty must be PAs who are currently NCCPA-certified.*

| <b>Name</b>                          | <b>Title</b>                                    | <b>Email</b>   | <b>Phone Number</b> | <b>Room # (C. E. Field Center)</b> |
|--------------------------------------|---|--|---------------------|------------------------------------|
| Blair Whitaker,<br>MPAS, PA-C        | Program<br>Director/Assistant<br>Professor      | <a href="mailto:blair.whitaker@brescia.edu">blair.whitaker@brescia.edu</a> | (270) 686-2496      | 144                                |
| Brent Hayden,<br>MD                  | Medical Director                                | <a href="mailto:brent.hayden@brescia.edu">brent.hayden@brescia.edu</a>     | (270) 686-2465      | 145                                |
| Megan Beggs,<br>MSPAS, PA-C          | Didactic<br>Coordinator/<br>Assistant Professor | <a href="mailto:megan.beggs@brescia.edu">megan.beggs@brescia.edu</a>       | (270) 686-4344      | 142                                |
| Ethan Hall,<br>MSM, PA-C             | Clinical<br>Coordinator/<br>Assistant Professor | <a href="mailto:ethan.hall@brescia.edu">ethan.hall@brescia.edu</a>         | (270) 686-4312      | 134                                |
| Ericka Mason,<br>DPAS, MPAS,<br>PA-C | Assistant Professor                             | <a href="mailto:ericka.mason@brescia.edu">ericka.mason@brescia.edu</a>     | (270) 686-4350      | 136                                |
| Mandy Hays,<br>RMA, CPhT             | Administrative<br>Assistant                     | <a href="mailto:mandy.hays@brescia.edu">mandy.hays@brescia.edu</a>         | (270) 686-4271      | 130                                |

# BRESCIA UNIVERSITY POLICIES

## STUDENT RIGHTS AND RESPONSIBILITIES

Students' Rights and Responsibilities are defined in the Brescia University [Student Handbook](#) as follows:

### STUDENTS ARE RESPONSIBLE TO THE UNIVERSITY FOR THEIR CONDUCT

Each Brescia University student is responsible to the University for his or her conduct whether on or off campus. It is the responsibility of each student, to act out of respect for the God-given dignity, welfare and safety of others; to comply with the University's policies and regulations; and to be a good steward of the University's name by acting in a responsible manner that is respectful of the University's Catholic and Ursuline mission, values and philosophy.

- Students who fail to conduct themselves in a manner consistent with the University's mission by failure to demonstrate an appropriate level of respect for the God-given dignity of others; those who endanger the welfare and safety of others; those who evidence a blatant disregard for the policies and regulations of the University; and those who conduct themselves in a manner contrary to the mission, values and philosophy of the University are subject to student conduct sanction up to and including expulsion. In cases where action is less than expulsion, the Dean of Students shall have the authority in his/her sole discretion to determine the sanctions appropriate for the circumstances.

### STUDENTS ARE RESPONSIBLE FOR THEIR CONDUCT ONLINE

Students using online social networking services such as Facebook, Twitter, Snapchat, Instagram, etc., who post or appear in images, photos, video, or narratives (such as blogs) online that show or otherwise depict violations of the University's policies may be found responsible for violating University policies, and will be subject to disciplinary action up to and including expulsion. This policy applies whether or not the student intends to publicly post these materials, as long as the material which violates University policy is ultimately disseminated in a public forum and brought to the attention of the University.

### STUDENTS ARE RESPONSIBLE TO THE UNIVERSITY TO BE LAW ABIDING

Each Brescia student is responsible to the University to be law abiding at all times, whether on or off campus. Out of concern for the safety of other members of the Brescia community, and also acting out of its responsibility under its Catholic and Ursuline mission to facilitate the moral development of its students, the University reserves the right to take all reasonable and appropriate student conduct sanction it deems necessary, up to and including expulsion, with regard to any student who violates any federal, state or local laws while enrolled as a student at Brescia University.

Once an applicant is offered admission and enrolls as a student at the University, he/she is required to promptly inform the Dean of Students if he/she is cited for, charged with, is under investigation for, or arrested for or convicted of any criminal or legal violation occurring on or off campus. For purposes of this policy, "any criminal or legal violation" includes all criminal offenses, including all alcohol and drug violations as well as any order from a court to avoid contact with another person. Non-criminal traffic offenses such as parking tickets and speeding violations are not included.

Student conduct sanction initiated by the University in response to any conduct that is also the subject of action by law enforcement authorities or the criminal courts is independent of any civil or criminal action and may proceed before, during or after any civil or criminal legal proceedings.

The Dean of Students or the appropriate student conduct officer has the authority to determine an appropriate conduct sanction for any legal violation. Dismissal of civil or criminal legal proceedings does not obligate Brescia University to dismiss student conduct proceedings related to the alleged offense.

Brescia University reserves the right to use information about legal violations and criminal history to make decisions about the individual's enrollment and student status at the University to the fullest extent permitted by law.

- Failure on the part of an enrolled student to promptly, fully and accurately provide information to the Dean of Students as well as those that provide incomplete or false information, and those who refuse to provide law enforcement or court documents as requested by the University shall be subject to student conduct sanction up to and including suspension or expulsion. This shall include all criminal offenses and all alcohol and drug law violations. The conduct sanctions that apply will be determined by the student conduct officer and will be based upon the nature of the legal violation/criminal conduct involved.
- Any legal or criminal violation by a student on or off campus is considered a violation of the Student Code of Conduct. Any criminal or legal violation includes all criminal offenses and all alcohol and drug law violations. Non-criminal traffic offenses such as parking tickets and speeding violations are not included. Violators are subject to student conduct sanction at the University. The conduct sanctions that apply will be determined based on the nature of the legal violation/ criminal conduct involved.

**Court Ordered Protection Orders:** Each student is responsible to promptly notify the Dean of Students of any instance in which the student has been ordered by a Court to refrain from contact with another member of the Brescia community. Any legal or criminal violation by a student on or off campus is considered a violation of the Student Code of Conduct. Violators are subject to student conduct sanction.

- A student ordered by a Court to refrain from contact with any other member of the Brescia community (e.g. a court ordered victim's protective order or other restraining order) may be subject to Brescia University's emergency suspension policy for as long as the court order is in effect.

**Felony Charges:** Because of the serious nature of felony level offenses the University reserves the right to take appropriate action to protect members of the Brescia community from students cited or charged with or convicted of a felony-level criminal offense.

- A student cited or charged with a felony level criminal violation may be subject to immediate application of the Brescia University's emergency suspension policy until such time as the University makes a final determination in the matter. In such a case, Brescia University reserves the right to wait until all legal proceedings have been resolved before completing its own investigation and coming to a final determination in the matter.

#### COOPERATION WITH UNIVERSITY OFFICIALS

Students are responsible for cooperating with university officials and complying with all directives of university officials and security personnel who issue the directives within the context of their official responsibilities. This includes cooperating with university officials and/or law enforcement officials who conduct an investigation of possible violations of the Student Code of Conduct or other university policies and/or investigations related to possible violations of the law.

1. A student who refuses to or fails to comply with the directive of a university official, university authorized security personnel or law enforcement official is subject to conduct sanction.
2. A student who refuses to be interviewed as a part of a university investigation or one who provides false or misleading information or withholds information during an investigation is subject to conduct sanction.
3. Providing any university official with false information (including but not restricted to false names, halls, rooms, age, licenses, student IDs, parking permits, etc.) is not permitted.
4. Possession, production or distribution of false documents is prohibited.

# DISABILITY SERVICES

The Disability Services are defined in the Brescia University [Student Handbook](#) as follows:

Brescia University strives to provide an accessible campus where all students are comfortable, productive and independent. If you have a documented disability or experience an accessibility concern, contact the Office of Student Success.

Brescia University is committed to removing barriers so that students with disabilities have equitable access to liberal arts education. Our coordinators work with students from many different backgrounds to provide educational and student life accommodations.

Students seeking accommodations for disability, mental health, illness, or pregnancy can do so by contacting a Disability Coordinator at [disability.services@brescia.edu](mailto:disability.services@brescia.edu) or 270-686-4206.

# NON-DISCRIMINATION POLICY

*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.*

The non-discrimination policy at is defined in the Brescia University [Student Handbook](#) as follows:

Brescia University does not condone harassment of any kind, against any group or individual, because of race, color, religion, national origin, ethnic identification, age, disability, gender or sexual orientation. The University's ability to achieve its mission is dependent on the cooperative efforts of its faculty, staff and students. For such cooperation to exist, an atmosphere of professionalism, marked by mutual trust and respect is essential. Harassment, conduct which violates this atmosphere, is unprofessional, illegal and unethical. It is unacceptable behavior and will not be tolerated. The University prohibits unlawful harassment of its students, including harassment by other students, faculty, staff, customers, visitors, vendors or contractors, in any form, including harassment based on race, sex, sexual orientation, color, religion, national origin, ethnic identification, age, disability, genetic information, gender or any other status which would be in violation of any applicable federal, state or local law.

In keeping with its long-standing traditions, beliefs, and policies, Brescia University will not discriminate against any student, employee, or applicant to become such, on the basis of any individual's race, color, religion, gender, national origin, age (over 40), disability, military status or Vietnam veteran era status or any other status which would be in violation of any applicable federal, state or local law. With respect to religion, as permitted by law, the University reserves the right to employ those persons who are committed to the values and mission of the University and its religious heritage.

Brescia University pledges to foster a campus community where everyone works and learns in an atmosphere of respect and dignity, free from discrimination. Brescia University will not tolerate actions that could be construed as bias-related. Violations will result in disciplinary actions, including dismissal from the University.

# SEXUAL HARASSMENT, MISCONDUCT, SEXUAL ASSAULT, AND RELATIONSHIP VIOLENCE POLICIES

*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.

*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.

The harassment, sexual misconduct and relationship violence policies at Brescia University are defined in the Brescia University [Student Handbook](#) as follows:

Note: Due to the ever-changing law and requirements of Title IX, the Campus SaVE Act, and Violence Against Women Act, the most up to date policies for sexual misconduct, sexual assault, and relationship violence may be found at <https://www.brescia.edu/title-ix-sexual-harassment-misconduct-and-assault> on the Brescia University website. Students may request a printed copy of the University's policies at the Office of Student Affairs.

## TITLE IX: HARASSMENT

Brescia University does not condone harassment of any kind, against any group or individual, because of race, color, religion, national origin, ethnic identification, age, disability, genetic information, gender, or sexual orientation. The University's ability to achieve its mission is dependent on the cooperative efforts of its faculty, staff and students. For such cooperation to exist, an atmosphere of professionalism, marked by mutual trust and respect is essential. Harassment, conduct which violates this atmosphere, is unprofessional, illegal, and unethical. It is unacceptable behavior and will not be tolerated. Brescia University prohibits such conduct by anyone including but not limited to: faculty, staff, students, managers, supervisors, co-workers, or non-employees such as visitors, vendors, and contractors.

Harassment is generally defined as an act or communication causing emotional stress specifically addressed to individuals or groups intended to harass, intimidate, or humiliate an individual or group. Examples of impermissible harassment include, but are not limited to:

1. The use of physical force or violence to restrict the freedom of movement of another person or to endanger the health and safety of another person based on that person's gender, ethnicity, et al;
2. Physical or verbal behavior that involves an express or implied threat to interfere or has as its purpose or has the reasonably foreseeable effect of interfering with an individual's personal safety, academic efforts, employment, participation in University-sponsored extracurricular activities because of that individual's race, color, etc. and which causes that individual to have a reasonable apprehension that harm is about to occur;
3. Any type of conduct that has the effect of unreasonably interfering with an individual's academic performance or creates an intimidating, hostile or offensive learning environment; or
4. Epithets, slurs, or derogatory comments based on a person's race, color, etc.

Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature, which continues when requested to cease when:

1. Where submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic advancement;
2. Where submission to or rejection of such conduct by an individual is used as a basis for decisions affecting such academic advancement;
3. Where such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive learning environment;
4. Sexual flirtations, touching, advances, or propositions;
5. Verbal abuse of a sexual nature;
6. Graphic or suggestive comments about an individual's dress or body;

7. Sexually degrading words to describe an individual; or
8. The display of sexually suggestive objects or pictures, including nude photographs, in any form, including those accessed or displayed on the University's Network System.

Gender discrimination is defined as differential treatment of others based solely on that person's gender, and includes, but is not limited to, derogatory references made about another person's gender, or characteristics and stereotypes related to that person's gender. Like sexual harassment, the University in any form or fashion whatsoever does not tolerate gender discrimination.

#### WHAT TO DO IF YOU ARE BEING HARASSED

1. Inform the individual that you feel you are being harassed. Be definitive.
2. If the problem continues, document the facts of the situation and consult the following Title IX Coordinator: Vice President for Student Affairs, (Ultimate over-sight responsibility – student, faculty and other employees), Director of Residence Life, or Counseling Services – complaints registered by students. All persons involved in the complaint and the investigation will keep all information related to the complaint and the investigation confidential to the maximum extent possible. This means all persons involved will share such information only with persons who have a need to know.
3. The University will conduct an investigation of any formal complaints of harassment using principles of due process described in the Title IX Investigation section of this handbook [the Brescia University Student Handbook].
4. Any proven violation of this policy will result in student conduct sanction.

If you believe you have witnessed harassing behavior, immediately contact the Title IX Coordinator or Dean of Students.

Brescia seeks to eliminate harassment under its jurisdiction by periodically informing students about this policy statement and the obligations hereunder. Brescia University prohibits any type of retaliation against any student who in good faith files a complaint under this policy or against anyone who assists in the complaint investigation. Any student who intentionally makes a false allegation of discrimination or harassment will be subject to disciplinary action, which may include but is not limited to written warning, suspension, or dismissal from the University.

Brescia University complies with Title IX of the Educational Amendments of 1972 to the 1964 Civil Rights Act and its regulations: "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."

## SEXUAL MISCONDUCT, SEXUAL ASSAULT, AND RELATIONSHIP VIOLENCE POLICIES

Sexual misconduct of any kind is inconsistent with the University's values and incompatible with the safe, healthy environment that the Brescia community expects. All members of this community share responsibility for creating and maintaining an environment which promotes the safety and dignity of each individual. All forms of sexual misconduct are an affront to justice that will not be tolerated at Brescia University. Federal law treats sexual misconduct and sexual assault as forms of sexual harassment, which is prohibited under Title IX. Furthermore, relationship violence such as domestic violence, dating violence, and stalking are violations of Federal law (the Campus SaVE Act) and are not tolerated at Brescia University. Sexual misconduct, sexual assault, and relationship violence also violate state law as well as University policy.

Students found responsible for engaging in or otherwise allowing sexual misconduct, sexual assault, and/or relationship violence to take place will ordinarily face disciplinary sanctions up to and including dismissal from the University.

The University believes that no person should bear the effects of sexual assault alone. When a sexual assault occurs, the University's paramount concern is for the safety, health, and well-being of those affected. To support and assist students, the University promptly provides a wide range of services and resources. Please see the section below on Resources for Medical, Counseling, and Pastoral Care to learn more about these resources.

#### SCOPE AND APPLICABILITY

Brescia University's policy applies to:

- All Brescia University employees, whether full-time or part-time staff, faculty, clergy, adjunct faculty, temporary staff, or third-party employees or vendors;
- All persons taking courses at Brescia, whether full-time or part-time, non-degree or degree seeking, or pursuing undergraduate, graduate, or professional studies;
- All persons residing in Brescia residential housing, whether or not currently enrolled or working at Brescia; and
- All members of the Brescia University Board of Trustees.

The individuals listed above are referred to collectively as Covered Persons. This policy prohibits sexual misconduct by or against a Covered Person, both on and off the Brescia campus. In addition, this policy prohibits sexual misconduct by all persons visiting or volunteering at or for Brescia and by all persons and entities that provide services to Brescia.

#### SEXUAL MISCONDUCT OFFENSES

Prohibited sexual misconduct offenses include, but are not necessarily limited, to the following:

- Non-consensual sexual intercourse, which is any sexual intercourse by any person upon another without consent. It includes oral, anal, and vaginal penetration, to any degree, and with any object. It is referred to as "sexual assault" in this policy; and
- Non-consensual sexual contact, which is any sexual touching with any object, by any person upon another, without consent;
- Sexual touching is contact of a sexual nature, however slight.

Other forms of sexual misconduct include, but are not limited to:

- Sexual exhibitionism;
- Sex-based cyber-harassment;
- Prostitution or the solicitation of a prostitute;
- Peeping or other voyeurism;
- Stalking, including cyber-based stalking; and
- Going beyond the boundaries of consent, e.g., by allowing others to view consensual sex (e.g. transmission of pictures and/or video via a computer, cell phone or other electronic modes of communication) or the non-consensual video or audio taping of sexual activity.

**Consent means informed, freely given agreement, communicated by clearly understandable words or actions, to participate in any form of sexual activity.** Consent cannot be inferred from silence, passivity, or lack of active resistance. A current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity. By definition, there is no consent when there is a threat of force or violence or any other form of coercion or intimidation, physical or psychological. A person who is the object of sexual aggression is not required to physically or otherwise resist the aggressor; the lack of informed, freely given consent to sexual contact constitutes sexual misconduct.

***Intoxication is not an excuse for failure to obtain consent. A person incapacitated, inebriated, or developmentally impaired by alcohol or drug consumption, or who is unconscious or asleep or otherwise physically impaired, is incapable of giving consent.***

Force is the use of physical violence to gain sexual access. Force also includes threats, intimidation (implied threats), and imposing on someone physically.

## RELATIONSHIP VIOLENCE

**Relationship violence** is a dangerous form of violence prevalent within the college student population. Often the victims of relationship violence find it difficult to ask for help or blame themselves for the abuse. No one deserves to be abused for any reason and everyone deserves help if they are being abused.

**Dating violence** is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship will be determined based on consideration of the following factors:

- the length of the relationship;
- the type of relationship; and
- the frequency of interaction between the persons involved in the relationship.

**Domestic violence** is a felony or misdemeanor crime of violence committed by the victim's

- current or former spouse,
- current or former cohabitant,
- person similarly situated under domestic or family violence law, or
- anyone else protected under applicable domestic or family violence laws.

**Stalking** is (1) a course or pattern of unwelcome and unwanted conduct (2) that a person knows or has reason to know (3) would cause the victim under the circumstances to feel frightened, threatened, oppressed or intimidated or to suffer substantial emotional distress.

Stalking behavior includes, but is not limited to:

- repeated, unwanted and intrusive communications by phone, mail, text message, email and/or other electronic communications, including social media;
- repeatedly leaving or sending the victim unwanted items, presents or flowers;
- following or lying in wait for the victim at places such as home, school, work or recreational facilities;
- making direct or indirect threats to harm the victim or the victim's children, relatives, friends or pets;
- damaging or threatening to damage the victim's property;
- posting information or spreading rumors about the victim on the internet, in a public place, or by word of mouth; or unreasonably obtaining personal information about the victim by accessing public records, using internet search services, hiring private investigators, going through the victim's garbage, following the victim, or contacting the victim's friends, family, work or neighbors.

Brescia University will assist any student who has been the target of violence, threats of violence or abuse of any kind whether it has taken place on or off campus or been perpetrated by another student or someone else. Students who need assistance are urged to contact the Dean of Students, or the Director of Counseling for assistance. In addition, Brescia's policy is that any student who has been ordered by a court to avoid contact with any other member of the University community may be held subject to the University's emergency suspension policy for as long as the court order is in effect. Students who want to know more about this policy may contact the Dean of Students.

## REPORTING: RESOURCES

Brescia University is committed to investigating, resolving, and preventing sexual misconduct, and the law generally requires it to do so. Brescia strongly encourages victims to tell someone about sexual misconduct. As described below, Brescia expects certain Covered Persons to notify the Title IX Coordinator when they become aware of sexual misconduct. This ensures that victims will receive appropriate support. It also enables Brescia to fulfill its commitment to prevent and address sexual misconduct and to comply with applicable law.

**HOW, WHEN AND WHOM TO TELL**

Individuals who experience or allege sexual misconduct prohibited by this policy are referred to as Complainants. Individuals who are alleged to have engaged in sexual misconduct prohibited by this policy are referred to as Respondents.

Individuals Who Have Personally Experienced Sexual Misconduct

If you have personally experienced any form of sexual misconduct, Brescia strongly urges you to tell someone about the incident as soon as possible. There are multiple options to do this, listed below. In an emergency, call 911. If you have concerns about confidentiality, contact a Confidential Resource (see below). To initiate Brescia’s response and resolution process, you or another person must notify the Title IX Coordinator. If you want to make a report to police about criminal sexual misconduct, Brescia can assist you in that process (see Reporting Options section).

Individuals Who Become Aware of Sexual Misconduct Incidents or Allegations

If you become aware of an incident or allegation of sexual misconduct that is prohibited by this policy, contact the Title IX Coordinator, Dean of Students, or a Sexual Assault Resource Coordinator right away for advice and assistance. These resources are referred to as Trained Responders. Trained Responders regularly deal with incidents and allegations of sexual misconduct and have received training on how to handle situations involving sexual misconduct. Trained Responders will provide advice and assistance to Complainants and other individuals who contact them and help ensure that Brescia responds appropriately and in accordance with applicable law.

Responsible Reporters

All Brescia employees who are not student workers (except Resident Assistants), and all members of the Brescia Board of Trustees, are required to contact the Title IX Coordinator or Dean of Students promptly after becoming aware of an incident or allegation of sexual misconduct.

Brescia encourages, but does not require, all other persons (generally students) who become aware of an incident or allegation of sexual misconduct to contact the Title IX Coordinator or Dean of Students.

Brescia employees who learn of sexual misconduct while serving as a Confidential Resource, as defined below, are not required to notify a Trained Responder.

To report an incident of sexual misconduct or sexual assault, please notify any of the following resources:

| <b>On-Campus Resources</b>  |  |
|---|--|
| <p><b>Title IX Coordinator</b><br/>Lori Etheridge, Vice President for Student Affairs<br/>Room 213, Moore Center<br/>270-686-4332<br/>lori.etheridge@brescia.edu</p>  | <p>Isaac Duncan, Assistant Dean of Students<br/>Room 200, Moore Center<br/>270-686-4332<br/><a href="mailto:isaac.duncan@brescia.edu">isaac.duncan@brescia.edu</a></p> <p>Melissa Scuderi, Director of Residence Life<br/>Room 200, Moore Center<br/>270-686-4332<br/><a href="mailto:melissa.scuderi@brescia.edu">melissa.scuderi@brescia.edu</a></p> |
| <b>Off-Campus Places to Report Sexual Misconduct</b>  |  |
| <p><b>Owensboro Police Department</b><br/>Emergency – 911<br/>Non-Emergency Reporting: 270-687-8888</p> <p><b>New Beginnings – Sexual Assault Support Services</b><br/>1716 Scherm Rd, Owensboro, KY 42301<br/>270-926-7273<br/>Crisis Line: 1-800-226-7273</p> | <p><b>Owensboro Health Regional Hospital – Emergency Room</b><br/>1201 Pleasant Valley Road<br/>Owensboro, KY 42303</p> <p><b>Daviess County Sheriff Department</b><br/>Emergency – 911<br/>Non-Emergency Reporting: 270-685-8444</p>  |

# STUDENT GRIEVANCE PROCEDURES

## STUDENT ADMINISTRATIVE AND DISCRIMINATION GRIEVANCES

*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, and g) policies and procedures for student grievances and appeals.*

Brescia University is committed to respecting and supporting all members of our community and providing a quality educational experience for all students. The purpose of this section is to establish procedures and guidelines to address student grievances or student complaints.

### Definitions

**Complaint** - a statement that a situation is unsatisfactory or unacceptable or an expression of dissatisfaction

**Grievable action** - an action that either:

1. is in violation of written University policies or procedures
2. constitutes misapplication or misinterpretation of University policies, regulations, rules, or procedures.

A flow chart to help determine what is grievable and what is not grievable action is provided below:

| <b>Issue</b>   | <b>Action</b>   |
|--|---|
| Is your complaint against a faculty or staff member?                             | Refer to the faculty or staff member's supervisor. Information is available with the Office of Human Resources at <a href="mailto:hr@brescia.edu">hr@brescia.edu</a> or the Office of Student Affairs at <a href="mailto:studentaffairs@brescia.edu">studentaffairs@brescia.edu</a> . |
| Is your complaint against another student?                                       | Refer to the Vice President of Student Affairs/Dean of Students at <a href="mailto:studentaffairs@brescia.edu">studentaffairs@brescia.edu</a>   |
| Is your complaint about a financial aid decision, rule, and/or regulation?       | Refer to the Financial Aid appeal procedures as outlined in the Student Handbook pp. 79-80 or contact Financial Aid at <a href="mailto:financialaid@brescia.edu">financialaid@brescia.edu</a>   |
| Is your complaint about a disciplinary decision administered by Student Affairs? | Refer to the procedures in the Student Handbook pp. 26-28   |
| Is your complaint about facilities?  | Submit a work order request with Maintenance  |
| Is your complaint about computer equipment or technology?                        | File a request at the Helpdesk at <a href="https://helpdesk.brescia.edu/hesk/">https://helpdesk.brescia.edu/hesk/</a>   |
| Is your complaint about your course grade?                                       | Refer to Grade Review as outlined in the Student Handbook p. 70   |
| Is your complaint about a policy or procedure?                                   | This process may not be used to challenge policies or procedures. Submit a comment on the policy or discuss with the area responsible.  |
| Is your complaint about a violation of a policy or procedure?                    | File a Student Grievance  |
| Is your complaint about an unequal application or use of a policy or procedure?  | File a Student Grievance  |

To support its commitment to equality and due process, Brescia University has established procedures for addressing student grievances. Students always maintain their right to seek legal recourse in public courts of law.

A grievance constitutes a formal complaint contesting the perceived injustice of a specific action or judgment imposed directly upon a student by a Brescia University official or an officially sponsored University organization.

**NOTE:** *The Grievance Procedure is not an avenue for appealing student conduct sanctions. There is a separate procedure for appealing sanctions resulting from student conduct hearings.*

Students may file grievances for:

**Academic Issues:** Regarding course grades or academic dishonesty (please see the Academic Policies and Services section of this handbook [the Brescia University Student Handbook] for Grade Review and Academic Dishonesty policies);

**Administrative Issues:** Regarding application of college policies; decisions pertaining to Brescia's co-curricular program and decisions regarding student records, rights, financial matters, and work-study employment; and

**Discrimination Issues:** Regarding unlawful discrimination in the areas of race, color, creed, national origin, gender, age, or disability or discrimination based on sexual orientation or marital status.

Administrative Issues:

1. The student should approach the person s/he perceives to be responsible for the offense in order to work out a solution.
2. If the matter remains unresolved after seven (7) working days, the student may then bring the issue to the immediate supervisor of the person against whom the grievance is being made.
3. If the grievance remains unresolved after fifteen (15) working days, the student may ask in writing that the Student Welfare Committee (SWC) consider the complaint and appoint a review board to mediate the grievance. The student's concisely written request should include the substance of the grievance, the avenues that already have been pursued, and the specific relief desired.
4. At the earliest possible date and within fifteen (15) working days of the receipt of the student's written request, the chair of the SWC will inform both the grievant and the respondent in writing of the committee's decision.
5. Once the Review Board has formed and has appointed a chair, the board chair will send letters to the grievant and respondent outlining the specific grievance and suggesting a timeline for the proceedings. Any schedule must consider the time constraints inherent within or between semesters. All parties will receive written allegations.
6. Respondents may waive the right to participate in the proceedings of the Review Board.

Discrimination Issues

1. The student should approach the person(s) who s/he perceives to be responsible for the offense in order to work out a solution.
2. If the grievance remains unresolved after seven working days, the student may choose one or both of the following actions:
  - a. With the assistance from a member of the SWC, the student may meet with the party(ies) involved to attempt to resolve the matter.
  - b. The student may ask in writing that the SWC consider the complaint and appoint a review board to mediate the grievance. The student's concisely written request should include the substance of the grievance, the avenues that already have been pursued, and the specific relief desired.
3. If step 2b fails, at the earliest possible date and within 15 working days of receipt of the student's written request, the chair of the SWC will inform both the grievant and the respondent in writing of the committee's decision. If the SWC recommends that a hearing board mediate the grievance, the chair will send a letter to the student and the grievant outlining the specific issue and will suggest a timeline for a meeting. Any schedule must consider specific time constraints inherent within or between semesters.
4. Once the Review Board has formed and has appointed a chair, the board chair will send letters to the grievant and respondent outlining the specific grievance and suggesting a timeline for the proceedings. Any schedule must consider the time constraints within or between semesters. All parties will receive written allegations.
5. Respondents may waive the right to participate in the proceedings of the Review Board.

## ACADEMIC GRIEVANCES - GRADE REVIEW

A student who believes that s/he has received an unfair course grade may use the following procedure:

1. The student should bring the complaint before the instructor who gave the questionable grade.
2. If a student cannot communicate with the instructor or is dissatisfied with the meeting, s/he should bring the complaint to the Program Director; if the Program Director is the instructor in question, to the VPAA/Academic Dean.
3. If a student is not satisfied with the results of these steps, s/he may submit a formal written complaint to the VPAA/Academic Dean, who will consult all persons involved to determine the present status of the problem and then try to resolve the issue.
4. If all attempts to settle the dispute informally fail, the VPAA/Academic Dean will appoint a review board consisting of a. three faculty members from outside the divisions/school in question, whose selection will be subject to approval of the student and the instructor involved; and b. two students chosen by the Judicial Council of the Student Government Association, also subject to the approval of both parties.
5. The review board will select a chair for the proceedings from among the three faculty representatives, who will moderate the meetings of the group, vote only in case of a tie, and submit records of the proceedings to the VPAA/Academic Dean. [Curriculum and Standards Committee, 02/05/09]
6. This board will hear both sides of the issue, gather information needed, and vote on the appropriateness of the grade. A simple majority (one over half) will be required to approve/disapprove of the grade.
7. The board may use moral persuasion to have the grade changed. If the instructor refuses, the VPAA/Academic Dean, at the student's request, will place a memo detailing the resolution of the grade dispute in the student's permanent file. The memo will be attached to the official transcript when the transcript is distributed if the student requests the attachment at that time.
8. The student has six weeks from the start of the following regular semester (fall/spring) in which to submit the formal written complaint to the VPAA/Academic Dean. The VPAA/Academic Dean should form the review board and meet within a four-week period after the student has made the request for a formal hearing. Students in traditional format and 16-week online classes have six weeks from the start of the following regular semester (fall/spring) in which to submit the formal written complaint to the VPAA/Academic Dean. The VPAA/Academic Dean should form the Review Board and meet within a four-week period after the student has made the request for a formal hearing.

### Academic Dishonesty

An instructor, who becomes aware of an act of deliberate academic dishonesty, including plagiarism, should report the student(s) involved to the Academic Dean and describe the disciplinary action proposed. (Note: "Plagiarism" is defined as the deliberate use of another's ideas, work, or words as one's own, without properly documenting and crediting the original source). Purchasing or copying another's work and using it as your own are examples of academic dishonesty.

If the incident is particularly damaging to the University community, or if the proposed disciplinary action seems out of proportion to the gravity of the incident, the Academic Dean may interview the student(s) personally. After conferring with the faculty member, the Academic Dean will either support the proposed disciplinary action or recommend an alternative.

Academic dishonesty is so serious that a repeat offense may result in the Academic Dean's decision to suspend or dismiss the student.

Any student who feels that s/he has not had a fair hearing, or that the severity of the penalty is unwarranted, may appeal to the Academic Dean within ten (10) days for a hearing by an ad hoc board similar to that used for grade review appeals. (See Section 3.3.5. of the Faculty Handbook)

# DRUG AND ALCOHOL POLICY

## AN ALCOHOL AND DRUG FREE INSTITUTION

As a recipient of federal grants, Brescia declares that it complies with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989. It is Brescia's policy to maintain a safe and healthy working environment for all its employees, students and guests.

### PRESENCE OF ALCOHOL (INCLUDING LOW POINT BEER) AND CONSUMPTION

- On-campus use, manufacture, consumption, possession, sale, distribution, or the serving of alcoholic beverages is prohibited, no matter the age of the participants.
  - Exceptions to this policy include special events in which faculty and staff are present, all applicable federal, state, and local laws are followed, and the President has given signed approval in advance.

Alcohol, alcohol consumption devices, displays of alcohol (signs, lights, etc.), public intoxication, and décor featuring alcohol are prohibited by students and guests no matter their age.

### ALCOHOL: PUBLIC INTOXICATION

- Public intoxication is not permitted, regardless of the age of the individual.

### ALCOHOL: POLICY FOR GUESTS TO CAMPUS

- Guests and visitors may not use, consume, possess, sale, distribute, or serve alcoholic beverages, no matter the age of the participants.
- Guests who are visitors of resident students who violate University policies on alcohol will be removed from campus; a Student Affairs official will determine when the visitor can return.

*The University may contact parents or police in incidents where guests are found violating University policies on alcohol.*

### ALCOHOL AND DRUGS: IMPLIED CONSENT

- Implied Consent: Brescia University holds all students who are in a room or area responsible for the behavior that occurs there, for objects that are there, and for damage that occurs there. This interpretation will be enforced regardless of how long the students have been in the area and whether or not the student is observed participating in the behavior or the possession.
- If a student enters an area where a policy violation is occurring or begins occurring, the student should immediately leave. The violation may be reported, anonymously, to a staff member. By remaining and doing nothing, the student acknowledges participation in the policy violation. If a student is a resident of that room, the University will hold the student responsible regardless of his/her actual presence, unless it is demonstrated that the students had no knowledge of the incident or that he/she reported to tried to break up the gathering.

### ALCOHOL AND DRUGS: SANCTIONS

If students are found to be responsible for an alcohol or drug violation, sanctions imposed will have two primary

goals: first, that the student receive some form of treatment and/or education for alcohol and/or drug use depending upon the severity of the offense; and second, that the student make some form of restitution to the community. While sanctions vary depending upon the circumstances of every case, conduct officers will generally assign the following sanctions for alcohol and/or drug use on campus:

1. **Educational/Developmental:** The student is required to attend a program, counseling sessions, or complete an online course as appropriate (Brescia utilizes Vector for online coursework);
2. **Fines:** The student is required to pay a fine, including the cost of online counseling pro-grams, which is placed on the student's account with the Business Office. Fines begin at a minimum of \$25 and may increase depending upon the severity of the offense and if the student has prior offenses. Alternative fines, such as purchase of canned goods to be donated to a local food bank or student pantry, may be permitted at the discretion of the conduct officer.
3. **Probation/Suspension/Expulsion:** Any student found responsible for an alcohol and/or drug offense will be at a minimum be placed on University Probation (see Sanctions section of this handbook [the Brescia University Student Handbook] for more details). Depending on the severity of the offense and if the student has prior offenses, sanctions up to and including suspension and expulsion may be imposed.

### **BRESCIA UNIVERSITY MEDICAL AMNESTY POLICY FOR ALCOHOL AND DRUG OVERDOSE**

Students seeking help for inebriation, overdose, or potential addiction shall be treated in complete confidence and are not subject to student conduct hearings, provided the sole reason the University discovers this arose from his/her seeking medical attention or other professional assistance. Additionally, a student seeking similar assistance for a fellow student will be exempt from student conduct hearings in consideration of his/her efforts to assist another in need of help.

Brescia University policies on Medical Amnesty for alcohol and drug use and/or overdose are in compliance with Commonwealth of Kentucky Alcohol and Drug Laws KY KRS Chapter 244.992. Generally, the Kentucky laws protect persons from criminal prosecution for requesting assistance for themselves or others who need emergency medical assistance for alcohol or drug overdose. Student seeking more information about Kentucky laws should consult with the Dean of Students.

### **DRUGS: USE OR POSSESSION**

The use, possession, manufacture, or distribution of all illegal drugs and/or controlled substances, on or off University premises while conducting (or participating in) Brescia business and/or events is prohibited.

Please see the Brescia University [Student Handbook](#) for more information about the no alcohol and drugs policy, including the full policy and sanctions related to the policy.

# WITHDRAWAL POLICY AND PROCEDURE

*Standard A3.15 The program must define, publish, consistently apply and make readily available to students upon admission: d) policies and procedures for withdrawal and dismissal.*

Per the Brescia University [Student Handbook](#), students must officially withdraw by providing a notification to the Office of the Registrar.

Students who withdraw from classes may lose all or part of their financial aid and should visit the Financial Aid office to determine the impact on their aid package. The date of withdrawal is the date the student provides official notification to the Office of the Registrar. Non-attendance at class or unofficial notification of withdrawal does not constitute formal withdrawal.

## FULL-TIME TRADITIONAL STUDENTS

Tuition and room/board charges will be pro-rated based on the number of days in the semester, until 60% of the semester has been completed. Once 60% of the semester has been completed, there will be no refund of charges. Students withdrawing after classes have started will be charged an administrative withdrawal fee of \$100. There will be no refund/reduction of fees or health insurance. Residential students withdrawing from the University after classes have started will be charged an additional administrative fee.

A student must officially withdraw from classes or they will automatically receive a failing grade.

## INVOLUNTARY WITHDRAWALS

The Dean of Students and/or their designee may require a student to involuntarily withdraw under the following circumstances: when the conduct of any student poses a significant risk to the health or safety of others in the community, and that risk cannot be eliminated by a modification of policies, practices or procedures or by the provision of auxiliary aids or services. Upon evidence of such a potential risk, the student may be required to complete an assessment with a health care professional to determine the degree to which the student and/or their conduct, actions or statements may pose a significant risk to the community, and the nature, duration and severity of the risk. At the assessment the student may be asked to sign a release to allow the healthcare professional conducting the assessment to communicate the findings to stakeholders in the campus community. The student's parents/guardians may also be notified of the decision to require such an assessment, as appropriate.

Before a decision is made to require involuntary withdrawal, a hearing will take place with the Dean of Students or their designee and the student of concern. The student will be provided with written notice of the hearing at least three (3) days prior to the hearing. If the student fails to appear or provide adequate prior notice of a reasonable excuse for not appearing, the hearing may proceed without the student. The hearing may take place before the three-day window should the student request the hearing at an earlier date. Private attorneys and parents may not be present at the hearing.

Involuntary Withdrawals made by the Dean of Students may be appealed to the President of the University. All appeals must be in writing and received in the President's office within three (3) business days from the time of the suspension. Any subsequent decision by the President will be final and binding on the student.

In considering whether an involuntary withdrawal is required, the following will be considered: 1) the nature, duration and severity of the risk; 2) the probability that injury will occur; and 3) whether reasonable modifications of policies, practices or procedures can mitigate the risk.

Because involuntary withdrawal applies to cases in which there is a concern about the health or safety of others in the community, the Dean of Students and/or their designee may require a student to provide evidence that their conduct no

longer poses a significant risk to the health or safety of others in the community. A student seeking readmission must submit to the Dean of Students a written request for readmission and any requested documentation from health care or mental health provider(s) indicating the readiness to return.

**Note:** More than one sanction may be imposed for any single violation. Other than expulsion, conduct sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential conduct record. Upon graduation, the student's confidential conduct record may be expunged of disciplinary action other than residence hall expulsion, University expulsion or suspension, upon application to the Dean of Students. Cases involving the imposition of sanctions other than residence hall expulsion, University suspension or expulsion shall be expunged from the student's confidential record within five years after the final disposition of the case. All cases of suspension or expulsion shall be kept as permanent records in the student's confidential conduct record.

### **Involuntary Withdrawal Due to Mental Health Issues**

A student will be subject to involuntary administrative withdrawal from the University or on-campus housing with sufficient information that substantiates:

1. The student is suffering from a mental health issue, and as a result of the mental health issue:
  - a. engages or threatens to engage in behavior which poses a danger of causing physical harm to others, or engages or threatens to engage in behavior which would cause significant property
  - b. damage, or directly and substantially impede the lawful activities of others.

**Withdrawn courses:** Withdrawn courses are counted in the attempted hours for SAP policy. These courses will not be counted in earned hours because there will not be a grade associated with the course. Withdrawn courses will affect the percentage of earned to attempted hours.

# FINANCIAL INFORMATION

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*Standard A3.12 The program must define, publish and make readily available to enrolled and prospective students general program information to include f) estimates of all costs (tuition, fees, etc.) related to the program.*

## TUITION AND FEES

Tuition and fees do not include expenses for certain required items such as a computer, textbooks not provided by the program, stethoscope, background checks and drug screens, medical document reviews and health requirements, scrubs, and a long white coat. PA students are not eligible for part-time enrollment. In-state and out-of-state tuition are the same. Upon graduation, students will no longer have access to digital and textbook resources. For more information on tuition and fees please refer to the [PA Program Website](#).

## MEMBERSHIP

Students enrolling in the Physician Assistant Program will be enrolled in membership in the American Academy of Physician Associates (AAPA). The fee covers membership for the entire duration of PA training. Membership includes a monthly subscription to the Journal of the American Academy of Physician Associates (JAAPA), periodic newsletters, and discounted admission to AAPA's annual national continuing education meeting. Students are also enrolled in the Kentucky Academy of Physician Assistants (KAPA). The annual fee is included with your tuition.

## ADDITIONAL COSTS

For all other estimated costs, please refer to the [PA Program Website](#).

## TRANSCRIPT FEES

Brescia University has authorized the National Student Clearinghouse to provide transcript ordering via the Web. Students may order transcripts using any major credit card; the card will be charged only after the order is completed. Directions for ordering an official transcript are found on the [Clearinghouse Secure site](#). Students unable to order online should request a transcript through the mail by downloading the [Transcript Request Form](#) and mailing it with \$10 payment to: Brescia University Office of the Registrar, 717 Frederica St., Owensboro, KY 42301. Transcripts are issued only after students have fulfilled financial obligations to the University. All transcripts issued are official.

## PAYMENT OF TUITION AND FEES

Policies on payment of tuition and fees can be found in the Brescia University [Student Handbook](#) and the [Brescia University Academic Catalog](#).

Charges for tuition, fees, room, and meals for full-time students are due by August 15th (fall) or January 5th (spring). Full-time students in good standing may sign up for a payment plan. For more information, go to [www.brescia.edu/student-accounts](http://www.brescia.edu/student-accounts) or contact the cashier at 270-686-4238.

To pay in person: Cash, check or credit card (VISA, MasterCard, American Express & Discover) payments can be made in the Cashier's Office (Student Services Center, 531 Frederica Street), Monday through Friday, 8:00 AM to 4:30 PM.

To pay online: VISA, MasterCard, Discover, and American Express are accepted online at Brescia Pay. For your protection, Brescia no longer accepts credit card information over the phone.

To mail payment: Checks can be mailed to: Brescia University, Cashier's Office, 717 Frederica Street, Owensboro, KY 42301.

A late charge of 1.5% per month will be assessed on past due balances as of the 15th of any month. A Late Payment Fee of \$100 will be added to accounts not settled by the first day of classes. A charge of \$25.00 is imposed for checks returned because of insufficient funds.

Satisfactory settlement of accounts must be made before a grade report or transcript of credits will be issued, and before a student may register for subsequent terms. Students with past due accounts may be excluded from campus activities including but not limited to participating on athletic teams, University sponsored travel, and other University sponsored activities. Non-payment of charges may also affect the student's eligibility to use campus resources including but not limited to access to campus technology.

Students can view their bill online through the BEM Student Portal link on the Brescia home page. Brescia University does not mail statements.

Students will login in with their Brescia University email credentials. Students should check their Brescia email often for official communications from the University, including the Brescia Business Office.

## REFUND POLICY

*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 withdraw from classes may lose all or part of their financial aid and should visit the Financial Aid office to determine the impact on their aid package. The date of withdrawal is the date the student provides official notification to the Office of the Registrar. Non-attendance at class or unofficial notification of withdrawal does not constitute formal withdrawal.

Graduate students withdrawing from a class after the applicable drop/add period will be charged an administrative withdrawal fee of \$25 per course. There will be no refund/reduction of fees or health insurance. Tuition charges will be pro-rated based on the number of days enrolled in class and the Period of the Class, until 60% of the Period of the Class has been completed. After the 60% of the Period of the Class has been completed, there will be no refund of tuition charges. Graduate students who withdraw from classes may lose all or part of their financial aid and should visit the Financial Aid office to determine the impact on their aid package.

**Students who do not complete the Start Here questionnaire in each course by noon central time on Wednesday of the first week of the course will be administratively dropped from the course(s) and resulting changes will be made to their financial aid packages and to student billing.**

TO OBTAIN FORMS OR FURTHER INFORMATION REGARDING FINANCIAL AID, prospective financial aid applicants should contact the Office of Financial Aid, Brescia University, 717 Frederica St., Owensboro, Kentucky 42301-3023. (270-686-4356 or 1-877-Brescia)

Expelled students are not entitled to any refunds from the University.

# PHYSICIAN ASSISTANT PROGRAM POLICIES AND PROCEDURES

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In addition to the general academic regulations and policies as stated in the [Brescia University Academic Catalog](#) and Brescia University [Student Handbook](#), the following additional policies will be in effect for all students, faculty and staff of the Brescia University Physician Assistant Program.

## STUDENT RECORDS

*Standard A3.17 Student academic records kept by the sponsoring institution or program, in a paper or electronic format, must be readily accessible to authorized program personnel and must include documentation: a) that the student has met published admission criteria including advanced placement if awarded, b) that the student has met institution and program health screening and immunization requirements, c) of student performance while enrolled, d) of remediation efforts and outcomes, e) of summaries of any formal academic/behavioral disciplinary action taken against a student, and f) that the student has met requirements for program completion.*

*Standard A3.18 PA students and other unauthorized persons must not have access to the academic records or other confidential information of other students or faculty.*

Educational transcripts for each student enrolled in the Brescia University Physician Assistant Program will be maintained by the Brescia University Registrar permanently following the student's graduation, withdrawal, or termination from the program. The program maintains a file on each student which includes documents pertinent to students' admission and progression through the program. Student files are maintained in locked file cabinets in the PA Program Records Office. The PA Program Records remains locked when not in use by approved program personnel. Students are granted access to their own personal academic file only as requested by the student in accordance with the Family Educational Rights and Privacy Act (FERPA). Please see the Brescia University [Student Handbook](#) for more information on FERPA.

Students do not have access to academic records or other confidential information of other students or faculty and are not permitted in areas that house this material without permission and the accompaniment and supervision of an approved faculty or staff member.

## STUDENT HEALTH

*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.*

*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.*

Student health records are stored, monitored, and maintained through a secure student compliance software (CORE). The Physician Assistant Program faculty and staff do not have access to these records except for immunization and

screening results, upon written permission from the student.

All students entering the Brescia University Physician Assistant Program must meet the following requirements submitted through the compliance company. Students must have this information submitted at least 30 days prior to matriculation into the PA Program:

1. Provide proof of personal health insurance throughout the entire program.
2. Provide proof of a satisfactory physical examination.
3. Provide proof of negative tuberculosis testing (positive results may require further evaluation).
4. Provide proof of immunization as recommended by the [US Centers for Disease Control and Prevention's Immunization Recommendations](#).

Students are **not** permitted to seek personal health care advice or care from any full-time or part-time faculty member, instructional faculty, preceptor, program staff member, the program director, the medical director, or guests of the program. Students in violation of this rule will be referred to the Program's Student Progress and Professionalism Committee.

A full-time or part-time faculty member, instructional faculty, program staff member, the program director, or the medical director are not allowed or expected to participate in the provision of health care to a student enrolled in the Brescia University Physician Assistant Program. Violation of this policy may be grounds for disciplinary action including termination.

Faculty may only assist a student who may be in an emergency medical situation.

## BACKGROUND CHECK AND DRUG/ALCOHOL SCREENING POLICY

Student admission and progression to the clinical phase are contingent upon a successful background check and urine drug screen. Students may also encounter rotations where additional background checks and drug screens are required, which will need to be completed at the student's expense. If a student fails to complete a background check or drug screen as requested by the clinical rotation site or by the program, they will be dismissed from the program.

## IMMUNIZATIONS

*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.*

The Brescia University Physician Assistant Program Immunization Policy is in compliance with the [US Centers for Disease Control and Prevention's Immunization Recommendations](#).

After acceptance into the program, but no more than 60 days before matriculation into the program, all students must provide proof of immunizations, health screening, background check, and drug testing screening through the program's designated compliance company (CORE). Additional immunizations may be required by some clinical training sites and are the students' responsibility. If students are unvaccinated, they must submit an exemption to the University for

consideration prior to matriculation into the program. Students may not be able to perform clinical rotations at sites requiring certain vaccinations.

Vaccination requirements:

- Proof of Hepatitis B vaccine and positive Hep B Ab (titer)
- Proof of MMR vaccine series or immunity
- Proof of Varicella history or vaccine series
- Proof of Tetanus/Diphtheria/Pertussis vaccine (required within the last 10 years)
- Proof of TB Test within the past year (positive results will require the student to receive a chest x-ray and further evaluation)
- Proof of Meningococcal vaccine
- Proof of Polio vaccine series
- Proof of HIB vaccine series
- COVID vaccination is strongly recommended, but not required for matriculation.
- Annual Influenza vaccine will be administered by the program.

\*\*\* Students will not be required to repeat titers for the clinical year.

The program will provide the physical examination forms to be completed by a licensed medical provider stating whether a student meets the program's defined technical standards.

The urine drug screen and background check companies will be chosen by the PA Program and/or clinical sites, and only information accepted from those companies will be accepted.

## HEALTH INSURANCE

All PA students are required to carry adequate health insurance throughout their enrollment in the program. Proof of insurance is required at least 60 days prior to matriculation in the program. Confirmation of coverage will be carried out prior to the inception of the clinical phase of the program. Lack of health insurance will suspend student participation in program activities until proof of insurance is provided.

## COMMUNICATION

Students are required to maintain active e-mail and telephone accounts. Phone numbers, mailing addresses, and e-mail addresses are required to be on file/updated in the program office as well as the clinical logging system. All student e-mail correspondence with the program must be through Brescia University student e-mail accounts. Students are required to check their Brescia University student e-mail daily. **The Brescia University Physician Assistant Program is not responsible for information missed by students** who have not maintained up-to-date, reliable contact information with the University and/or checked their Brescia University e-mail.

Students are required to keep up-to-date on their Moodle pages for communication about courses and assignments.

## RECORDING POLICY

All lectures at Brescia are recorded and can be accessed online through Moodle Pages. Recordings will be available to students until 3 weeks after the course ends. Students are permitted to download recordings onto their devices for use at a later time. Students are permitted to audio record lectures on their personal device as well.

## STUDENT EMPLOYMENT

*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.

*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.

*Standard A3.15* The program must define, publish, consistently apply and make readily available to students upon admission: e) policy for student employment while enrolled in the program.

Due to the demands of the PA Program, employment during a student's course of training is strongly discouraged. Any student who seeks employment and is unable to maintain adequate academic standing as outlined in this document may be asked to terminate their employment. Under no circumstances will employment be considered as a reason for an excused absence from the didactic or clinical education requirements.

At no time is a Brescia University PA student allowed to or required to work for the program in any capacity. Students may not substitute for or function as instructional faculty. Additionally, students may not substitute for or function as clinical or administrative staff.

## ATTENDANCE POLICY

Due to the rigorous nature of the coursework and the accelerated pace of learning, attendance policies for courses within the Brescia University PA Program differ from the standard University Attendance Policy. All PA students are responsible for knowing and abiding by the program's attendance policy. The course syllabus will further define how attendance is graded and/or monitored.

Students are expected to attend **all** scheduled class, laboratory, and examination periods each week. Students are also required to attend scheduled activities that are part of a class, including those scheduled outside of class time. Any student who is absent from a required scheduled course activity (didactic or clinical) must notify the Course Director, as well as the respective Didactic or Clinical Coordinator of the absence. Students, whether present or absent from class, are responsible for knowing all that is announced, discussed, and/or lectured upon in class or laboratory, as well as for completing all assigned reading. In addition, students are responsible for submitting all assignments and examinations on time, as required in the class.

Students absent due to a medical condition will be excused for as long as a healthcare provider states it is medically necessary for the student to be absent. The PA Program will not accept any healthcare provider documentation from the student that includes personal protected health information. This is done for the students' protection against any accusation of neglect or indifference, as well as to ensure that students have received appropriate medical attention.

Recurrent absences and tardiness will not be tolerated and may result in a disciplinary action to include a formal review by the Student Progress and Professionalism Committee as this reflects unprofessional behavior.

- 1<sup>st</sup> unexcused absence in a given didactic course: Verbal warning
- 2<sup>nd</sup> unexcused absence in a given didactic course: Written warning and referral to the Student Progress and Professionalism Committee
- 3<sup>rd</sup> unexcused absence in a given didactic course: Failure of the class & dismissal from the program
- 1<sup>st</sup> unexcused absence in a clinical rotation course will result in failure of the rotation.

**Reporting of Absences:** Excused absences will be considered on a case-by-case basis. Students are required to submit known absences at least 60 days in advance to the Course Director and Didactic or Clinical Coordinator (as applicable). Approval of the excused absence must come from the Course Director and Didactic or Clinical Coordinator. Examples of approved absences include but are not limited to religious holidays, family weddings, etc.

**Examinations:** Attendance is **mandatory** for all examinations, both written and oral. Students are responsible for being present at the beginning of all examinations. Exams will begin **ON TIME**. Students who arrive after an examination has begun will be refused admission to the testing room and receive a 0% on the exam.

Students are only allowed to take an examination prior to regularly scheduled test administration if it is approved by the Didactic or Clinical Coordinator.

Students must report a known absence 60 days prior to an exam for consideration of an excused absence. Students who are excused from the regularly scheduled administration of a test will be required to set up a time with the Course Director to make up the missed test as soon as possible. Permission for any deviation from the regular test schedule must be requested through the Didactic or Clinical Coordinator. An unexcused absence from an examination will result in a score of 0% with no opportunity for remediation. Appeals for make-up exam decisions must go through the Program Director within three (3) business days of the missed examination.

**Tardiness:** Students are expected to be in class/clinic and ready to participate on time. Students are recommended to arrive 10 minutes prior to course scheduled activities. Tardiness reflects unprofessional behavior and will not be tolerated in either the didactic or clinical phases of the program.

Each didactic class will be monitored by faculty to identify those students who arrive late. In the clinical phase of the program, preceptors are responsible for monitoring attendance and tardiness. The first offense will result in a verbal warning. Any subsequent offenses will require a meeting with the student's faculty advisor and may result in referral to the Student Progress and Professionalism Committee.

**Weather/Class Cancellation Policy:** If the University cancels class due to weather or otherwise, classes will be moved to a virtual format or made up at another time. This decision will depend on availability of faculty and meeting space. Students are required to check their Brescia e-mail for all communication regarding weather-related class alterations.

# EVALUATION OF STUDENTS

## GENERAL INFORMATION:

To satisfactorily complete a course, the student must earn a grade of “C” or better in all courses. Additionally, students must maintain an overall cumulative GPA of 3.0 or higher throughout the duration of their enrollment in the PA program. Written examinations and clinical skills testing will be proctored by program faculty and/or their designee and must be completed as assigned by the Course Director or a designated faculty member. Material and assigned readings covered up to the lecture preceding the scheduled exam may be included on the exam. Any exceptions to examination content will be announced well in advance of the scheduled exam. Basic concepts covered earlier in the quarter may be asked on later exams. The Student Progress and Professionalism Committee is responsible for monitoring and coordinating the evaluation of the progress of students. Each student is assigned a Faculty Advisor for academic and professional advisement.

## DIDACTIC PHASE EVALUATION:

Evaluation of student performance during the didactic phase is conducted through traditional methods such as:

1. Written/Oral quizzes
2. Written examinations,
3. Practical examinations,
4. Problem-based instruction and evaluation during objective structured clinical exams (OSCEs),
5. Oral presentations and projects,
6. Written Submissions

Examinations are primarily multiple choice, laboratory practical, clinical skills practical, and objective structured clinical exams (OSCEs). However, other formats may be used at the discretion of an individual course instructor. Multiple methods of evaluation may be given in each course.

Finals in each course will be comprehensive/cumulative, and students will be tested on the material they have learned for the entirety of the semester. The remediation policy will apply to all course finals and OSCEs.

Completion of the didactic phase of the curriculum requires satisfactory performance on comprehensive evaluations administered at the end of the didactic training. The evaluations consist of a written examination and clinical skills performance evaluation through an OSCE. These evaluations are used to identify individual and collective weaknesses that should be remediated and strengthened before and during the clinical phase of the program.

Please see the PA Program Clinical Handbook for Clinical Phase Evaluation.

## SUMMATIVE EVALUATION:

Successful completion of the program requires satisfactory completion of a summative evaluation near the conclusion of the clinical training period. The summative evaluation consists of a written examination, clinical performance through an OSCE, and professionalism assessment. This is administered within four months of the conclusion of the program. The evaluation includes assessment of medical knowledge, interpersonal and communication skills, clinical and technical skills, professionalism behaviors, clinical reasoning, and problem-solving abilities in patient care. This evaluation is designed to assess the program’s defined competencies, as well as to determine eligibility for graduation from the program.

There are three (3) distinct components of the summative evaluation. Each component must be successfully completed to earn a passing grade. Minimum passing scores on the components of the summative examination are as follows:

1. Written Exam – Score must be greater than or equal to 1470 on the PAEA End of Curriculum Exam
2. Clinical Performance – Score on the final OSCE must be  $\geq 79.50\%$  for each section and overall
3. Professionalism Evaluation – each student needs to be deemed “Competent” in each domain of professional behavior on the program’s Summative Professionalism Evaluation

Students who receive an unsatisfactory grade on any part of the comprehensive summative evaluation will be referred to the Student Progress and Professionalism Committee. Students will be required to remediate areas of deficiency and repeat the portion(s) of the summative evaluation in which they were not successful. The student will not be eligible for program completion until they receive a satisfactory performance on each component of the summative evaluation. Students who do not receive a satisfactory score on the remediation attempt on the summative exam will be dismissed from the program. Students receiving an “Unacceptable” on any portion of the final professionalism evaluation will be subject to immediate dismissal without the ability to remediate.

## GRADING SCALE:

Grades will not be changed with the exception of mathematical errors.

**A: 89.50 – 100.00**

**B: 79.50 – 89.49**

**C: 69.50 – 79.49**

**D: 59.50 – 69.49**

**F: 59.49 and below**

Please see the information above and available in the Brescia University [Student Handbook](#) for the Grade Appeals Policy.

## PROGRAM PROGRESSION POLICY

*Standard A3.15 The program must define, publish, consistently apply and make readily available to students upon admission: a) any required academic standards, b) requirements and deadlines for progression in and completion of the program.*

Physician Assistant students are required to satisfactorily complete all didactic phase courses and clinical education requirements to remain in good standing and be eligible for graduation. Students, program faculty, and staff must comply with published programmatic policies, syllabi, course goals and objectives, as well as published University requirements to ensure satisfactory student progress through both the didactic and clinical phases.

**Good Standing Status** - Students must meet all the following criteria while enrolled in the PA Program:

- Students must maintain an overall GPA of 3.0 or higher.
  - A student will be placed on academic probation for one semester if their cumulative GPA falls below 3.0. They will have one semester to increase their cumulative GPA to 3.0. If their cumulative GPA falls below 3.0 in a future semester, the student will be dismissed from the program.

- Students must demonstrate progression in program learning outcomes and competencies. An overall minimum grade of "C" in courses is required for satisfactory completion of each course.
  - A student will be dismissed from the program if a grade below "C" is obtained in any didactic course.
  - A student will be dismissed from the program if a grade below "C" is obtained in more than one clinical rotation course.
- Students must successfully pass comprehensive exams including the Didactic Curriculum Exam and Comprehensive OSCE for clinical phase progression, and the summative evaluation for graduation from the program.
- Satisfactory professional behavior in accordance with all Brescia University Physician Assistant Program policies and procedures and the University Code of Conduct.
- Performance assessment during clinical education is based on student achievement of program learning outcomes and program defined competencies and is evaluated by instructional faculty. Assessment of students is based on the minimal levels of competency for each discipline-specific rotation.

Any violation of these standards will result in the referral of the student to the Student Progress and Professionalism Committee.

Students who do not meet the requirements of Good Standing Status will be referred to the Student Progress and Professionalism Committee. The Student Progress and Professionalism Committee, after applying programmatic policy and reviewing the violation of the standards for PA program academic and/or professional behavior performance, will render a decision on a course of action. The Program Director will review the decision and determine the next course of action.

If a student is being considered for placement in a status other than good standing, the student may be afforded the opportunity to speak formally to the Student Progress and Professionalism Committee before a final decision is rendered by the committee and the Program Director.

Failure to meet the minimum academic standards may result in a loss of financial aid. To be eligible for federal aid, a student must be enrolled in a Graduate Degree, hold U.S. citizenship, maintain satisfactory academic progress, certify that s/he will use financial aid for educational purposes only and not be in default on a federal or state loan or owe a repayment on any federal or state aid.

Satisfactory Progress: is measured by cumulative grade point average (GPA) and by credit hours earned in relation to hours attempted. Credit hours attempted are the number of hours in which a student is enrolled at the end of the drop/add week. After that week, all failed, withdrawn, repeated, or incomplete hours are counted in the number of hours attempted. GPA and credit hours earned in relation to hours attempted will be checked at the end of each semester prior to disbursement of financial aid. Students who withdraw from all classes and/or receive all Fs may have to repay a portion of any federal aid received for that semester. Any student with Incomplete (I) for a grade will not receive additional funds for the next semester until all Incompletes are replaced with a grade. All credit hours for attempted, completed and earning a grade are only the credit hours for the graduate degree(s). Determination: At any time if the student's cumulative GPA falls below 3.0, the student will be placed on financial aid warning. If after the next class, the student has not earned a cumulative GPA of 3.0 and above then the student will be on financial aid suspension. If a student earns a D, F or two C's in the program, the student will be placed on financial aid warning.

Maximum Time Frame: Students must complete their degree within 150% of the total credit hours required by the student's declared degree. All attempted credit hours by the student will be calculated for a maximum time frame. All

repeated course work is also included in the calculation to determine maximum time frame. If at any time it is determined mathematically impossible for the student to complete their degree within the maximum time frame, the student will be terminated from financial aid. Example: MSW Degree = 60 credit hours required to graduate X 150% = 90. Students would be required to complete this degree within 90 credit hours. Progress for maximum time frame will be evaluated for each student. The student will be notified if you are nearing a maximum time frame. There are no appeals for financial aid once a student reaches the maximum time frame.

## PROFESSIONAL BEHAVIOR PERFORMANCE PROBATION

A student's professionalism behavior performance may be reviewed at any time, based on information received by the PA Program. The program shall take appropriate action based on the type and severity of the student's misconduct. Violations of the program's Standards of Conduct or Professionalism or University policy will be referred to the appropriate University official (i.e. Faculty Advisor, Dean of Student Affairs, Campus Director, Student Progress and Professionalism Committee).

At the end of each semester, a Professionalism Evaluation will be conducted. Any student who receives an Unacceptable mark on their evaluation will immediately be referred to the Student Progress and Professionalism Committee for consideration of professionalism probation. A student may be required to perform professionalism remediation to transition back to good standing after professionalism probation. Remediation will be assigned on a case-by-case basis depending on the violation of the code of conduct/professionalism standards.

Students may be placed on professional behavior performance probation for any violation of the professional behavior performance standards of the Physician Assistant Program. Acts that would garner a probation status include (but are not limited to):

A breach in the Physician Assistant Program standards in the following areas:

- Professional behavior
- Attendance
- Completion of clinical electronic submissions as outlined in the PA Program Policy and Guidelines Handbook and Clinical Handbook
- Breach of patient confidentiality rules (HIPAA)
- Other serious violations of the Professionalism Standards for a Physician Assistant student

At the end of the probation period, the student's academic and professional behavior performance will be evaluated by the Student Progress and Professionalism Committee who will recommend to the Program Director what action to take based on the student's progress in meeting standards of the program.

**Students who are already on programmatic performance probation of any type (academic and/or professional behavior) who fail to achieve the minimum standards of performance in academic or professional behavior will be dismissed from the Physician Assistant Program.**

**To help monitor student progress, students meet with their faculty advisor at the mid-point of each didactic semester and at the end of each program semester. During the end of semester meetings, a professionalism evaluation will be reviewed with the student and the student will submit a Self-Evaluation of Competencies (Appendix \*\*\*). The Self-Evaluation of Competencies is separate from program defined competencies.**

# STUDENT PROGRESS AND PROFESSIONALISM COMMITTEE

## STUDENT PROGRESS AND PROFESSIONALISM COMMITTEE STRUCTURE

The committee is chaired by a PA Program faculty member. A Student Progress and Professionalism Committee meeting can commence if a majority of the voting principal faculty members are present.

## COMMITTEE PROCEDURE

The Committee meets at least each semester to review Satisfactory Academic Progress (SAP), professionalism evaluations, and other relevant information available to aid in evaluation of each student. In addition to scheduled meetings, the Student Progress and Professionalism Committee may be convened on an as needed basis to address specific student issues. The Student Progress and Professionalism Committee will meet on all concerns regarding Leave of Absences, Professionalism Standards/Code of Conduct violations, and dismissal from the program.

At the conclusion of each semester, students who do not achieve the minimum standards for academic and/or professional behavior performance in the PA Program will be placed on PA Program academic and/or professional behavior performance probation for the duration of the following semester. The Student Progress and Professionalism Committee, after applying programmatic policy and reviewing the violation of the standards for PA Program academic and/or professional behavior performance, will recommend the action to be taken by the Program Director.

Any one of the following may be applied based on student performance and their previous enrollment status (previous warning or probation):

- Good standing
- Academic and/or professional behavior performance probation
- Dismissal

If a student is being considered for placement in a status other than “good standing”, they may be afforded the opportunity to speak formally to the Student Progress and Professionalism Committee. Any student not recommended to advance in good standing will be notified in writing within 72 hours by the Program Director. The student will sign the notification and return it to the Program Director. The Program Director will notify the Academic Dean on any recommendations of the Student Progress and Professionalism Committee other than “good standing.”

## DISMISSAL POLICY AND PROCEDURE

*Standard A3.15 The program must define, publish, consistently apply and make readily available to students upon admission: a) any required academic standards, c) policies and procedures for remediation and deceleration, d) policies and procedures for withdrawal and dismissal.*

Dismissal can occur after reviewing the student’s academic or professional deficiency.

Students will be dismissed from the program for any of the following reasons:

1. Falling below a cumulative 3.00 GPA for two semesters (do not have to be consecutive) OR
2. Failure of any didactic course (receiving less than a C) or two clinical rotations OR

3. Getting 3 unsatisfactory scores on an exam/practical during a single course OR
4. Failing the Didactic Comprehensive Exam and remediation exam OR
5. Receiving a score of less than 1470 on the PAEA End of Curriculum (Written Summative Exam) Exam after two attempts OR
6. Not passing an OSCE after two attempts OR
7. Severe transgressions of ethical and/or moral conduct (including but not limited to: violation of the PA Program Standards of Conduct or Professionalism, stealing, or providing false documentation intended to deceive faculty or administration) OR
8. Violation of the Brescia University PA Program Drug and Alcohol Screening policy OR
9. A recommendation from the Academic Dean for violation of the University Code of Conduct or the University Academic Integrity policy OR
10. Concerns regarding a student's professional behavior as assessed by the Student Progress and Professionalism Committee\*.

Any student who is dismissed from the Brescia University PA Program must: return their student ID badge, clinical facility badges, university supplies, and parking tag to security.

A student who is dismissed from the Brescia University PA Program is prohibited from any further in-person attendance with the current PA Program cohorts. The student may choose to appeal the decision and will not be allowed to continue program related activities until resolution of the appeal. Any dismissed student from the Brescia University PA Program who elects to re-apply through CASPA will have their prior enrollment status considered and will not be guaranteed re-admission.

**All students who matriculate in the PA Program are required to complete the program within 40 months of initial matriculation.**

#### **Readmission Procedure**

Students who have been dismissed from the program may wish to be considered for readmission. They may reapply at the next admissions cycle. If enrollment in the program was terminated due to academic difficulty, the student must also submit evidence of improvement in accordance with applicable University policies to be considered for readmission. Such students will compete with other applicants in the current admissions cycle, on a space-available basis. There is no guarantee of readmission.

## **STUDENT APPEAL PROCEDURES FOR DISMISSAL**

Students seeking to appeal any academic and/or professional behavior dismissal (including academic/financial aid dismissal, Student Progress and Professionalism Committee decisions, and/or University Code of Conduct violations) must do so in writing to the Program Director within three business days of receipt of notification of their dismissal. If the student is not satisfied with the decision of the Program Director, the appeal can proceed to the Academic Dean within three business days of receipt. If the student is not satisfied with that decision, they can appeal to the Dean within three business days of receiving the prior decision. The decision of the Dean is final.

If a final course grade challenge is denied by the instructor and subsequently results in the dismissal of a student, the student may submit a combined appeal of the course grade and academic dismissal following the procedures outlined above.

## REINSTATEMENT AFTER ACADEMIC AND/OR PROFESSIONAL BEHAVIOR PERFORMANCE DISMISSAL

If a student is reinstated following a successful appeal of a Physician Assistant Program academic and/or professional behavior performance dismissal, they will be placed on academic and/or professional behavior performance probation at the start of the semester in which coursework resumes. The Program Director and the Student Progress and Professionalism Committee will continue to assess the student's progress under the plan during the semester of probation. If a student successfully completes the probationary period plan as determined by the Program Director in consultation with the Student Progress and Professionalism Committee, the student will be recommended to continue in good standing at the start of the next semester. Students who do not successfully complete the requirements of the reinstatement during the probationary period will be dismissed from the program.

## APPEALS OF THE STUDENT PROGRESS AND PROFESSIONALISM COMMITTEE DECISIONS

Students may appeal decisions of the Student Progress and Professionalism Committee. Any student wishing to appeal a decision of the Student Progress and Professionalism Committee must do so in writing to the Program Director within three business days of receipt of the decision. If the student is not satisfied with the decision of the Program Director, the appeal can proceed to the Academic Dean within three business days of receipt of the decision. The decision of the Academic Dean is final. Appeals submitted after this time will not be considered.

The student may be asked to appear in person during the review process when deemed necessary by the reviewer. The designated reviewer will send formal notification of the decision to the student and appropriate academic offices via the student's Brescia University email address.

A student who has been dismissed and whose appeal is granted may be reinstated and, if otherwise eligible, receive financial aid. However, the student will be placed on probation at the start of the academic semester. The granting of appeals for decisions other than dismissal may stipulate certain conditions as deemed necessary by the party granting the appeal for a student to continue in the program.

## STUDENTS AT ACADEMIC RISK AND REMEDIATION

The program expects each student to obtain basic competency in each area of medical knowledge, interpersonal and communication skills, clinical and technical skills, professional behaviors, and clinical reasoning and problem-solving abilities required for PA practice. The program has developed the Student Progress and Professionalism Committee to ensure the program competencies are met.

## REMEDICATION POLICY

*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.*

*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.*

The goal of remediation is to assess strengths and weaknesses pertaining to material on failed assessments, evaluate the reasoning behind unsatisfactory scores, and ensure that each student has knowledge and skills needed to progress through the program.

The Brescia University PA Program will utilize the following remediation policy:

Remediation is required for all students with unsatisfactory performance, which is defined as a student scoring:

1.  $\leq 79.49\%$  on all written exams during the didactic phase;
2.  $\leq 79.49\%$  on an Objective Structured Clinical Examination (OSCE) or practical;
3.  $\leq 74.49\%$  on an End-of-Rotation Exam or Clinical Elective Oral Presentation;
4.  $\leq 69.49\%$  on a Preceptor Evaluation and/or Below Expectations or Unacceptable on any section of the Preceptor Evaluation;
5.  $\leq 79.49\%$  on the required note(s) for the rotation.

\* Please see the Clinical Handbook for further information on remediation regarding the clinical courses.

### **Remediation Process:**

If a student scores  $\leq 79.49\%$  on a didactic examination/OSCE/practical, the student will be required to remediate the assessment. A different version of the assessment will be administered for written exams and OSCEs. For integrated exams, a student is only required to remediate for the course in which they scored  $\leq 79.49\%$ . Students are required to contact the Course Director and submit an academic improvement plan (AIP) within 24 hours of receiving an unsatisfactory score to schedule remediation. The AIP will outline the tasks the student has identified to ensure their successful remediation of the material. The remediation will be scheduled within the following 10 business days by the Course Director/Didactic Coordinator. If a student achieves a passing score on the remediation exam, the new score will be recorded as 79.50% in place of the original score. If the student does not achieve a passing score on the remediation exam, the original score will be kept.

After a remediation attempt, a student will be required to hand in a signed Remediation Form (Appendix E) to the Course Director, which will be kept in the student file in the PA Program Records Office.

Students are permitted two remediation attempts per didactic course per semester. If a second unsatisfactory score is obtained within a course in the same semester, the student will be required to remediate the exam/OSCE/practical as well as meet with the Student Progress and Professionalism Committee. Next, a referral will be made to the University's Office for Student Success. Receiving an unsatisfactory score on a third exam/OSCE/practical in a given course will result in immediate dismissal from the PA Program.

If a student receives an unsatisfactory grade for a final (course final, OSCE), the student will still be required to remediate the exam within 10 business days. If the remediation falls later than the semester grades are due, the student will receive an "Incomplete" in the class until remediation can occur.

After successfully completing all didactic courses, students are required to sit for a faculty-developed Didactic Comprehensive Exam. This exam is composed of multiple-choice questions and is designed to represent the program curriculum. The exam is a measure of didactic success and a proposed means to identify students at-risk for failing End of Rotation (EOR) exams. Students are required to pass the Didactic Comprehensive Exam before transitioning to the clinical phase. The minimum passing score to progress is 79.50%. Students who fail the Didactic Comprehensive Exam are required to remediate and pass the exam within 10 business days prior to progression to the clinical phase of the program. Failure to do so will result in dismissal from the program.

In the clinical phase, remediation will be conducted by principal faculty through the use of a Gap Rationale Form. If a student does not successfully meet or achieve a certain learning outcome for a specific SCPE, the course director will notify the faculty advisor and assign remediation activities as outlined on the Clinical Year Gap Rationale Form.

Following the remediation activities, the course director will meet with the student to discuss their success or failure to meet the learning outcome. This tracking system will be maintained by the clinical coordinator and aligns evaluation of student performance with expected SCPE learning outcomes. If the student does not meet the learning outcome during any other SCPE, then the student will be required to perform remediation activities and demonstrate competency during the program's designated gap analysis week held after the completion of clinical rotation (SCPE) 8. A student cannot graduate from the program until all assessments, as well as all remediation activities, have been satisfactorily completed to ensure each student has met the clinical phase learning outcomes.

Finally, in order to successfully complete the PA Program and to satisfy all components needed for graduation, the student must achieve a minimum passing score on the PAEA End of Curriculum examination and Summative OSCE (each section and overall). The minimum passing score is 1470 on the End of Curriculum exam and 79.50% on the OSCE for each section and overall. Those that receive a score below 1470 on the End of Curriculum exam will remediate and retest in no less than sixty days as scheduled by the clinical coordinator. If a student scores less than 79.50% on a section of the OSCE or overall on the OSCE, a remediation OSCE that addresses the area(s) of deficiency will be scheduled by the clinical coordinator within 10 days of the original OSCE. Because these exams are completed at the end of the clinical year, a student's graduation could potentially be delayed if required to retest.

Student progress will be discussed at faculty meetings and progress monitored throughout each semester.

## DECELERATION POLICY

*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.*

The Brescia University Physician Assistant Program does not provide a path for deceleration based on any academic or professional reasons.

## Emergency Leave

A student may be granted official leave for extenuating medical or personal reasons no more than once during their enrollment. Students must be in good academic and professional standing to be eligible to take emergency leave. Typically, a leave of absence can be permitted for no more than 12 months. Each request for a leave of absence is considered on a case-by-case basis.

Leave Process:

1. Students must submit requests for emergency leave in writing to the Program Director.
2. The Program Director will then review the request with the Vice President for Academic Affairs.
3. If the leave is approved, the registrar and Director of Financial Aid will be notified with written notice.

Reinstatement is at the discretion of the Program Director and requires documentation that there is satisfactory resolution of the problem necessitating the leave. (Documentation varies by circumstance). A request for reinstatement does not guarantee that the student will be granted the opportunity to resume study in the program. If the Program Director chooses not to reinstate the student, the student can submit an appeal to the Vice President for Academic Affairs. Students reentering the program after emergency leave will be subject to a re-entry plan prescribed by the Student Progress and Professionalism Committee and approved by the Program Director. This ensures that the student is prepared for continuation in the program. Regardless of program phase, the re-entry plan may require the student to take a re-entry exam to ensure a student is academically prepared to re-enter the program based on their medical knowledge and clinical skills.

Any student who fails to meet the PA Program re-entry plan requirements within the approved timeframe, including all published policies and procedures present at the time of the re-entry, is officially withdrawn from the program and can apply for re-admission through CASPA. **All students who matriculate in the PA Program are required to complete**

the program within 40 months of initial matriculation.

## PROGRAM GRADUATION REQUIREMENTS

To receive a Master of Science in Physician Assistant Studies degree a student must satisfy the following requirements:

- Final grade of C or higher in all program courses
- Cumulative GPA of 3.0 or higher upon completion of all program courses (cannot be on academic probation)
- Student must be in professional good standing
- Complete and pass all Summative assessments

**Note:** It is the responsibility of each potential graduate to complete an application for graduation and pay the required graduation fee. The application should be submitted during pre-registration for the last semester in which the student will be enrolled at Brescia University.

## PROFESSIONALISM

### STANDARDS OF CONDUCT

The Brescia University [Student Handbook](#) defines a Code of Conduct that must be followed by all students. All students enrolled in the Brescia University Physician Assistant Program are expected to abide by this code.

Failure to comply with general University policies may result in dismissal from the program and the University according to defined disciplinary procedures. All disciplinary actions will be reported to the Student Progress and Professionalism Committee and will be considered relative to the student's suitability for continued participation in the program and/or entry into the PA profession.

### STANDARDS OF PROFESSIONALISM

One of Brescia University Physician Assistant Program's core tenets is that Physicians and PAs are called to the highest standards of honor and professional conduct. It is critical that students understand this responsibility begins at the inception of medical education rather than upon receipt of degree, and they must uphold the following standards that serve as an embodiment of these beliefs. These standards are intended to promote an atmosphere of honesty, trust, and cooperation among the students, the faculty, their patients, and society.

Students in the Brescia University Physician Assistant Program are expected to demonstrate behavior that is considered appropriate for a career in medicine. Appropriate behavior includes, but is not in any way limited to honesty, trustworthiness, professional demeanor, respect for the rights of others, personal accountability, and concern for the welfare of patients – all of which are outlined below. Violations of these Standards of Professionalism may result in referral to the Student Progress and Professionalism Committee.

**Honesty:** Being truthful in communication with others.

**Trustworthiness:** Maintaining the confidentiality of patient information; admitting errors and not intentionally

misleading others or promoting self at the patient's expense.

**Professional demeanor:** Being thoughtful and professional when interacting with patients and their families; striving to maintain composure under the pressures of fatigue, professional stress and/or personal problems; maintaining a neat and clean appearance and dressing in attire that is reasonable and accepted as professional to the patient population served.

**Respect for the rights of others:** Interacting with professional, staff, and peer members of the healthcare team in a considerate manner and with the spirit of cooperation; acting with an egalitarian spirit toward all persons encountered in a professional capacity regardless of age, race, color, national origin, disability, religion, gender, sexual preference, gender identity, socioeconomic status, or veteran/Reserve/National Guard status; respecting the rights of patients and their families to be informed and share in patient care decisions; respecting patients' modesty and privacy.

**Personal accountability:** Participating responsibly in patient care to the best of your ability and with appropriate supervision; undertaking clinical duties and persevering until they are complete; notifying the responsible person if something interferes with your ability to perform clinical tasks effectively.

**Concern for the welfare of patients:** Treating patients and their families with respect and dignity both in their presence and in discussions with others; discerning accurately when supervision or advice is needed and seeking these out before acting; recognizing when your ability to function effectively is compromised and asking for relief or help; not using alcohol or drugs in a way that could compromise patient care or your own performance; not engaging in romantic, sexual, or other unprofessional relationships with a patient/preceptor, even upon their request.

Students in the Brescia University Physician Assistant Program are participants in a professional training program whose graduates seek positions of high responsibility as providers of health care. Accordingly, students are evaluated not only on their academic and clinical skills, but also on their interpersonal and communication skills, reliability, appearance and professional conduct. Professionalism evaluations are conducted at the end of each semester and again as a summative assessment prior to graduation. Professionalism deficiencies can result in probation, remediation, or dismissal from the program depending on the severity of the violation. Academic grades alone are not sufficient to warrant promotion to the next course, clinical phase, or graduation. The program reserves the right to dismiss any student when the student's behavior is not in line with the standards of the medical profession or when the student's presence in the program is considered detrimental to the student in question, the other students in the program, or to society.

Students in the program are expected to develop behaviors and habits expected of a professional physician assistant. The American Academy of Physician Associates Guidelines for Ethical Conduct for the PA Profession is a statement of the values and principles used to promote and maintain the high standards of behavior for physician assistants.

Students must read, be familiar with, and follow these principles and values located on the [American Academy of Physician Associates website](#).

The primary purpose for upholding non-academic discipline in the Brescia University Physician Assistant Program is to protect and preserve the quality of the educational environment in the campus community. This includes the following expectations:

- The Brescia University Physician Assistant Program and the University at large requires high standards of courtesy, integrity, and responsibility in all its members.
- Each student is responsible for his/her own conduct.
- Continuation as a student is conditional upon compliance with the requirements of student conduct expressed or implied in the Standards of Professionalism and University Code of Conduct.

## NATIONAL COMMISSION ON CERTIFICATION FOR THE PHYSICIAN ASSISTANT (NCCPA) CODE OF CONDUCT FOR CERTIFIED AND CERTIFYING PAS AND PAS WITH THE PA-C EMERITUS DESIGNATION

### PREAMBLE

The National Commission on Certification of Physician Assistants (NCCPA) endeavors to assure the public that board certified physician assistants (PAs) meet professional standards of knowledge and skills. Additionally, NCCPA attempts to ensure that the PAs it certifies are upholding appropriate standards of professionalism and ethics in practice. The *NCCPA's Code of Conduct for Board Certified and Certifying PAs and PAs with the PA-C Emeritus Designation* (the “*Code of Conduct*”) outlines principles that all board certified or certifying PAs and PAs holding the PA-C Emeritus designation are expected to uphold. Breaches of these principles may be cause for disciplinary review. Disciplinary actions taken at the conclusion of that review may include a letter of concern, formal censure, revocation of board certification and/or eligibility for board certification, or revocation of PA-C Emeritus designation or eligibility for the designation, and/or other actions deemed appropriate by NCCPA, such as administrative suspension. Disciplinary actions may be reported to the Federation of State Medical Boards, any state licensing authority, the federal government, the PA’s employer, and other interested parties, including individuals seeking information about the PA’s board certification or PA-C Emeritus designation, as solely determined by the NCCPA and in compliance with NCCPA’s Information Disclosure policy. This *Code of Conduct* represents some, though not necessarily all, of the behaviors that may trigger review under NCCPA’s Policies and Procedures *for PA Disciplinary Matters*. NCCPA retains the right to impose discipline under its Policies and Procedures *for PA Disciplinary Matters* even if the PA’s board certification expires or the PA retires from practice, provided that the violation triggering the disciplinary proceeding occurred when the PA was board certified, seeking board certification, or applying for or holding the PA-C Emeritus designation.

### PRINCIPLES OF CONDUCT

Board Certified or certifying PAs shall protect the integrity of NCCPA-issued credentials and of the processes by which those credentials are earned and awarded. Board Certified or certifying PAs and PAs with the PA-C Emeritus designation:

- Shall not engage in cheating or other dishonest behavior that violates exam security (including unauthorized

reproducing, distributing, displaying, discussing, sharing or otherwise misusing test questions or any part of test questions) before, during or after an NCCPA examination.

- Shall not engage in irregular behavior, as defined in NCCPA's Policies and Procedures for PA Disciplinary Matters.
- Shall not employ deceptive means, including submitting to the NCCPA any document or testimony that contains a misstatement of fact or omits a fact to obtain, attempt to obtain or assist others in obtaining or maintaining an NCCPA credential.
- Shall not manufacture, modify, reproduce, distribute, or use a fraudulent or otherwise unauthorized NCCPA certificate.
- Shall not falsely represent themselves in any way to be a Physician Assistant-Certified (PA-C) designee, a Certificate of Added Qualification (CAQ) recipient, or a PA-C Emeritus or otherwise use or assist others in using fraudulent credentials, as set forth in the NCCPA's Policies and Procedures for PA Disciplinary Matters.
- Shall not use the term "board certified" to convey or describe specialty certification or acquiesce in that use by others; however, it is consistent with NCCPA's Code of Conduct to use the term "board certified" to convey or describe board certification by NCCPA as a generalist qualification.
- Shall promptly inform NCCPA when possessing knowledge or evidence that raises a substantial question of cheating on or misuse of questions from an NCCPA examination, fraudulent use of an NCCPA card, certificate or other document or misrepresentation of NCCPA board certification status by a physician assistant or any other individual.
- Shall promptly inform NCCPA when possessing knowledge of irregular behavior, including in connection with PANRE-LA, as set forth in the NCCPA's Policies and Procedures for PA Disciplinary Matters.

Board Certified or certifying PAs and PAs with the PA-C Emeritus designation shall comply with all applicable laws, regulations and standards related to their professional role, including but not limited to those governing clinical practice. Board Certified or certifying PAs and PAs with the PA-C Emeritus designation:

- Shall respect appropriate professional boundaries in their interactions with patients and others.
- Shall avoid behavior that would pose a threat or potential threat to the health, well-being or safety of patients apart from reasonable risks taken in the patient's interest during the delivery of health care.
- Shall not disclose patient confidential information, publicly disclose information about a patient that the PA learned as part of the PA's practice or professional role, nor disparage any patient in a public setting (including through social media) based on information observed or learned in the PA's practice or professional role.
- Shall recognize and understand their professional and personal limitations.
- Shall practice without impairment from substance abuse and shall practice without impairment from cognitive deficiency or mental illness that, even with appropriate reasonable accommodation, adversely affects their practice.
- Shall, unless no longer board certified or certifying, maintain and demonstrate the ability to engage in the practice of medicine within their chosen areas of practice safely and competently.
- Shall behave in a manner that is lawful and ethical, during and outside the practice of medicine, and that upholds accepted standards of professional practice and conduct, consistent with published evidence-based standards of care and practice guidelines.
- Must report to the NCCPA any adverse regulatory, legal or credentialing action within 30 days of issuance, including, but not limited to, revocation, suspension, surrender, loss or denial of, or any restrictions, conditions

or fines imposed on any license, authorization, or credential to practice as a health care provider (including authorization to practice as an employee of the federal government or in a jurisdiction not requiring licensure), whether such adverse action is by decision, consent order, stipulation, or agreement.

- Must report to NCCPA within 30 days convictions, guilty pleas or no contest pleas to felonies and certain misdemeanors, as described more fully in the *Policies and Procedures for PA Disciplinary Matters*.
- Must cooperate with and respond to inquiries from NCCPA related to their own or another's compliance with NCCPA's policies and this Code of Conduct, in connection with NCCPA board certification-related matters or disciplinary proceedings.
- Must comply with conditions set forth by NCCPA, unless due to circumstances beyond the PA's control.

**PAs with the PA-C Emeritus designation shall not use the PA-C Emeritus designation in any clinical setting or in the context of any clinically-related interaction, including clinical volunteer service.**

*Adopted: November 2005 Last*

*Revised: November 2023*

## ACADEMIC INTEGRITY POLICY

### Academic Dishonesty

An instructor, who becomes aware of an act of deliberate academic dishonesty, including plagiarism, should report the student(s) involved to the Academic Dean and describe the disciplinary action proposed. (Note: "Plagiarism" is defined as the deliberate use of another's ideas, work, or words as one's own, without properly documenting and crediting the original source). Purchasing or copying another's work and using it as your own are examples of academic dishonesty.

If the incident is particularly damaging to the University community, or if the proposed disciplinary action seems out of proportion to the gravity of the incident, the Academic Dean may interview the student(s) personally. After conferring with the faculty member, the Academic Dean will either support the proposed disciplinary action or recommend an alternative.

Academic dishonesty is so serious that a repeat offense may result in the Academic Dean's decision to suspend or dismiss the student.

Any student who feels that s/he has not had a fair hearing, or that the severity of the penalty is unwarranted, may appeal to the Academic Dean within ten (10) days for a hearing by an ad hoc board similar to that used for grade review appeals. (See Section 3.3.5. of the Faculty Handbook)

### Definition of AI:

For the purposes of this policy, Artificial Intelligence (AI) includes any computer-based program or system that simulates human cognitive functions to autonomously or semi-autonomously solve problems, make decisions, or perform tasks, including but not limited to data analysis, pattern-recognition, problem-solving and decision-making, and the processing and generation of natural language, sound, and still or moving images, regardless of their underlying technology, architecture, or the specific techniques or algorithms employed.

### **Restrictive AI use:**

AI should not be used to generate any output (text, visual, auditory, etc.) that you turn in to fulfill an assignment in this program. As with any internet resource, you may draw information and inspiration from AI sources, but any assignment you turn in must be completely your own original work. Furthermore, if you use AI as an information source, be aware that it has a tendency to provide false information, called "hallucinations," for which you will be held accountable.

# STUDENT INJURY/INFECTION CONTROL POLICY

*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, and, c) clearly define financial responsibility.*

## GENERAL:

The Brescia University Physician Assistant Program will follow the guidelines and recommendations made by the Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA) regarding standard precautions. This policy will be discussed during didactic and clinical year orientation. Students will receive training regarding standard precautions.

## STANDARD PRECAUTIONS

Standard Precautions are the minimum infection prevention practices that apply to all patient care, regardless of suspected or confirmed infection status of the patient, in any setting where healthcare is delivered. Standard Precautions combine the major features of Universal Precautions and Body Substance Isolation and are based on the principle that all blood, body fluids, secretions, excretions, non-intact skin, and mucous membranes may contain transmissible infectious agents.

These practices include:

1. Hand hygiene
2. The use of personal protective equipment (PPE) (e.g., gloves, gowns, masks) for mouth, nose, eye protection
3. Safe injection practices
4. Safe handling of potentially contaminated equipment or surfaces in the patient environment, and
5. Respiratory hygiene/cough etiquette

In addition to Standard Precautions, students will receive training in the three categories of Transmission-Based Precautions:

1. Contact Precautions
2. Droplet Precautions
3. Airborne Precautions

Transmission-Based Precautions are used when the route(s) of transmission is (are) not completely interrupted using Standard Precautions alone.

Students may access details of this information at any time at the following website:

[Isolation Precautions | Guidelines Library | Infection Control | CDC](#)

## EXPOSURE TO BLOODBORNE PATHOGENS

Strict adherence to standard precautions is the first step to preventing exposure to bloodborne pathogens. Should a student sustain an injury or exposure (including a needle stick injury) in a laboratory or classroom setting, the instructor should be notified immediately and a Program Incident Form submitted. If exposure occurs at a clinical site,

the student should report the incident immediately to the preceptor, complete the clinical site's incident form (if required), and receive appropriate medical care. The student is then required to contact the Clinical Coordinator regarding the incident. Students will also be required to complete and submit an incident report to the Clinical Coordinator as soon as possible. Students will be responsible for initiating care and obtaining recommended follow up after injury or exposure to possible infectious pathogens. Injuries that occur and any costs associated with an incident will not be covered or reimbursed by the University. All costs for evaluation and treatment are the responsibility of the student. Each student is required to carry their own individual health insurance. Students should follow the steps outlined in the section titled "Post-Exposure Procedure" and "Student Injuries or Exposures". Exposure is defined as a demonstrated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials.

#### **THE FOLLOWING PROCEDURE SHOULD BE INITIATED AND FOLLOWED AFTER AN EXPOSURE: POST-EXPOSURE/INJURY PROCEDURE:**

**Aggressive local wound care** to the site of exposure should be initiated immediately. Percutaneous wounds should be expressed to promote bleeding. The site should be cleansed thoroughly with soap and water using a surgical hand brush when possible. It may be beneficial to use an antiseptic such as chlorhexidine gluconate (Foam Carer CHG), an iodophor (EZ Scrub, Betadine), or Dakins solution (dilute 1:9 buffered sodium hypochlorite). Difficult to scrub areas should be soaked in chlorhexidine gluconate (Foam Carer CHG) or other antiseptic. Non-intact skin should be cleansed with soap and water. It may be beneficial to use an antiseptic as described above. Mucous membrane exposures (e.g., eye splashes) should be irrigated thoroughly with tap water using the nearest eye washing station (or faucet if eye washing station is not available).

**The incident should be reported immediately** to the student's supervisor, instructor, preceptor, or department manager.

- **Laboratory/Classroom Setting:** Should a student sustain an injury or exposure in a laboratory or classroom setting, the instructor should be notified immediately and a Program incident report submitted.
- **Clinical Setting:** If exposure occurs at a clinical site, the student should report the incident immediately to the preceptor, complete the clinical site's incident form (if required), and receive appropriate medical care. The student is then required to contact the Clinical Coordinator regarding the incident. Students will also be required to complete and submit an incident report to the Clinical Coordinator as soon as possible.

**Post Exposure Prophylaxis protocol should be initiated.** The student may access the post exposure hotline by the following methods:

<https://nccc.ucsf.edu/clinical-resources/pep-resources/pep-quick-guide-for-occupational-exposures/>

OR

#### **The National Clinicians' Consultation Center:**

For the Post-Exposure Prophylaxis Hotline Phone: 1-888-448-4911

Hours: 9:00 a.m. – 8 p.m. ET (Monday-Friday) 11:00 a.m. – 8 p.m. (Weekends & Holidays)

Hepatitis C

Phone: (844) 437-4636 or (844) HEP-INFO

9 a.m. – 8 p.m. ET, Monday – Friday

HIV/AIDS Management Phone: (800)

933-3413

9 a.m. – 8 p.m. ET, Monday – Friday

Perinatal HIV/AIDS Phone: (888) 448-

8765

24 hours, Seven days a week

**Access to emergency health care is recommended**, and the student is urged to become informed about current PEP guidelines to receive most effective treatment within the recommended timeframe.

## IMPORTANT:

All charges incurred by PA students for medical visits, labs or x-ray studies, and prescribed medications related to an injury, needle stick, blood or body fluid exposures are the student's responsibility. **Students must maintain health insurance throughout their educational experience at the Brescia University Physician Assistant Program. All medical or health care services (emergency or otherwise) that the student receives or requires are the student's responsibility and are at the student's expense.**

## STUDENT IDENTIFICATION

*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.*

Brescia University PA students will be clearly identified to distinguish themselves from physicians, residents, and other health professional students. In clinical settings, PA students will wear short white laboratory coats with an embroidered name or name tag attached. This will clearly state the student's name with an underlying title of Physician Assistant Student (PA-S). The Brescia University PA Program patch must be affixed to the left sleeve of the lab coat. If a situation arises when the lab coat is not worn, the name tag must be worn. Name tags are to be worn on the left side of the chest. Additionally, many of the hospitals and clinics in which program students are affiliated require them to wear distinguishing name tags or security badges while at those facilities. Students must wear the appropriate Brescia University identification, as well as the institution's required badge.

## APPEARANCE AND DRESS

Students, faculty, and staff of the Brescia University Physician Assistant Program are required to place a high value on personal behavior and appearance. These standards are necessary to convey professionalism, facilitate trust and communication with patients and colleagues, and show sensitivity to diverse cultures and attitudes. Furthermore, these standards allow the student to meet the service and safety objectives of placing patient comfort and welfare first, and the educational objectives of preparing the student to assume the role of a professional health care worker. The

message communicated by the healthcare provider through their attire and appearance plays a fundamental role in establishing trust and confidence, which is essential for excellent patient care. Students should consider the cultural sensitivities of their most socially conservative patients and families to present themselves in a manner that will demonstrate respect, inspire trust, and ensure patient comfort. Each student's name tag must be worn during all program activities on or off campus.

In cases where inappropriate attire is worn, students may be dismissed until professional attire is displayed. The following standards of dress and appearance are to be observed while on campus, within clinical settings, and small group activities as outlined below.

**Classroom Setting:** Expected dress code for the PA Program is business casual.

- Clothing must be clean and in good repair, allowing for freedom of movement without inappropriate exposure.
- Acceptable dress for women includes blouses/sweaters and slacks or knee-length skirts/dresses.
- Acceptable dress for men includes dress shirt, slacks or collared shirt and khaki pants.
- Shoes must be clean and professionally appropriate. Open-toed shoes and sandals may be worn during the didactic year when not in the laboratory or clinical setting. No flip-flops are permitted during the didactic or clinical phase.
- Hair must be kept well-groomed, clean, and neat, of a natural human color and must be in a professional hairstyle.
- Fingernails should not extend beyond the end of the fingertip.
- Makeup and jewelry must be tasteful and kept to a minimum.
- Tattoos and body piercings must be tasteful and may need to be covered based on academic activities.
- Good personal hygiene is to always be maintained. This includes regular bathing, use of deodorants/antiperspirants, and regular dental hygiene. Avoid distracting perfumes or colognes, odors due to smoking, and halitosis that may precipitate allergic responses or be sensitizing or disturbing.
- Students are required to wear their Brescia University student ID badge when participating in any program activity regardless of whether this occurs on the University campus or another designated site.

**Labs:** Students are permitted to wear Brescia University scrubs on campus on designated lab days. Sneakers are allowed in labs. At various times, students will be required to wear clothing that will easily allow physical examination by another student. Examples of modestly appropriate attire include sports bras, exercise wear, and shorts. For any questions or concerns about this requirement, please contact the Course Director.

**After Hours:** Students are permitted to dress comfortably (scrubs or casual clothes) while studying in the Brescia University Library on weekends and during the week after classes are completed for the day. Students are expected to maintain dress appropriately at these times. These statements apply to all clinical and classroom settings unless otherwise allowed by the Didactic and/or Clinical Coordinators. If a student is improperly dressed, they will not be permitted to attend class, use laboratory or library facilities, or continue at the worksite until appropriately attired.

Failure to comply with the above policies may result in disciplinary procedures secondary to non-compliance with Standards of Professionalism.

# RESOURCES AVAILABLE TO STUDENTS

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## GUIDANCE

*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.

*Standard A2.05e* Principal faculty and the program director must be responsible for, and actively participate in the processes of: e) academic counseling of students.

*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.

Each student is assigned a faculty advisor on matriculation into the program. Students are required to meet with their faculty advisor twice each semester (once a semester during clinical phase). Students will be asked to self-evaluate their progress by filling out the Advisement Sheet prior to their last meeting with their advisor each didactic term. Faculty advisors will assist in identifying areas of strength and weakness to help students focus their studies. Students may also be required to meet with their advisor when specific problems arise at which time they can clarify options and devise a plan of action together.

Students must take responsibility for their own learning. Students with academic concerns should address the issue first with the course coordinator and/or instructor. Should a student require further assistance, he/she should consult with the Didactic Coordinator. The Didactic Coordinator will involve the Program Director or other university administrative personnel as the situation warrants. Students may be referred to or seek assistance from the Office of Student Success.

Advisors are not able to act as a mental health counselor for students. If students have non-academic problems that require formal counseling, the advisor will refer students to University Counseling Services. There is also the option to refer the student to campus ministry.

| <b>On-Campus Support and Confidential Resources</b>  |  |
|--|--|
| <b>Counseling</b><br><br>Student Affairs<br>Room 206, Moore Center<br><a href="mailto:studentaffairs@brescia.edu">studentaffairs@brescia.edu</a><br>270-686-4332 | <b>Campus Ministry</b><br>270-686-4319<br><br>Sister Pam Mueller, OSU, Director of<br>Campus Ministry<br>Room 207, Moore Center<br><a href="mailto:pam.mueller@brescia.edu">pam.mueller@brescia.edu</a><br><br>Fr. Mike Williams, Chaplain<br>Room 206, Moore Center<br><a href="mailto:mike.williams@brescia.edu">mike.williams@brescia.edu</a><br>270-686-4285 |

## STUDENT AFFAIRS

Student Affairs Mission Statement: True to Brescia University's Catholic, Ursuline, and liberal arts heritage, the Office of Student Affairs offers programs and opportunities that complement the curricular experience while instilling the values of community, service, diversity and promoting a balanced, healthy lifestyle. The Office of Student Affairs strives to create a secure, diverse living and learning environment centered on the student, their learning process, and preparation for rewarding careers and service to others.

More information on the Office of Student Affairs can be found in the Brescia University [Student Handbook](#).

## COUNSELING

College life can be stressful. Recognizing this, Brescia University partners with Uwill to offer telehealth and virtual counseling services to students. Graduate students who are interested in accessing this service should contact Student Affairs via [studentaffairs@brescia.edu](mailto:studentaffairs@brescia.edu) to learn more. The services are offered to graduate students at a reduced cost. Additionally, students can be referred to Catholic Charities, who can see students in-person.

## CAREER SERVICES

Career planning is a lifelong process and a major component of the mission of Brescia University. It involves assessing each student's interests, skills, and lifestyles in relation to their career choice. Discussions with academic advisors and faculty members are necessary to facilitate thoughtful career development. Brescia students are encouraged to consult with Career Services.

Career Services can also be helpful to students seeking off-campus employment (internships, full-time, part-time, and summer). Job announcements are posted regularly outside of the office and on Brescia University Career Services Facebook Page and e-mail. The office offers professional assistance with resume writing, job interview skills, cover letters, and professional dress. While career planning begins on your first day as a Brescia University student, junior and seniors, in particular, are encouraged to meet with Career Services at the start of the fall semester for help with the transition from the campus to the working world. Both paid and unpaid internships are available to Brescia students to support the student to professional transition. The Career Services Office is located on the Moore Center, Room 210.

## PROFESSIONAL LIABILITY INSURANCE

Students in the program are covered by a malpractice policy that insures all employees and students at Brescia University. This policy covers any liability risks that may be incurred by a student or instructor of the program. For most PA students, this coverage meets their needs. PA students will also apply for personal malpractice coverage, which is free through their AAPA membership.

## FR. LEONARD ALVEY LIBRARY

The Fr. Leonard Alvey Library of Brescia University is located on the corner of Seventh and Allen Streets. The Library holds over 156,300 volumes and contains an additional collection of over 60,000 electronic books, which are available 24/7. The library contains a computer lab and a group study room specifically for student use in addition to several conference rooms, a listening room, a fine arts room and a reading room. Computers are available throughout the library and a wireless network is also available for student use of personal tablets/laptops. An online one credit hour course, IDC 100 Introduction to Information Resources, is offered twice each semester to teach students how to use the library. The library staff is always available to assist students engaged in research or who need help with library services and resources. In addition to in-house assistance, the library has an online chat and texting service available for students to respond to student questions related to library research needs. A validated Brescia University ID card is required for circulation privileges, and a Brescia email address is required to logon to library computers and access databases when off campus.

## INSTITUTIONAL TECHNOLOGY

Brescia University maintains three open computer labs for student use: one in Room 212 of the Science Building, one in the Library, and Room 340 of the Bartholomy-Taylor Hall. Additionally, there are four other class only computer labs: the teaching labs in rooms 111 and 112 of the C.E. Field Center for Professional Studies, the teaching lab in room 522 of the Roberts Center for the Sciences, and the MAC Lab on the third floor of the Bartholomy-Taylor Hall. Wireless access is available on campus. Students may have to bring their laptop to the Information Technology Department (IT) to be configured to access the wireless network. Laptops are available for checkout from the Library to be used in the Library.

Computers for student use may be found in the Library. The University provides on-campus email service for all students via webmail at [www.brescia.edu](http://www.brescia.edu). Students must sign up for email service and agree to the Computer Use Policy stated on the email request form to use campus resources.

Technical support is available by email to [techsupport@brescia.edu](mailto:techsupport@brescia.edu), by calling 270-663-4186 on campus, or helpdesk ticket Help Desk. Distance learning students may contact Brescia University at 270-663-4186 and ask for tech support, create a helpdesk ticket at <https://helpdesk.brescia.edu>, or email [techsupport@brescia.edu](mailto:techsupport@brescia.edu).

For complete Brescia University Technology Use, go to: Brescia Information Technology or See the Brescia University [Student Handbook](#).

# APPENDIX A: PROGRAM INCIDENT FORM

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Student Name: \_\_\_\_\_

Incident Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM

Location of Incident: \_\_\_\_\_

Nature of Incident: \_\_\_\_\_

Incident Cause: \_\_\_\_\_

Give brief description of incident, including predominating and contributing causes as well as actions taken following the incident:

State corrective action taken to prevent recurrence. Indicate if further investigation is warranted.

Did you seek medical care? Yes No

Date/Time/Method Program was notified: \_\_\_\_\_

Date/Time of Report to preceptor/clinical department manager: \_\_\_\_\_

Name of Faculty reviewing the report: \_\_\_\_\_

Signature of Faculty reviewing the report: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

# APPENDIX B: Records Release Form

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## CONSENT FOR RELEASE AND EXCHANGE OF STUDENT RECORDS

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Students in the Physician Assistant Program participate in clinical rotations which are part of the requisite course work for the Master of Science in Physician Assistant Studies degree offered by Brescia University.

To enable Brescia University and the clinical rotation sites to evaluate a student's eligibility to participate in clinical rotations and to evaluate a student's performance on clinical rotations, it is necessary for Brescia University and the clinical rotation sites to exchange educational records and information about that student. The educational records and information subject to release and exchange include grade reports, transcripts, evaluations, attendance records, immunizations, tuberculosis test results, background check results, and records of conduct and disciplinary investigations and proceedings. Release and exchange of educational records and information is between and among faculty members, administrators, and other designees of Brescia University and the facilities which have an agreement with Brescia University to provide clinical rotations.

I hereby consent to the release and exchange of my educational records and information as described above. I acknowledge receipt of a copy of this signed form.

\_\_\_\_\_  
Student's Signature Date

\_\_\_\_\_  
Student's Printed Name Date

# APPENDIX C: Consent for Drug and Alcohol Screening

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Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

I, \_\_\_\_\_, hereby voluntarily agree to provide urine, blood, or hair as required for testing for the presence of drugs and/or alcohol. I authorize that the results of my drug screen be released to Brescia University and the Brescia University Physician Assistant Program. I understand that the results of the drug screen will be used to determine: 1) eligibility for clinical placement, 2) fitness for duty, 3) violation of substance abuse policy, or 4) disciplinary action against me, up to and including dismissal from the Physician Assistant Program. I understand that the results of the drug and alcohol test will be shared with clinical placement sites if requested. I understand that my willingness to submit to the requested screening is completely voluntary and that I have the right to refuse. I am aware that my refusal to submit to the drug and alcohol screening is grounds for disciplinary action and further actions as outlined in the Drug Screening Policy of the Physician Assistant Program at Brescia University. I have read and agreed to the terms of the Drug Screening Policy for the Brescia University Physician Assistant Program.

I acknowledge receipt of a copy of this signed form.

\_\_\_\_\_  
Student's Signature Date

\_\_\_\_\_  
Student's Printed Name Date

# APPENDIX D: Participation of Students as Human Subjects Form

There are multiple physical examination and skill activities taught during the program. In addition to educating students in their role as practitioners, having students fill the role of patients during these activities helps them become more sensitive to the patient perspective. Furthermore, active participation and repetition reinforce learning. Therefore, the Brescia University PA Program:

- Requires the participation of students as human subjects during selected courses.
- Expects its students to willingly participate in all aspects of physical exam and technical skills training in a professional and cooperative manner.

At various times, students will be required to wear clothing that will easily allow physical examination by another student. Examples of modestly appropriate attire include sports bras, exercise wear, and shorts.

It is possible that during a learner's course of study, incidental medical findings may be noted. These incidental findings may include previously unknown pathological findings or normal variants. These discoveries may occur during physical examination, point of care ultrasound, or laboratory sessions, among other educational settings. When an incidental finding is noted, faculty will maintain confidentiality and instruct the student to follow up with their primary care provider, or emergency services, as indicated for consideration of diagnosis and management. Any student privy to a peer's incidental finding due to engagement in the curricular activity that led to its finding must also maintain confidentiality.

For any questions or concerns with this policy, please contact the Course Director.

I hereby signify that I have read and understand this policy and am willing to participate as a human subject as described.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Print Legibly Student's Full Name

# APPENDIX E: Academic Improvement Plan

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Student Name: \_\_\_\_\_ Course Title: \_\_\_\_\_ Date: \_\_\_\_\_

Course Director: \_\_\_\_\_ Grade: \_\_\_\_\_

Remediation Content: \_\_\_\_\_

**1. Areas of difficulty after initial assessment (What about the material did you have trouble with?):**

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**2. Student Comments after initial assessment (What other factors lead to the unsuccessful score?):**

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**3. Plan of Action (What steps will you take to succeed in this topic?):**

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Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Course Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# APPENDIX F: Remediation Form

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Student Name: \_\_\_\_\_ Course Title: \_\_\_\_\_ Date: \_\_\_\_\_

Course Director: \_\_\_\_\_ Grade: \_\_\_\_\_

Remediation Content: \_\_\_\_\_ Remediation Number: \_\_\_\_\_

## 1. Areas of difficulty/student comments after remediation assessment:

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## 2. Remediation Form:

### *Reassessment Format:*

a. Written exam  Written assignment  OSCE/practical examination

b. Other: \_\_\_\_\_

c. Reassessment Date: \_\_\_\_\_ d. Successful

Remediation:  Yes  No \_\_\_\_\_

## 3. Plan of Action:

Office of Student Success Referral  Student Progress and Professionalism Committee Referral

Other:

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Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Course Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# APPENDIX G: Mid-Semester Advisement Sheet

Student: \_\_\_\_\_ Date: \_\_\_\_\_

## General Information

How do you feel about your performance in the program so far?

What do you feel has been your greatest strength?

What has been your greatest weakness?

| Coursework |                 |          |
|------------|-----------------|----------|
| Course     | Projected Grade | Comments |
|            |                 |          |
|            |                 |          |
|            |                 |          |
|            |                 |          |
|            |                 |          |
|            |                 |          |
|            |                 |          |
|            |                 |          |
|            |                 |          |

How is your stress level related to school?

How is your stress level apart from school?

Describe your study habits.

How many hours per day do you usually study?

How happy are you with your study habits?

Is there anything else that is important to you that your faculty advisor should know?

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Student Signature

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Date

Faculty Notes Concerning Professionalism:

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Faculty Advisor Signature

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Date

# APPENDIX H: Professionalism Evaluation

## Brescia University Physician Assistant: Professionalism Evaluation

| Performance Category  | Performance Criteria   | Competent | Needs Improvement | Unacceptable |
|---|--|-----------|-------------------|--------------|
| <b>Upholding the Physician Assistant Student Standards of Professionalism:</b><br><i>Professional Demeanor, Respect for the Rights of Others, Concern for the Welfare of Patients</i>                           | Respects the diversity of race, gender, religion, sexual orientation, gender identity, age, disability, and socioeconomic status of all individuals.   |           |                   |              |
| <b>Upholding the Physician Assistant Student Standards of Professionalism:</b><br><i>Honesty, Trustworthiness, Respect for the Rights of Others, Concern for the Welfare of Patients</i>                        | Maintains professional integrity and academic honesty including, but not limited to, plagiarism, cheating, or HIPAA violations.  |           |                   |              |
| <b>Upholding the Physician Assistant Student Standards of Professionalism:</b><br><i>Professional Demeanor, Honesty, Trustworthiness, Respect for the Rights of Others, Concern for the Welfare of Patients</i> | Consistently exhibits behaviors, attitudes, and language consistent with the PA Student Standard of Professionalism.   |           |                   |              |
| <b>Relationship with Students, Faculty, and Staff:</b><br><i>Respect for the Rights of Others</i>   | Student promotes a positive and proactive learning environment.  |           |                   |              |
| <b>Relationship with Students, Faculty, and Staff:</b><br><i>Respect for the Rights of Others</i>   | Establishes and maintains appropriate boundaries in learning situations with faculty, staff, preceptors, patients, and fellow students.  |           |                   |              |
| <b>Self-improvement and Adaptability:</b><br><i>Personal Accountability</i>   | Student invites constructive feedback by accepting corrections or feedback in a gracious manner. Demonstrates a willingness to correct shortcomings.   |           |                   |              |
| <b>Self-improvement and Adaptability:</b><br><i>Personal Accountability</i>   | Student exhibits flexibility by being willing to accept change in the academic, clinical, and group setting.   |           |                   |              |
| <b>Reliability and Responsibility:</b><br><i>Respect for the Rights of Others</i>   | Contributes to an atmosphere conducive to learning by being careful not to distract others by socializing, sleeping, looking at unrelated material, and/or doing a class assignment for another course.                    |           |                   |              |
| <b>Reliability and Responsibility:</b><br><i>Personal Accountability</i>  | Regularly attends class, which includes arriving on time and staying for the entire class.   |           |                   |              |
| <b>Reliability and Responsibility:</b><br><i>Personal Accountability</i>  | Completes group assignment task in a timely and reliable manner.   |           |                   |              |
| <b>Reliability and Responsibility:</b><br><i>Respect for the Rights of Others</i>   | Works well in a group setting. Makes sufficient contributions for effective teamwork to take place without dominating the group or being overly reliant on others. Makes a genuine effort to work effectively with others. |           |                   |              |

# APPENDIX I: Self-Evaluation of Competencies

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

The following competencies were developed by the Core Competencies Task Force under the direction of the Physician Assistant Education Association.

## Core Competencies for New Physician Assistant Graduates: A Self-Evaluation Tool

Rate your strength in each of the competencies using the following scale:  
4 = Very Strong 3 = Strong 2 = Adequate 1 = Needs Improvement

### 1. PATIENT-CENTERED PRACTICE KNOWLEDGE

Graduates will be able to recognize healthy versus ill patients in the context of the patients' lives and determine the stage of illness — acute, at risk of illness (emerging), or chronic. Graduates will demonstrate the ability to utilize up-to-date scientific evidence to inform clinical reasoning and clinical judgment (PCSR 1.5).

| Competencies |   | 4 | 3 | 2 | 1 |
|--------------|---|---|---|---|---|
| 1.1          | Recognize normal and abnormal health states   | 4 | 3 | 2 | 1 |
| 1.2          | Discern among acute, chronic, and emerging disease states   | 4 | 3 | 2 | 1 |
| 1.3          | Elicit and understand the stories of individual patients and apply the context of their lives (including environmental influences, cultural norms, socioeconomic factors, and beliefs) when determining healthy versus ill patients | 4 | 3 | 2 | 1 |
| 1.4          | Develop meaningful, therapeutic relationships with patients and their families (PA Comp. PC, FMM)   | 4 | 3 | 2 | 1 |
| 1.5          | Determine differential diagnosis, order interpret laboratory and imaging, perform necessary core duty procedures, diagnose, treat and manage illness  | 4 | 3 | 2 | 1 |
| 1.6          | Partner with patients to address issues of ongoing signs, symptoms, or health concerns that remain over time without clear diagnosis despite evaluation and treatment (PA Comp. PC)   | 4 | 3 | 2 | 1 |

### 2. SOCIETY AND POPULATION HEALTH

Graduates will be able to recognize and understand that the influences of the larger community may affect the health of patients and integrate knowledge of social determinants of health into care decisions.

| Competencies |  | 4 | 3 | 2 | 1 |
|--------------|--|---|---|---|---|
| 2.1          | Recognize the cultural norms, needs, influences, and socioeconomic, environmental, and other population-level determinants affecting the health of the individual and community being served | 4 | 3 | 2 | 1 |

|      |  |   |   |   |   |
|------|--|---|---|---|---|
| 2.2  | Recognize the potential impacts of the community, biology, and genetics on patients and incorporate them into decisions of care  | 4 | 3 | 2 | 1 |
| 2.3  | Demonstrate accountability and responsibility for removing barriers to health, such as health literacy   | 4 | 3 | 2 | 1 |
| 2.4  | Understand the role of structural disparities in causing illness   | 4 | 3 | 2 | 1 |
| 2.5  | Engage members of the health care team in the surveillance of community resources to sustain and improve health  | 4 | 3 | 2 | 1 |
| 2.6  | Engage the health care team in determining the adequacy of individual and community resources  | 4 | 3 | 2 | 1 |
| 2.7  | Reflect on personal and professional limitations in providing care   | 4 | 3 | 2 | 1 |
| 2.8  | Elicit and hear the story of the individual and apply the context of the individual's life (including environmental influences, culture, and disease) when determining healthy versus ill patients | 4 | 3 | 2 | 1 |
| 2.9  | Understand and apply the fundamental principles of epidemiology  | 4 | 3 | 2 | 1 |
| 2.10 | Recognize the value of the work of monitoring and reporting for quality improvement  | 4 | 3 | 2 | 1 |
| 2.11 | Use appropriate literature to make evidence-based decisions on patient care  | 4 | 3 | 2 | 1 |

### 3. HEALTH LITERACY AND COMMUNICATION

Graduates will be able to communicate with patients as partners who engage in shared decision-making and who communicate, interpret, and express themselves as individuals with unique personal, cultural, and social values.

| Competencies |  |   |   |   |   |
|--------------|--|---|---|---|---|
| 3.1          | Establish meaningful therapeutic relationships with patients and families that allow for a deeper connection and create space for exploration of the patients' needs and goals to deliver culturally competent care (PA Comp. PC, FMM) | 4 | 3 | 2 | 1 |
| 3.2          | Interpret information so that patients can understand and make meaning out of the information conveyed to them   | 4 | 3 | 2 | 1 |
| 3.3          | Recognize the need for and governing mandates that ensure patients have access to unbiased, professional interpreters and appropriate resources when barriers to communication arise   | 4 | 3 | 2 | 1 |
| 3.4          | Demonstrate insight and understanding about emotions and human responses to emotions that allow one to develop and manage interpersonal interactions (PCRS 4.7)  | 4 | 3 | 2 | 1 |
| 3.5          | Communicate effectively with patients, families, and the public  | 4 | 3 | 2 | 1 |
| 3.6          | Provide effective, equitable, understandable, and respectful quality care and services that are responsive to diverse cultural health beliefs and practices,   | 4 | 3 | 2 | 1 |

|     |  |   |   |   |   |
|-----|--|---|---|---|---|
|     | preferred languages, health literacy, and other communication needs (CLAS)   |   |   |   |   |
| 3.7 | Organize and communicate information with patients, families, community members, and health team members in a form that is understandable, avoiding discipline-specific terminology when possible, and checking to ensure understanding (IPEC CC2) | 4 | 3 | 2 | 1 |

#### 4. INTERPROFESSIONAL COLLABORATIVE PRACTICE AND LEADERSHIP

Graduates will be able to recognize that the patient is at the center of all health care decisions and to partner with the patient to define the patient’s health care goals.

| Competencies |   |   |   |   |   |
|--------------|---|---|---|---|---|
| 4.1          | Articulate one’s role and responsibilities to patients, families, communities, and other professionals (IPEC RR1)   | 4 | 3 | 2 | 1 |
| 4.2          | Advocate for the focus of the health care team being on the needs of the patient  | 4 | 3 | 2 | 1 |
| 4.3          | Assure patients that they are being heard   | 4 | 3 | 2 | 1 |
| 4.4          | Ensure patients’ needs are the focus over self and others   | 4 | 3 | 2 | 1 |
| 4.5          | Contribute to the creation, dissemination, application, and translation of new health care knowledge and practices (PCRS 2.6)   | 4 | 3 | 2 | 1 |
| 4.6          | Recognize when referrals are needed and make them to the appropriate health care provider   | 4 | 3 | 2 | 1 |
| 4.7          | Coordinate care   | 4 | 3 | 2 | 1 |
| 4.8          | Develop relationships and effectively communicate with physicians, other health professionals, and health care teams (PA Comp. Comm)  | 4 | 3 | 2 | 1 |
| 4.9          | Use the full scope of knowledge, skills, and abilities of available health professionals to provide care that is safe, timely, efficient, effective, and equitable (IPEC RR5)   | 4 | 3 | 2 | 1 |
| 4.10         | Use unique and complementary abilities of all members of the team to optimize health and patient care (IPEC RR9)  | 4 | 3 | 2 | 1 |
| 4.11         | Engage diverse professionals who complement one’s own professional expertise, as well as associated resources, to develop strategies to meet specific health and health care needs of patients and populations (IPEC RR3) | 4 | 3 | 2 | 1 |
| 4.12         | Describe how professionals in health and other fields can collaborate and integrate clinical care and public health interventions to optimize population health (IPEC RR10)   | 4 | 3 | 2 | 1 |

#### 5. PROFESSIONAL AND LEGAL ASPECTS OF HEALTH CARE

Graduates will be able to practice medicine in a beneficent manner, recognizing and adhering to standards of care while attuned to advancing social justice.

| Competencies |   |   |   |   |   |
|--------------|---|---|---|---|---|
| 5.1          | Articulate standard of care practice  | 4 | 3 | 2 | 1 |
| 5.2          | Admit mistakes and errors   | 4 | 3 | 2 | 1 |
| 5.3          | Participate in difficult conversations with patients and colleagues   | 4 | 3 | 2 | 1 |
| 5.4          | Recognize one's limits and establish healthy boundaries to support healthy partnerships   | 4 | 3 | 2 | 1 |
| 5.5          | Demonstrate respect for the dignity and privacy of patients while maintaining confidentiality in the delivery of team-based care (IPEC VE2) | 4 | 3 | 2 | 1 |
| 5.6          | Demonstrate responsiveness to patient needs that supersedes self-interest (PCRS 5.2)  | 4 | 3 | 2 | 1 |
| 5.7          | Demonstrate accountability to patients, society, and the profession (PCRS 5.4)  | 4 | 3 | 2 | 1 |
| 5.8          | Exhibit an understanding of the regulatory environment  | 4 | 3 | 2 | 1 |

## 6. HEALTH CARE FINANCE AND SYSTEMS

Graduates will be able to articulate the essential aspects of value-based health care and apply this understanding to the delivery of safe and quality care.

| Competencies |   |   |   |   |   |
|--------------|---|---|---|---|---|
| 6.1          | Recognize financial implications to the provision of healthcare   | 4 | 3 | 2 | 1 |
| 6.2          | Articulate individual providers' value-add to the health care team in terms of cost   | 4 | 3 | 2 | 1 |
| 6.3          | Appreciate the value of the collaborative physician/PA relationship   | 4 | 3 | 2 | 1 |
| 6.4          | Understand different types of health systems, funding streams, and insurance, including the role of Medicare and Medicare as payors | 4 | 3 | 2 | 1 |

Student Name (Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Faculty Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# APPENDIX K: Policies and Guidelines Handbook Acknowledgement

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## BRESCIA UNIVERSITY PHYSICIAN ASSISTANT PROGRAM POLICIES AND GUIDELINES HANDBOOK ACKNOWLEDGEMENT

I, \_\_\_\_\_, have read the information contained within the Brescia University Physician Assistant Program Policies and Guidelines Handbook. I understand my obligation to successfully complete all program requirements in the outlined time frame.

I fully understand this information and hereby agree to abide by the Physician Assistant Program policies and procedures contained within the Brescia University Physician Assistant Program Policies and Guidelines Handbook. Additionally, I agree to abide by all rules and regulations as set forth in the Brescia University Academic Catalog, Brescia University Student Handbook, and in the Brescia University Physician Assistant Program Clinical Handbook.

I understand the outlined requirements including program defined competencies for graduation from the Brescia University Physician Assistant Program. The Brescia University Physician Assistant Program reserves the right to modify curriculum requirements as necessary to ensure the academic integrity of its program. Students will be notified of any changes in curriculum or program requirements prior to implementation in accordance with ARC-PA standards.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_