

# POLICIES AND PROCEDURES

## 1. Accreditation

The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) has granted **Accreditation-Continued** status to the University of Oklahoma School of Community Medicine Physician Assistant Program sponsored by the University of Oklahoma. Accreditation-Continued is an accreditation status granted when a currently accredited program is in compliance with the ARC-PA *Standards*.

Accreditation remains in effect until the program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the *Standards*. The approximate date for the next validation review of the program by the ARC-PA will be March 2024. The review date is contingent upon continued compliance with the Accreditation *Standards* and ARC-PA policy. The program's accreditation history can be viewed on the *ARC-PA website here*.

The University of Oklahoma is accredited by The Higher Learning Commission/A Commission of the North Central Association of Colleges and Schools (HLC/NCA).

30 North LaSalle St., Suite 2400  
Chicago, IL 60602  
312-263-0456

## 2. Vision and Mission Statements

### Vision Statement

The OU School of Community Medicine, Tulsa, Physician Assistant Program will be nationally respected and recognized as an innovative leader in Physician Assistant education. Our faculty will continue to be leaders in our profession, as well as in the role of educators, clinicians, and committee participants. This will be accomplished by the continued acquisition of knowledge and utilization of effective teaching methods. Our faculty will educate the student body who will provide compassionate and comprehensive medical care with a community focus.

The program will continue to seek out applicants and foster in our students attributes that will enhance their role as effective health care professionals. Essential core attributes include integrity, compassion, respect, moral principles, community service, and an aspiration for lifelong learning.

Our students, graduates, and faculty will serve in key leadership positions on a local, state, and national level, to steer the future of the physician assistant profession, while striving to continue personal and professional development.

Physicians and health care delivery teams will seek our graduates. Through these partnerships, comprehensive patient care will be accessible for all Oklahomans, including vulnerable populations.

### Mission Statement

The mission of the Physician Assistant Program at the University of Oklahoma, School of Community Medicine, Tulsa, is to train physician assistants to provide quality health care to the citizens of Oklahoma with an emphasis on serving all communities.

## 3. Program Goals

The goals of the program are:

1. To provide a quality education that enables students to become competent, compassionate health care providers. We seek to educate our students in the basic medical sciences as well as the clinical and behavioral sciences in order to prepare them for the practice of medicine both today and in the future. While training physician assistants (PAs) to go into areas of primary care medicine will be our fundamental focus, we are also cognizant that PAs are increasingly serving patients in both the surgical and specialty areas of medicine.
2. To expose students to the practice of primary care medicine in a variety of underserved locations during their didactic and clinical training. The OU-Tulsa PA Program desires that a significant portion of their graduates will choose to work in these communities following graduation.
3. To encourage the students, graduates, and faculty to participate in service and leadership roles within the University, the profession, and the broader community. With the strong support of the college and university administration, the OU-Tulsa PA Program is committed to fostering the growth and development of each individual student and faculty member to their greatest potential.

## 4. Physician Assistant Role

PAs are nationally certified and state-licensed medical professionals who practice medicine on healthcare teams with physicians and other providers. Within the physician/PA relationship, PAs exercise autonomy in medical decision making and provide a broad range of diagnostic, therapeutic, preventive, and health maintenance services. The clinical role of the PA includes primary and specialty care in medicine and surgical practice settings. PA practice is centered on patient care and may include educational, research and administrative activity. As part of their comprehensive responsibilities, PAs conduct physical exams, diagnose and treat illnesses, order and interpret tests, counsel on preventive health care, assist in surgery, and can write medical orders.

The role of PA demands intelligence, sound judgment, intellectual honesty, appropriate interpersonal skills, and the capacity to react to emergencies in a calm and reasoned manner. An attitude of respect for self and others, adherence to the concepts of privilege and confidentiality in communicating with patients, and a commitment to the patients' welfare are essential attributes.

The specific tasks performed by an individual PA cannot be delineated precisely because of variations in practice requirements mandated by geographic, political, economic, and social factors. At a minimum, however, PAs are educated in those areas of basic medical science, clinical disciplines, and specific problem solving.

PA practice is characterized by clinical knowledge and skills in areas traditionally defined by family medicine, internal medicine, pediatrics, obstetrics and gynecology, surgery, psychiatry/behavioral medicine and emergency medicine.

PAs practice in ambulatory, emergency and long-term clinical settings. PAs provide health care services to patient populations of all ages with a range of acute and chronic medical and surgical conditions. They need knowledge and skills which allow them to function effectively in an ever-changing health care environment.

Services performed by PAs include, but are not limited to the following:

1. Evaluation: eliciting a detailed and accurate history, performing an appropriate physical examination, ordering appropriate diagnostic

studies, delineating problems, developing management plans, and recording and presenting data.

2. Diagnostics: ordering, performing and/or interpreting diagnostic studies to identify and follow pathophysiologic processes.
3. Monitoring: implementing patient management plans, recording progress notes and participating in the process of the continuity of care.
4. Therapeutics: performing therapeutic procedures and managing or assisting in the management of medical and surgical conditions, which may include assisting in the conduct of operations and taking initiative in performing evaluations and therapeutic procedures for life-threatening circumstances.
5. Patient Counseling: counseling patients regarding issues of health care management to include compliance with prescribed therapeutic regimens, normal growth and development, family planning and emotional problems of daily living.
6. Referral: facilitating the referral of patients to other health care providers or agencies as appropriate.

## 5. Competencies of the Physician Assistant Graduate

Educational Competencies of the PA Program can be found HERE (<https://www.ou.edu/content/dam/Tulsa/scm/pa/policies-and-procedures/SCM%20PA%20Educational%20Competencies.pdf>).

## 6. Attendance and Participation

The Physician Assistant Program is responsible for the professional development of each of its adult learner students. The program considers its students to be self-directed learners seeking to cultivate professionalism. A professional has the discipline and intellectual curiosity to seek out every opportunity to learn and advance. It is also the faculty's responsibility to determine each student's preparedness to enter clinical practice.

Program accreditation standards require careful monitoring of student performance and progress in achieving learning outcomes. Programs must assure ARC-PA that students are receiving the education that has been outlined and approved.

It is expected that students are available for program lectures and activities 8am-5pm Monday through Friday. Due to the availability of guest lecturers, course schedules are subject to change to accommodate their schedule.

*The PA Program policy is that students are **required** to punctually attend and participate fully in all program-sponsored courses and events.* PA Course Directors will intermittently monitor and assess attendance. Attendance is a demonstration of professionalism and is a criterion used for recommendation for promotion to the clinical year and graduation. It is required that students observe the following policy:

### Absences in the Didactic Portion of the PA Program

An absence is any instance when a student is not present at an activity. Students should not assume they are allowed any absences at their discretion or for their personal convenience. All requests for excused absences must be made in writing to the appropriate individuals as specified below. All anticipated absences must be requested in advance. A limited number of reasons will justify excused absences. These include, but are not limited to:

1. An illness, personal emergency, or family tragedy
2. Representation in a leadership capacity at regional or national professional meetings.
3. Access to health services and counseling. Students may be excused to attend necessary health care and counseling sessions. Students are strongly encouraged to schedule appointments outside of class activities to avoid class conflicts
4. During the preclinical phase any request by a student for an anticipated absence from a required session must be addressed directly to the PA Program Director and the applicable Course Directors.
5. All unanticipated absences due to illness, accident, or other unexpected events **must** be reported to the program as soon as possible. Please report via email to our administrative assistant (Crystal-Peterson@ouhsc.edu) **and** to the appropriate course/module director.
6. All absences during the clinical phase must be submitted in Hippocrates.

### Consequences of Absences

In all cases, the student is responsible for the material missed while absent. At the discretion of the Course/Module Director, the student may be required to provide documentation of the reason for the absence and may be required to complete supplementary assignments to make up for missed activities, but the Course/Module Director is not required to provide repeat or make-up opportunities for missed assignments.

**An unexcused absence or failure to report an absence as described above is considered unprofessional behavior and may be dealt with under the appropriate OUHSC policy regarding student professional behavior.**

Student absences that are considered potentially excessive will result in an automatic review by the Tulsa Physician Assistant Student Progress Committee.

### Special Circumstances: Examinations and Clinical Skills Performance

Due to the difficulty of rescheduling examinations and clinical skills evaluations, permission to be excused must be obtained in writing in advance from the Program Director and is limited to reasons of health, personal emergency or presentations at national professional meeting. Although requests will be considered on an individual basis, employment interviews, family events, or personal travel are not considered reasons for missing an examination.

Faculty may not impose a point limitation or grade penalty on examinations for which a student has obtained an excused absence. However, faculty may administer an alternative examination. Any rescheduled examination will be given on a date and time determined by the Course Director.

A student with an unapproved absence from any examination will not receive credit for the examination.

## 7. Faculty Advisor Program

The University of Oklahoma-Tulsa PA Program assigns a faculty advisor to students in each entering class. The faculty advisor assists with academic and professional development. The faculty members commit their time and effort to the success of this advisor program, however, it is the student who determines the full amount of interaction.

PA Program faculty advisors act as liaisons between the students and other faculty. Their responsibilities include:

1. Serving as the student's advisor and academic/professional counselor;
2. Overseeing and monitoring the academic progress and professional growth of the student;
3. Assisting the student in seeking academic and personal counseling services provided by the institution;
4. Serving as an advocate for the student;
5. Counseling the student during his/her selection of career within the profession.

## 8. Professionalism Policies

At the very core of medicine are the principles of altruism, accountability, excellence, duty, service, honor, integrity, and respect for others. The OU School of Community Medicine clings to and defends these principles and expects the same of its students. The Students' Rights and Responsibilities policy forms the framework for the academic integrity and professionalism code for the School of Community Medicine and the PA Program. Detailed policies can be found in the Appendix of this document.

## Students' Rights and Responsibilities

This policy states that, "As a student at the University of Oklahoma School Of Community Medicine, I understand that it is a great privilege to study medicine. Over the course of my training, I will assume responsibility for the health and well-being of others. This undertaking requires that I uphold the highest standards of ethical and professional behavior. Accordingly, I have adopted the following statement of principles to guide me throughout my academic, clinical, and research work. I will strive to uphold both the spirit and the letter of this code in my years at the School of Community Medicine and throughout my medical career."

This policy addresses the following:

- Honesty
- Confidentiality
- Respect for Others
- Responsibility
- Student Expectations of Faculty, Residents, and Fellows

## Student Professional Behavior in an Academic Program Policy

Physician Assistant students are expected to hold themselves to the highest standards of ethical and professional conduct. Professionalism is a core Educational Competency of the Physician Assistant Program.

The OUHSC has established the Student Professional Behavior in an Academic Program Policy and adopted procedures for addressing standards of ethical and professional behavior for OUHSC students. Physician Assistant students should familiarize themselves with that policy. It may be found in the OUHSC Faculty Handbook 4.20 and Appendix C, as well as the Appendix of this handbook:

<https://provost.ouhsc.edu/Policies-and-Procedures/HSC-Faculty-Handbook> (<https://provost.ouhsc.edu/Policies-and-Procedures/HSC-Faculty-Handbook/>)

Concerns regarding a student failing to meet the expected standards of ethical and professional conduct will be brought before the Tulsa PA Student Progress Committee for further evaluation. Recommendations of the committee may include probation, suspension, or dismissal, depending on the nature of the behavior.

## Guidelines for the Teacher-Learner Relationship

(See also PA Student Mistreatment Policy)

This policy describes the standards of conduct between students (including OU SCM PA students) and those individuals with whom students interact during their PA education program.

The policy defines:

- The principles of a positive learning environment
- The responsibilities of teachers
- The responsibilities of learners (including the expected professionalism attributes)
- Behaviors that impair education and erode the ideal teacher-learner relationship
- The definition of student mistreatment

## PA Student Mistreatment Policy

(See also Guidelines for the Teacher-Learner Relationship Policy)

This policy defines the policy and procedure for reporting student mistreatment. It applies to OU students and visiting students. See pg. 34 in the Appendix.

The definition of mistreatment may be found in the Guidelines for the Teacher-Learner Relationship Policy. See pg. 29 in the Appendix.

**Note:** Issues related to Sexual Harassment/Assault (Appendix H), Consensual Sexual Relations (Appendix I), or related to Racial or Ethnic Harassment (Appendix J) are specifically addressed in the Health Sciences Center Faculty Handbook (<https://provost.ouhsc.edu/Policies-and-Procedures/HSC-Faculty-Handbook>) and are to be reported to the University Office of Equal Opportunity, Room 113 of the Service Center Building, 405-271-2110. They are not explicitly incorporated into this policy.

## Professional Conduct Expectations

It is expected that students will conduct their behavior in the manner of a health care professional. Program policy requires faculty to evaluate students in their professional deportment and to use that evaluation when recommending students for advancement. Professional behavior includes an assessment of appearance, speech, attitude, and conduct.

The Program also has an important obligation to maintain a positive rapport with clerkship sites, preceptors, visiting physicians and other health care professionals who make an essential contribution to the curriculum of the Program. These relationships are vital to the ongoing success and development of the Program and the support of the clinical rotation experiences. The Program will not allow individuals to jeopardize these relationships by displaying unprofessional and discourteous behaviors. Prompt attendance and respectful communication at all related Program activities are a minimum demonstration of this commitment. Attendance and preparation for all seminars, small group discussions, clerkships, and any other activities designated by the Program faculty are expected.

Professional conduct includes but is not limited to punctuality, regular attendance, staying in class until assigned breaks, not leaving class for the day until dismissed, keeping cell phones turned off, limiting the use of technology to class-related activity, using a respectful tone with lecturers and classmates, expressing a pleasant and positive attitude, and posing in-class questions that relate to the current lecture topic and remain pertinent to the level of information required for the performance of a physician assistant.

**Cell phones:** Students should turn off cell phones when they enter the classroom and refrain from sending and receiving calls and text messages while in the classroom. If a student has a legitimate reason to remain reachable by cell phone (**example:** a parent who needs to be contacted about a child), the student must ask for the instructor's permission (in advance) to have the cell phone on during class. It is reasonable that the instructor would agree to such a request.

Students must realize that they are viewed by the public as representatives of the medical profession. Therefore, when contact with the public is anticipated students should dress appropriately. In didactic settings in which patients are to be present, a clinical jacket and nametag must be worn. Denim jeans, shorts, T-shirts, hats and exercise clothing are unacceptable during any patient interaction, including interactions with simulated patients.

Because training in ethical and professional behavior is integral to the education of OUHSC students, violations of these policies will be considered as academic issues. Failure to meet ethical and professional behavior standards will result in action up to, and possibly including dismissal, and may jeopardize advancement and graduation.

## 9. Academic Misconduct Code

The hallmark for all physician assistant students is professional and academic integrity. The administration and faculty adhere to these standards, and we believe it is our obligation and responsibility to impart these values to you as emerging professionals. In this regard, the College enforces the University policies for Academic Misconduct, and we remind you that you are responsible for being familiar with and adhering to the requirements of the OUHSC Academic Misconduct Code, found at:

<https://provost.ouhsc.edu/Policies-and-Procedures/HSC-Faculty-Handbook> (<https://provost.ouhsc.edu/Policies-and-Procedures/HSC-Faculty-Handbook/>)

Academic misconduct includes any act that improperly affects the evaluation of a student's academic performance or achievement, including but not limited to:

1. Cheating: The use of unauthorized material, methods, or information in any academic exercise, including improper collaboration.
2. Plagiarism: The representation of the words or ideas of another as one's own.
3. Fabrication: The falsification or invention of any information or citation in an academic exercise.
4. Fraud: The falsification, forgery, or misrepresentation of academic or clinical work, including the resubmission of work performed for one class for credit in another class without informed permission.
5. Destruction, misappropriation, or unauthorized possession of University property or the property of another.
6. Bribery or intimidation.

7. Assisting others in acts prescribed by this Code.
8. Attempting to engage in such acts.

## Notification

Following initial review by the PA Student Progress Committee, suspected instances of academic misconduct are to be communicated to the Dean in writing and should include a brief description of the evidence. Notification shall be made within ten University business days after discovery of the incident.

Upon notification, the Dean shall initiate academic misconduct procedures as required by University policy.

- The accused shall be informed in writing.
- The Vice-Provost for Academic Affairs is informed in writing.
- The accused must contact the Vice-Provost for Academic Affairs within five University business days after being notified of the alleged misconduct and schedule a meeting to discuss the matter.
- If the accused denies the charges, the student must submit a written request to the Vice-Provost within five days requesting a formal academic misconduct hearing. A Board, consisting of faculty and peer members, will conduct a hearing and submit its findings to the Dean and Vice-Provost.

## 10. Examination Decorum

Students are expected to always maintain decorum and demeanor that are consistent with accepted academic and professional standards during examinations. Upon entry into the examination site, the student must turn off all phones and other electronic devices and place them in the front of the room with books, study aids, food, drink, coats and personal possessions. No talking is allowed once an examination starts.

Hats/caps and sunglasses cannot be worn during any examination. Any student wearing a hat or sunglasses will be asked to remove it. Failure to comply with this or any other reasonable request from a proctor will result in the immediate dismissal of the student from the examination. In such instances, the student will receive a zero for the examination.

Examinations will begin promptly at their scheduled time. It is recommended to arrive 15 minutes early to allow for necessary testing preparations.

For PA program course examinations, students may be given assigned seating at the discretion of the faculty.

Any student engaged in academic misconduct during an examination is subject to the OUHSC Academic Misconduct Policy.

## 11. Examination Procedures

1. No questions will be answered after an examination begins. Students may write on the provided sheet of paper and direct this commentary to the course coordinator for review.
2. Students will not be allowed to leave an examination room for 15 minutes after an examination begins and no student will be granted access to an examination room after the first student leaves. **Restroom breaks will be permitted, if necessary, but are generally discouraged. A proctor is required to escort the student.**
3. The course coordinator and applicable faculty will review the performance on each examination question as well as the overall results of the examination. Grades will not be posted until all students have completed the Qualtrics course/module evaluation.



4. Examination questions will only be reviewed with individual students at the discretion and invitation of the course coordinator, such as when a student fails to achieve a passing score on the examination.

## 12. Grading

The academic standards of the University are expressed in terms of grades that are worth points. Each semester hour of credit for each letter grade carries the number of quality points indicated:

A = 4 points 90-100%

B = 3 points 80-89%

C = 2 points 70-79%

D = 1 point 60-69%

F = 0 points below 60%

Physician Assistant education is competency based. This means that students must achieve an acceptable final grade in each course. Final course scores are rounded up to the next whole percentage. For example, a final score of 89.5% would round to a 90%, with an A grade placed on the transcript.

A final grade of "C" in any Physician Assistant-designated course is the lowest acceptable grade for progression in the PA program. Students must maintain a cumulative GPA of 3.0 while enrolled in the program. Anything below 70% - i.e., D or F - is considered a failure of the course. Satisfactory/Unsatisfactory graded courses are not used in the calculation of a student's GPA, however, a grade of Unsatisfactory (U) for a course is considered a course failure.

## Physician Assistant Didactic Courses

In order to receive a passing grade in any course, it is necessary for a student to demonstrate competency by scoring 70% or greater for the entire course. Final course scores of 69.5% and above are rounded to a 70%. A final course score of 69.4% and below results in failure of the course. For Clinical Medicine I-III, Clinical Medicine for Special Populations, and Pharmacotherapeutics I-II, if a student scores below 70% on an examination, a remediation exam will be required. For Physical Diagnosis I-II, remediation will be required for non-passing scores (as detailed in the syllabus) on the performance checklists, simulated patient encounters, and OSCE. For other PA didactic courses, the need to remediate an examination will be determined by the Student Progress Committee. Remediation examinations are to prove competency in the subject matter and are not factored into the final course grade. If a student fails to meet the remediation standard, the student will be referred to the Student Progress Committee to determine the appropriate course of action.

## Incomplete Grades

The grade of "I" will be approved only when circumstances determine it, such as a serious illness that has prevented that student from completing work or when there is an unavoidable delay in receiving a course grade due to remediation.

- Mere inability to get work in on time will not constitute a reason for the grade of "I".
- To remove the "I" a student must complete the course work within one year from when the "I" was given.

- If a student does not complete the required course work within the prescribed time period, the "I" grade will convert to an "F".

## 13. Grade Appeal Policy

A student may appeal an academic evaluation if the student has reason to believe that the evaluation was based on a mathematical error, capricious evaluation by faculty, or by arbitrary actions of the faculty.

In general, students must appeal an academic evaluation (either subjective or objective) directly to the Course Director. If unsuccessful in resolving differences with the Course Director, the student must consult with the Program Director. Only after a student has notified the Course Director of a dispute and after an unsuccessful attempt to resolve differences with the PA Program Director can the student request a hearing before an Academic Appeals Board. Academic Appeals must be made in accordance with University policy, including the University's Academic Appeals Process, which may be found in the Faculty Handbook (4.16) at:

<https://provost.ouhsc.edu/Policies-and-Procedures/HSC-Faculty-Handbook> (<https://provost.ouhsc.edu/Policies-and-Procedures/HSC-Faculty-Handbook/>)

## 14. Student Progress Committee

- The Student Progress Committee (SPC) consists of all full-time and part-time Physician Assistant faculty members as well as adjunct faculty members and representatives of supporting campus resources when appropriate as determined by the Chair. The Chair of the SPC is the PA Program Director or their designee.
- The SPC periodically reviews the academic and professional achievement of students who are pursuing degrees in the OU-Tulsa Physician Assistant program.
- Upon entry into the Physician Assistant program, each student is assigned to a faculty advisor. Students are expected to meet with the appropriate course instructor or faculty advisor in the event of any failing grade on a course examination, a failing final course grade, or in the event of unprofessional conduct.
- The Chair of the committee will obtain the name, grades and GPA of the student in academic difficulty or professional conflict and share with the SPC faculty members.
- After reviewing the student's achievement or performance records, the SPC will recommend actions based upon the program's policy and procedure guidelines and the professional judgment of the faculty. The SPC may recommend any of the following courses of action for a student: remediation, probation, psychological and educational assessment and recommendation, dismissal from the program, or no action.
- All recommendations of the SPC shall be in writing and made available to the student. The SPC monitors the student's progress and recommends removal from probation to the Program Director when the conditions of probation have been met.

## 15. Academic Standards and Progression

The Student Progress Committee oversees the academic progression of each student matriculated into the PA Program.

The following standards are required of students for progression and retention in the PA Program.

1. Successful completion (grade C or higher) of all courses in the didactic and clinical phases, to include remediation of any course as directed by the SPC.
2. Cumulative GPA of 3.0 or higher after each term. This minimum GPA must be achieved at the completion of the didactic phase to advance to the clinical phase of the training. A GPA lower than a 3.0 will require completion of a variable hour Special Studies course to reach the minimum GPA. Course content will be selected from the SPC based on individual performance in courses. Academic probation will be noted on the transcript if a Special Studies course is required. The Special Studies course may be utilized again following the clinical phase in order to meet the minimum GPA.
3. Compliance with all University, College of Medicine, and PA Program policies.

### For a Cumulative GPA Below 3.0

Academic probation is a formal notification of unsatisfactory academic progress when a student obtains a GPA below the minimum 3.0 cumulative GPA during any semester of the didactic phase. When a student is placed on academic probation, it is noted in the student's academic file in the program office and on the student's transcript. At the end of the probationary semester, the student will be returned to good academic standing if the cumulative GPA returns to 3.0 or higher. If the GPA continues below the minimum 3.0 GPA required by the program, the Student Progress Committee may elect to continue the probationary status for an additional semester, assuming the student demonstrated sufficient academic improvement by achieving a term GPA of 3.0 or higher. Alternatively, the SPC may make a recommendation to the Dean for dismissal of the student from the PA Program. Recommendation for dismissal may also occur if the student's cumulative GPA falls below 3.0 during any subsequent semester of the program or the student fails a PA program course.

### For a Final Course Score Below a 70% or Failure to Successfully Remediate a Failed Remediation Exam or Clinical Skills Component

An unsatisfactory score in a course (below 70%) or a failing score on a remediation examination (Clinical Medicine I-III, Clinical Medicine for Special Populations, Pharmacotherapeutics I-II, Physical Diagnosis checklist, simulated patient encounter, or OSCE) will be evaluated by the Student Progress Committee. Based on a thorough evaluation of the overall academic and professional performance of the student, the SPC will recommend one of the following:

1. Administering a grade of I (Incomplete) on the transcript and completion of a course remediation plan
2. Administering a failing grade of D or F on the transcript followed by academic suspension with deceleration and remediation of the course in the next academic year
3. Recommendation for dismissal from the PA Program

#### Incomplete (I)

A course grade of I (Incomplete) placed on the transcript will require the student to complete a prescribed remediation plan as determined by the SPC. The remediation plan will include addressing specific deficiencies noted during the course. Academic probation will be noted on the transcript when an Incomplete grade is assigned. Upon successful completion of the remediation plan, the grade will be changed to a C on the transcript and academic probation will be removed at the completion

of the term. Failure to complete the remediation plan as assigned will result in failure of the course.

#### Failure of the Course (D or F)

When a student fails a PA program course during the didactic phase, the student is not allowed to progress further in the program. The student may be placed on suspension and offered the opportunity to decelerate and return the next academic year to remediate the course. The Student Progress Committee will determine if the student will be required to repeat all previously taken courses based on the student's prior performance. If the failed course is not successfully remediated as determined by the SPC, if the student fails a second course during the extent of the PA program, or if the student's cumulative GPA falls below a 3.0, the Student Progress Committee may recommend to the Dean dismissal of the student from the PA program.

The student who has been suspended for a failed course and offered deceleration is guaranteed re-entry into the first year of the PA academic program, contingent upon all other programmatic requirements being met. Upon re-entry to the academic program, the student is routinely placed on academic probation. Progression in the program will occur if the student achieves a 3.0 term GPA.

#### Recommendation for Dismissal

Dismissal entails the removal of the student from all academic courses and the University. Dismissal may or may not be preceded by probation or suspension and is noted on the student's transcript. The student who has been dismissed can re-apply for admission but is not guaranteed re-entry into the PA program.

When a student is placed on academic probation or suspension, it is noted in the student's academic file in the program office and on the student's transcript. To return to good academic standing, a student must correct deficiencies and incur no further failures. Subsequently, when the student is returned to good academic standing, this is also noted in the student's file and on the transcript.

#### Remediation

- Students are expected to perform at a high level in this intensive professional program. The SPC reserves the right to require an individualized remediation program for students who do not meet academic or professional expectations.
- A remediation program may consist of but is not necessarily limited to:
  - The requirement to retake a failed examination (failure is defined as a grade of "D" or "F" on an exam).
  - Completion of a prescribed remediation program with emphasis on any deficient area.
  - Referral to the Student Success Program or student services for further evaluation, e.g., outside counseling for evaluation of learning methods or deficiencies.
  - Deceleration: Retake for credit or audit any identified PA Program courses deemed necessary by the PA Program faculty.
    - This is not limited to failed courses.
    - Retaking courses in which the student performed well may still be a requirement of the remediation program if it is deemed appropriate based on the deceleration time period.
  - Pursuit of self-directed learning and/or tutoring at the expense of the student.

## 16. Graduation Requirements

Students who satisfactorily complete the 30-month program will be awarded the Master of Health Sciences (MHS) in Physician Assistant Studies. To qualify for graduation, students must:

- Follow an approved course of study leading to the completion of all master's requirements;
- Complete satisfactorily all professional courses with a cumulative grade point average of 3.0; no course or rotation below a C, and satisfactorily complete a final Summative Evaluation involving a comprehensive written examination, an observed assessment of history taking, physical examination and diagnostic skills, and an evaluation of professionalism by clinical faculty members;
- Complete satisfactorily the required 131 semester credit hours in the curriculum;
- Complete satisfactorily the required components of the program within 48 months or less, not to include an approved Leave of Absence.
- Repeat, as approved, and earn an acceptable grade for any required course or rotation in the professional program for which a failing grade (D or F) had been issued;
- Complete, at a minimum, the last 48 credit hours in the professional program within the College of Medicine;
- Complete successfully Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS);
- Receive a favorable recommendation for degree conferral from the PA Promotion and Graduation Committee;
- Be recommended for conferral of the master's degree by the University Faculty Senate;
- Settle all financial accounts with the University; and
- Submit a properly completed and signed graduation clearance form to the Office of the Registrar.

## 17. Working While a Student in the OU-Tulsa Program

Due to the rigorous time demands during the didactic year and clinical rotations, the PA Program faculty strongly suggest that students do not work while enrolled. Students who do choose to work despite this recommendation are expected to maintain all university and program attendance expectations, professional deportment, and academic standards. Students should consult with a counselor in the Financial Aid Office if they need more financial resources.

## 18. Student Responsibilities

Students enrolled in the PA program at the University of Oklahoma-Tulsa, College of Medicine are responsible for:

- Attending all scheduled activities associated with the PA Program unless prior approval is obtained from the Program Director or her designee.
- Understanding and meeting all established program academic requirements and standards as described in the course syllabi, University Catalog, and Student Handbook;
- Self-monitoring their academic performance in all required courses;
- Completing all course-related requirements in a timely and satisfactory manner;
- Seeking assistance if encountering academic difficulty;

- Contacting the appropriate faculty mentor, program director and/or course coordinator when performance has been unsatisfactory; and
- Regularly checking e-mail at least daily for information concerning educational programs. This is particularly important at the end of the semester when information concerning academic performance may be distributed.
- Maintaining compliance with documentation on Complio, including immunization records and health requirements, criminal background check and urine drug screen, attestations of policies, and training requirements. <https://www.ou.edu/tulsastudentaffairs/health/complio> (<https://www.ou.edu/tulsastudentaffairs/health/complio/>)

## 19. Reasonable Accommodations for Disabilities

The University of Oklahoma is committed to providing reasonable accommodations for all students with disabilities. Students with disabilities who require accommodation in a course are requested to speak with the course instructor as early in the semester as possible. Students with disabilities are encouraged to contact The Accessibility and Disability Resource Center housed on the OU-Norman campus by email at [adrc@ou.edu](mailto:adrc@ou.edu) or visit their website at [www.ou.edu/adrc](http://www.ou.edu/adrc) (<http://www.ou.edu/adrc/>). The OUHSC Reasonable Accommodation Policy can be found at:

<https://provost.ouhsc.edu/Policies-and-Procedures/HSC-Faculty-Handbook> (<https://provost.ouhsc.edu/Policies-and-Procedures/HSC-Faculty-Handbook/>)

## 20. Advanced Placement/Exemption from Coursework

The OU-Tulsa PA Program does not allow for advanced placement or exemption from coursework for any student.

## 21. Student Withdrawal & Tuition Reimbursement

Students wishing to withdraw from the PA Program must provide a letter of intent to the PA Program Director. Tuition reimbursement will conform to published University guidelines found at: [http://www.ou.edu/enrollment/policies/refund\\_policy](http://www.ou.edu/enrollment/policies/refund_policy) ([http://www.ou.edu/enrollment/policies/refund\\_policy/](http://www.ou.edu/enrollment/policies/refund_policy/))

## 22. Sexual Misconduct, Harassment, and Discrimination

The OU-Tulsa PA Program is committed to creating and maintaining a community where all persons who participate in University programs and activities can work and learn together in an atmosphere free from all forms of harassment, exploitation, or intimidation. The University and the PA Program condemn discrimination based on sex, sexual harassment, sexual assault, and sexual misconduct. The University of Oklahoma and the OU-Tulsa PA Program Sexual Misconduct, Discrimination and Harassment Policy can be found at:

<https://studenthandbook.ouhsc.edu/hbSections.aspx?ID=346>

## 23. Infectious Disease & Environmental Health Hazard Exposure and Prevention

The OU-Tulsa PA Program policies on student immunizations, exposure to infectious and environmental hazards including care, treatment, financial responsibility, and subsequent limitations on student learning activities, and Universal Precautions are defined by University policy at the sites below. Student immunization requirements follow the CDC guidelines for immunizations for health care workers (HCWs).

<https://www.ou.edu/tulsastudentaffairs/health> (<https://www.ou.edu/tulsastudentaffairs/health/>)

CDC immunization recommendations for HCWs: <http://www.immunize.org/catg.d/p2017.pdf>

The Student Health Requirements Policy can be found on the website and the OU-Tulsa Student Pathogen Exposure Policy can be found on pg. 26 in the Clinical Handbook: Student Health Requirements and Clinical Handbook ([https://www.ou.edu/tulsa/community\\_medicine/scm-pa-program/policies-and-procedures/](https://www.ou.edu/tulsa/community_medicine/scm-pa-program/policies-and-procedures/))

## 24 Student Counseling and Student Health

Counseling can help students manage stress, adjust to new academic demands, identify problems through assessment and testing, establish healthy problem-solving strategies, deal with grief, and develop and improve healthy relationships. The Student Success Program provides an avenue to recognize strengths and offer supplemental support for PA and medical students at the OU-TU School of Community Medicine in Tulsa. The goal of the Student Success Program is not only to provide support for students' academic advancement but to offer support for holistic development. To schedule an appointment, please contact Rosanne McDaniel at [Rosanne-mcdaniel@ouhsc.edu](mailto:Rosanne-mcdaniel@ouhsc.edu) or 918-660-3408.

In addition, student counseling is provided at no additional cost to all OU students as part of OU-Tulsa Student Affairs. Student fees assessed each semester pay for counseling services. Psychoeducational testing is also available at an additional cost. For appointments, call OU-Tulsa Student Counseling Services at 918-660-3109.

The OU-Tulsa Behavioral Intervention Team (BIT) is available 7 days a week, 24 hours a day to respond to concerns of distressing behaviors in students, faculty, and staff. Team members coordinate resources and implement a coordinated response with the goal of providing assistance to the individual while mitigating risk in an effort to keep the OU-Tulsa community healthy and safe. BIT can be reached at 918.660.3BIT (3248) or at [TulsaBIT@ouhsc.edu](mailto:TulsaBIT@ouhsc.edu). An online reporting form is also available at <http://www.ou.edu/tulsa/bit> (<http://www.ou.edu/tulsa/bit/>).

The University of Oklahoma desires its students to have convenient and efficient access to quality health care. OU-Tulsa students pay a student health fee each semester providing them with healthcare services. Please note there is no copay or visit charge for an appointment at the Student Health Clinic. Contact Student Health in the Student Affairs office at 918-660-3102 for scheduling an appointment.

## 25. Student Health Insurance

Per University of Oklahoma Regents' Policy, all students enrolled in OU Health Sciences Center (OUHSC) programs are responsible for maintaining health insurance and providing coverage information each semester of enrollment in their programs. A student who is found to be

uninsured will receive notification from Student Affairs regarding lack of compliance and possible delay in academic program, including clinical participation, advancement.

Academic Health Plans (AHP) manages the University of Oklahoma sponsored student health insurance plan provided by Blue Cross and Blue Shield PPO of Oklahoma. Enrollment forms and the Summary of Benefits are available online at <https://ou-tulsa.myahpcare.com/>

## 26. Drug Screening Policy

Drug Screening is required for OUHSC students/accepted applicants admitted to designated degree programs that include or may include a clinical component at a health care facility that uses drug screening as a condition of its affiliation with the University.

As applicable, students/accepted applicants who do not pass the drug screening may be unable to complete degree requirements or may be denied admission to or suspended or dismissed from the degree program.

The Tulsa PA Program includes testing at the time of provisional acceptance, as well as prior to the beginning of each academic year. See the policy for Drug Screening for Students Attending a Clinical Rotation Setting. The OU Tulsa PA Program requires repeat drug screening for a "negative dilute" result.

OUHSC Drug Screening Policy (<https://studenthandbook.ouhsc.edu/hbSections.aspx?ID=336>)

## 27. Criminal Background Check Policy

A national Criminal Background Check ("CBC") is required of each provisionally accepted applicant prior to full admission and at least annually thereafter for every continuing student. The student is responsible for the cost procuring a criminal background check. The complete policy can be found in the OUHSC Faculty Handbook (Appendix C):

<https://provost.ouhsc.edu/Policies-and-Procedures/HSC-Faculty-Handbook> (<https://provost.ouhsc.edu/Policies-and-Procedures/HSC-Faculty-Handbook/>)

## 28. PA Program Operations

- OU-Tulsa PA program policies apply to all program faculty and students irrespective of location unless specified otherwise in writing with approval by the Program Director.
- Students are prohibited from working for the OU-Tulsa PA program.
- Students are prohibited from substituting for or functioning as instructional faculty. However, students with specific prior knowledge, experiences, and skills may assist faculty in didactic and laboratory sessions to share their knowledge and skills. Students are prohibited from being the primary instructor or instructor of record for any component of the curriculum.
- Students are prohibited from substituting for clinical or administrative staff during supervised clinical practice experiences.
- The OU-Tulsa PA Program Director, Medical Director, and program faculty are prohibited from serving as health care providers for students in the program except during medical emergencies.
- COVID-19 Modifications: Attendance via Zoom will be treated under the same standards and protocol as in-person presentations. Attendance is required. Exam delivery during remote learning will involve the use of D2L and Respondus Monitor. Professionalism



during synchronous learning experiences includes the following:  
joining the meeting on time, utilizing the mute feature during presentations when not speaking, having the video turned on except for brief pauses (restroom break, unforeseen disruptions to the learning space, etc), and maintaining an appropriate appearance during class time in grooming, clothing, and positioning.

- All program policies are subject to the OUHSC policies which can be found in the OUHSC Student Handbook and OUHSC Faculty Handbook.

FacultyHandbookOUHSC (<https://studenthandbook.ouhsc.edu/>)  
StudentHandbookOUHSC