



COLLEGE OF HEALTH PROFESSIONS

PAS Supervised Clinical Patient Encounter (SCPE) Handbook

Class of 2027

Revised September 2025

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INTRODUCTION

Information in this handbook is considered policy and procedure of the Department of Physician Assistant Studies. This handbook is provided to guide the student through the activities, processes, and circumstances unique to the Supervised Clinical Practice Experience (SCPE). Clinical education is referred to throughout this handbook as the SCPE. These learning experiences are conducted at a variety of clinical sites, which may include (but are not limited to): privately owned, part of a group practice, government-operated, or directly within UNT Health Fort Worth (UNT Health).

The information provided in this handbook is intended to assist the student in completing the requirements of the UNT Health PA Studies Program SCPEs and to provide a quick resource related to the set precedence. The UNT Health PA Studies Program reserves the right to amend or add academic policies/procedures and scholastic regulations at any time during the student's enrollment period provided that such changes or additions are intended to improve the quality of education and are introduced in a fair and deliberate manner, with appropriate notice provided. Herein, "student" refers to the physician assistant (PA) student in the UNT Health PA Studies Program throughout the SCPE Student Handbook.

UNT HEALTH NOTICE OF NON-DISCRIMINATION

UNT Health is firmly committed to equal opportunity and does not permit – and takes actions to prevent – discrimination, harassment (including sexual violence, domestic violence, dating violence and stalking) and retaliation on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, genetic information or veteran status in its application, employment practices and facilities; nor permits race, color, national origin, religion, age, disability, veteran status, or sex discrimination and harassment in its admissions processes, and educational programs and activities. UNT System Administration promptly investigates complaints of discrimination, harassment and related retaliation, and takes remedial action when appropriate. System Administration also takes actions to prevent retaliation against individuals who oppose any form of harassment or discriminatory practice, file a charge or report, or testify, assist or participate in a related investigation or proceeding.

Any employee who experiences, observes or becomes aware of discrimination, sexual harassment or related retaliation must promptly report the incident(s) unless they are a licensed health care provider or a licensed counselor acting in this capacity as part of their official employment. Students and non-affiliated members of the public are encouraged to report incidents but not required.

Where to report discrimination, harassment (including sex-based) and retaliation:

- Title VII Reporting Form – Discrimination, Harassment (including sex-based) and Related Retaliation
- Title IX Reporting Form – Sexual Misconduct (sexual harassment and sexual violence), Dating Violence, Domestic Violence and Stalking
- Online and Anonymous UNT Health TrustLine Reporting (except for Title IX) or (844) 692-6025
- Designated official for complaints of discrimination, harassment (including sex-based) and related retaliation: Wanda S. Boyd, Assistant Vice Chancellor of Equal Opportunity & ADA Coordinator Wanda.Boyd@untsystem.edu | 214-571-2424/ Designated official

for complaints of sexual harassment, sexual assault, domestic violence, dating violence or stalking. Dr. Maureen “Moe” McGuinness, Title IX Coordinator Maureen.Mcguinness@untsystem.edu | 817-735-5919

- Reports related to disability discrimination can also be sent to the Office of EO at Report of Concern, HRS.EO@untsystem.edu or 972-338-1416. Designated official for workplace accommodations is: Keeshala Henderson, Workplace Administrator, Keeshala.Henderson@untsystem.edu.

What to report:

All known information about the incident that is relevant to the investigation, as well as whether the alleged victim expressed a desire for confidentiality in reporting the incident. If you have been designated by UNT Health as a “Confidential Employee” with whom employees or students may speak confidentially concerning sexual harassment, sexual assault, dating violence or stalking, you are only required to report the type of incident to the Title IX Coordinator. Similarly, if you receive information regarding sexual misconduct under circumstances that make the communications confidential or privileged by law (for example, you receive information as a licensed health care professional), you must report only the type of incident, but no information that would violate an employee’s or student’s expectation of privacy.

Mandatory requirement to report sexual misconduct:

State law requires all UNT Health employees to promptly report incidences of sexual misconduct to the Title IX Coordinator that they learn about in the course and scope of their employment when the employee reasonably believes sexual misconduct (sexual harassment, sexual assault, dating violence or stalking) has been committed by or against an individual who was employed at UNT Health or enrolled as a student at the time of the incident. This includes instances when individuals with no affiliation with UNT Health are either allegedly victimized by a UNT Health employee or student or are accused of committing an offense against an UNT Health employee or student.

Anonymous Reporters:

You may report without sharing your name by using the electronic reporting form found at Online and Anonymous TrustLine Reporting. Your report will be forwarded to the appropriate UNT Health staff or university official for review. Depending on the amount of information disclosed, the ability to investigate and respond to the report may be limited.

Sanctions:

Employees who fail to report suspected sexual assault will be terminated. Additionally, an employee who fails to report may be charged with a Class A Misdemeanor punishable by up to one year in jail, a fine of up to \$4,000 or both (jail time and a fine.) Employees or students who are victims of sexual harassment, sexual assault, dating violence or stalking are not required to report incidents involving themselves.

Reporting to Law Enforcement:

Anyone who has experienced or witnessed Sexual Misconduct (sexual harassment and sexual violence), Dating Violence, Domestic Violence and Stalking has the right to choose whether to report the behavior to law enforcement instead of or in addition to reporting to UNT Health. The Assistant Vice Chancellor of Equal Opportunity and Title IX Coordinator can assist in making a report to law enforcement authorities.

A complainant or reporter may also choose to decline to notify law enforcement. A report to law enforcement, even to UNT Health Police Department, is separate from a report to the Office of Equal Opportunity or to the Title IX Coordinator. An individual pursues administrative disciplinary remedies by reporting to UNT Health and criminal remedies by reporting to law enforcement.

For emergencies:

- Call: 911

For non-emergencies and to report to or contact local and surrounding law enforcement:

- UNT Police Department: 940-565-3000
- UNT Dallas Police Department: 972-780-3000
- UNT Health Police Department: 817-735-2210
- Dallas Police Department: 214-671-4500
- Fort Worth Police Department: 817-392-4222
- Dallas County Sheriff's Office: 214-749-8641
- Frisco Police Department: 972-292-6010

Reporting to Outside Agencies:

Individuals may file a complaint at any time with state or federal civil rights offices, including, but not limited to, the U. S. Equal Employment Opportunity Commission, the Texas Workforce Commission's Civil Rights Division, the U.S. Department of Education's Office of Civil Rights and the U.S. Department of Justice as follows:

Texas Workforce Commission Civil Rights Division Texas Workforce
Commission
101 E. 15th St.
Austin, Texas 78778
800-628-5115

US Equal Employment Opportunity Commission
U.S. Equal Employment Opportunity Commission 131 M St. NE
Washington, D.C. 20507
1-800-669-4000/ 1-800-669-6820 (TTY) / 1-844-234-5122 (ASL Video Phone) info@eeoc.gov

Office for Civil Rights – U.S. Department of Education
U.S. Department of Education Office for Civil Rights
Lyndon Baines Johnson Department of Education Bldg. 400 Maryland Ave. SW
Washington, D.C. 20202-1100

Telephone: 800-421-3481

Fax: 202-453-6012; TDD: 800-877-8339

Email: OCR@ed.gov Reporting abuse and neglect:

Anyone who has a reasonable cause to believe a child, or person 65 years or older, or an adult with disabilities is being abused, neglected or exploited must report it to the Texas Department of Family and Protective Services (DFPS) according to Texas laws. A person who reports abuse in good faith is immune from civil or criminal liability. DFPS keeps the name of the person making the report confidential. Anyone who does not report suspected abuse can be held liable for a misdemeanor or felony.

Phone: 800-252-5400

Online: Texas Abuse Hotline

Related policies & resources:

UNT Health Policies

1.107 Title IX

5.106 Prohibition Against Discrimination, Sexual Misconduct, Harassment and Related Retaliation

5.114 Workplace Religious Accommodations

05.203 Employment of Persons with Disabilities Rights, Resources & Options

(Support and resources) Employee Resources

Please direct questions about this notice to the UNT System Office of Equal Opportunity at HRS.EO@untsystem.edu or 214-571-2427.

DIVERSITY, EQUITY AND INCLUSION PROGRAM DEFINITIONS AND GOALS

Diversity is defined as all the ways that make people unique, encompassing characteristics that make one individual or group different from another. Some examples of diversity include, but are not limited to, age, religion, gender identity, socioeconomic status, national origin, ethnicity, sexual orientation, race, disability, first generation college attendant, native language other than English, Veteran status and vocational experience. Equity is defined as ensuring the right conditions are in place for each person to achieve their full potential. Inclusion is defined as creating a culture and environment that recognizes, appreciates, and effectively utilizes the talents, skills, and perspectives of every individual. Belonging is defined as, an individual sense of acceptance and feeling valued as a member of a group.

The goals of the PA Studies Department to ensure diversity, equity, inclusion and belonging are as follows:

- Promote a diverse student body.
- Promote a diverse faculty and staff.
- Foster educational equity for UNT Health PA students.
- Foster workplace equity for UNT Health PAS faculty and staff.
- Cultivate an inclusive environment for students, faculty, and staff.

TITLE IX

UNT Health Fort Worth is committed to ensuring an educational and employment environment that is free of discrimination and harassment based on sex. Title IX of the Educational Amendments of 1972 is the federal statute that prohibits discrimination on the basis of sex. It reads: 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.”

<https://www.unthealth.edu/title-ix/>

For UNT Health’s Title IX policies: 1.107 Title IX and 5.106 Prohibition Against Discrimination, Sexual Misconduct, Harassment and Related Retaliation. For any questions, please contact the UNT Health Title IX Office at TitleIX@unthealth.edu or at (817) 735-5919.

STUDENT CODE OF CONDUCT AND CIVILITY

Enrollment at UNT Health is considered implicit acceptance of the Student Code of Conduct & Civility (“The Code”) and all other policies applicable to students. The Student Code of Conduct & Civility (“The Code”) can be accessed at [this link](#).

Plagiarism

PAS students are expected to abide by the Student Code of Conduct & Civility (“The Code”). In “The Code,” Plagiarism is defined as the use of another’s thoughts, words, or ideas without proper attribution in any academic exercise, regardless of the student’s intent, including but not limited to: The knowing or negligent use by paraphrase or direct quotations of the published or unpublished words/ideas of another without proper acknowledgement or citation; and the knowing or negligent submission of materials prepared by another, including an individual or entity engaged in the selling of term papers or other academic materials. Self-plagiarism is an author’s or publisher’s reuse of their own intellectual material without proper acknowledgement, including but not limited to: the use of the same words or ideas from previous work; the submitting of materials that have previously been submitted; publication of the same paper in multiple places; and the use of data from previous studies without disclosure to the reader. Plagiarism is considered a form of academic dishonesty and is a serious offense that is not tolerated by UNT Health. Any act of plagiarism or self-plagiarism may result in sanctioning by Student Affairs. For more information, see the University Policy on Plagiarism.

Social Media and Professionalism Policy

Social media has created unique opportunities for interaction, communication, and networking. PAS students are expected to abide by the Student Code of Conduct & Civility (“The Code”) and the Health Insurance Portability and Accountability Act (HIPAA) when using social media by not revealing patient/client/research subject information, private content, or proprietary information regarding patient/client/research subjects of UNT Health. For more information, see the University Policy on Social Media and Professionalism.

Consequences for PAS Program Students

Note that violations of the Student Code of Conduct & Civility (“The Code”) are grounds for dismissal from the PAS program. In addition, PAS students who commit “minor” violations of the Student Code of Conduct & Civility (“The Code”) are not eligible for PAS honors and awards. Furthermore, when preparing materials for state licensure, PAS graduates must disclose to the Texas Medical Board all Student Code of

Conduct & Civility (“The Code”) violations during their PA education, including, but not limited to professionalism sanctions, drug/alcohol offenses, or warnings/sanctions from any department within UNT Health. Any disclosures or nondisclosures may delay, inhibit, or limit PA licensure. Potential violations of the UNT Health Student Code of Conduct and Civility (“The Code”) will be referred to the Student Affairs Office and may be reported to the Texas Medical Board (TMB). For more information, see Procedure No. 18: Physician Assistant Program Student Professionalism Violation

STUDENT RESPONSIBILITIES

In addition to adhering to the UNT Health Fort Worth Student Code of Conduct and Civility, students are expected to perform the following during their clinical rotations:

- Must wear the UNT Health Fort Worth-issued ID plate always spelling out the words “Physician Assistant Student” (This is a Texas State law requirement).
- Must identify themselves as the student from our institution to every patient
- Wear their white lab coat with the PA Program emblem at all times during clinic
 - Except in the operating room or if the preceptor deems that the white code impedes care in special patient populations (psychiatric, pediatric, etc.)
- Minimum dress requirements are business casual or specific attire (e.g. scrubs, etc.) as requested by the preceptor’s office
- Supply own physical examination equipment (e.g. stethoscope, reflex hammer, etc.)
- Arrive on time and report all absences to the DCE in a timely fashion
- Cell phones turned off or on vibrate while seeing patients
- Keep airpods or other headphone devices off and not worn, unless medically necessary.
- Maintain patient confidentiality and HIPAA standards
- Act in a professional manner always befitting a medical professional
- Obtain detailed histories and conduct physical exams, develop a differential diagnosis, formulate assessments and plans through discussion with the preceptor, give oral presentations, and document findings
- Perform and/or interpret common lab results and diagnostics
- Educate and counsel patients across the lifespan regarding health-related issues
- Attend clinical rotations as scheduled, in addition to grand rounds, lectures, and conferences, if available to them
- Demonstrate emotional resilience, stability, adaptability, and flexibility during the clinical year

STUDENT CONDUCT AT CLINICAL SITES

Students are held to the same standard during their SCPE as they are on campus and are expected to abide by all UNT Health and PA Program policies regarding ethical conduct, integrity, honesty, and professionalism. Breaches in ethical conduct will be handled per UNT Health policy. Students should be familiar with these policies and abide by them.

STUDENT-PRECEPTOR RELATIONSHIP

The goal of clinical education is to involve the student in the practice of medicine, including appropriate direct patient contact under the supervision of assigned preceptors. The SCPE emphasizes the pathophysiology of diseases and health care modalities specific to each specialty area. Throughout the clinical education phase, students are expected to become involved in providing patient care commensurate with their stage of development and clinical knowledge. Students should only participate in tasks that are appropriate to their stage of development.

Students are required to be supervised by the preceptor(s) when performing patient care, procedures, and other responsibilities. The preceptor is typically a physician or advanced practice provider (APP), but this role may be delegated to other licensed healthcare professionals. Students will not perform patient care activities and procedures without the approval and supervision of the preceptor. A chaperone is required during all breast, genital, rectal, and other sensitive patient examinations. A chaperone is also required at patient request.

All patient encounter documentation prepared by students (e.g. progress notes, discharge notes, etc.) must be reviewed and countersigned by the preceptor that is responsible for the patient's care. When applicable, this must be compliant with the CMS (Centers for Medicare and Medicaid Services guidelines for medical students and residents).

Under NO circumstances are students allowed to write orders or prescriptions (electronically or verbally) independently. Neither the nursing staff nor ancillary support staff are permitted to complete orders given by a PA student.

Students learn through observation and interaction with preceptors and patients. Students should not relay any information or assessments to the patient or family members without prior approval from the preceptor. The student is expected to identify with the patient as a student and describe their scope of practice as the student. The preceptor is expected to ensure that the patient has given consent for the student to interact with the patient. This is important as some patients may not be able to distinguish the individual roles of the health care team.

While at clinical sites, students must be sensitive and respectful to everyone. Minor problems can amplify into major issues through miscommunications and/or failure to communicate. Please be cognizant of these concerns, remain professional, and properly communicate with all clinical site personnel.

SUPERVISION IN THE CLINICAL OR HOSPITAL ENVIRONMENT

The student's preceptor is responsible for supervising the student when performing patient care activities and related duties they are assigned. Preceptors may not permit PA students to perform any medical service or function without appropriate supervision, which is defined as the preceptor being physically present or immediately available on-site to provide guidance. Students should never be placed in a situation where they are managing patients without supervision.

Performance of Patient Care-Related Activities: Students will be required to have direct contact with patients while on their SCPE. Students are not licensed health care providers and, therefore, may not assume responsibility for patient care that exceeds their capabilities as a

student or that violates other legal restrictions. Activities involving direct patient care and access to patient information must be under the supervision and direction of a qualified preceptor or faculty member. Patient care activities should not exceed the student's stage of learning or clinical knowledge.

Replacing Qualified Staff: Students may not take on the responsibility of staff. After demonstrating proficiency, students may be permitted to undertake increasingly more difficult/defined activities under appropriate supervision and direction of the preceptor. Under no circumstances are students permitted to write patient care orders independently or allowed to conduct patient care activities that exceed those a certified physician assistant would otherwise be directed to perform. Every aspect of the patient encounter must be evaluated and approved by the preceptor. PA students cannot independently write prescriptions or call in prescriptions to the pharmacy without the direct supervision of the preceptor.

Patient Notification of Student Status: Students are required by Texas State law to wear an identification badge with the words "Physician Assistant Student" always spelled out in its entirety while on SCPEs and when involved with patient care (except in the operating room or other location where it would pose an infection control or safety hazard). The best way to satisfy this Texas State requirement is to wear the UNT Health student ID plate issued by the PA Studies Department (pictured below). Students must take reasonable steps to disclose their status as a Physician Assistant Student while performing patient care-related activities. Students must inform patients and guardians that they are a PA student and act as such. Misrepresentation of student status is a felony.



Compensation and gifts: Students may not accept payments, stipends, or other remuneration for services they perform as a part of their educational program. Students are also not permitted to accept gifts of ANY kind from patients, their preceptors or clinical site.

Administrative Tasking: Students are not prohibited from helping with administrative tasks such as transporting patients, collecting laboratory specimens, paging team members, filing reports or calling patients with lab results, as long as they do not receive remuneration for performing these services. However, if the student feels that these tasks are impeding the learning experience, the subject should be discussed with the preceptor and/or the DCE.

Supervision of Medical Services: Preceptors should not permit PA students to perform any medical service or procedure without direct supervision, which is defined as the preceptor being physically present or immediately available to provide guidance.

MAXIMIZING THE SCPE EXPERIENCE

To enhance the learning experience, consider the following behaviors:

- The student is an ambassador for the UNT Health PA Studies Program. The student should present themselves as professional, enthusiastic, and willing to learn.
- It is the UNT Health PA Studies Program's responsibility to provide SCPE opportunities. During SCPEs, most of the learning is achieved through self-motivation, not from others teaching the student. Students should not be passive but should take initiative for their learning experience.
- Some SCPEs are more challenging than others. Each SCPE has the potential to provide a unique experience. Each task, regardless of how seemingly mundane, is still an opportunity to learn. Assignments given by the preceptor are considered part of the SCPE requirements and must be completed as directed.
- Students should treat patients with dignity and without bias. Patients can have different cultural backgrounds and may have differing values and beliefs than that to which the student is accustomed. Students should remain self-aware and respond appropriately to others with cultural and socioeconomic differences. (5.106 Prohibition Against Discrimination, Sexual Misconduct, Harassment and Related Retaliation) <https://unthealth.policytech.com/dotNet/documents/?docid=637&public=true>
- The student's educational experience may occur from others not immediately precepting the student, such as nursing staff, interprofessional allied health providers, administrative staff, and others. Be respectful of the role these individuals provide in the professional setting. Remember that PAs are often involved in and responsible for ALL aspects of clinical practice.
- SCPEs in preferred specialized areas are not always available. The student should use elective experiences not only to explore potential future employment opportunities but to expand their knowledge in topics in which they are weak.
- The student is strongly encouraged to send thank you notes or letters to all preceptors after having completed the SCPE. Remember, preceptors may be used as a resource and/or reference when the student begins searching for a job after graduation.

SCPE PREPARATION

A great deal of time and effort has been put into developing clinical sites and preceptors before they are used (i.e., affiliation agreements with legal offices, preceptor interviews, site inspections/evaluations, credentialing, and clinical site approval). For student and program protection, each clinical site and preceptor must meet UNT Health PA Program and ARC-PA accreditation standards to be approved. In some cases, the preceptor may have gone through significant personal efforts to obtain approval as a clinical preceptor. The approval process can take weeks to months. Sites such as hospitals and surgical centers may also require more time due to the affiliation agreements that must be arranged. These agreements alone can take from up to 24 months or more to obtain. It is essential that students keep the program informed of any activities that could result in a negative impact on future site utilization, and that the student understands they are an Ambassador for the UNT Health PA Studies program. Preceptors volunteer their time to provide learning experiences for the student.

Both student evaluations and information obtained from site visits are used when evaluating a clinical site.

Program Criteria for Ideal SCPE Sites

- A preceptor and office staff committed to training students

- Sufficiency of patients to facilitate learning
- Diverse patient populations to include ethnicity, gender, religious belief, cultural background, sexual orientation, age and geographic location
- Patient populations with varied socioeconomic status that may include indigent patients and those receiving assistance from the government.
- Resources to facilitate learning such as exam rooms, equipment, medical references, and access to the internet
- The majority of SCPEs will take place in the state of Texas except for pre-established out of state electives (Yellowstone, etc.) and SCPEs acquired by the student's previous network. All SCPEs and exceptions are subject to approval by the DCE.
- Students are NOT required or encouraged to provide or solicit clinical sites or preceptors but may make suggestions to clinical year faculty about potential preceptors or clinical sites
- The student should forward the potential preceptor's contact information to the Clinical Site Coordinator. Once the preceptor's contact information is received, the Clinical Site Coordinator will send the preceptor the necessary paperwork to be completed so that the clinical team can perform the necessary credentialing and background check. All SCPEs and exceptions are subject to approval by the DCE.
- Students are NOT to coordinate SCPE schedules directly with preceptors. Violations will be subject to professionalism sanctions.
- Students are not to contact any preceptor outside of when they are assigned to the rotation site by the Clinical Team.
- Students must not "cold-call" or solicit clinics to request rotation sites.

SITE VISITS

The purpose of a site visit is to determine the adequacy of the site in meeting the overall PA program's expectation for the student's clinical experience and the ARC-PA accreditation standards. Site visits can occur either virtually or in person with both the student and preceptor. For new clinical sites or preceptors, the initial site visit is typically conducted by the DCE, unless there is an extenuating circumstance in which a clinical team representative will be delegated by the DCE to conduct the initial site visit. Subsequent site visits are performed every 2 years to ensure that the clinical site maintains the PA program and ARC-PA accreditation standards. The subsequent site visits can be performed by any member of the clinical team or by PA Studies Faculty. From time to time, a clinical team member from the PA Program may visit the preceptor and student for an unscheduled visit. If possible, the clinical team member will notify the preceptor of the intent to visit, however, the student is not always notified.

NOTIFICATION OF CHANGE OF ADDRESS

Remaining in contact with students is very important during the clinical phase. The student must notify the PA program whenever their telephone number or mailing address has changed. The PA program must have current information in the event it is necessary to contact the student about sudden changes or emergencies. A current cell phone number is required to be submitted and maintained to the PA Program during the clinical education phase. The easiest way to do this is to keep the eValue™ student profile up to date. Students must also submit address changes to the university through MyHSC.

EMAIL

The official form of communication for the PA program and the campus is the student's UNT Health University email account. No other email is recognized as official and is prohibited from use except in the event of university email account outage. It is the student's responsibility to arrange for continuous email service and to access it daily and as often as possible while out-of-town on SCPEs. If the student is unable to access email while at an out-of-town SCPE, notify the DCE by telephone so other arrangements can be made. Students are not permitted to use personal email accounts to correspond with the PA Program. Students must use their university-issued email address on all correspondence.

OTHER SPECIAL REQUIREMENTS

The student may be required by a preceptor to carry a pager or cellphone while on a SCPE. This equipment is not provided by the program nor does the program provide funds to pay for this equipment.

CREDENTIALING REQUIREMENTS

Students refusing to comply with clinical facility credentialing prerequisites will not be permitted to continue their SCPE. Students unable to complete all SCPEs may be subject to dismissal from the program. Refer to the Texas Administrative Code Rule 97.64 for further information for students enrolled in health-related higher education.

WHAT TO DO BEFORE EACH SCPE BEGINS

Prior to arriving at each clinical site, students are expected to do the following:

1. **Credentialing.** The student should review all credentialing requirements 30-60 days prior to the scheduled SCPE start date. This information can be found in Canvas™ and eValue™. It is the student's responsibility to complete all credentialing in accordance with the SCPE requirements. Failure to take these steps could result in not attending the scheduled rotation, incurring a professionalism remediation assignment and/or referral to Student Affairs, and possibly delaying the student from graduating on time.
2. **Calling ahead.** The student is required to contact the SCPE site two weeks prior to the scheduled start date to confirm the date and time of arrival and request directions if necessary. *If the student cannot confirm their expectation of arrival, the DCE must be notified immediately so an alternate site may be found, if necessary. Failure to take these steps could result in not attending the scheduled rotation, incurring a professionalism remediation assignment and/or referral to Student Affairs, and possibly delaying the student from graduating on time.
3. **Badges from host facilities.** Many of the facilities that require credentialing may provide an identification badge to wear while at the SCPE. These badges do not replace the student ID plate issued by the PA Program. They may be worn in conjunction with the ID plate. The hospital ID badge must be returned to the host facility upon completion of the SCPE. Failure to do so may result in withholding the grade for the SCPE.
4. **Dress Code.** When calling two weeks prior to the scheduled SCPE start date, inquire about the dress code and plan on dressing to the SCPE site standard.
5. **Syllabus.** On the first day of the SCPE, offer to share a copy of the course syllabus with the preceptor(s). All clinical course syllabi can

be found on Canvas™ in each respective course. By the start date of the clinical SPCE, the student should have reviewed the syllabus and specific SCPE requirements.

IMMUNIZATIONS

All students are required to have vaccinations consistent with current CDC-recommended vaccines for health professionals, state of Texas recommendations, and UNT Health policies. Immunizations are tracked with Medica™ software through the UNT Health student health office. Prior to starting the clinical year, the student must have completed all immunizations and health screening requirements including Hepatitis B (or waiver) and current TB screening. Students must also be prepared to provide evidence of immunity to varicella zoster, measles, and rubella. Each student will have a tuberculosis test within one (1) year of starting each SCPE and is required to repeat testing if the SCPE extends beyond the 1-year anniversary of the test. Some clinical sites require documentation of the two-step PPD, vaccine titers and/or the flu vaccine. This is specified in each site's credentialing procedures. Immunization exemptions must be approved by UNT Health Student Health. <https://www.unthealth.edu/students/student-health/immunization-requirements/> Please note: some clinical sites may not accept exemptions.

CERTIFICATIONS

It is strongly recommended that each student maintain copies of all testing/results and certifications in the event those documents need to be presented to the clinical site. These results are often needed after graduation when applying for staff privileges.

The student should be prepared to provide evidence of training/certifications in:

- Basic Life Support (CPR) within the past 2 years
- Universal blood and body fluid precautions (renewed annually)
- Sterile Technique and Surgical Scrub certificate.

It is strongly recommended that each student maintain copies of all testing/results and certifications in the event those documents need to be presented to the clinical site. These results are often needed after graduation when applying for staff privileges.

DRUG SCREENING AND BACKGROUND CHECKS

Prescreening requirements have now been introduced into many of the clinical site affiliation agreements. These prescreening requirements (background checks and drug screens) are often the same as those required of employees at the clinical training facilities. This approach often helps the facility to ensure uniform compliance with the Joint Commission on Accreditation of Healthcare Organization standards pertaining to human resource management.

Students are required to obtain a background evaluation prior to the clinical year curriculum, which includes a criminal background evaluation/history. This is done through Certiphi™ by the UNT Health Student Affairs office.

Some government clinical sites will conduct a more thorough background check and the student continuing at that site will be based on those results, not the results from Certiphi™. The student may not be permitted to participate in educational or patient care activities if the

individual has been convicted of a crime. Unless prior arrangements have been made with the facility where the SCPE is performed, the student may be responsible for the costs incurred in any initial and subsequent criminal background checks.

The student will be notified through Certiphi™ approximately one month prior to the start of a SCPE to complete a drug screen and background check. Facilities under the Dallas-Fort Worth Hospital Council Foundation accept a one-time screen. However, in other facilities, drug screening and criminal background checks (which may or may not include fingerprinting), may have a specified time frame (sometimes 30-60 days in advance) as proof of screening. Students must be prepared to provide results of drug screening and background checks when required. This information is maintained on the Certiphi™ website and access is limited to individual users and not PA Program employees. It is highly recommended to keep a copy of each to present to individual SCPEs upon request. Students refusing to comply with clinical facility drug screening and criminal background check requirements will not be permitted to continue their SCPE and may be subject to dismissal from the program and/or possible sanctions with the Texas Medical Board upon completion of the program.

PROFESSIONAL LIABILITY

Students are covered by the professional liability policy of UNT Health only when serving on an approved SCPE and conforming to the policies and procedures set forth in this document, the accompanying course syllabi, and the university policies. The coverage limits are \$1,000,000 (all claims from one medical incident) and \$3,000,000 (all incidents each annual period) and acceptance has been assured by our affiliate teaching sites. Please notify the UNT Health PA Studies Program if any clinical sites require further explanation or will not accept these limits.

There is a face-sheet copy of the student liability insurance located on Canvas™ in the MPAS PASS Day Callback and Admin course files. PA students are only covered in program-assigned activities. Coverage does not apply to students who participate in unassigned activities not affiliated with the PA Studies Program. Any volunteer activity that involves patient contact with the student functioning in the role of a PA student must be approved by the DCE prior to participation. Any volunteer activity that the student participates in without prior DCE approval is considered an unapproved activity that is not covered under the professional liability provided by the UNT Health PA Program. Participation in unapproved volunteer activities will result in a referral to Student Affairs for professional misconduct and possible dismissal from the program.

STUDENT REMOVAL FROM A CLINICAL SITE

Affiliation agreements with hospitals and other medical facilities require student removal if it is determined that the student does not meet professional standards or other requirements consistent with the qualifications and standards of the practice of medicine and their facility. The facility will usually consult with the UNT Health PA Studies program prior to such removal, but this is not required. The removal of the student from a site for cause may result in disciplinary action and/or failure of the SCPE as well as possible sanctions from the Texas Medical Board upon completion of the program.

EMPLOYMENT DURING SCPEs

Employment during SCPEs is highly discouraged. Students are expected to prioritize attendance at clinical rotations and completion of SCPE requirements over employment. Clinical assignments will not be compromised due to employment conflicts. Failure to meet course expectations due to employment conflicts may be cause for dismissal. Students will not be afforded special consideration due to employment when making SCPE assignments. Students are not permitted to assume responsibility for or take the place of professional or regular staff while serving on clinical practicums. Per PAS Procedure No. 6, students may not be employed to perform medical or patient care related services at any private or public medical practice, clinic, or institution during any time in which they are under the sponsorship of the PA Studies Program and assigned to that practice, clinic, or institution as the student. For example, the student may not receive pay for performing history and physical examinations on patients.

SCPE SCHEDULES

SCPE schedules are created individually for each student by E*Value™. When possible, attempts are made to consider the non-academic needs of the student. Students should be aware, however, that the program cannot guarantee any specific site, location, or preceptor. The UNT Health PA Studies Program tries to balance the needs of all students in satisfying educational and accreditation requirements. Students are not permitted to customize their own SCPE schedule. Students are not to contact preceptors to make SCPE changes. Students are not to contact any preceptor outside of when they are assigned to the rotation site by the Clinical Team. All SCPE changes are coordinated through the DCE and the Clinical Team.

The following guidelines are used when determining where students are assigned for their SCPEs:

- Each student should expect to attend *at least two SCPEs outside the DFW area*. Under some circumstances, students may be placed in more than 2 non-DFW rotations based on preference and site availability.
- The Dallas-Fort Worth (DFW) area includes Hood, Johnson, Parker, Somervell, Tarrant, Wise, Collin, Dallas, Denton, Ellis, Hunt, Kaufman, and Rockwall counties.
- The PA Studies Program is only required to provide a SCPE site. All expenses, travel arrangements, and accommodations are the responsibility of the student.
- At least one SCPE per student will be scheduled in an underserved area/population.
- Each student is provided four elective opportunities. These will be approved in a medical specialty of the student's choosing whenever possible. If the student's preference list cannot be accommodated, the UNT Health PA Studies Program will assign an elective SCPE that is available.
- SCPE schedules are not released until they have been confirmed with the preceptors. The Clinical Team aims to provide students with their assigned SCPE site approximately 2-3 months ahead of each SCPE.

Due to unforeseen circumstances that may affect a clinical site precepting a student, some students may not find out where they are going until closer to the start of their SCPE.

- Students are not permitted to miss SCPEs for job interviews or employment-related activities.
- Students are not permitted to extend a SCPE or repeat a SCPE at the same site. In extreme or rare circumstances,

exceptions are approved at the discretion of the DCE.

- Students may request to change a ***specific specialty*** for their elective no less than 3 months prior to the start of their scheduled elective rotation. **Students may not request to change the specific site and/or preceptor within the specialty they chose.** Students may not request to change any electives after Rotation 6. Students must complete an Elective SCPE Specialty Change Form (Appendix F). The completed Elective SCPE Specialty Change Form must be emailed to the Senior Project Coordinator, who will send the form via DocuSign for student signature, then to the DCE for approval, and lastly to the Senior Project Coordinator for schedule adjustment, if approved.

OUT-OF-AREA HOUSING

Each student should anticipate at least two SCPE sites occurring outside of the Dallas-Fort Worth (DFW) area during their clinical education. When assigning students to SCPE sites outside of the DFW area, reasonably affordable housing is taken into consideration. However, students need to recognize that paying for housing is considered the student's responsibility. The UNT Health PA Studies Program is not responsible for securing or paying for housing for students at clinical sites.

Students are encouraged to plan for housing expenses that may be incurred. The Financial Aid Office has included housing costs in the student budget and may be able to provide some additional or emergency assistance with obtaining loans if a financial crisis exists.

ROTATION REFUSAL

Students are required to accept the assigned rotations and are not permitted to refuse rotations unless there is a religious, medical, or safety reason not to attend the rotation. Proof of religious, medical, or safety reasons for the rotation refusal will need to be provided to the DCE and determination of an exception will be decided upon by the UNT Health PA Studies Program Executive Committee. Attempts will be made by the UNT Health PA Studies Program to accommodate approved exceptions but may result in delayed graduation due to the additional time needed to complete the rotation.. Students requesting rotation refusal must make the request via email within one month of receiving the rotation assignment.

SCHEDULE CHANGES

There are limited situations in which a SCPE schedule will be changed. Student-requested changes to the schedule will require consultation with the DCE. Any schedule change may warrant altering or delaying student graduation to accommodate the change.

HOURS AND LENGTH OF WEEK

- At least 40 hours or more per week of attendance are required to accomplish many SCPEs.
- Many SCPEs may require students to be available for more than 8 hours a day to meet all educational and performance objectives.
- Participating in after-hours "Call" is generally considered an opportunity to enhance student's educational experience and may be required to meet all requirements of a particular SCPE.

- Examples of other activities that may expect students to attend more than the 40 hours per week or 8 hours per day are: attendance at rounds, continuing medical education activities, special assignments and case presentations.
- Some SCPEs may also require the student to attend activities on weekends, holidays, and during non-regular hours when the clinical preceptor is also working.
- If the student feels that the work requirements of a SCPE are excessive, the student must discuss that with the DCE before talking to the preceptor. Students may not decline? any shift, weekend work, on-call activity, or other assignment without first discussing with the DCE.

THURSDAY TRAVEL DAY

If the SCPE site is greater than 350 miles from the UNT Health campus, students may use the entire Thursday prior to PASS day for travel back to the Fort Worth area. Students at all other out-of-area SCPE sites less than 350 miles from the UNT Health campus are dismissed from the clinical site at noon on the Thursday prior to PASS day. Students should not be traveling back from distant SCPEs on PASS Day.

BACKFILLS

A student should backfill in the following circumstances:

1. Early Dismissal/Days Off During Clinical Rotations Process and Documentation
 - Students are expected to follow the clinical rotation schedule as determined by their assigned preceptor. In instances where a preceptor schedules the student to have a full day off, the student must contact the Physician Assistant Program immediately to request a backfill assignment. The program will evaluate availability and coordinate an appropriate backfill opportunity to ensure continuity of clinical education. It is the student's responsibility to proactively communicate with both their preceptor and the program regarding any schedule adjustments or concerns about meeting clinical hour expectations.
 - Student should aim at achieving at least 40 hours or more per week. It is encouraged to sign up for backfill sites on the backfill sign-up sheet as often as possible. The signup sheets will be monitored by the clinical team to make sure the time tracking hours and available dates/times are filled. If it is determined that a student did not appropriately sign up for a backfill, the student will be assigned a professionalism assignment at the discretion of the DCE. It is strongly encouraged that no Mercy Clinic or Mission Arlington shifts go uncovered. Backfill hours are to be completed during the same rotation timeframe that the hours were missed. The exception to this completion timeframe occurs when there are no backfill sites available or at the discretion of the DCE. Backfill hours should be equivalent to the hours missed during the rotation. (e.g. 4 hours missed = 4 hours backfilled).
2. The Preceptor is absent: Any time a preceptor is not available at the SCPE site, and an alternative clinical preceptor experience/assignment arrangement has not been made for the student by the preceptor, the student is required to notify the DCE immediately. Failure to do so could cause the student to receive an "unexcused absence" and result in a remediation assignment or be required to repeat the SCPE.

Process to obtain backfill:

- a. Check the listed alternative SCPE backfill sites for availability in Canvas > PASS Day Callback & Admin Course > Assignments >

Select Location for Backfill on the specific missed/early day or on the weekend to make up a missed shift (e.g. Tuesday off but no Tuesday backfill, however backfill on Saturday) and make a note in time tracking.

- b. Documentation for Completing a Backfill Site: The student will select the current rotation they are on and mark the day as “Present” for the number of hours worked. Document in the comment section, “Completed backfill shift at XXX” (E.g. Mission Arlington, DOC, Mercy Clinic, etc.).
- c. If no backfill sites are available on Canvas, the student has a day off from their scheduled SCPE, or the student is dismissed early (at or before 12pm), then the student must email the Clinical Site Coordinator and cc the SCPE Faculty and DCE. The Clinical Site Coordinator will reach out to the Dallas and Fort Worth VA backfill preceptors and notify the student where to go if there is a Dallas or Fort Worth VA backfill site available, or any other sites available at the time.
- d. If no backfill sites are available and the student is approved to do so, the student is expected to use the time to study for their End of Rotation examination or PANCE and/or use this time to work on other clinical year assignments. The student should make a note in time tracking as described below.

EXCEPTION TO THE BACKFILL SITE PROCESS

If the student is credentialed at MD Anderson or is rotating in Houston and has an anticipated day off from their scheduled SCPE or gets an early dismissal at or before 12pm, then the student should notify the DCE via email. The DCE will arrange for a backfill site at those specific locations if available.

If the student is working a minimum of 10 hours per shift or completing a 40-hour work week, a backfill is not required for the scheduled day off. These workload thresholds are considered sufficient for meeting rotation objectives.

DOCUMENTATION IF CLINIC CLOSSES EARLY:

1. If there are no alternative SCPE backfill sites to go to, the DCE may approve the student to study for their End of Rotation Exam and/or PANCE or complete other assignments that are due. The student should email their SCPE Faculty SCPE Faculty Course Director and notify them that they have completed the above process and will be using their time to study, etc.
2. In E*Value™ Time Tracking, the student should mark the day as “Present” for the number of hours they were present (e.g. 8am-11am) and document in time tracking under the comment section for the day, “Clinic/Cases ended early due to XXX. SCPE Faculty SCPE Faculty Course Director notified and DCE approved remainder of day to study for EOR and/or PANCE and/or complete the following assignments XXX.”

CLINIC IS CANCELED

1. If there are no alternative SCPE backfill sites to go to, the DCE may approve the student to study for their End of Rotation Exam and/or PANCE or complete other assignments that are due. The student should email their SCPE Faculty SCPE Faculty Course Director and notify them that they have completed the above process and will be using their time to study, etc.
2. If clinic or cases were canceled and no hours were obtained for the day, then mark the day as “Not A Scheduled Workday” and document in the comment section, “Clinic/Cases canceled due to XXX. SCPE Faculty SCPE Faculty Course Director notified and DCE

notified and approved remainder of day to study for EOR and/or PANCE and/or complete the following assignments XXX.”

PHYSICIAN ASSISTANT SCPE SUMMATIVE (PASS DAY)

PASS Day normally occurs every 4 weeks on the last Friday of the SCPE and is typically scheduled from 8:00am- 5:00pm. Students are expected to be available from 8am to 5pm every PASS Day. PASS Day is an integral part of the clinical educational program and satisfies several accreditation requirements. Attendance at each PASS Day and the entire day’s activities is mandatory for all students in SCPEs. Participation is required whether the student is taking an end of rotation exam or not. An unexcused absence for this mandatory component may result in failure of the SCPE and require that the student repeat the entire SCPE. Students are expected to dress professionally in business casual attire for PASS Day unless instructed to wear scrubs for a separate PASS Day activity.

ATTENDANCE AND ABSENCE

Preceptors are NOT the approving authority to determine excused or unexcused absences. Approval of absences is at the discretion of the DCE and needs to be requested prior to taking off. In emergent situations, the student must notify the DCE immediately via email.

An absence is considered “excused” if the student can provide documentation that the absence was necessary based on emergency, bereavement, or illness (i.e., medical note or obituary with funeral date) and/or has received appropriate approval following the process outlined below. An absence is considered “unexcused” if the student is unable to provide documentation that the absence was based on emergency or illness and/or has not received appropriate approval following the process outlined below.

Failure to obtain approval from the DCE of any absence, including tardiness, may also include a remediation assignment. A pattern of non-attendance and tardiness may be considered a violation of the Student Code of Conduct. In the event of a SCPE failure, the student’s attendance record will be considered when making recommendations on probation, remediation, and dismissal.

Any time the student is absent or tardy or expects to be absent or tardy from the SCPE, they must notify/email the DCE (cc the SCPE Faculty Course Director) and the clinical preceptor as soon as feasible, or the absence will be considered unexcused. Failure to do this will be considered unprofessional behavior. The student must record each absence in eValue™ time tracking.

Students are not permitted more than 2 excused absences total per SCPE. This does not mean that the student is automatically granted 2 absences per SCPE. Greater than 2 absences occurring in one SCPE may result in repeating the entire rotation.

Excessive excused absences can result in additional clinical experience/assignments and potentially repeating the entire SCPE.

The student will be required to make up the missed time at the discretion of the DCE. In the event the student cannot make up the missed time prior to the end of the SCPE, the student may be required to repeat the entire SCPE. Make up assignments are not permitted to interfere with other SCPE requirements.

If a student accrues more than 14 excused absences during the entire Clinical Phase, they will be required to complete an additional SCPE rotation.

The DCE will determine if an absence is excused or unexcused. If the DCE requests a meeting with the student, the student MUST meet with the DCE even if it is during clinical time. This is considered an excused absence from clinical time. The DCE may require the student to provide verification for any absences that occur, which may include proof of illness from a healthcare provider or proof of funeral attendance. Taking call may be a requirement of a SCPE setting. Failure to respond or participate in call mandated by the preceptor will be considered an unexcused absence as well as unprofessional conduct. Some clinical assignments may require the student to attend activities on weekends, holidays, or other irregular hours when their clinical preceptor is working. A lack of willingness to participate in these activities reflects negatively on the PA Studies Program and the PA profession and will be considered unprofessional conduct. Unreported absences will automatically be considered unexcused absences, which could result in failure of the SCPE, be considered unprofessional conduct and may result in dismissal from the PA Studies Program.

PROCESS FOR ABSENCES

MEDICAL, EMERGENCY, AND BEREAVEMENT ABSENCES DURING CLINICAL ROTATION

Students who become ill or who have an emergency that causes them to be absent must inform the preceptor and DCE (cc the Clinical SCPE Faculty Course Director) of the absence as soon as possible. Unreported absences or notifications that appear unusually delayed will be considered unexcused, which could result in a failure of the SCPE and a referral to Student Affairs for unprofessional conduct.

- The student must notify the DCE of any medical absence and provide a doctor's note.
- The student must notify the DCE of any absence due to bereavement and provide proof of funeral attendance (e.g. funeral program or letter from funeral home).
- Documentation in Time Tracking: The student must mark the day as "Absent" and document the following comment in time tracking after absence has been approved by the DCE, "Medical Absence approved by DCE," or "Bereavement approved by DCE."

MEDICAL, EMERGENCY, OR BEREAVEMENT ABSENCES ON PASS DAY

Students who become ill or who have an emergency that causes them to be absent on PASS Day must inform the DCE of the absence as soon as possible. Unreported absences or notifications that appear unusually delayed will be considered unexcused, which could result in a failure of the SCPE and a referral to Student Affairs for unprofessional conduct.

- The student must notify the DCE of any medical absence and provide a doctor's note.
- Regarding communicable diseases and attendance, the program uses CDC guidelines as a basis for attendance.
- The student must notify the DCE of any absence due to bereavement and provide proof of funeral attendance (e.g. funeral program or letter from funeral home).
- Documentation in Time Tracking: The student must mark the day as "Absent" and document the following comment in time tracking after absence has been approved by the DCE, "Medical Absence approved by DCE," or "Bereavement approved by DCE."

NON-MEDICAL, NON-EMERGENCY, OR NON-BEREAVEMENT ABSENCES DURING CLINICAL ROTATION

Request and Approval Process

- The student must **request** permission from the DCE at least one month prior to the rotation start if planning to be off for a non-medical absence during clinical rotation.
- The student must **obtain** approval from the DCE prior to planning to be off for a non-medical absence during clinical rotation.
- The student must then notify the Preceptor and SCPE Faculty Course Director **after** approval by the DCE for a non-medical absence during clinical rotation.
- The student must discuss with the preceptor if the missed hours can be made up during their rotation. If not, the student must find backfill hours to make up the missed time.
- The student must notify the DCE and SCPE Faculty Course Director of when the missed hours will be made up and document it in Time Tracking.

Documentation of Absence

- Documentation in Time Tracking: The student must mark the day as “Absent” and document the following comment in time tracking after absence has been approved by the DCE, “non-medical and non-bereavement Absence approved by DCE. Backfill site to be completed on (specify date) at (specify clinic).”
- The student will be required to complete a 2500-word written remediation assignment (topic assigned by the DCE) for non-emergency, non-medical and non-bereavement absences from the clinical rotation. The remediation assignment is due by 8am on the PASS Day of the specified SCPE timeframe being missed.
- Students will submit the remediation assignment under the Canvas course (for the missed PASS Day)>Assignments>Remediation (e.g. The PASS Day ending the ER SCPE will be submitted under the ER Canvas Course > Assignments > Remediation).
- The student will use the Written/Remediation Assignment format in the Appendix of the Clinical Phase Handbook for the Non-Medical/Non-Bereavement Absence During Clinical Rotation written remediation assignment.

NON-MEDICAL, NON-EMERGENCY, OR NON-BEREAVEMENT ABSENCES DURING PASS DAY

Non-medical and non-bereavement absences during PASS Day are strongly discouraged. At the discretion of the DCE, these absences may or may not be approved, with additional required assignments. Failure to complete the PASS Day component of any SCPE could result in failure of the SCPE.

Request and Approval Process

The student must **request** permission from the DCE at least 60 days prior to the PASS Day for a non-medical absence.

- The student must **obtain** approval from the DCE for a non-medical absence on PASS Day.
- The student will be required to complete a 4500-word written remediation assignment (topic assigned by the DCE) for non-medical and non-bereavement absences on PASS Day. The remediation assignment is due by 8am **on** the PASS Day of the specified SCPE timeframe being missed.
 - Students will submit the remediation assignment under the Canvas course (for the missed PASS Day)>Assignments>Remediation (e.g. The PASS Day ending the ER SCPE will be submitted under the ER Canvas Course > Assignments > Remediation).
 - The student will use the Written/Remediation Assignment format in the Appendix of the Clinical Phase Handbook for the Non-

RELIGIOUS HOLIDAYS

Religious holidays are considered non-medical, non-emergency, and non-bereavement absences. Excused absences for religious holidays are approved in accordance with UNT Health policy. Please see the above requirements for non-medical and non-bereavement absences. Requests should be made in writing within the first week of the semester to the DCE when requesting an absence for a religious holiday.

OFFICIAL SCHOOL HOLIDAYS AND INCLEMENT WEATHER

Students are required to be at the clinical site at the same times as their preceptor, including evenings, weekends, and holidays. Official school holidays and school campus closures for inclement weather do not apply to students on SCPE, especially being that many SCPE sites are throughout the state of Texas. The attendance needs of the SCPE site supersede the traditional school holiday schedule. If the SCPE site is open and the preceptor is working during school holidays or days that the school is closed for inclement weather, the student is expected to be in attendance. Generally, "If the preceptor is there, the student is there."

University and Holiday Breaks Procedure and Documentation

During breaks, such as Memorial Day or Winter break, some clinics may close in observance of the holiday. Please remember that if the preceptor is working, the student should be working as well, regardless of the holiday. University campus closures do not apply to students on clinical rotation.

If the clinic is closed for the holiday, the students do not need to email the DCE or SCPE Faculty Course Director to notify them of the holiday time off. It is encouraged to sign up for a backfill site if it is available, to make up the hours for single day holidays (e.g. Memorial Day), but is not required. If no backfill site is available, it is encouraged to study or use the time to complete assignments.

In E*Value™ under "Time Tracking"

Documentation for Single Day Holidays: Please select the SCPE you are currently on (e.g. Surgery) and mark the day as "Not A Scheduled Workday" and document in the comment section, "Clinic closed due to XXX" (e.g. Thanksgiving).

Documentation for Week-long breaks: Please select the SCPE option as "Not on Rotation" and mark the day as "Not A Scheduled Workday" and document in the comment section, "Clinic closed due to XXX break." Please log week-long breaks under the SCPE Faculty Course Director for the subsequent rotation (e.g. if your next rotation after break is ER, then log it under the faculty grading ER).

Inclement Weather Procedure and Documentation

If the clinic is closed early or for the day due to inclement weather, the student must notify the Clinical Year Team as soon as they are made aware of any closures due to inclement weather. The student is expected to use the time off to study for their End of Rotation examination or PANCE and/or use this time to work on other clinical year assignments. The student should make a note in time tracking as described below:

Documentation If Clinic Closes Early

If clinic or cases end early, then mark the day as “Present” for the number of hours the student was present (e.g. 8am-11am) and document in time tracking under the comment section for the day, “Clinic/Cases ended early due to XXX Inclement Weather. The faculty SCPE Faculty Course Director was notified and approved remainder of day to study for EOR and/or PANCE and/or complete the following assignments XXX.”

Documentation If Clinic is Canceled

If clinic or cases were canceled and no hours were obtained for the day, then mark the day as “Not A Scheduled Workday” and document in the comment section, “Clinic/Cases canceled due to XXX Inclement Weather. The faculty SCPE Faculty Course Director was notified and approved *remainder of day to study for EOR and/or PANCE and/or complete the following assignments XXX.*”

LEAVE OF ABSENCE

Students enrolled in academic programs within the College of Health Professions are permitted to request leave of absence due to a medical condition or for personal reasons. Leave of absence for personal reasons cannot be granted if the student is not in good standing at the time the request is made. For more information, see Leave of Absence Procedure No. 13 in Appendix.

SCHEDULING AROUND PREGNANCY

In the event a student is pregnant and expects to deliver during the clinical year, they should notify the UNT Health Title IX Office (titleIX@untUNTHHealth.edu) and the DCE as soon as possible so any schedule changes around the delivery date can be accommodated. A leave of absence is an option. Questions about a LOA for reasons of pregnancy and regarding arrangements should be directed initially to the DCE and ultimately the Program Director of the UNT Health PA Studies Program and Registrar’s Office. The student should recognize that an LOA will likely delay graduation. The pregnant student is encouraged to inform their preceptors about any medical concerns during the SCPE and to avoid any hazardous exposures.

TITLE IX AND PREGNANCY

The Office for Civil Rights (OCR) in the U.S. Department of Education (ED) is responsible for enforcing laws prohibiting discrimination in federally assisted educational programs and activities. These laws include Title IX of the Education Amendments of 1972 (Title IX), which prohibits discrimination based on sex in education programs or activities. All public and private educational institutions that receive any federal financial assistance must comply with this law. OCR released a Dear Colleague Letter (DCL) that outlines the obligations of colleges and universities to accommodate pregnant and parenting students under Title IX. ED’s regulation implementing Title IX specifically prohibits discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions. The Title IX regulation also prohibits a school from applying any rule related to a student’s parental, family, or marital status that treats students differently based on their sex.

UNT Health is committed to compliance with Title IX, and to supporting the academic success of pregnant and parenting students. If you are a pregnant and parenting student (child needs documented medical care) who wishes to request reasonable related accommodations from the University, please submit the electronic form below along with appropriate medical documentation, as soon as possible prior to the

need for accommodations.

Pregnancy and Parenting Accommodations

The requirements and suggestions include:

- Schools must excuse the student's absences because of pregnancy or related concerns, including recovery from childbirth, for as long as the student's doctor deems the absences to be medically necessary.
- Absence policies in classes must accommodate pregnancy or childbirth-related absences and allow for make-up work. Specifically, OCR has explained that "a teacher may not refuse to allow a student to submit work after a deadline that she missed because of absences due to pregnancy or childbirth. Additionally, if a teacher's grading is based in part on the class attendance or participation, the student should be allowed to earn credits she missed so that she can be reinstated to the status she had before the leave.
- A school may offer the student alternatives to making up missed work, such as retaking a semester, taking part in an online course credit recovery program, or allowing the student additional time in a program to continue at the same pace and finish later, especially after longer periods of leave. The student should be allowed to choose how to make up the work.

UNT Health's Title IX office will reach out to the appropriate academic departments for parenting students who need to take their children to doctors' appointments or to take care of their sick children as long as they provide proper paper documentation from a medical provider. Students needing such an accommodation should contact the UNT Health Title IX Office as soon as possible after the missed class. For any questions, please contact the UNT Health Title IX Office at TitleIX@unthealth.edu or at (817) 735-5919.

HEALTH AND TECHNICAL STANDARDS

All candidates must meet certain health and technical standards to participate in the physician assistant educational programs. Graduation signifies the graduate is prepared for entry into the practice of medicine as a physician assistant with the requisite knowledge and skills to function in a broad variety of clinical situations and provide a wide spectrum of patient care.

All students enrolled in the Physician Assistant Studies Program curriculum must meet certain health and technical standards to fully participate in the educational programs contained in the curriculum. A candidate for the Master of Physician Assistant Studies degree must have abilities and skills in six areas: observation, communication, motor, intellectual, behavioral, and environmental. Technological compensation can be made for some disabilities in certain areas, but for the majority, the candidate should be able to perform in a reasonably independent manner. The use of a trained intermediary requires a candidate's judgment to be mediated by someone else's power of selection and observation and is not a permissible accommodation.

By enrolling in the program and initiating each subsequent course, the student is certifying to the PAS Program their ability to meet the Health and Technical Standards. For more information, see PAS Procedure on Student Health and Technical Standards.

If the student has undergone medical or surgical treatment that limits their mobility, causes an impairment, represents a potentially

hazardous condition for themselves or others, or prevents them from participating in certain clinical rotations (e.g. surgery, etc.), the student is required to notify the DCE, PD and ODA immediately. The student must provide medical documentation stating the physical limitations, required medical device, and length of time needed for the device and/or limitation to ODA. If medical limitations prevent the student from participating in a SCPE and reasonable accommodation cannot be provided, the student has the option to request a leave of absence. A letter from the student's physician(s) stating that it is safe for them to continue patient care activities may be required. For more information, see PAS Procedure on Student Health and Technical Standards.

UNT HEALTH SAFETY INFORMATION

Emergency Preparedness (on UNT Health Campus)

Incidents of crime and other serious emergencies which occur on campus requiring immediate assistance should be reported to the UNT Health Campus Police 817-735-2600 when on campus. Off-campus emergencies should be reported and called in to 911. Reports can be made on a confidential basis. Off-campus emergencies should be reported according to community standards with use of 911 as appropriate.

Emergency Plan for Building (on UNT Health Campus)

In the event of an emergency, students are advised to exit the building using the stairwells. Students should exit to the parking lot and move past the first two rows of parking to await further instruction. For locations of stairwells and exits, see <https://insite.unthealth.edu/wp-content/uploads/2023/01/IREB-overall-maps1.pdf>. PA Studies Safety Liaison and can be reached at 817-735-2301.

UNT Health Trust Line

The Trust Line has been established to help students navigate any questions or concerns they may have in a way that is impartial and puts students first. When students reach out to this safe and risk-free reporting line, they can expect to receive clear and confidential guidance regarding any inquiry. The UNT Health Trust Line is administered through a third-party, independent company, Convercent. This ensures students' confidentiality when asking questions or reporting any potential ethical, legal, and/or business conduct violations or concerns. More Trust Line information is [linked here](#). The online Trust Line reporting form is [linked here](#).

Inclement Weather Advisory (on UNT Health Campus)

In the case of inclement weather, students will be notified of any campus warnings or closures via email. For information on inclement weather procedures and notifications, see Policy 04.201 at [this link](#). For more information on evacuation plans, see [Emergency-Assembly-Areas-052019.pdf](#).

Fire Drills (on UNT Health Campus)

Fire drills are conducted on a scheduled basis for all buildings in which patient care is performed. Students on rotation in clinics should become familiar with clinic-specific fire plans and be prepared to perform assigned tasks, if any, during drills or should a real fire occur. For more information, see <https://www.UNTHHealth.edu/safety/emergency-management/fire>

Stop the Bleed Campaign

The American College of Surgeons Committee on Trauma is leading the effort to save lives by teaching the civilian population to provide vital

initial response to stop uncontrolled bleeding in emergency situations. This was accomplished by the development of a comprehensive and sustainable bleeding control education and information program targeted to civilians that will inform, educate and empower the 300+million citizens of the United States. UNT Health has adopted the *Stop the Bleed* course as its platform to train all students and university employees to immediately assist victims of active shooter and other intentional mass casualty events at the point of wounding. Students of the Master of Physician Assistant Studies will be individually trained on the use of the medical equipment in the medical kits prepositioned throughout the campus. More information on the Stop the Bleed Campaign can be found at the following link: www.bleedingcontrol.org

PREVENTION OF HAZARDOUS EXPOSURES

Students are educated throughout the curriculum on methods of prevention for hazardous exposures in healthcare such as use of universal precautions and sharps safety. Students have completed course content and obtained certificates in the following areas to prevent exposure: PPE, Fit Testing for N95 Masks, Blood Borne Pathogens, Infection Control Sharps Safety, Sterile Technique, Proper Scrub Procedures.

In addition, students have attested to the health and technical standards which outlines environmental exposures. The Health and Technical Standards state the following:

Candidates should be able to function in educational and Healthcare settings with potential exposure to chemicals, gases, biohazards and environmental allergens that may be normally present in those settings. In those settings in which biohazards and/or chemicals are present,, OSHA exposure limits and standards must be followed, including the ability to *use appropriate PPE*.

Methods of Prevention

Injuries

- Wear appropriate attire: closed-toe shoes, non-slip footwear, clothing that fits appropriately (not too loose or tight), eye-wear that does not slip/fall from face.
- Notify appropriate personnel for spills or debris on walkways.
- Perform lifts and patient transfers only if specifically trained to do so.

Universal Precautions

- Cover any open wounds/lesions.
- Always use barrier protection.
- Use gloves for protection when working with or around blood and body fluids.
- Change glove between patients.
- Use glasses, goggles, masks, shields, and waterproof gowns/aprons to protect face from splashes.
- Wash hands if contaminated and after removing gloves.
- Use resuscitation equipment and devices for mouth-to-mouth resuscitation.
- Minimize spills and spatters; use leak-proof containers.
- Decontaminate all surfaces and devices after use.
- Promptly seek medical attention and counseling if exposed to contaminated materials.

Sharps Safety

- Plan safe handling and disposal before any procedure.
- Use safe and effective needle alternatives when available.
- Choose safe sharps that are engineered with injury protection (i.e. retractable needles, blunt suture needles, safety scalpels, needleless blood transfer equipment).
- Always activate the device's safety features.
- Do not recap, shear, or break contaminated needles.
- Wear goggles/face shield and double gloves when using sharps.
- Do not pass used needles between workers.
- Do not leave sharps out where they may injure others.
- Immediately dispose of contaminated needles in properly secured, puncture-resistant, closable, leak-proof, labeled sharps containers.
- Never place your hand in a sharps container.

Hazardous Exposures

In the event of a hazardous exposure (needle stick injury, body fluid splash, etc.), students are advised to seek immediate medical treatment. Students should follow the steps below and report the incident so that prophylactic measures can be instituted. Students should not delay treatment until after completing a class, shift, or a surgery. Proper management and reporting should begin immediately. It is critical to receive treatment within the first two hours after injury. More info is linked here: [Occupational Safety Webpage](#)

Students must notify the DCE immediately via email in the event of a hazardous exposure. The student will not be penalized in any way for hazardous exposure. However, not reporting the incident immediately will result in remediation for failure to follow mandated guidelines. Proper management and reporting should begin immediately. It is critical to receive treatment within the first two hours after injury. Follow facility-specific guidelines at the SCPE clinical site. Students are instructed to go to the nearest emergency department for treatment using their own insurance if the SCPE clinical site is not equipped to handle hazardous exposure. More info is linked here: Occupational Safety [Webpage](#)

Students should follow the guidelines below:

On Campus Exposure

1. Wash the area with soap and water or flush with large amounts of water for the eyes and mouth.
2. Notify course director.
3. Keep the source of blood at the site so blood can be drawn.
4. Contact and seek care at the Student Health/Priority Care Clinic
5. Three (3) red top vials of blood should be collected from the source.

Off Campus Exposure

1. Wash the area with soap and water and flush with large amounts of water for the eyes and mouth.

2. Notify supervisor or course director immediately.
3. Keep source of blood at the site so blood can be drawn.
4. Contact and seek care at the closest source of care - Student Health, Harris Occupational Health or nearest ER.
5. Three (3) red top vials of blood should be collected from the source.

When the injury occurs outside of the Tarrant County area, students should ALWAYS follow the clinical or hospital site's infectious disease procedures and later report to Student Health or Harris Occupational Health Clinic.

Incident Report

An incident report should be completed.

- UNT Health Non-Employee Injury Reports can be found on Canvas in the MPAS PASS Day Callback Admin Course under Files > Hazardous Exposure.
- Students should fill out the UNT Health Non-employee Injury Report form to the best of their ability, then forward it to the DCE, UNT Health Director of EHS and Student Affairs:
- The UNT Health Senior Director of Environmental Health and Safety can be reached at 817-735-2253.
- UNT Health Student Affairs Office: StudAffr@unthealth.edu

Billing

If the student is unable to go to Student Health or Harris Occupational Health Clinic, the student should submit their own insurance. The institution takes financial responsibility for all hazardous exposures. Bills and claims associated with blood borne pathogen exposures should be sent to Health@UNTHealth.edu for reimbursement and payment.

More info linked here: [Occupational Safety Webpage](#)

Locations of Treatment

During Business Hours:

Priority Care Clinic

IREB First floor

3430 Camp Bowie Blvd.

Fort Worth, TX 76107

Phone: 817-735-2273

After Hours:

Any Concentra

2500 W Frwy (I-30), Suite 100

Fort Worth, TX 76102

817-882-8700

UNT Health Student Health

Student Healthcare and Insurance

All students are required to have health insurance to comply with UNT Health Policy. A school-sponsored Student Injury and Sickness Insurance Plan is provided through United Healthcare Student Resources: www.uhcsr.com or 1-866-429-4868. Information on specific policies is available in the Office of Student Affairs: 817-735-2341. The student is responsible for (1) the choice of the specific insurance policy; (2) payment of all healthcare costs, including the premium, as determined by the specific health insurance plan chosen; and (3) following the rules, regulations, and guidelines of their chosen plan. Student healthcare is available to all students at the UNT Health Student Health Clinic located Interdisciplinary Research & Education Building (IREB 105), 3430 Camp Bowie Blvd. – 1st Floor. The CVS Minute clinic adjacent to campus also accepts student health insurance. All students, regardless of their Health plan coverage, may access nursing advice and Health information 24 hours a day, 7 days a week by dialing 1-877-440-0549.

Faculty, staff, and all PA program employees do not have access to student medical records and cannot give medical advice or care to students or act as their Healthcare provider (except in a medical emergency).

Immunizations and Health Screening Requirements

All students are required to have vaccinations consistent with current CDC recommended vaccines for Health professionals, state of Texas recommendations, and UNT Health policies. UNT Health requires all students to comply with immunization and health screening requirements to protect the campus community and patients, from illness and disease. Immunizations are submitted to and maintained by the Certiphi™ database.

OFFICE OF CARE AND CIVILITY

Student Assistance Program (SAP)

Students at UNT Health have FREE, 24/7 access to virtual care services with TimelyCare. Students do not need insurance to access TimelyCare services. Download the app here (Apple/Google Play). As part of UNT Health's partnership with TimelyCare, students have access to:

- TalkNow – 24/7, on-demand emotional support, scheduled Counseling – Select the day, time and mental health provider of your choice. (nine visits per academic year)
- Psychiatry – Advanced mental health care, available upon referral from TimelyCare counselors or UNT Health Student Health. (Note – the Student Health Clinic also will continue to provide psychiatry services.)
- Self-Care Content – 24/7 access to self-care tools and resources, such as meditation and yoga sessions, helpful videos and short articles from experts.
- The National Suicide Hotline is also available to students who feel they are in a crisis, whether they are thinking about suicide, 24 hours a day, 7-days a week at 1-800-273-TALK (8255). For more information, see <https://www.UNTHHealth.edu/wellness-services/resources/for-students/>.

Substance Abuse and Self-Reporting

UNT Health strongly encourages students with substance abuse problems to seek treatment before critical incidents (e.g., arrests, usage on campus property, or intoxication in the classroom or during clinical assignments) occur. For more information, see:

<https://www.UNTHHealth.edu/wellness-services/resources/for-students/>

Zero Tolerance for Sexual Violence and Harassment

It is the policy of UNT Health to maintain a workplace and a learning environment free of sexual harassment and intimidation. Harassment of students is a violation of Section 106.31 of Title IX of the Education Amendment of 1972. Harassment of employees is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 and the Texas Commission on Human Rights Act. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment. Any sexual harassment incidents should be reported immediately to the Office of Student Affairs or the Equal Employment and Opportunity Office.

EXAMS-

End of Rotation (EOR) Exams

- Core SCPEs will include a standardized Physician Assistant Education Association End of Rotation examination:
 - Emergency Medicine
 - Family Medicine
 - Internal Medicine
 - Pediatrics
 - Psychiatry
 - Surgery
 - Women's Health

Refer to the individual SCPE syllabus for specific grading criteria. EOR Exams are normally given on the last day of the SCPE (PASS Day). The DCE must approve any exceptions. The minimum passing score for EOR exams is a scaled 70%.

Exam Security

Exam questions are secure test items; therefore, students are not permitted to view exam items before or after test delivery or to discuss them with anyone other than faculty. Discussing exam items with student(s) who have not yet taken the exam, recording information about a test in any form, receives information about a test in any form, whether solicited or not, or gives information about a test to another person in any form is considered a breach of the Student Code of Conduct and the student(s) will be subject to dismissal from the program.

Important note for exams

The student will incur a 10% score reduction of the unscaled grade for the first tardy of an EOR exam. Additional tardiness will result in a 10% reduction of unscaled grade and a remediation written assignment. Referrals (e.g., Student Affairs, PASPC, Program Director of UNT Health PA Studies, etc.) will be made as deemed necessary.

Missed Exams

In the event of an excused absence that causes the student to miss a scheduled EOR Exam, that student is required to request a make up exam in writing to the DCE within 3 days of returning from the excused absence. The student who does not take the exam as originally scheduled by the program due to an unexcused absence will result in the student receiving a failure for the missed exam. A makeup EOR exam must be rescheduled prior to the next PASS Day. The maximum score for the makeup of an unexcused missed exam will be 70%. Exceptions must be approved by the DCE.

EOR Exam Failure Reassessment Policy

The student who fails an EOR exam will be permitted one reassessment for the SCPE before the final grade is assigned. Remediation and reassessment of a failed EOR exam must be completed on or prior to the next PASS Day. Exceptions must be approved by the DCE. In the event the student fails a

reassessment of an EOR exam within a course, that student will be considered to have failed the SCPE. A failed SCPE will need to be repeated in its entirety with a passing grade at a time convenient for the program schedule during the clinical year and will result in a delayed graduation. Failure of a second SCPE during the clinical phase will result in a recommendation for dismissal from the program. The student may be charged an additional fee for EOR remediation examinations.

Remediation Prior to Retaking a Failed EOR Exam

The DCE will assign a remediation curriculum per the PA Studies Procedures Appendix G, Procedure No. 2 Remediation Procedure. The curriculum will include material missed on the EOR exam based on the PAEA exam results provided to the student but may also include additional material at the discretion of the DCE.

Course Grades after a Remediation EOR Exam Reassessment

Any student taking a reassessment of an EOR exam must pass the reassessment with a score of at least a scaled 70% to pass the SCPE. Regardless of the final EOR exam reassessment score, the maximum final grade awarded for the EOR exam will be 70%. The grade for the entire SCPE will be calculated with the weighted remediation exam score of 70%.

PROFESSIONALISM

- Professionalism violations that are referred outside of the department or are repetitive in nature may result in further sanctions, including reporting the professionalism violation to the Texas Medical Board.
- Students may be given a verbal and/or written professionalism violation reprimand before being referred to PAS SPC, Student Affairs, or CARE Team.
- All violations and actions taken will be documented in the E*Value student record as professionalism violations.
- Professionalism violations, a code of conduct violation or referral for professionalism violation will preclude the student from participating in Honors Elective SCPEs.
- For more information, see Procedure No. 18: Physician Assistant Professionalism Violation Procedure

EXAMPLES OF PROFESSIONAL BEHAVIOR

Professional behavior at the clinical site includes, but is not limited to, the following characteristics:

- Altruism: Concerned with the interests of others.
- Accountability/Work Ethic: Diligent attendance to activities and assignments; asks for additional opportunities after completion of assigned tasks.
- Responsive to Correction: Accepts constructive criticism in a positive manner. Accepts responsibility for errors or failures and makes corrective changes.
- Initiative/Independence: Takes initiative in solving problems.
- Understands Limitations: Seeks help appropriately; understands limitations.
- Duty: Positive attitude and enthusiasm for learning and work.
- Attendance: Freely accepts commitment to attend and be prompt.
- Honor/Integrity: Fair, truthful, and forthright in dealings with others.

- Respect for Others: Always demonstrates respect and sensitivity for others. Manages conflict in a positive manner and displays appropriate intellectual curiosity. Respectful toward patients, preceptors, and clinical staff.
- Collegiality: Honors others and enhances a collegial atmosphere. Displays appropriate respect for speakers or guests. Respects the opinions of others.
- Punctuality: Be at the right place at the right time.
- Mobile Phone: Personal texting, internet use and calls should be limited to emergencies only. When accessing for clinical use, verbalize this to the preceptor.
- Devices: Headphones, airpods, etc. should not be used during clinic, unless medically necessary.

CONFIDENTIALITY

Patient information must be maintained in confidence in accordance with Health Insurance Portability and Accountability Act (HIPAA) guidelines and PA Program policy. Students are bound to common confidentiality principles that are upheld in healthcare settings. Students must also abide by confidentiality requirements of affiliate institutions. In general, students should not release patient information to anyone outside of the clinical preceptor, related clinical staff, or a qualified faculty member unless they are instructed to do so by their preceptor to complete patient care tasks or by a qualified faculty member as to complete performance evaluations. In cases where students are required to produce documentation as a part of their academic performance, the student **MUST** remove all patient-identifying data in accordance with HIPAA guidelines.

Students may be required to sign a statement of understanding regarding patient confidentiality and completion of HIPAA training at a clinical site. Confidentiality also applies to ***all forms of social media***. Please refer to the UNT Health Social Media Policy for further details. Failure to maintain confidentiality may result in disciplinary action, including dismissal from the program or Texas Medical Board citations upon graduation.

STUDENT SCPE DRESS CODE

Students should present themselves in accordance with professional standards. It is the student's individual responsibility to find out what the dress code is for each SCPE and dress appropriately. This can usually be done by contacting the preceptor once assigned to the SCPE site. Students not meeting standards of dress and appearance may be denied access to patients, which will jeopardize completion of the SCPE. Violations of dress code policies could result in a failure of the SCPE and a referral to Student Affairs for unprofessional conduct and possible dismissal.

There are, however, some principles and course policies that apply to every SCPE as follows:

- Clothing should be chosen for professional appearance as well as safety.
- Clinical attire normally consists of a clean white clinic coat with the Physician Assistant Studies name plate spelling out the words "Physician Assistant Student" firmly attached to the coat and appropriate business casual attire or scrubs depending on the SCPE site.
- Clothing must cover and not expose the torso, back, pelvic area, buttock, and thighs to the knees.
- Items not permitted include sweeping sleeves, tank tops, T-shirts, backless tops, jeans, shorts, mini-skirts, denim attire, bathing attire or exposed boxer shorts and are not permitted to be worn while participating in the SCPE.
- Appropriate protective gear such as lab coats, face masks, face shields, gloves, eye goggles, and earplugs may also be required. Clinical dress may

- be altered by a clinical department, attending preceptor, or health professions setting as deemed appropriate.
- Open-toed shoes or sandals that may expose skin to spills or sharp instruments are not allowed at any time during the SCPE. Avoid wearing shoes that may slip easily on wet surfaces.
 - Personal Hygiene: Students should have good daily hygiene that includes clean teeth, hair, clothes, and body. Clothing should be clean, pressed, and in good condition. **Some clinical settings ask that persons refrain from use of scented products entirely on site due to other's sensitivity and allergies to fragrances.**
 - Fingernails: Nail enhancements such as artificial nails, wraps, tips, acrylics, gels, may not be permitted in some SCPE sites.
 - Jewelry: All jewelry should be removed in the surgical, pediatric, psychiatric, and other specialty settings as directed by the preceptor.
 - Scented Products: Students should not wear excessive perfume, cologne, aftershave, or powder.
 - Head coverings: Hats, caps, and other head coverings are not permitted, unless worn for religious or medical purposes.
 -

ACADEMIC CONCERN

The academic concern status recognizes students that may require additional assistance to successfully complete didactic phase requirements. Academic Concern status will persist through didactic and clinical phases. The procedure outlined:

1. Placement on Academic Concern status will be recommended by the PA Student Performance Committee (PA SPC) to the Program Director of UNT Health PA Studies for all clinical phase students who meet the academic and/or professionalism referral requirements described above.
 - If the Program Director of the UNT Health PA Studies Program agrees with the recommendation for placement on Academic Concern, they will send a letter to the student advising them of the change in status and restrictions of Academic Concern.
2. The DCE will notify the PA SPC Chair of the student's failure of any end of rotation exam, course failure, or professionalism issue impacting rotation performance.
 - The recommendation for Academic Concern will state the area(s) (knowledge, skills, professionalism, etc.) needing further development to support and encourage success during the clinical phase.
3. The student will meet with the DCE and PA SPC chair to discuss the following, if applicable:
 - Current academic status of the student based on the PA Studies Procedures Appendix G, Procedure No. 16. Physician Assistant Promotion, Probation, Dismissal Procedure Manual
 - Areas needing additional knowledge and skills development.
 - Remediation plan
 - Timeline of Remediation Exams/Assessments
 - Honors Elective SCPE Status
 - Academic Concern restrictions

- Referrals and resources to assist in remediation including the CAP and Care Teams
- 4. For students placed on Academic Concern during clinical phase, the student will sign the PA Studies Remediation Plan Contract and email the signed contract to the DCE and PA SPC Chair.
- 5. If the student does not fulfill the remediation plan, contract, and reassessments during the clinical phase, the PA SPC will review the case for further action.

Please refer to procedure number 16 for more information.

DUAL DEGREE INFORMATION

- Students interested in a dual degree will need to refer to the dual degree program for specific details regarding grading and completion of components outside of the PA program. Components of a dual degree that are housed in the UNT Health PA Studies Program coursework must be completed to receive the dual credit hours. A leave of absence is not allowed to complete other degrees.
- The same procedures regarding grading and completion of course and practicum requirements for the UNT Health PA Studies Program apply to dual-degree students as non-dual-degree students.
- Accommodations will not be made for dual degree students to complete course requirements for either program.

STUDENT COMPLAINTS

- CHP anonymous complaint form. You can click on [this link](#) to file an anonymous complaint online.
- Division of Student Affairs (DSA) anonymous complaint form. To file a complaint specifically with the DSA, please access the form at [this link](#).

APPENDIX A: End of Rotation Exam Information

- Core Tasks and Objectives Set Forth by the Physician Assistant Education Association (PAEA)
- <https://paeaonline.org/assessment/core-tasks-and-objectives>

The following tasks and objectives apply to each specific exam topic. Students should understand each of the following areas as they relate to the specific medical conditions noted on the seven individual End of Rotation examinations.

History Taking and Physical Examination

- Identify elements of, and need for, comprehensive and focused interviews appropriate for the age and gender of the patient, reason for visit, urgency of the problem, and patient's ability to provide history.
- Recognize and interpret pertinent historical information.
- Identify history commonly associated with specific medical conditions.
- Identify elements of, and need for, comprehensive and focused physical examinations appropriate for the age and gender of the patient, reason for visit, urgency of the problem and patient's ability to participate in the examination.
- Identify required techniques in the physical examination.
- Recognize and interpret pertinent physical examination findings when presented in written or illustrated form.
- Determine the need for other resources (e.g., past records, consultation, other members of the health care team) to expand knowledge of the patient's history.
- Interpret history and physical examination findings to differentiate one disorder from another.

Diagnostic Studies

- Demonstrate knowledge of appropriate patient and family education related to laboratory and diagnostic studies.
- Identify techniques and potential complications for common diagnostic procedures.
- Select the appropriate initial and subsequent laboratory and diagnostic studies based upon initial impressions determined from the history and physical examination or germane to the health-screening situation.
- Identify the indications for specific laboratory and diagnostic studies.
- Identify risks associated with laboratory and diagnostic studies.
- Recognize normal and abnormal values for routine laboratory and diagnostic studies.
- Interpret the results of routine laboratory and diagnostic studies.
- Select appropriate laboratory and diagnostic testing by considering and evaluating the cost, probable yield, invasiveness, and contraindications of laboratory and diagnostic studies.
- Determine if and when additional diagnostic studies are required.
- Identify laboratory and clinical studies considered to be the best for the diagnosis of certain conditions.

Diagnosis

- Determine a differential diagnosis based upon historical information, physical examination findings, and laboratory and diagnostic study findings.
- Select the most likely diagnosis based upon historical information, physical examination findings, and laboratory and diagnostic study

findings.

- Health Maintenance
- Determine appropriate counseling, as well as patient and family education, related to preventable diseases, communicable diseases, immunization schedules, and healthy lifestyles.
- Determine the appropriate history and physical examination in screening an asymptomatic patient during well-care visit based on age.
- Recognize risk factors for conditions amenable to prevention or detection in an asymptomatic individual.
- Recognize the impact of stress on health and the psychological manifestations of illness and injury.
- Recognize the effects of aging and family roles on health.
- Recognize the impact of environmental and occupational exposures on health.
- Recognize the signs and symptoms of abuse and neglect and the indications for intervention and referral.
- Identify common barriers to care.
- Identify the risks and benefits of immunizations.
- Select the appropriate laboratory and diagnostic screening studies and identify normal ranges.
- Identify growth and human development milestones.
- Match anticipatory guidance to the appropriate age level and to the sequelae it intends to prevent.

Clinical Intervention

- Select the application or technique required for common clinical interventions.
- Identify appropriate monitoring for patients after interventions, including checking for compliance, adverse events, and effectiveness.
- Recognize appropriate counseling and patient and family education related to clinical interventions.
- Identify proper referral strategies for patients to other services for clinical intervention as appropriate.
- Determine appropriate follow-up from referrals.
- Select a clinical intervention plan that is consistent with the working diagnosis. Prioritize clinical interventions in emergent, acute, and chronic care situations.
- Evaluate severity of patient condition in terms of need for medical and /or surgical referral, admission to the hospital or other appropriate setting.
- Determine appropriate surgical treatment and post-surgical/post-procedural management.
- Identify potential complications of specific clinical interventions and procedures.
- Recognize appropriate plans for patient discharge, as well as appropriate medical, surgical, and rehabilitation follow-up.
- Select non-pharmacologic modalities (e.g., physical therapy, surgery, counseling) to integrate into patient management plans.

Clinical Therapeutics

- Identify appropriate counseling and patient and family education related to a clinical therapeutic agent including drug-drug interactions.
- Identify key safety factors related to the administration of medications (oral, topical, sublingual, subcutaneous, intramuscular, rectal, otologic, vaginal, and ophthalmic).

- Recognize appropriate plans to monitor pharmacotherapy, checking for compliance, side effects, adverse reactions, and effectiveness.
- Select a clinical therapeutic plan that considers the cost, efficacy, possible adverse reactions, contraindications, and drug interactions for medications selected.
- Recognize the pharmacokinetic properties, indications, and contraindications for the use of pharmacologic agents. Apply this knowledge to the safe and effective selection and administration of medications.
- Identify side effects, adverse reactions, contraindications, precautions, therapeutic effects, and dosing of the major classes of clinically important drugs and commonly used medications.
- Identify the risks for, and signs and symptoms of, drug interactions resulting from polypharmacy in the therapeutic regimen.
- Recognize the appropriate actions to take in response to acute, specific drug toxicity.
- Modify therapeutic regimen within the context of continuing care.

Scientific Concepts

- Apply basic sciences (anatomy, physiology, microbiology, genetics, etc.) to the diagnosis and management of specific medical conditions.
- Recognize associations of disease conditions and complications through application of scientific concepts.
- Demonstrate understanding of concepts of public health in the management of the population's and an individual patient's health and well-being, as well as disease.
- Identify underlying processes or pathways responsible for a specific condition or disease.

Topic List Blueprints for each SCPE can be found at the Physician Assistant Education Association (PAEA) End of Rotation (EOR) exam website at: <http://endofrotation.org/>

Please note that the Topic List is a guide for studying and is NOT all-inclusive of the material that may appear on the EOR.

APPENDIX B: Written Assignment Formatting Criteria

- Language: The entire document, to include all source references, is to be written in the English language.
- Software: The assignment will be submitted using Microsoft Word.docx
- Font: The entire document must be in black ink, 12 point, Times New Roman
- Margins: One-inch margins at the top, bottom, right, and left of every page
- Spacing: Double-spaced, except for the reference page (refer to reference page below)
- Cover Page: Use the example cover page provided below.
- Word Count: The word count only includes the body of the text and cited references within the body of the text. Word count does not include the title page or the reference page.
- Emphasizing Words: Avoid using boldface, "quotation marks," and underlines to emphasize words. When a word needs to be emphasized, use italics but only use those italics the first time the word is used.
- Paragraphs: Indent the first line of each paragraph ½ inch. Do not add extra spaces between paragraphs.
- Justification: All paragraphs are justified to the left. The title page is center justified.
- Page Numbers: Include page numbers centered justified at the bottom of each page. Only use the number, without any accompanying words (i.e., do not use the word "Page"). Do not place a page number on the cover page, even though it is considered page one. Ensure the page numbers are the current font.
- Grammar and Spelling: Use correct punctuation, grammar, and syntax.
- Citations: Use of the American Psychological Association (APA) style is required in all writings. APA style as described in the APA Manual.
- Headers: Do not use running headers.
- Reference Page: References will be placed on a separate page from the rest of the assignment. Each assignment must include at least one reference. Do not indent the first line of each reference but do indent each line of the reference after the first line. Double space within each reference, but single space between each new reference. References should be organized alphabetically and formatted according to the guidelines in the APA Manual.
- When citing and referencing, students are required to use collegiate sources. (i.e. original peer reviewed journal articles, books. Etc.). Refrain from using Wikipedia as an original source.
- Quotation use: Avoid excessive use of quotations. When a direct quotation is necessary, use quotation marks and identify the source of the quotation with the appropriate citation, including the page number as noted in the APA Manual. Instead of using quotes, it is better to place the original author's ideas into your own words and then cite accordingly using APA style.
- Abbreviations & acronyms: All are to be spelled out in their entirety and placed in parenthesis the first time used prior to using abbreviations/acronyms in remainder of assignment (Write for the lay person to understand the content).

APPENDIX C: WRITTEN ASSIGNMENT GRADING RUBRIC

Criteria	Ratings		Met/Unmet
<p>Word count Document contained minimum word count assigned by course director (using MS word count). This excludes questions/directions, formatting, and references.</p>	<p>Met requirements</p>	<p>Did not meet requirements</p>	
<p>Timely submission Document submitted AT or PRIOR TO submission deadline determined by the course director.</p>	<p>Met requirements</p>	<p>Did not meet requirements</p>	
<p>Assignment completion Completed all tasks assigned; effort consistent with graduate-level work</p>	<p>Met requirements</p>	<p>Did not meet requirements</p>	
<p>Grammar/Spelling Assignment includes 5 or less grammatical/spelling errors</p>	<p>Met requirements</p>	<p>Did not meet requirements</p>	
<p>Must meet all requirements to complete remediation assignment successfully.</p>			

APPENDIX D: EXAMPLE TITLE PAGE FOR WRITTEN PAPERS

Must be 12-pt font, Portrait Orientation

UNT Health

Physician Assistant Studies Program

TITLE OF ASSIGNMENT (ALL CAPS)

Submitted in partial fulfillment of course requirements for MPAS XXXX

XXXX Clinical Practicum Experience By

Student Name Date submitted

APPENDIX E: HONORS ELECTIVE SCPE PROCESS

Process for Applying to Honors Elective SCPEs

(MPAS Announcements Class of? > Files > Clinical Phase Documents > Honors Elective Information)

Application Request and Letter of Understanding:

- Students will review the requirements for Honors Electives SCPEs to ensure the criteria to apply has been met.
- Submit the following via email to the DCE and cc Claudia Garcia, Senior Clinical Administrator:
 - Application Request and Letter of Understanding
 - Written Statement of Interest (500 words or less) outlining the desire to attend and reasoning as to why the student would like to be selected to attend the Honors Elective SCPE.
- SPC (Student Performance Committee) verifies that the student has no academic or professionalism issues and notifies DCE.
- Executive Committee (Program Director, Associate Program Director, DCE and Director of Academic Education) reviews the **Application Request and Letter of Understanding** and Written Statement of Interest to determine if the student meets the **UNT Health PA Studies Order of Merit Criteria** at initial screening.
- The Executive Committee determines if the student meets or does not meet the **UNT Health PA Studies Order of Merit Criteria** at the initial screening. They are subsequently notified via email by the DCE and instructed whether to proceed or not with applying to Honors Elective SCPE.
- Students approved to proceed with the Honors Elective SCPE application are to review the application process for the specified Honors Elective SCPE (MD Anderson or Yellowstone) and apply accordingly. The student is responsible for meeting the individual application deadlines.
- Students are to notify DCE and Claudia Garcia if they are accepted or denied to the Honors Elective SCPE as soon as they are notified. Usually, the site notifies the Clinical Team, but in the rare instances that they do not, it is up to the student to keep the Clinical Team informed. Lack of notifying Clinical Team could result in potentially losing the Honors Elective SCPE and/or a professionalism assignment and/or professionalism referral at the discretion of the DCE.
- Students on Academic Concern status with unfulfilled Honors Elective SCPE assignments will be reassigned to a replacement non-Honors Elective SCPE by the Clinical Team.

Applying to Individual Honor Elective Sites:

Yellowstone

- Applications open in the Fall/Spring of the first didactic year.
- Rotations usually take place in the Summer of Clinical Year.
- Students will review the requirements (**Yellowstone Student Elective Information and Application** document and **Yellowstone Elective SCPE Objectives** document) and complete the application.
- Student will email the following to PA John Bradford, Clinical Manager, Yellowstone:
 - Completed application

- Copy of liability coverage (found on Canvas MPAS PASS Day Callback and Admin Course > Files >Forms > Certificate of Coverage)
- Students applying before the Clinical Phase starts can request a copy of liability coverage from the Clinical Team.
- Student will request the following from DCE:
- A **Yellowstone Letter of Recommendation Form** acknowledging that you have/will have completed emergency medicine and surgery rotations prior to date of Yellowstone Honors elective.
 - This letter is emailed directly from DCE to PA John Bradford on university letterhead.
- Once accepted or denied, the student must notify the DCE and Claudia Garcia via email.
- The application fee for the Yellowstone Honors Elective SCPE is paid as per the Yellowstone application process. Please see their instructions for specifics surrounding fees and refunds.
- PA John Bradford will notify the student when they rotate on their Yellowstone Honors Elective SCPE. The student **MUST** confirm these dates with Claudia Garcia to ensure the required rotation pre- requisites are completed prior to the Honors Elective dates.

MD Anderson

- Because of the rotation pre-requisites for MD Anderson, students are allowed to apply for the following rotation time frames of their Clinical Phase.
 - Please check MD Anderson website for exact dates: Applications open August to November of Didactic Phase prior to starting Clinical Phase for Summer rotation time frame (June to August of Clinical Phase).
 - Applications open November of Didactic Phase to February 1 of Clinical Phase for Fall rotation time frame (September to November of Clinical Phase).
 - Applications open February to May of Clinical Phase for Winter/Spring rotation time frame (December of Clinical Phase to February-graduation year).
- Students will review the requirements.
- During the appropriate application period as per MD Anderson website, email the Office of Physician Assistant Education at paponc@mdanderson.org to initiate the application process.
- Follow the application instructions for their online portal.
- Student will email DCE and request:
- MD Anderson Letter of Recommendation Form to be completed and emailed directly from DCE to Office of PA Education paponc@mdanderson.org
- MD Anderson Supplemental Application Form that states requirements will be met prior to rotation start. This Form will be sent to the student to upload with their application.
 - Once accepted or denied, the student must notify the DCE and Claudia Garcia via email.
 - Once the DCE is notified, they will complete a MD Anderson Proof of Enrollment Letter for the student to submit with their remaining acceptance documents.
- MD Anderson will notify the student when they rotate on their MD Anderson Honors elective. The student **MUST** confirm these dates with Claudia Garcia to ensure the required rotation pre-requisites are completed prior to the Honors Elective SCPE dates.



COLLEGE OF HEALTH PROFESSIONS

Procedure Manual

UNT Health Fort Worth PA Studies Program

Effective Date: April 01, 2020

Revision Date(s): February 01, 2022

Reviewed Date(s): July 01, 2022

ADMINISTRATIVE AUTHORITY

Lauren Dobbs, MMS, PA-C, Program Director & Department Chair

RESPONSIBLE UNIVERSITY DEPARTMENT/DIVISION

J. Glenn Forister, PhD, PA-C

Dean and Professor

College of Health Professions

UNT Health Fort Worth

3430 Camp Bowie Blvd, Fort Worth, TX 76107

Ft. Worth, Texas 76107

This manual contains the key procedures for **Physician Assistant Studies Program**.

This procedure manual is provided to maintain equitable and efficient operations and to reflect best practices. The goal of this manual is to have one document to reference procedures in relation to UNT Health policies. This manual will be updated on a regular basis.

Procedure No. 1: Physician Assistant Deceleration Procedure

Procedure Statement

The Physician Assistant Studies Program does not allow for deceleration of students from one cohort to another.

Reason for Procedure

The purpose of this procedure is to state the Physician Assistant Studies Program's stance on deceleration of students within the program.

Area of Responsibility

The UNT Health Fort Worth Physician Assistant Studies Program

Procedure Details

The Physician Assistant Studies Program does not allow for deceleration of students within the PA Program.

Related Policies and References

Physician Assistant Promotions, Probation, and Dismissal Procedure Manual
Physician Assistant Remediation Procedure

Definitions

Deceleration: "Deceleration" is defined as the loss of a student from the entering cohort, who remains matriculated in the Physician Assistant Studies Program.

Online Forms

None

Procedure No. 2: Physician Assistant Course Remediation

Procedure Statement

Students enrolled in the Physician Assistant Studies (PAS) Program must meet the academic and professional standards established by the PAS Program to progress through the didactic and clinical phases of the program. Physician Assistant Studies (PAS) students who fail a course in the didactic or clinic phase of training must both successfully remediate the failed course and remain otherwise eligible to continue in the PAS Program.

Any PAS student who successfully remediates a failed course in the didactic phase will be placed on Academic Probation. Any PAS student who unsuccessfully remediates a failed course is subject to dismissal. Students enrolled in the PAS Program are allowed one remediation attempt during the didactic phase and one remediation attempt during the clinical phase.

Reason for Procedure

The purpose of this procedure is to provide guidelines for remediation after course failure for all students enrolled in the PAS Program.

Area of Responsibility

Responsible party

Responsible party	Procedure detail section
PAS Student	1, 4, 5, 7, 8, 9
Course Director	2b, 3, 6
Physician Assistant Student Performance Committee (PASPC)	2a, 3, 5, 6
Director of Academic Education (DAE)	2, 3
Director of Clinical Education (DCE)	2, 3
Registrar	6, 10

Procedure Details

1. Any PAS student who receives a failing grade for a course and does not meet other criteria for dismissal must remedy the failing grade to passing or be subject to dismissal from the PAS Program.
 - a. A PAS student may fail a didactic or clinical course for reasons including, but not limited to, failed academic progress, professionalism violation, or poor course attendance as defined in the syllabus and/or the UNT Health Student Code of Conduct and Civility.
 - b. Failing grades on assessments, OSCEs, and other evaluations within a course may be remediated under the direction of the Course Director.
2. The Course Director will establish a remediation plan and timeline with guidance from the PASPC, DAE or DCE.
 - a. The PASPC will assist the Course Director in the identification of resources to improve student academic and/or professional performance. The PASPC will also monitor student progress during the remediation process.
 - b. A remediation plan may include, but is not limited to:
 - i. Reading assignments
 - ii. Written completion of instructional objectives developed to target deficiencies identified during review of failed exam
 - iii. Written response to selected exam items with reference citations
 - iv. Written self-reflection exercises
 - v. Individual faculty-led tutoring (especially skills-related deficiencies)
 - vi. Additional clinical practice experience, which may require repeating an entire rotation
 - vii. Simulation training or work with Standardized patients

- viii. Assignment of additional practice questions from an outside source (i.e. ExamMaster™)
3. The remediation of a failing course grade will be assessed by a method equivalent to course assessments failed by the student (i.e. administration of a comprehensive equivalency examination, OSCE, repeating a clinical practicum, etc.).
4. A PAS student can only remediate one course failure during the didactic phase and one course failure during the clinical phase.
5. Potential violations of the UNT Health Student Code of Conduct and Civility (“The Code”) will be referred to the Student Affairs Office. If found to be in violation, a PAS student may receive a failing grade that is subject to remediation.
6. A PAS student who is required to remediate a failed didactic course will be placed on Academic Probation.
7. Successful course remediation will result in a recorded grade of “C” in a graded course and “Pass” in a Pass/No Pass course on the transcript.
8. A PAS student who does not successfully remediate a failed didactic or clinical practicum will be subject to dismissal.
9. A PAS student who does not complete a remediation plan by the assigned due date will be subject to dismissal.
10. The PAS student’s official transcript will reflect the outcome of remediation, to include the failing grade, the passing grade due to remediation, and the Academic Probation status. Only the remediated grade will be reflected in the GPA calculation.

Related Policies and References

Physician Assistant Graduation Requirements

Physician Assistant Professionalism Violation Procedure

Physician Assistant Promotion, Probation, and Dismissal Procedure Manual

UNT Health Student Code of Conduct and Civility (“The Code”)

Definitions

1. Academic Probation. “Academic Probation” serves as notice to the student that their continued enrollment is in jeopardy.
2. Remediation. “Remediation” refers to activities designed to remedy a failed course grade due to an academic or professional violation.
3. Successful course remediation. “Successful remediation” means completion of all assigned remediation activities within the established timeline and achievement of a passing grade on reassessment. Successful remediation of a failed didactic or clinical course will result in a grade of “C” in a graded course and a “Pass” in a Pass/No Pass course.
4. Unsuccessful course remediation. “Unsuccessful remediation” means either failure to complete all assigned remediation activities within the established timeline or earning of a failing score on reassessment.

Online Forms

UNT Health PA Studies Remediation Agreement

History

Revision Date(s): August 1, 2021: Definitions were changed to Successful *course* remediation and Unsuccessful *course* remediation. The UNT Health PA Studies Remediation Agreement was added to the “Forms/Online Processes” section.

Procedure No. 3: Physician Assistant Applicant Review, Interview, Selection

Procedure Statement

The Physician Assistant Studies (PAS) Program employs a holistic three-step admissions process, aligning with The UNT Health Fort Worth (UNT Health) Notice of Non-Discrimination. This process aims to identify competitive applicants who fulfill admission criteria and exhibit the greatest potential for success within the program. The three essential steps are applicant review, applicant interview, and applicant selection. Only those who have actively participated in the entire admissions process are eligible for enrollment.

Reason for Procedure

The purpose of this procedure is to specify the process by which students are admitted to the Physician Assistant Studies Program at The UNT Health at Fort Worth.

Area of Responsibility

Responsible party	Procedure detail section
Applicant	1, 2, 4
Office of Admissions and Recruitment	1, 2, 4
PAS Admissions Committee	2, 3
PAS Program Director	3,4
CHP Dean	3
PAS Admissions Committee Chair	4

Procedure Details

The admissions process for the PAS Program involves three essential steps, ensuring a thorough evaluation of applicants.

1. **Applicant Review.** Based on guidelines provided by the PAS Department, the Office of Admissions and Recruitment (OAR) reviews each verified application received on or before the posted deadline for eligibility requirements. A verified application is a designation assigned by the Centralized Application Service for Physician Assistants (CASPA). Verified applications that meet all eligibility requirements are screened by the OAR for preferred criteria. Verified applications are advanced for file review for possible interview selection based on meeting preferred criteria. The OAR validates each application for achievement of minimum admission requirements and eligibility for interview. All application materials, transcripts, letters of recommendation, and fees must be submitted on or before the posted deadline. Applications submitted after the posted deadline will not be considered.
2. **Applicant Interview.** Applicants are selected for an admissions interview based on a holistic review of the application. Interviews are structured using a Multiple Mini Interview (MMI) process. Applicants who fail to appear for a scheduled admission interview will be denied admission.
3. **Applicant Selection.** Applicants will be evaluated by the PAS-ADM Committee. The PAS-ADM Committee recommends acceptance or denial of admission to the PAS Program. Recommendations for admission will be based on the applicant's qualification as verified through the admissions process. Accepted applicants for admission may be admitted on a provisional basis, pending completion of remaining admissions verifications. No applicant will be admitted to the PAS Program on a probationary basis. All admission decisions are subject to final approval by the PAS Program Director, College of Health Professions (CHP) Dean, or their designee.

Deferred Admission. Applicants accepted into the PAS Program may request one-year deferral of admission submitting a written petition (i.e., postal mail, faxed copy, or email with an attached copy) to the OAR. The written petition must indicate the rationale for the request and describe activities that are planned for the year. All petitions must be submitted prior to July 1 of the summer preceding the original matriculation date. Any petitions requesting

deferral for longer than one year will not be considered. The OAR will forward requests for deferred admission to the PAS-ADM Committee Chair and PAS Program Director for review, which will be considered on a case-by-case basis. If deferred admission is granted by the PAS-ADM Committee Chair and PAS Program Director, the OAR will provide a written commitment to hold a place for the applicant in the next entering class. The applicant is not considered to be a Physician Assistant Student and is not eligible for school resources during deferment. If deferred admission is denied by the PAS-ADM Committee Chair and PAS Program Director, the OAR will provide a written notification to the accepted applicant, at which point the applicant may choose to either matriculate with the class in which they were accepted or deny the offer of admission to the program.

Related Policies and References

UNT Health Notice of Non-Discrimination
Physician Assistant Advance Placement and Course Waivers
Physician Assistant Deferred Matriculation
Physician Assistant Prerequisite Admission Requirements
Physician Assistant Transfer Of course Credit

Definitions

1. CASPA. "CASPA" stands for Centralized Application Service for Physician Assistants. It is a full-service, web-based application system providing prospective students with the ability to apply to multiple participating PA programs with a single application and facilitating a streamlined admissions process for programs.
2. Applicant. "Applicant" means a person who has submitted a verified application for admission into the Physician Assistant Studies Program using approved processes and who has paid the required non-refundable application processing fees.
3. Deferred Matriculation. "Deferred Matriculation" means the matriculation of an applicant who has accepted an offer of admission and intends to enroll but has elected to change their original matriculation term to a future term.
4. Holistic. "Holistic" means a flexible individualized method of assessing an applicant's capabilities by which balanced consideration is given to applicants' experiences, attributes, and academic metrics. A holistic approach considers the "whole" applicant, rather than disproportionately focusing on any one factor.
5. MMI. "Multiple Mini Interview" is a type of interview designed to assess skills that cannot be measured by standardized exams or transcripts.

Online Forms

Centralized Application Services for Physician Assistants (CASPA)

History

Revision Date(s): 05/01/2024: The "three step" review process was created and deferred matriculation section was expanded on. Definitions "MMI" and "Holistic" were added.

Procedure No. 4: Physician Assistant Student PA Awards

Procedure Statement

The Physician Assistant Studies Program encourages student achievement through recognition of exceptional academic and professional performance.

Reason for Procedure

The purpose of this procedure is to establish guidelines for PA Studies Awards which recognize outstanding achievement in the didactic and clinical phases of the program.

Area of Responsibility

Physician Assistant Studies Program

Procedure Details

1. Dean's List: Placement on the Dean's List occurs when a PA student achieves a semester grade point average of 3.51 or greater for a semester that is primarily didactic. Due to the varying experiences during clinical practica, Dean's List recognition is not awarded for clinical practica. A student who has been placed on academic or disciplinary probation for any reason during their enrollment is not eligible for Dean's List recognition.
2. Graduation with Honors: Students may be awarded "Honors" upon graduation if their overall grade point average is greater than or equivalent to 3.51 on a 4.0 scale. No graduate who has failed a course or rotation, or who has not been enrolled as a full-time student, or who has been placed on academic or disciplinary probation during their enrollment can receive a degree with honors. No more than 20% of a single graduating class will be awarded "Honors" at graduation.
3. Outstanding Achievement in Physician Assistant Studies Awards: These awards recognize exceptional academic and clinical performance based on participation in related activities and demonstrated commitment to learning and the PA profession. The Director of PA Studies makes the final determination of these award winners.
4. Pi Alpha: Pi Alpha is the national Physician Assistant honor society organized for the promotion and recognition of both PA students and graduates. Membership signifies the inductees' significant academic achievement and honors them for their leadership, research, community/professional service and other related activities. Student membership requires a minimum GPA of 3.5 on a 4.0 scale and demonstrated excellence in research, publishing, community/professional service, or leadership activities.

Related Policies and References

None

Definitions

See procedure details section.

Online Forms

The student is responsible for updating their personal information in the performance tracking software and applying for awards in the Spring of their graduation year in order to be eligible for award consideration.

History

Revision Date(s): 04/01/2020

Procedure No. 5: Physician Assistant Clinical Site Selection

Procedure Statement

The Physician Assistant Studies Program will strive to maintain high quality clinical sites. Prior to the activation of a clinical site, the Clinical Team will assess the site's abilities to meet the educational and training goals of the course and the number of students that can be assigned in each academic year. Clinical sites that do not meet the minimum educational requirements for PA students shall be removed from the approved list of clinical sites. The PA student is not required or encouraged to arrange, provide, or solicit their own clinical rotation sites.

Reason for Procedure

The purpose of this procedure is to outline the process regarding selecting and maintaining high quality clinical sites in accordance with ARC-PA (Accreditation Review Commission on Education for the Physician Assistant) guidelines for the students enrolled in the clinical phase of The UNT Health Fort Worth Physician Assistant Studies Program.

Area of Responsibility

Clinical Team

Procedure Details

1. The Clinical Site Coordinator is responsible for collecting and compiling information on clinical sites. Clinical rotation sites shall be evaluated for overall suitability based upon:
 - Location and type of clinical practice provided.
 - Demographics of the population served.
 - Formal education, training and experience of the physician supervisor/preceptor(s).
 - Preceptor commitment to goals and objectives of the rotation.
 - Preceptor's knowledge of the Physician Assistant role and profession.
 - Adequacy of physical facilities for teaching and study.
 - Preceptor willingness to participate in instruction and supervision of students.
 - Preceptor willingness to provide written/verbal evaluations of student's performance.
 - Sufficiency of patients to provide adequate student experiences.
 - The presence of a practicing PA on site as a role model (not a requirement).
2. A record of approved clinical sites will be maintained and updated on an ongoing basis.
3. PA student evaluations of preceptors and sites will be collected and reviewed annually.

Related Policies and References

None

Definitions

1. Director of Clinical Education (DCE). “Director of Clinical Education” is a faculty member who develops, maintains, oversees, and ensures adequacy and appropriateness of all clinical experiences to ensure they are in accordance with ARC-PA standards as well as program outcomes and goals.
2. Senior Administrative Coordinator (SAC). “Senior Administrative Coordinator” is an employee who is a high-level administrator that provides support to the DCE and oversees student rotations.
3. Clinical Site Coordinator (CSC). “Clinical Site Coordinator” is an employee who is responsible for recruiting, scheduling and maintaining clinical education sites.
4. Clinical Site. “Clinical site” is any place where PA Student clinical education occurs that is outside the normal classroom or simulation lab environment.
5. Clinical Team. “Clinical Team” is the departmental team comprised of the DCE, CSC, and SAC.

Online Forms

Performance Tracking Software

History

Revision Date(s): 04/01/2020

Procedure No. 6: Physician Assistant Student Employment

Procedure Statement

Students enrolled in the Physician Assistant Studies Program are discouraged from obtaining or maintaining employment while enrolled. Physician Assistant students are expected to give attendance to classes and to clinical practicum assignments priority over employment. Physician Assistant students may not be employed to perform medical or patient care related services at any private or public medical practice, clinic, or institution, during any time in which they are under the sponsorship of the Physician Assistant Studies Program and assigned to that practice, clinic, or institution as a student. If by chance a student is employed at a particular clinic or health care institution for any reason, that student may not be placed at that clinic or institution for any of their clinical practica. Students are not required to work for the PA program.

Reason for Procedure

The purpose of this procedure is to establish guidelines regarding students that are employed during their enrollment in The UNT Health Fort Worth Physician Assistant Studies Program.

Area of Responsibility

Physician Assistant Studies Program

Procedure Details

1. Students will not be afforded special consideration due to employment when making clinical practicum assignments.
2. Students who fail to meet the expectations during the didactic or clinical practicum phases of the educational program, due to employment conflicts could lead to dismissal from the program.
3. Students must not substitute for or function as instructional faculty or clinical staff or administrative staff while they are a student in any phase of the PA Program.

Related Policies and References

Physician Assistant Promotions, Probation, Dismissal Procedure Manual
Physician Assistant Student Involvement in Patient Care Related Activities

Definitions

None

Online Forms

None

History

Revision Date(s): 04/01/2020

Procedure No. 7: Physician Assistant Prerequisite Admission Requirements

Procedure Statement

All enrolled students must have participated in the competitive admissions process. All completed coursework will be considered in the admissions process. Prerequisite requirements cannot be waived. Exceptions are not permitted. Prerequisite coursework and degree requirements must be completed at colleges and universities located within and accredited by regional accrediting agencies in the United States. The minimum amount of semester credit hours may not be waived. All prerequisite courses must have been completed with a grade of “C” (2.0 on 4.0 scale), “Pass” or higher. Prerequisite science courses must be designed for science majors. Prerequisite courses cannot be used simultaneously to meet more than one prerequisite.

Reason for Procedure

The purpose of this procedure is to define the prerequisite requirements for applicants seeking admission to the Physician Assistant Studies (PAS) Program at UNT Health Fort Worth (UNT Health).

Area of Responsibility

Responsible Party	Procedure Detail section
PAS Admissions Committee	1, 3
Applicant	1,2,3
Office of Admissions and Recruitment	3,4

Procedure Details

1. Applicants seeking admission to the PAS Program can find detailed information about the prerequisite coursework and degree requirements on the PAS Program’s Admissions Information webpage.
2. Prerequisites must be completed at a regionally accredited college or university in the United States. Foreign coursework is not accepted.
3. The Office of Admissions and Recruitment (OAR) cannot provide transcript evaluations. Applicants are responsible for confirming that prerequisite requirements have been satisfied.
4. Applicants with questions about whether a particular course satisfies one of the prerequisite coursework requirements should submit a request for consideration of the coursework as a prerequisite substitution to the OAR. Prerequisite coursework substitution requests for courses that do not carry the same name or that were delivered by an atypical academic department are forwarded to the Physician Assistant Studies Admissions (PAS-ADM) Committee for review. Coursework substitutions are considered on a case-by-case basis. The PAS-ADM Committee reserves the right to approve or deny any prerequisite course work substitution requests.

Related Policies/Procedures and References

Physician Assistant Applicant Review, Interview, and Selection

Physician Assistant Transfer Of Course Credit

Physician Assistant Advance Placement and Course Waivers

Definitions

none

Online Forms

All admission requirement updates are posted on The UNT Science Center Fort Worth Physician Assistant Studies Program Admission Information

webpage.

History

Revision Date(s): 05/01/2024

Procedure No. 8: Physician Assistant Involvement in Patient Care Activities

Procedure Statement

Physician Assistant students may not be given responsibility for patient care that exceeds their capabilities as a student, or that violates other legal restrictions. Students may not take the responsibility or place of qualified staff. Involvement in patient care is permitted only when authorized by the preceptor or faculty member. Assigned patient care activities should not exceed the student's stage of learning or clinical knowledge. Under no circumstances should assigned patient care related activities exceed those which a graduate physician assistant would otherwise be directed to perform. While the Physician Assistant Studies Program will consider personal and cultural values, ethics and religious beliefs of the students, patient Health and the mission of the institution will not be impacted as a result of such beliefs.

Reason for Procedure

The purpose of the procedure is to establish guidelines regarding student participation in patient care activities while in enrolled in The UNT Health Fort Worth Physician Assistant Studies Program.

Area of Responsibility

Responsible Party	Procedure Detail section
Students	1, 4, 5-7
Faculty	2, 3, 6

Procedure Details

1. Students must be able to demonstrate the ability to meet the Health and technical standards.
2. Student preceptors may not permit PA students to perform any medical service or function without appropriate supervision. Supervision in the clinical setting is defined as the preceptor being physically present or immediately available to provide guidance.
3. After demonstrating proficiency, students may be permitted to undertake additional defined patient care activities under the appropriate supervision and direction of their assigned preceptor.
4. PA students are required to complete HIPAA training prior to any patient contact activities. Students may not release confidential patient information to anyone outside of their clinical preceptor or a qualified faculty member.
5. Students must follow the protocol for "patient notification of student status" and "dress code" as outlined in the SCPE Student Handbook regarding badge and white lab coat wear during clinical rotations. They must take all reasonable steps to disclose their status as a "physician assistant student" while performing patient care related activities.
6. Treatment and care will be provided to persons in need in accordance with the [UNT Health Non-discrimination Policy](#).

7. Under some circumstances concerning environmental, chemical, and hazardous exposures, the PA student may be asked to make an informed decision concerning their continued participation in that SCPE and the resulting ramifications to their program completion.

Related Policies and References

UNT Health Electronic Protected Health Information HIPAA Compliance Policy

Physician Assistant Student Employment

Physician Assistant Student Service Work

Physician Assistant Health and Technical Standards

Definitions

1. Patient care related activities. "Patient care related activities" means permitted activities to include direct patient care and access to patient care related information under the supervision and direction of a qualified preceptor or faculty member. Under no circumstances is the student permitted to write patient care orders independently.
2. SCPE. "SCPE" means Supervised Clinical Practice Experience.

Online Forms

SCPE Student Handbook

History

Revision Date(s): 04/01/2020

Procedure No. 9: Physician Assistant Transfer Of Course Credit

Procedure Statement

The Physician Assistant Studies Program (PAS) does not admit transfer students or accept transfer of course credit from other PAS programs.

Reason for Procedure

The purpose of this procedure is to establish guidelines for admitting transfer students or accepting transfer of course credit(s) from other PA programs.

Area of Responsibility

The UNT Health Fort Worth PAS Program.

Procedure Details

The Physician Assistant Studies Program does not admit transfer students or accept transfer of course credit from other PA programs.

Related Policies/Procedures and References

Physician Assistant Advance Placement and Course Waivers
Physician Assistant Applicant Review, Interview, and Selection
Physician Assistant Prerequisite Admission Requirements

Definitions

None

Online Forms

None

History

Revision Date(s): 05/01/2024

Procedure No. 10: Physician Assistant Student Service Work

Procedure Statement

Physician Assistant students may not be given responsibility for patient care that exceeds their capabilities as a student, or that violates other legal restrictions. Students may not take the responsibility or place of qualified staff. Involvement in patient care is permitted only when authorized by the preceptor or faculty member. Assigned patient care activities should not exceed the student's stage of learning or clinical knowledge. Under no circumstances should assigned patient care related activities exceed those which a graduate physician assistant would otherwise be directed to perform. While the Physician Assistant Studies Program will consider personal and cultural values, ethics and religious beliefs of the students, patient Health and the mission of the institution will not be impacted because of such beliefs.

Reason for Procedure

The purpose of the procedure is to establish guidelines regarding student participation in patient care activities while in enrolled in The UNT Health Fort Worth Physician Assistant Studies Program.

Area of Responsibility

Responsible Party	Procedure Detail section
Students	1, 4, 5-7
Faculty	2, 3, 6

Procedure Details

4. Students must be able to demonstrate the ability to meet the Health and technical standards.
5. Student preceptors may not permit PA students to perform any medical service or function without appropriate supervision. Supervision in the clinical setting is defined as the preceptor being physically present or immediately available to provide guidance.
6. After demonstrating proficiency, students may be permitted to undertake additional defined patient care activities under the appropriate supervision and direction of their assigned preceptor.
8. PA students are required to complete HIPAA training prior to any patient contact activities. Students may not release confidential patient information to anyone outside of their clinical preceptor or a qualified faculty member.
9. Students must follow the protocol for "patient notification of student status" and "dress code" as outlined in the SCPE Student Handbook regarding badge and white lab coat wear during clinical rotations. They must take all reasonable steps to disclose their status a "physician assistant student" while performing patient care related activities.

10. Treatment and care will be provided to persons in need in accordance with the [UNT Health Non-discrimination Policy](#).

11. Under some circumstances concerning environmental and chemical exposures, the PA student may be asked to make an informed decision concerning their continued participation in that SCPE and the resulting ramifications to their program completion.

Related Policies and References

UNT Health Electronic Protected Health Information HIPAA Compliance Policy

Physician Assistant Student Employment

Physician Assistant Student Service Work

Physician Assistant Health and Technical Standards

Definitions

3. Patient care related activities. "Patient care related activities" means permitted activities to include direct patient care and access to patient care related information under the supervision and direction of a qualified preceptor or faculty member. Under no circumstances is the student permitted to write patient care orders independently.
4. SCPE. "SCPE" means Supervised Clinical Practice Experience.

Online Forms

SCPE Student Handbook

History

Revision Date(s): 04/01/2020

Procedure No. 11: Physician Assistant Health and Technical Standards

Procedure Statement

The Physician Assistant Studies (PAS) Program provides specific Health and technical standards that all enrolled students must meet and maintain to actively participate in the educational components of the curriculum. Applicants pursuing a physician assistant degree must have abilities and skills in six areas: Observation, Communication, Motor, Intellectual, Behavioral and Environmental. While technological accommodations can address some disabilities in certain areas, applicants should perform in a reasonably independent manner. The use of a trained intermediary, which relies on someone else's power of selection and observation, is not a permissible accommodation.

1. **Observation:** Observation requires the functional use of vision and somatic sensations. The applicant must be able to observe demonstrations and experience lessons in the basic sciences including, but not limited to, physiological and pharmacological demonstrations, microbiologic cultures, and microscopic studies of tissues in normal and pathologic states. An applicant must be able to observe a patient accurately at a distance and close at hand. Observation is enhanced by functional use of the sense of smell.
2. **Communication:** An applicant must exhibit interpersonal skills to enable effective caregiving of patients, including the ability to communicate effectively in person and in writing with all members of a multidisciplinary Health care team, patients, and those supporting patients. This communication allows for information gathering and observation of changes in mood, activity, posture, and perceived nonverbal communication.
3. **Motor:** Applicants should have sufficient motor function to elicit information by palpation, auscultation, percussion, and other diagnostic and therapeutic maneuvers and procedures. An applicant should be able to execute movements which are reasonably required to provide general care and emergency treatment to patients. Motor function requires coordination of both gross and fine muscular movements, equilibrium, and tactile and visual assessment.
4. **Intellectual:** Applicants should possess conceptual, integrative, and quantitative abilities. These include obtaining measurements and performing calculations, reasoning, analysis, and synthesis. Problem-solving, the critical skill demanded of physician assistants, requires all these intellectual abilities. In addition, applicants should be able to comprehend three-dimensional relationships and to understand spatial relationships of structure.
5. **Behavioral:** Applicants should be able to demonstrate full use of their intellectual capacity, sound judgment, and capability to care for patients in a mature, sensitive, and effective manner. Applicants must be able to function effectively under stress. They must be able to adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent to the clinical care of patients. Compassion, integrity, interpersonal skills, interest, and motivation are all personal qualities that are considered during the admission and education process.
6. **Environmental:** Applicants should be able to function in educational and Healthcare settings with potential exposure to chemicals, gases, biohazards, and environmental allergens that may be normally present in those settings. In those settings that require exposure to biohazards and/or chemicals, OSHA exposure limits and standards must be followed, including ability to use appropriate PPE.

Reason for Procedure

The purpose of this procedure is to establish the requirements regarding the Health and technical standards for students' enrollment in and progression through the Physician Assistant Studies Program at The UNT Health at Fort Worth.

Area of Responsibility**Responsible party**

Student

Division of Student Affairs

Procedure detail section

1, 2

3

Procedure Details

1. Students seeking enrollment into the PAS Program must sign a statement indicating they have read and understand the Health and Technical Standards requirements and are in compliance with them.
2. Students returning from a medical leave of absence are required to submit documentation, including a physician's statement of compliance with the PAS Program Health and Technical Standards requirements.
3. Requests for accommodation under Americans with Disabilities Act (ADA) rules are referred to the Division of Student Affairs for review and a recommendation.

Related Policies and References

Americans with Disabilities Act Policy

Physician Assistant Program Applicant Review, Interview, and Selection

Physician Assistant Prerequisite Admission Requirements

Physician Assistant Advance Placement and Course Waivers

Definitions

1. ADA. "ADA" stands for Americans with Disabilities Act. It prohibits discrimination against people with disabilities in several areas, including employment, transportation, public accommodations, communications, and access to state and local government programs and services.

Online Forms

None

History

Revision Date(s): 02/25/2025

Procedure No. 12: Physician Assistant Advance Placement and Course Waivers

Procedure Statement

The Physician Assistant Studies Program does not award advance placement and course waivers to students accepted into the PA program.

Reason for Procedure

The purpose of this procedure is to establish guidelines regarding the awarding of advance placement and course waivers for students enrolled in the Physician Assistant Studies Program.

Area of Responsibility

The PAS Program at The UNT Health at Fort Worth.

Procedure Details

The PAS Program does not award advance placement or course waivers to students accepted into the PAS Program.

Related Policies and References

Physician Assistant Applicant Screening, Review, and Selection

Physician Assistant Prerequisite Admission Requirements

Physician Assistant Transfer of Course Credit

Definitions

None

Online Forms

None

History

Revision Date(s): 05/01/2024: added related policies/references. The PAS Program does not award advance placement or course waivers to students accepted into the PAS Program.

Procedure No. 13: Physician Assistant Leave of Absence

Procedure Statement

Students enrolled in academic programs within the College of Health Professions are permitted to request leave of absence due to a medical condition or for personal reasons. Upon completion of the leave of absence, the student must request readmission to the academic program in writing. Leave of absence for personal reasons cannot be granted if the student is not in good standing at the time the request is made. Leave of absence requires approval of the Dean of the College of Health Professions. After consultation with the student and upon recommendation from the respective director of the academic program in which the student is seeking re-enrollment, the Dean will determine if readmission after completion of leave of absence is approved. Upon return from leave of absence, the returning student may be required to affirm continued compliance with Health and technical standards of their respective academic program. Students returning from leave of absence may be required to complete additional coursework or testing to meet academic requirements of the respective program to which they are returning.

Reason for Procedure

The purpose of this procedure is to establish guidelines regarding leave of absence requests for students enrolled in the College of Health Professions.

Area of Responsibility

Responsible party	Procedure detail section
Student	1-6
Director, CHP	2, 5
Dean, CHP	5-8
Registrar	2, 6 , 7

Procedure Details

1. Leave of absence requests must be made in writing.
 - a. If the leave is due to a medical condition, the request must be accompanied by documentation from a licensed Healthcare professional. Documentation supporting leave for medical reasons must describe the nature of the medical need and the estimated length of time needed.
 - b. If leave is due to personal reasons, the student must be in good standing, and the request must be accompanied by documentation from the student describing the reason and the estimated length of time needed for resolution. Leave of absence for personal reasons will not be granted if the sole purpose for taking the leave of absence is to avoid a failing grade or placement on Academic Probation.
2. A student taking leave of absence must submit a notification to the Office of Student Affairs indicating the date of withdrawal and the date the student expects to return, if approved by the respective academic program, to resume classes or clinical rotations.

3. Upon returning from leave of absence, regardless of the reason, the student must petition for readmission in writing. Depending on the reason, the returning student may be required to submit additional documentation supporting their ability to resume a full academic load in their respective program.
4. The returning student should not present a Health hazard to themselves or others in healthcare or academic environments. Documentation may be required to confirm the student continues to meet the Health and Technical Standards of the academic program. Students returning from leave of absence may be required to reaffirm they meet immunization and Health screening requirements.
5. Students returning from leave of absence may be required to complete additional coursework or testing to meet academic requirements of the respective program to which they are returning. The Dean should consult with the Program Director to confirm any additional requirements. To sustain congruity of learning in the program or to remediate learning deficiencies, the academic program may require a returning student to accomplish a revised academic schedule. A revised schedule may include, but will not be limited to, repeating courses, auditing courses, and/or completing new courses and/or assessments. The purpose of the revised schedule should be to prepare the student to resume progress in the program, to complete remaining courses or activities in the program, and/or to improve the student's chances for success in the program. A student may be required to repeat all or a portion of previously completed portions of the curriculum upon their return. The director of the respective academic program retains approval over any requirements that are part of an approved remediation plan or a revised academic schedule.
6. If readmission is approved, the student shall be reinstated under conditions that are contained in an approved readmission plan. Failure of the student to accept an approved readmission plan may result in the student's dismissal from the respective program.
7. A returning student is normally readmitted in good standing unless placement on Academic Probation is a condition for continued enrollment under an approved readmission plan. The returning student may be placed on Academic Probation if required for readmission by their respective program.
8. Leave of absence of greater than 1 year will not normally be approved.

Related Policies and References

Americans with Disabilities Act

Behavior Intervention and Withdrawal

Student Code of Conduct and Civility ("The Code")

Physician Assistant Remediation

Physician Assistant Health and Technical Standards

Physician Assistant Graduation Requirements

Physician Assistant Promotions, Probation, and Dismissal Procedure Manual

Definitions

1. Dismissal: “Dismissal” means the student is no longer eligible to attend courses in the academic program’s curriculum. A Dismissed student is not eligible for graduation.
2. Good Standing: “Good standing” requires a cumulative GPA of ≥ 3.0 in the DPT program and is defined in the PA procedure 15.413 CHP – Physician Assistant Promotions, Probation, and Dismissal.
3. Readmission: “Readmission” means reinstatement into the academic program under specified terms and conditions that may include additional requirements for success.

Online Forms

None

History

Revision Date(s): 04/01/2020

Procedure No. 14: Physician Assistant Grade Appeals

Procedure Statement

Students enrolled in the Physician Assistant Studies (PAS) Program are responsible for meeting the standards of academic performance established for each course in which they are enrolled as well as requirements for completion of their academic program. Faculty members are responsible for establishing standards of academic performance and for evaluating student performance in an equitable manner. Faculty decisions in such matters are considered authoritative and can be overturned only when it has been determined that a grade was assigned in a capricious, inequitable, arbitrary, or erroneous manner.

Reason for Procedure

The purpose of this procedure is to provide guidelines for appealing grades for all students enrolled in the PAS Program.

Area of Responsibility

Responsible party	Procedure detail section
PAS Student	1-5
Program Director	4
Course Director (CD)	1, 3
Dean, CHP	5
PASPC	
Student Affairs	--

Procedure Details

1. Grades assigned by PAS Course Directors (CD) are final.
2. Grades are subject to appeal only when the student believes that the grade was awarded in an inequitable, arbitrary, or erroneous manner. Appropriate grounds for appeal include circumstances in which the grade was assigned based on:
 - a. inequitable treatment that is the result of departure from the instructor's stated standards and/or course policies; or
 - b. a decision based on an error in fact
3. If a PAS student believes that an incorrect grade was assigned, the student is expected to first submit an appeal in writing to the PAS CD.
 - a. All appeals must be made in writing within 5 business days of receipt of the original grade or decision.
4. If needed or desired, after receiving an appeal decision from the PAS CD, further appeal may be made to the PAS Program Director in writing within 5 business days of receipt of the PAS CD final decision.
5. If needed or desired, after receiving an appeal decision from the PAS Program Director, further appeal may be made to the CHP Dean in writing within 5 business days of receipt of the PAS Program Director's final decision. The decision made by the CHP Dean is considered final.

Related Policies and References

UNT Health Student Affairs Policy Manual, section on Academic and Non-Academic Grievances

Definitions

None

Online Forms

None

History

Revision Date(s): None. Procedure created Nov 2021.

Procedure No. 15: Physician Assistant Graduation Requirements**Procedure Statement**

Students who have met all course requirements and have been recommended for graduation may be awarded the Master of Physician Assistant Studies (MPAS) degree provided they meet all of the conditions listed below:

- A. Have satisfactorily completed all academic requirements of the Physician Assistant Studies Program
- B. Have complied with all legal and financial requirements of the UNT Health at Fort Worth.
- C. Have exhibited the ethical, professional, behavioral, and personal characteristics necessary for practice as a PA.
- D. Have completed and returned to the Physician Assistant Studies Program or the Office of the Registrar all graduation forms and paperwork required by the Physician Assistant Studies Program and the institution.
- E. Have met other time limits listed below:
 - 1. The maximum time limit for completing all graduation requirements is seventy-two (72) months.
 - 2. Rarely, students may be required to meet additional requirements to meet other UNT Health, state, or national regulations.

Reason for Procedure

The purpose of this procedure is to establish consistent requirements for students recommended for graduation from The UNT Health Fort Worth Physician Assistant Studies Program

Area of Responsibility

Responsible party	Procedure detail section
College of Health Professions	1
Student	2
Dean, CHP	3

Procedure Details

- 1. Graduation requirements are listed in the catalog at the time of the student’s entry into the Physician Assistant Studies Program.

2. Students who have not fulfilled all graduation requirements by the day of graduation must request and receive permission to participate in commencement ceremonies from the Dean of the College of Health Professions.
3. Only in unusual circumstances and with approval of the Dean of the College of Health Professions will a degree be awarded in absentia.

Related Policies and References

Physician Assistant Remediation

Physician Assistant Promotion, Probation, Dismissal Procedure Manual

Physician Assistant Leave of Absence

Definitions

None

Online Forms

None

History

Revision Date(s): 07/01/2022 Removed item from procedure details that states: *Have completed six academic years of credit at an accredited college or university, of which, at least the last three were at the UNT Health at Fort Worth.*

Procedure No. 16: Physician Assistant Promotion, Probation, Dismissal Procedure

Procedure Statement

Students enrolled in the Physician Assistant Studies Program must meet the academic and professional standards established by this Physician Assistant Studies Program procedure to progress through the program. Students who fail to meet these standards are subject to Academic Probation or dismissal. To be eligible for promotion, the student must meet the requirements of each course in all respective semesters of the curriculum.

Didactic Phase: Successful completion of the didactic phase of the Physician Assistant Studies Program curriculum is required to progress to the clinical phase. All students must complete the Physician Assistant Studies Program didactic phase with didactic course grades consisting of no more than 5 Cs and 0 Fs. A student who fails a didactic letter grade course can remediate that course for a grade of no higher than a C. A student who fails and successfully remediates a Pass/No Pass course earns a Pass grade on their transcript, but the course remediation will be counted as the equivalent of a letter grade of C. This grade will count toward the total number of Cs earned in the program. Only one didactic course failure can be remediated. Students earning six or more course grades of C during the didactic phase with a program cumulative grade point average (cGPA) less than 3.25 are subject to program dismissal. Students earning six or more course grades of C with a cGPA < 3.25 will continue in the program as long as they maintain a cGPA < 3.25. Upon earning a cGPA < 3.25 in the didactic phase, students with six or more course grades of C will be dismissed.

Clinical Phase: All students must complete the Physician Assistant Studies Program clinical phase with clinical phase course grades consisting of no more than 1 C and 0 Fs. A student who fails a clinical course can remediate that course, but only one clinical course failure can be remediated. Earning two or more clinical phase course grades of C or failure of a clinical course remediation, regardless of cGPA, will result in dismissal. A student failing a second clinical course may not remediate the second failure and will be dismissed.

Academic Probation: Students will be placed on Academic Probation if they earn 3 or more course grades of C in the didactic phase. Students will be removed from Academic Probation upon completion of all didactic phase requirements.

Academic Concern: Students will be placed on Academic Concern for any of the following: 1) earning two C grades in the didactic phase, 2) earning one C or requiring a remediation of an F grade in the clinical phase, or 3) requiring a remediation of a professionalism violation. This academic status recognizes students who may require additional assistance to successfully complete didactic phase requirements. Academic Concern status will persist through didactic and clinical phases. Students will be removed from Academic Concern by the Student Performance Committee prior to graduation.

In addition to the Didactic Phase and Clinical Phase criteria above, a Physician Assistant Student is subject to dismissal from the Physician Assistant Studies Program regardless of grades earned and/or cGPA for unprofessional behavior or failure to comply with the Student Code of Conduct and Civility (“The Code”) and/or with UNT Health policies.

A student’s appeal of a Physician Assistant Studies Program dismissal must be filed in writing to the Dean of the College of Health Professions within 5 business days of dismissal notification.

Reason for Procedure

The purpose of this procedure is to outline the process surrounding promotion, probation and dismissal from the Physician Assistant Studies Program for students entering July 01, 2020 and thereafter.

Area of Responsibility

Responsible party

Procedure detail section

Student	1, 2, 3, 4, 6, 7, 9
Course Director	2
PASPC Chair	4, 5
Program Director	5
Director of Clinical Education	3
Dean, CHP	8
Student Affairs	9
PA Administration	9

Procedure Details

1. Physician Assistant Students must accumulate acceptable course grades. Standards for completion of each course are contained in the course syllabus.
2. A Physician Assistant Student who fails a didactic course can remediate that course once. Successful remediation will result in a grade of “C” for that course, which will then count toward the number of Cs a student has accumulated. Only one didactic course can be remediated during the didactic phase.
3. A Physician Assistant Student who fails a practicum course in the clinical phase can remediate that course once. Successful remediation will result in a grade of “C” for that clinical course, which will then count toward the number of Cs a student has accumulated in the clinical phase. Only one practicum course can be remediated in the clinical phase.
4. A Physician Assistant Student with either course grades totaling 3 or more Cs in the didactic phase or successful remediation of a failed didactic course will be placed on Academic Probation. Students will be removed from Academic Probation upon completion of all didactic phase requirements with no more than 5 Cs and 0 Fs.
5. A Physician Assistant Student is subject to dismissal from the program for reasons including, but not limited to, the following: (1) accumulation of 6 or more Cs in courses taken in the didactic phase with a cGPA of < 3.25, (2) accumulation of 2 Cs in the clinical phase, (3) unsuccessful remediation of a failed didactic or clinical course regardless of cGPA, (4) failure of a second didactic course after the successful remediation of a didactic course regardless of cGPA, (5) failure of a second practicum course after the successful remediation of a prior practicum course regardless of cGPA, (6) documented critical, persistent, or multiple professionalism violation(s), or (7) failure to comply with the Student Code of Conduct and Civility (“The Code”) and/or with UNT Health policies.
6. If a student has any issues (e.g., medical, personal) they believe may affect their academic performance in either the didactic or clinical phase, a student may do the following: (1) contact the Student Service Center for documentation of the issue(s) and assistance with resources, (2) demonstrate consistent use of appropriate resources to support academic performance in light of the issues, and (3) inform their Academic Advisor and the Associate Director of the PA Department that the student is working with Student Services. A student is not required to identify the nature of the circumstances beyond their discussion with the Student Service Center. Prior to poor academic performance, the three points in this paragraph must be documented for there to be consideration of such circumstances on academic performance issues.

7. A student dismissed from the PA program can make an appeal within 5 business days of official notification to the Dean of the College of Health Professions. A student can only appeal dismissal once for nonacademic issues and once for academic issues.
8. The Dean is expected to notify the student of a decision on an appeal within 5 business days. If the Dean determines that dismissal is not supported, the Dean will consult with the Program Director to develop a remediation plan. If the dismissal is upheld, the student will be dismissed.
9. Appeals are handled in accordance with UNT Health Academic and Non-academic Complaint/Grievance Policy

Related Policies and References

UNT Health Student Affairs Policy Manual, section: UNT Health Academic and Non-academic Complaint/Grievance Policy
Physician Assistant Graduation Requirements

Definitions

1. Academic Probation. "Academic Probation" serves as notice to the student that their continued enrollment is in jeopardy.
2. Academic Concern: "Academic Concern" serves as notice to the student that their continued enrollment is in jeopardy due to poor academic performance and does not alter academic standing.
3. Dismissal. "Dismissal" means disenrollment from the curriculum. A dismissed student is not eligible for graduation.
4. Satisfactory Standing. "Satisfactory standing" in the didactic and clinical portions of the program requires accumulation of acceptable course grades.
5. Remediation. "Remediation" refers to activities designed to remedy a failed course grade due to an academic or professional violation.

Online Forms

None

History

The definition "Academic Concern" was expanded upon.

July 2024: This procedure was a manual that contained 3 sections applying to different cohorts. The first 2 sections were removed, and "Manual" was removed from the procedure name.

Effective Date: August 01, 2021

Procedure No. 17: Physician Assistant Deferred Matriculation

Procedure Statement

The UNT Health Fort Worth (UNT Health) Physician Assistant (PA) Studies Program has a general preference to avoid deferral of matriculation. However, some circumstances may warrant a request to defer admission to the subsequent year. Deferred admission requests are considered by the PA Studies Admissions Committee on a case-by-case basis.

Reason for Procedure

The purpose of this procedure is to establish a procedure on deferred matriculation of accepted applicants to the UNT Health PA Studies Program.

Area of Responsibility

Responsible party	Procedure detail section
Applicant	1-2, 6
Office of Admission and Recruitment	3,5,7
PA Studies Admissions Committee	4
PA Studies Program Director	4

Procedure Details

1. Accepted applicants who wish to request deferral must submit a written petition (i.e., postal mail, faxed copy, or email with an attached copy) to the Office of Admissions and Recruitment indicating the rationale for the request and describing activities that are planned for the year. Applicants should address their letter to the Office of Admissions and Recruitment, Division of Student Affairs, UNT Health, 3500 Camp Bowie Boulevard, Fort Worth, TX 76107. Petitions requesting deferral for longer than one (1) year will not be considered.
2. All requests for deferral must be submitted prior to July 1 of the summer preceding the original matriculation date.
3. The Office of Admissions and Recruitment will forward the letter to the PA Studies Admissions Committee for review.
4. The PA Studies Admissions committee will review and decide to either accept or reject the applicant's request for deferred matriculation. The recommended decision will be forwarded to the PA Studies Director for final approval.
5. If granted, the Office of Admissions and Recruitment will provide a written commitment to hold a place for the student in the next entering class.
 - a. Note: the applicant is not considered to be a physician assistant student and should not represent himself or herself as such for personal or professional gain (e.g., scholarships, scholarly, and/or clinical activity). Additionally, the applicant is not eligible for school resources, including malpractice insurance, student Health or mental Health services, financial aid, academic preparation, or curricula content.
6. The applicant must provide a written commitment to attend the program as scheduled and agree to refrain from applying to or matriculating in other physician assistant programs during the deferment period. A deferred admission offer is not intended to serve as a

placeholder while continuing applications with other programs or accepting admission elsewhere. Any applicant who violates this expectation will have their admission rescinded.

7. If denied, the Office of Admissions and Recruitment will provide a written notification to the accepted applicant. The applicant may choose to matriculate with the entering cohort or deny the offer of admission to the program.

Related Policies and References

None

Definitions

“Deferred matriculation” is the matriculation of an applicant who has accepted an offer of admission and intends to enroll but has elected to change their original matriculation term to a future term.

Online Forms

None

History

Revision Date(s): None.

Procedure No. 18: Physician Assistant Program Student Professionalism Violation Procedure

Procedure Statement

Students enrolled in the Physician Assistant Studies (PAS) Program must meet the academic and professional standards established by the PAS Program to progress through the didactic and clinical phases of the program. Physician Assistant Studies (PAS) students who do not meet the professionalism standards by committing a professionalism violation must successfully remediate their behavior to otherwise remain eligible to continue in the PAS Program.

Reason for Procedure

The purpose of this procedure is to provide guidelines for remediation of a professionalism violation for all students enrolled in the PAS Program

Area of Responsibility

Responsible party	Procedure detail section
PAS Student	1, 6, 7
Associate Program Director (APD)	2
Director of Clinical Education (DCE)	2
Program Director	6, 7
Course Director (CD)	2
PASPC	3
Student Affairs	5

Procedure Details

1. Any PAS student receiving a professionalism violation must remediate that violation.
2. The CD, DCE or APD will establish a remediation plan and timeline with guidance from the PASPC, DAE or DCE as needed.
3. The PASPC will monitor student progress during the remediation process.
4. A remediation plan may include, but is not limited to:
 - i) Written assignment using a department-approved structure and grading rubric
 - ii) Literature review with presentation
 - iii) Professionalism modules through Student Affairs
 - iv) Mandated professionalism mentoring by the CD, APD or DCE.
5. Potential violations of the UNT Health Student Code of Conduct and Civility (“The Code”) will be referred to the Student Affairs Office and may be reported to the Texas Medical Board (TMB).
6. A PAS student who commits a professionalism violation, except for minor lapses, will be reviewed and may result in placement on Academic Concern, Academic Probation, or other sanctions.
7. A PAS student who does not successfully remediate a professionalism violation will be subject to dismissal.

Related Policies and References

Physician Assistant Studies Program Graduation Requirements

Physician Assistant Studies Program Promotion, Probation, and Dismissal Procedure
Physician Assistant Studies Program Course Remediation Procedure
Student Code of Conduct and Civility (“The Code”)
Competencies for the Physician Assistant Profession (NCCPA, AAPA, PAEA, ARC-PA)

Definitions

1. Professionalism Violation. “Professionalism Violation” refers to any behavior that is deemed unprofessional by the standards established by the PA Studies department, UNT Health or the *Competencies for the Physician Assistant Profession*.
2. Remediation. “Remediation” refers to activities designed to remedy a failed course grade due to an academic or professionalism violation.
3. Academic Probation. “Academic Probation” serves as notice to the student that their continued enrollment is in jeopardy.
4. Academic Concern. “Academic Concern” serves as notice to the student that their continued enrollment is in jeopardy and does not alter academic standing.
5. Successful professionalism remediation. “Successful professionalism remediation” means completion of all assigned remediation activities within the established timeline.
6. Unsuccessful professionalism remediation. “Unsuccessful professionalism remediation” means failure to complete all assigned remediation activities within the established timeline.

Online Forms

PA Studies Remediation Agreement

History

Revision Date(s): 08/01/2021

Procedure No. 19: Physician Assistant Admission Seat Deposit

Procedure Statement

Applicants admitted to The UNT Health Fort Worth (UNT Health) Physician Assistant (PA) Studies Program must pay a non-refundable Admission Seat Deposit to reserve their seat for full-time admission in the entering class. Admitted students are responsible for ensuring the deposit is paid by the stated deadline; otherwise, they will forfeit their seat in the entering class. The seat deposit will be credited toward the student's first-semester tuition and fees upon enrollment. Some circumstances may warrant a request to extend or waive the Admission Seat Deposit.

Reason for Procedure

The purpose of this procedure is to establish guidelines for the payment of the Admission Seat Deposit for applicants offered full-time admission into the PA Studies Program.

Area of Responsibility

Responsible party	Procedure detail section
Applicant	1-4
Office of Admissions and Recruitment (OAR)	2-4

Procedure Details

- Each year, applicants accepted into the PA Studies Program are required to pay a non-refundable Admission Seat Deposit that will be used toward the applicants' tuition upon matriculation.
 - By submitting a seat deposit and other required information, the applicant accepts an offer of admission to the PA Studies Program and confirms that they will attend classes for the given year.
 - Applicants may rescind the offer of admission to the PA Studies Program by notifying the Office of Admission and Recruitment (OAR) in writing of their decision.
 - Admission Seat Deposit payments are non-refundable if the applicant chooses not to attend the program.
- Half of the Admission Seat Deposit is due 14 days after receiving an official offer. The remaining balance is due on June 1st of the matriculation year.
 - OAR will contact the applicant if the Admission Seat Deposit has not been received by the due date. Failure to respond may result in rescinding the applicant's seat in the cohort.
 - Any offers of admission to the UNT Health PA Studies Program made after June 1st will not require an Admission Seat Deposit.
- Requesting an extension for the seat deposit:
 - Applicants who wish to request an extension must submit a written petition (i.e., postal mail, faxed copy, or email with attached documentation) to the OAR providing the reason for the request and the new proposed due date.
 - All requests for an extension must be submitted or postmarked by the original due date.

4. Requesting a waiver for the seat deposit:

- a. Applicants who wish to request a waiver must submit a written petition (i.e., postal mail, faxed copy, or email with attached documentation) to the OAR explaining the reason for the request and providing any supporting documentation.
- b. All requests for a waiver must be submitted or postmarked by the original due date.
- c. A limited list of acceptable reasons for the request is provided below:
 - i. Financial hardship/need
 1. Applicant has qualified for CASPA Fee Assistance Program
 2. Applicant has qualified for need-based Federal assistance
 3. Applicant has submitted a financial hardship letter and supporting documentation
 - ii. Military status
 1. Applicant has current or previous military service
 2. Applicant has a direct family member with current or previous military service

Related Policies and References

None

Definitions

1. Applicant. "Applicant" is a person who has submitted a completed application for admission into the PA Studies Program using approved processes and has paid the required application fees.
2. Matriculation. "Matriculation" is when an applicant becomes a student and is enrolled in courses.
3. Admission Seat Deposit. "Admission Seat Deposit" is a non-refundable fee required to reserve an applicant's seat in the class for which they are admitted. The seat deposit is applied toward the applicant's tuition upon matriculation.

Online Forms

All seat deposits are submitted online at The UNT Health Commerce Manager Payer.

History

Creation Date: 04/01/2023

Revision Date: n/a

Procedure No. 20: Physician Assistant Student Attendance Procedure

Procedure Statement

Students enrolled in the Physician Assistant Studies (PAS) Program must meet the academic and professional standards established by the PAS Program to progress through the didactic and clinical phases of the PAS Program. Students are expected to attend all scheduled classes and clinics as per the published CHP academic calendar and course syllabus. Required classes and events for students are scheduled between the hours of 8 AM and 5 PM during the didactic phase; however, it may be necessary to hold classes, labs, or activities outside of these hours. Clinical phase students will be required to be available outside of the aforementioned times, as determined by the specific rotation. Students are required to attend course components as published in the schedule and syllabus. PAS students who do not meet attendance requirements in the didactic or clinical phase of training may not remain eligible to continue in the PAS Program. See Promotion, Probation, Dismissal Procedure Manual.

Reason for Procedure

The purpose of this procedure is to provide guidelines for attendance for all students enrolled in the PAS Program.

Area of Responsibility

Responsible party	Procedure detail section
PAS Student	1-7, 9-11, 14, 22-25
PAS Course Director (CD)/Liaison	1, 3, 4, 5, 6, 9, 25, 26
PAS Program Administration	2, 22, 26
Director of Clinical Education (DCE)	9-12, 16, 22, 25, 26
Director of Academic Education (DAE)	4, 22, 26

Procedure Details for Didactic Phase

- Attendance is required for all PAS course activities in each phase of the curriculum. PAS students must email the PAS CD/Liaison as soon as possible when an absence is expected or has occurred. PAS students requesting an excused absence must submit documentation to pastudies@unthealth.edu and the PAS CD.
- The PAS student may not accrue more than 5 *cumulative days of absence* per academic block without prior approval by the PAS Program administration.
- Tracking Attendance:
 - Attendance will be documented by the PAS CD in each PAS course.
 - No PAS student may record the attendance of another PAS student for any reason. This action will constitute a violation of the UNT Health Student Code of Conduct and Civility (“The Code”), resulting in disciplinary proceedings.
- Excused absences may be granted for emergencies (i.e., bereavement) or illness related to the PAS student or dependent family members.
 - Documentation substantiating reasons for absences is required. **(i.e., medical note for self or dependent or obituary with funeral date, etc.).**
 - Documentation must be sent to pastudies@unthealth.edu and the PAS CD.
 - All excused absences during didactic phase must be approved by the PAS CD/Liaison and the DAE.
 - UNT Health respects the rights of students to observe religious holy days which are considered excused absences. More information can be found in the Student Affairs Policy Manual.
 - For a PAS student who misses an assessment due to an excused absence, the PAS CD/Course Liaison and DAE, will coordinate with Testing Services

(if applicable) to schedule a time, if it is possible, to make up the assessment. Notification of absence should be provided prior to the scheduled assessment.

5. Unexcused absences:
 - a. Letter grade courses: Each unexcused absence will result in a 1% deduction on the final PAS course grade. For example, a final average of 91% for the course would drop to 90% for one unexcused absence and to 89% for two unexcused absences. PAS students who miss an assessment with an unexcused absence will not be able to take the assessment and will receive a 0 for that assessment. Three unexcused absences will result in a course grade of “F”.
 - i. The PAS student may not miss 2 *consecutive business days for unexcused* absences per academic block (usually 9-week terms). This will result in a professionalism violation. See Professionalism Violation Procedure.
 - b. Pass/No Pass courses: Refer to course syllabus for assessment remediation for unexcused absences. See PA Studies Remediation procedure. Two unexcused absences will result in a grade of “No Pass”.
6. Tardiness is unprofessional conduct. PAS students are required to arrive to PAS course components on time.
 - a. PAS students must notify the PAS CD or Liaison of their estimated arrival time as soon as possible if tardiness is anticipated.
 - b. Chronic tardiness is not acceptable. Every 3 occurrences of tardiness in a course will result in an unexcused absence. Additional occurrences may result in a professionalism violation. See Professionalism Violation Procedure.

Procedure Details for Clinical Phase

7. Attendance is required for all PAS course activities in each phase of the curriculum. Preceptors are not the approving authority to determine excused or unexcused absences.
8. Excused absences may be granted for emergencies (i.e., bereavement) or illness related to the PAS student or dependent family members.
9. Documentation substantiating reasons for absences is required. **(i.e., medical note for self or dependent or obituary with funeral date, etc.).**
 - a. Any time a student is absent or tardy or expects to be absent or tardy from the SCPE, they **must** notify/email the DCE (cc the SCPE Faculty Course Director) and the clinical preceptor as soon as feasible or the absence will be considered unexcused.
 - b. Failure to do this will be considered unprofessional behavior.
 - c. The student must record each absence in eValue™ time tracking.
10. Approval of absences is at the discretion of the DCE and should be requested prior to being absent. The DCE will determine if an absence is excused or unexcused.
11. The DCE is permitted to require the student to provide verification for any absences that occur, which may include proof of illness from a Healthcare provider or proof of funeral attendance.
12. In emergent situations, the student must notify the DCE immediately via email. Failure to obtain approval from the DCE of any absence, including absence due to tardiness, may also include a remediation assignment.
13. A pattern of non-attendance and tardiness may be considered a violation of the Student Code of Conduct and Civility (“The Code”).
14. In the event of a SCPE failure, a student’s attendance record will be considered when making recommendations on probation, remediation, and dismissal.
15. Students are not permitted more than 2 excused absences total per SCPE. This does *not* mean that a student is automatically granted 2 absences per SCPE. **Greater than 2 absences will result in repeating the entire SCPE, with the exception of illness requiring quarantine.**

16. Excessive excused absences may result in additional clinical experience/assignments and potentially repeating the entire SCPE. The student will be required to make up the missed time at the discretion of the DCE. **In the event the student cannot make up the missed time prior to the end of the SCPE, the student will be required to repeat the entire SCPE.** Make up assignments are not permitted to interfere with other SCPE requirements.
17. Taking call may be a requirement of a SCPE setting. Failure to respond or participate in call mandated by the preceptor will be considered an unexcused absence as well as unprofessional conduct.
18. Some clinical assignments may require the student to attend activities on weekends, holidays, or other irregular hours when their clinical preceptor is working. A lack of willingness to participate in these activities reflect negatively on the PAS Program and the PA profession and will be considered unprofessional conduct.
19. Unreported absences will automatically be considered unexcused absences, which could result in failure of the SCPE, be considered unprofessional conduct, and possibly result in dismissal from the PAS Program.
20. For a PAS student who misses an assessment due to an excused absence, the Clinical team member for the clinical phase will coordinate with Testing Services (if applicable) to schedule a time, if it is possible, to make up the assessment. Notification of absence should be provided prior to the scheduled assessment.
21. UNT Health respects the rights of students to observe religious holy days which are considered excused absences. More information can be found in the Student Affairs Policy Manual.

Procedure Details Pertaining to both Didactic and Clinical Phases

22. Extenuating circumstances: Request for absences not specified above must be preapproved by PAS Program administration (Didactic Phase: DAE and Clinical Phase: DCE)
23. Whether an absence is excused or unexcused, make-up sessions or “re-teaching” of previously delivered materials is not guaranteed. The PAS student is responsible for all material covered during any missed class/SCPE activity. Most course components cannot be made up or recreated.
24. PAS student attendance may be considered when making recommendations for, but not limited to, the following: disciplinary actions, remediation, dismissal, awards, scholarships, honors, and honors elective SCPEs.
25. Virtual attendance. Virtual access to an in-person session is not guaranteed. Virtual access is at the discretion of the CD and/or DCE. Virtual access does not substitute for in-person class attendance or remediation requirements. The PAS student is responsible for all material covered during any missed course component. Refer to excused absence definition and requirements.
26. For all communicable diseases, the PAS Program will follow CDC guidelines pertaining to attendance for any class/SCPE activity.

Related Policies, Procedures, References

University Academic Calendar

SCPE Student Handbook

Physician Assistant Graduation Requirements

Physician Assistant Professionalism Violation Procedure

Physician Assistant Promotion, Probation, and Dismissal Procedure Manual

UNT Health Student Affairs Policy Manual

UNT Health Student Code of Conduct and Civility (“The Code”)

Definitions

1. Excused absence: An absence is considered “excused” if the student can provide documentation that the absence was necessary based on emergency or illness (i.e., medical note or obituary with funeral date) and/or has received appropriate approval following the process outlined in the didactic and clinical handbooks.
2. Unexcused absence: an absence is considered “unexcused” if the student is unable to provide documentation that the absence was based on emergency or illness and/or has not received appropriate approval following the process outlined in the didactic and clinical handbooks.

Online Forms

N/A

History

Procedure created May 2023.

Revision Date(s): none.

Appendix A: Advice from successful PAS Students

Advice from Successful PAS Students

- Study every day.
- Discuss what you learned with others.
- There is nothing wrong with getting help, CAP has a lot of good resources.
- Figure out what works for YOU. It may not be the same as what is best for your friends in the class, so do not study with them if it is not conducive to your learning.
- Study in the morning.
- Preview!
- Find different classmates that excel in different areas and learn what and how they study.
- Organize your studying. Keep a planner and write down what you are going to study and when.
- You must study on your own to benefit from what your peers have to offer. Once you know the information, study in groups, bounce ideas off each other for clarity, compare “important points”, and go to labs (OSCE and anatomy) with different people.
- Do not expect your classmates to teach you what you have not studied. Do not copy your peer’s work because you do not have time to do it yourself. Do not do exactly what everyone else in the class does.
- Give yourself breaks. Spend a couple of hours each day with family or friends and do not even think about studying! Set an alarm on your phone when it is time to go back to studying.
- Get your sleep! Staying up too late only makes everything worse!
- Choose what attitude you will have. People that are optimistic have much less stress.

Appendix B: College of Health Professions Policies/Procedures

CHP Dismissal Appeal Process

Reason for Procedure

An CHP student who receives a decision for dismissal from the Department Chair can appeal the dismissal decision to the CHP Dean.

Area of Responsibility

Student: Process(es) 1, 3, 5, 6, 8

Student and Advisor: Process 8

Department Chair/Program Director: Process(es) 4, 5, 7

CHP Dean: Process(es) 2,10

Appeal Officer: Process(es) 2, 3, 5, 6,9

Ad hoc Appeal Committee: Process(es) 2, 9

UNT System Office of the General Counsel: 8

Process Details

The following administrative procedures should be followed in sequential order:

1. The student must submit their intent to appeal via email to the CHP Dean in **writing within five (5) business days** of receiving official notification of dismissal from an CHP program.
2. The CHP Dean will charge an ad hoc committee to review the appeal and conduct a hearing. The committee will be composed of four appointed CHP faculty members and the designated Appeal Officer (AO). These will be the only voting members for the appeal. The members should not include individuals directly involved in the original dismissal decision.
3. The student will submit a written appeal statement that the student may read at the hearing and supporting documentation to the committee through the AO. Documents must be submitted to the AO **within three business days** after submitting the appeal to the CHP Dean. No additional documents will be considered after the initial submission. The student must notify the Dean if they plan to be accompanied by an advisor and/or an attorney at the hearing.
4. The Department Chair will provide the committee with documentation supporting the dismissal decision through the AO.
5. The Chair and/or student may submit written witness statements as part of the document review. In some cases, witnesses (es) may be asked to appear in person at the hearing. The Chair and/or student must submit the witness(es) names, including a witness statement, to the AO within **three business days** from receipt of the student's written appeal letter. The AO will decide if in-person witness testimony is relevant and/or necessary. The AO can limit the number of in-person witnesses to facilitate the process and avoid redundancy.

6. The AO reviews and provides all documents to the committee. The student will appear before the ad hoc committee for all dismissal appeals. The hearing will typically be completed **within five business days of the receipt of the appeal.**
7. During the hearing, the Department Chair will present the case and relevant documentation supporting the dismissal decision to the committee.
8. The student may read their written appeal statement to the committee during the hearing. The student may be assisted by an advisor of the student's choosing. If an advisor assists the student, only the student may speak or ask questions. If the advisor has a license to practice law, this must be disclosed in advance. **If the student is accompanied by an attorney, an attorney from the UNT System Office of the General Counsel must also be present at the hearing.**
9. Following the appeal hearing, the ad hoc committee will review the evidence and deliberate in a closed session. The committee then makes a non-binding recommendation to the Dean.
10. The CHP Dean makes the **final** decision based on the review of information and recommendations of the ad hoc committee. **The Dean will notify the student of the decision within three days of the appeal proceeding.**

Related Policies and Procedures

- 7.103 Institutional Academic Policy
- CHP 15.306 Doctor of Physical Therapy Promotions, Probation, Dismissal
- **Procedure No. LHS-103 – LHS Remediation Procedure**
- Procedure No. 16 - Physician Assistant Promotion, Probation, Dismissal Procedure

References

N/A

Definitions

Dismissal. "Dismissal" means disenrollment from the curriculum in their respective department/program. A dismissed student is not eligible for graduation.

Online Forms

None

Effective Date: July 2023

Revision Date(s): Not Applicable

Reviewed Date(s):

Administrative Authority:

Dean, College of Health Professions

RESPONSIBLE UNIVERSITY DEPARTMENT/DIVISION (R*)

College of Health Professions

Dean, College of Health Professions

3500 Camp Bowie Blvd

817-735-2762

CHP@unthealth.edu

CHP Student Leave of Absence Process

Reason for Process

This process aims to align the program(s) procedures within the College of Health Professions and state the process for student leave of absence for the College of Health Professions and its subsidiary programs.

Area of Responsibility

Student:

LOA Process(es) 1, 2, 3, 4, 5

Readmission Process(es) 1, 2

Department Chair/Program Director:

LOA Process 3, 7

Readmission Process(es) 5, 6

CHP Dean:

LOA Process 5

Readmission Process(es) 3, 4

Office of the Registrar:

LOA Process 6

Process Details

Requesting a Leave of Absence (LOA):

1. For students wishing to seek LOA, the student initiates a meeting with the Department Chair/Program Director to seek information on the process, qualifications, and requirements for leave and return from leave. The meeting should outline the following:
 - a. What a Leave of Absence means
 - b. Outlining the process for leave of absence
 - c. The different types of leave- medical vs. personal
 - d. Where to obtain the proper forms and documentation
2. The student notifies the Chair of their decision to proceed with LOA.
 - a. The student obtains the necessary form/s from the Office of the Registrar.
3. Chair sends an email to the student and copies the DAE, DCE, faculty advisor, Office of Registrar, and Dean that the student is initiating the process and outlining approval.
4. Student submits a request with supporting documentation to Dean following Chair approval and meets with all necessary departments on the official form.

5. The student submits the official Office of the Registrar LOA form after obtaining the necessary signatures on the form and other required documents. (The directions on the form must be followed. The signatures needed on the form can be completed in person or via electronic means if the appropriate discussions with each entity have occurred.)
 - a. If the leave is due to a medical condition, the request must include documentation from a licensed Healthcare professional that the student is under their care. A letter from a relative will not be accepted. Documentation supporting leave for medical reasons must describe the nature of the medical need and the estimated length of time needed.
 - b. If leave is due to personal reasons, the student must be in good standing, and the request must be accompanied by documentation from the student describing the reason and the estimated length of time needed for resolution. Leave of absence for personal reasons cannot be granted if the sole purpose for taking the leave of absence is to avoid a failing grade or placement onto academic probation.
 - c. The Dean signs the form if approved for a leave of absence.
6. The Office of the Registrar verifies that the student has taken a Leave of Absence and notifies Program Director and Dean.
7. If LOA is approved:
 - a. An official letter from the Department Chair/Program Director that outlines receipt of the LOA form being processed (send with a read receipt) and outlines conditions for return, including:
 - the timeline to request readmission
 - readmission process
 - approved future curriculum plan
 - consequences of failure to meet the revised academic schedule/plan of study.
 - b. The letter is sent by #UNT HealthSecure to the student. The following key contacts (not all-inclusive) are copied in the letter if applicable:
 - **Dean, College of Health Professions**
 - **Student & Academic Affairs**
 - Department/Program Faculty Advisor
 - Director of Clinical Education (if clinical education is affected by LOA)
 - Director of Academic Education
 - Specific course directors of courses that are critical to the student's plan of study
 - Academic Program Manager

- **Financial Aid**
- Center for Academic Performance
- **Director of Enrollment & Records/Registrar (registrar@unthealth.edu and Director of Enrollment, Records and Registrar)**

Readmission:

1. The student notifies the Office of the Registrar, the Dean of the College of Health Professions, Department Chair/Program Director of the intent to return to the program, when possible, at least 30 days before the start of the classes.
2. Upon returning from a leave of absence, the student must petition for readmission in writing, regardless of the reason. Depending on the reason, the returning student may be required to submit additional documentation supporting their ability to resume a full academic load in their respective program.
3. The Dean will review documentation and determine the date of return and curricular path with consultation of the Department Chair/Program Director.
4. The Dean sends an official letter to the Department Chair/Program Director and Registrar of the decision for readmission.
5. The Department Chair/Program Director sends a letter confirming the decision on readmission and reaffirming the conditions for readmission to the student. If the student fails to accept the readmission plan as a condition of enrollment, the student may be dismissed from the program.
6. The Department Chair/Program Director sends student confirmation and a specific curricular plan based on the return timeline. The following key contacts (not all-inclusive) are copied in the letter if applicable:
 - a. Dean, College of Health Professions
 - b. Student & Academic Affairs
 - c. Department/Program Faculty Advisor
 - d. Director of Clinical Education (if clinical education is affected by LOA)
 - e. Director of Academic Education
 - f. specific course directors of courses that are critical to the student's plan of study
 - g. Academic Program Manager
 - h. Financial Aid
 - i. Center for Academic Performance
 - j. Director of Enrollment & Records/Registrar (registrar@unthealth.edu and Director of Enrollment, Records and Registrar)

Related Policies and Procedures

- 7.103 Institutional Academic Policy
- Procedure No. 13 - Physician Assistant Studies Leave of Absence
- CHP 15.306 Doctor of Physical Therapy Promotion, Probation, and Dismissal

References

- MSLS Student Handbook

Definitions

Good Standing: Definition varies by program. Please reference the following for definitions:

- Procedure No. 13- Physician Assistant Studies Leave of Absence
- CHP 15.306 Doctor of Physical Therapy Promotion, Probation, and Dismissal
- MSLS Student Handbook

Online Forms

None

History

The College of Health Professions contains multiple programs with individual procedures that utilize the process outlined in this document. The process was created on June 13, 2023.

Effective Date: June 13, 2023

Administrative authority (R*)

Dean, College of Health Professions

RESPONSIBLE UNIVERSITY DEPARTMENT/DIVISION (R*)

College of Health Professions

Dean, College of Health Professions

3500 Camp Bowie Blvd

817-735-2762

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CHP Student Curriculum Reentry Process

Procedure No. P7.103SHP-20

Procedure Statement

The Student Curriculum Reentry procedure provides guidance for students who may be:

- Restarting a program following a leave of absence (LOA)
- Starting a program with a new cohort due to LOA or other academic or professional reason
- Repeating a portion of the curriculum

This procedure is adjunctive to individual program/department policies and procedures pertinent to exiting and reentering the curriculum. Not all programs/departments allow or offer these potential scenarios. Auditing courses is not permitted in the College of Health Professions (CHP).

Area of Responsibility

- Dean/Associate Dean (D/AD)- Approves the student's reentry into a program
- Department Chair/Program Director (DC/PD)- Outlines reentry stipulations, coordinates assessment process, if applicable, and presents to or collaborates with the Program's Student Performance Committee to determine the student's reentry plan.
- Program Student Performance Committee (SPC): Programmatic committee that reviews student competency/academic performance, if applicable, and determines or collaborates with the DC/PD on the student's reentry plan.
- Student- Submits request of reentry into program, including obtaining necessary clearance, and verifying cost associated with reentry coursework with Student Finance. Participates in assessment process, if required by the program.

Procedure Details

When a student is offered the opportunity to reenter a program, the DC/PD will determine the following and notify the student of department/program requirements (suggested letter template in Appendix A):

1. If applicable, any assessments that a department/program may require to evaluate competency/ability to meet program requirements
2. Course requirements, as determined by the individual program/department, that may include one of the following (if assessment is required, course requirements may be determined at a later date):
 - a. Retake all courses and paying all tuition and applicable program and university fees
 - b. Retake individual courses with all associated tuition and applicable program and university fees
3. Contact information for Student Finance to allow the student to determine costs associated with reentry

4. Revised, estimated graduation date
5. What version/cohort year policies/procedures/handbook guidelines will apply to the student in their reentry/repeat of curriculum
6. Student status, if applicable, i.e. probation, C-grades accumulated
7. Consequences of inability to successfully complete curriculum
8. Any additional conditions of the reentry, as applicable
9. Date by which the student must request reentry from the D/AD

The student will sign in acceptance of the conditions of the reentry within 7 business days of receipt of the letter.

Upon reentry:

1. In the timeframe specified by the DC/PD, the student will submit a letter to the D/AD requesting reentry into the program with documentation of ability to resume full academic load, if applicable (i.e. medical or behavioral Health clearance from a licensed Health care professional (HCP)), and plan for success.
2. Within 7 business days of the student request, the D/AD will review documentation and, in consultation with the DC/PD, forward a decision in writing to the DC/PD to either grant or deny forward progress in the reentry procedure (suggested template in Appendix B). Denial reasons may include, but are not limited to:
 - A. Partial or incomplete medical or behavioral Health release from a licensed HCP
 - B. Medical or behavioral Health release from a non-licensed or non-relevant licensed HCP
 - C. The current or upcoming cohort/course is at maximum capacity
 - D. The DC/PD and/or D/AD determine that the amount of time between exiting and reentering the curriculum places the student at risk of a poor outcome
 - E. The DC/PD and/or D/AD determine there are extenuating circumstances in which the student may not reenter at the requested time

In the case of a denial, the student may be offered reentry in a future cohort/term/semester.
3. Within 7 business days of the D/AD notification, the DC/PD will send a letter to the student (suggested template in Appendix C) reiterating the reentry stipulations and may additionally require (as determined to be needed by the individual program):
 - A. Assessment of competency/ability to meet program requirements
 - B. Attestation of meeting program Technical Standards
 - C. Health clearance
 - D. Attestation to upholding program policies and procedures and handbook guidance
 - E. Attestation to uphold professionalism expectations
4. If the student fails to accept the reentry plan as a condition of enrollment within 7 business days of receiving the DC/PD letter, reentry may be declined resulting in dismissal from the program.

Related Policies and References

College of Health Professions Student Leave of Absence Process Procedure No. P7.103SHP-17

Physician Assistant Procedure No. 13- Physician Assistant Leave of Absence 15.306- CHP Doctor of Physical Therapy Promotion, Probation, and Dismissal

MSLS Student Handbook

Definitions

Assessment is a mechanism through which a program/department may determine the student's competency/ability to meet program requirements through the evaluation of knowledge, skills, and professional behaviors. The results of the assessment may guide the DC/PD in the appropriate placement of the student in the curriculum reentry. Not all CHP programs allow for an assessment process.

1. Assessment details should include:
 - a. Assessment tools that evaluate the student's competency/ability to meet program expectations in knowledge, skills, and/or professional behaviors up to the proposed curriculum reentry point.
 - b. Presentation of the assessed level of competency/ability to meet program requirements to the program's SPC to determine a reentry plan, which may include:
 1. The need to re-take course(s) for full credit
 2. The student has the necessary competency/ability to meet program expectations to re-enter the curriculum where the student exited, as allowed by the individual program
 - c. If the student does not successfully demonstrate appropriate competency/ability to meet program requirements, the SPC may recommend retaking additional courses, restarting the entire program, or dismissal from the program.

Competency is the knowledge and skills that are required to further advance in the educational process. Competency that is congruent with the student's peer group is essential to successful progression in the curriculum and in the acquisition of advanced knowledge and skills.

In writing (including signatures) may include a hard copy letter, electronic letter, electronic memo, email, wet signature, or electronic signature.

Leave of absence is an approved absence from a program due to a personal or medical/behavioral Health condition. Leave of absence procedures are found in each program's handbook and Procedure No. *P7.103SHP-17*- CHP Student Leave of Absence Process.

Reentry plan describes the requirements and/or expectations of a student reentering a program's curriculum. This is usually determined by the program's SPC and/or DC/PD.

Forms

See Appendices for optional template letters. Other attestations are programmatic, as required by each program.

Effective Date: 4/23/2025 Revision Date(s): Reviewed Date(s)

ADMINISTRATIVE AUTHORITY (R*)

CHP Dean

RESPONSIBLE UNIVERSITY DEPARTMENT/DIVISION (R*)

College of Health Professions

3500 Camp Bowie Blvd

Fort Worth, TX 76107 chp@unthealth.edu

Appendix A

[Date]

Dear [Student's Name],

You have been offered the opportunity to reenter the [Program Name]. As part of this process, please review the following considerations and requirements carefully:

1. **Course Requirements** (choose one as applicable):

- Retake all courses (paying all tuition and fees).
- Retake courses previously not passed (paying all tuition and fees).
- Retake courses for which you demonstrated a lack of competency/ability to meet program requirements (paying all tuition and fees).
- Take courses new to the curriculum or retake courses with significant changes that impact essential knowledge and skills (paying all tuition and fees).

2. **Cost Information**

For details on costs associated with the reentry course requirements, contact [Student Finance Contact Info – ensure correct link].

3. **Revised Estimated Graduation Date**

Your new estimated graduation date will be [Revised Graduation Date].

4. **Applicable Policies, Procedures, and Handbook Guidelines**

The policies, procedures, and handbook guidelines that apply to your reentry and curriculum repeat are those for the [Year/Cohort of relevant Policies/Procedures].

5. **Required Competency Assessments** (if applicable)

- The Department Chair/Program Director will coordinate with program faculty to administer an assessment of your competency and ability to meet program requirements up to your proposed reentry point.
- The assessed competency level will be presented to the Student Performance Committee (SPC) to determine a reentry plan.
- If you do not successfully demonstrate the required competency, the SPC may recommend retaking additional courses, restarting the program, or dismissal.

6. **Student Status**

Your current student status is [Probation / Number of accumulated C-grades].

7. **Consequences of Inability to Complete the Curriculum**

Failure to successfully complete the curriculum may result in [Consequences, e.g., dismissal from the program].

8. **Additional Conditions of Reentry** (if applicable)

Any additional conditions of your reentry are: [Additional Conditions].

9. Reentry Request

To initiate the reentry process, send a request to the College of Health Professions [Dean/Associate Dean – Name] at [Email], including:

- Documentation of your ability to resume a full academic load (e.g., medical or behavioral Health clearance from a licensed Healthcare professional), if applicable.
 - A plan for success.
- This request must be submitted no later than [Date].

Please feel free to reach out if you have any questions or need further clarification on any of the points mentioned above. We are here to support you through this process to ensure your successful reentry into and progress through the program.

Sincerely,

[Name] [Title]

[Department Name] [University Name] [Contact Information]

Acceptance of Conditions for Reentry

I, [Student's Name], have read and understand the stipulations outlined above for my reentry into the [Program Name] at [University Name].

Signature: _____ Date: _____

Appendix B

[Date]

Dear [DC/PD],

In review of [student's name] request for reentry into the [Program Name] and the submitted supporting documentation, I [approve/do not approve] the request. Please continue to follow the CHP Student Curriculum Reentry Procedure and those of your Program.

[If not approved, state reason for not approving the student's reentry and if offering a future cohort/term/semester/course, please specify].

Sincerely,

[Name] [Title]

[University Name] [Contact Information]

Appendix C

[Date]

Dear [Student's Name],

I am writing to confirm the decision regarding your reentry into the [Program Name].

Confirmation of Reentry:

- [Reiterate stipulations from initial letter and any changes based on the assessment of competency/ability to meet program requirements, if applicable]
- Please review and sign the attached attestation of meeting program Technical Standards [individual program form]
- Please review and sign the attached Health clearance [individual program form]
- Please review and sign the attached attestation to upholding program policies and procedures and handbook guidance [individual program form]
- Please review and sign the attestation to uphold professionalism expectations, [individual program form]
- Please sign below to indicate your acceptance of these conditions for reentry.

Acceptance of Conditions for Reentry

10. I, [Student's Name], have read and understand the conditions outlined above for my reentry into the [Program Name] at [University Name]. I agree to comply with these conditions and understand that failure to do so may result in dismissal from the program. I understand that I should contact Student Finance about cost associated with the reentry.

Signature: _____ Date: _____

If you have any questions or need further clarification, please do not hesitate to contact me. We look forward to supporting you in your successful reentry into the program.

Sincerely,

[Name] [Title]

[Department Name] [University Name] [Contact Information]

CHP Incomplete Grade Procedure

Reason for Procedure

This procedure provides guidance for assigning and removing incomplete grades. An incomplete grade cannot be requested or enacted to prevent a poor academic outcome and therefore, the student must be in good academic standing. An incomplete grade cannot be granted when a withdraw is the more appropriate grade (see Withdrawl section of *UNT Health Institutional Academic Policy No. 7.103*).

Area of Responsibility

- Student: If applicable, responsible for requesting the incomplete grade and the removal of the incomplete grade if not initially assigned by the Course Director
- Course Director: Responsible for assigning incomplete grade based upon program/department procedures; if student-requested, responsible for first level approval; providing the requirements to complete the course and receive a grade; ensuring resolution of the incomplete grade; and submitting the Change of Grade Form to the Registrar
- Department Chair/Program Director: Responsible for second level approval and oversight of resolution of the incomplete grade
- Dean/Associate Dean: Responsible for final approvals

Procedure Details

1. One of the following may occur:
 - a. The student requests an incomplete grade by obtaining the CHP Incomplete Grade Form from the Course Director, completing Section 1, and submitting it back to the Course Director.
 - i. To be eligible for an Incomplete grade, the student must:
 1. be in good academic standing (earning a passing grade), and
 2. have a justifiable and documented reason beyond their control (e.g., hospitalization or military deployment) for not completing the work as scheduled.
 - b. The Course Director assigns an incomplete grade and completes Section 2.
2. If the student-requested incomplete grade is not approved by the Course Director, the recorded grade will reflect the absence of the remaining coursework, which will most likely be an "F".
3. If the student-requested incomplete grade is approved, the Course Director completes Section 2, signs the form, and forwards it to the respective Department Chair/Program Director and Dean/Associate Dean for approval.
4. Once approved, the Course Director submits the CHP Incomplete Grade Form to the Registrar for entry of the "I" grade and

copies the Director of Academic or Clinical Education (as applicable), Department Chair, Program Director (if applicable), and Associate Dean and/or Dean.

If a student has not completed the requirements by the specified date of completion on the Incomplete Grade Form, the Course Director or Department Chair/Program director submits the CHP Incomplete Grade Form to the Registrar to convert the grade of "I" to an F. The duration of the "I" is according to the Department/Program's procedures and must be resolved by graduation/completion of program requirements.

5. Completion of course requirements:
 - a. When a student who requested the incomplete grade completes the requirements by the specified date of completion, the student re-submits the CHP Incomplete Grade Form to the Course Director after completing Section 3.
 - b. When the Course Director who assigned the incomplete grade determines the student has completed the requirements of the course by the specified date of completion, the Course Director completes Section 4.
6. In Section 4, the Course Director confirms the final grade and submits for approvals from the Department Chair and Dean/Associate Dean.
7. The Course Director submits the completed [Change of Grade Form](#) to the Registrar and copies the Director of Academic or Clinical Education (as applicable), Department Chair, Program Director (if applicable), and Associate Dean and/or Dean.

Related Policies and References

UNT Health Institutional Academic Policy No. 7.103

Definitions

Incomplete is a grade entry that indicates that coursework is pending and must be completed to earn a final grade.

Effective Date: 7/30/2025 Revision Date(s):

Reviewed Date(s):

ADMINISTRATIVE AUTHORITY (R*)

Dean, College of Health Professions

RESPONSIBLE UNIVERSITY DEPARTMENT/DIVISION (R*)

Dean, College of Health Professions 3500 Camp Bowie Blvd

817-735-2762

chp@unthealth.edu

Incomplete Grade Form

_____	_____	_____	_____
Student ID	Last Name	First Name	Middle Name
_____	_____	_____	_____

_____	_____	_____
Course Prefix & Number	Course Title	Course Director
_____	_____	_____

_____	_____
CHP Program	Semester and Year

Section 1 (Student to complete if student-requested)

Justification for request of incomplete grade (may attach appropriate documentation):

In order to be eligible for an Incomplete grade, the student must:

1. be in good academic standing (earning a passing grade), and
2. have a justifiable and documented reason beyond their control (e.g., hospitalization or military deployment) for not completing the work as scheduled.
3. adhere to/align with the policies of the program

_____	_____
Student Signature	Date

Section 2 (Course Director, Department Chair, Dean/Associate Dean to complete)

Student's last day of attendance:

If student requested: Approved Not approved If approved:

1. Reason for incomplete grade if not student requested:
2. Specific requirements to complete course and receive a final grade (to be completed by Course Director):
3. Required date of completion if other than catalog date:

_____	_____
Course Director Signature	Date
_____	_____
Department Chair / Program Director Signature	Date
_____	_____
Dean/Associate Dean Signature	Date

Section 3 (Student to complete if incomplete grade was student-requested)

I attest that I have completed all requirements of the course listed above and am requesting removal of the incomplete grade to be replaced with the grade earned in the course.

_____	_____
Student Signature	Date

Section 4 (Course Director, Department Chair/Program Director, Dean/Associate Dean to complete)

The student has completed the requirements of the course and has earned a grade of __ as of __ (Date).

_____	_____
Course Director Signature	Date
_____	_____
Department Chair/Program Director Signature	Date
_____	_____
Dean/Associate Dean Signature	Date

Acknowledgement and Receipt

I have read the PAS Student Handbook and received answers from PAS faculty or staff to any questions that I may have had. I understand that I may contact PAS faculty and staff in the future should additional questions arise. I recognize that it is my responsibility to understand and comply with the policies and procedures contained in this handbook and any revisions made to it in the future. I know where to find the PAS Student Handbook on the PA Studies Website will reference the handbook when PAS program questions arise. I understand that this information applies to me while on or off campus when acting in my role as a PAS student.

PAS Student Signature

PAS Student Name (Printed)

Date