



# **Physician Assistant Studies Didactic Student Handbook**

**Revised August 2026**

## **Academic and Administrative Policies and Procedures**

Information in this handbook is considered policy and procedure of The University of North Texas Health Science Center at Fort Worth (UNT Health) Department of Physician Assistant Studies (PA Studies). Each student is responsible for knowing current academic and administrative policies and procedures that apply to enrollment in their degree program. UNT Health reserves the right to amend or add to these policies and scholastic regulations at any time during an individual 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. Students in the PA Studies Program are subject to UNT Health institutional and PA Studies Program policies while on or off campus during PA Studies student activities. All policies of UNT Health, the Texas College of Osteopathic Medicine (TCOM), and the PA Studies Program will be in effect. For a complete listing of university policies, see [unthsc.policytech.com](http://unthsc.policytech.com). Approved university and program policies and procedures can be accessed on PolicyTech. All program policies apply to all students, faculty, and staff.

Should there be changes or amendments to these policies and procedures, students will be notified of any substantive changes or revisions to the policies and procedures contained in this handbook. Students are responsible for reviewing and complying with the most current version of the handbook.

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# UNT Health Physician Assistant Studies

## Welcome!

The Physician Assistant Studies (PA Studies) Program at The University of North Texas Health Science Center at Fort Worth (UNT Health) is housed in the Texas College of Osteopathic Medicine (TCOM), which also houses the Osteopathic Medicine, Public Health, and Health Administration programs. The mission and goals for the PA Studies Program are as follows:

## UNT Health Mission

Create solutions for a healthier community

## PA Studies Program Mission

The mission of the Program is to create solutions for a healthier community by preparing graduates with knowledge and skills needed for physician assistant practice, emphasizing primary care medicine and meeting the healthcare needs of underserved populations.

## PA Studies Program Goals

**Goal 1:** Graduates will demonstrate knowledge needed for PA Practice by achieving acceptable mean scores on the PANCE.

**Goal 2:** Graduates will contribute to solving the healthcare workforce needs.

**Goal 3:** Students will demonstrate professional behaviors during clinical interactions in the PA program.

**Goal 4:** Students and alumni will report satisfaction in the quality of the PA program.

# UNT Health Student Code of Conduct and Civility

## Overview

UNT Health has adopted policies to govern student behavior that are educational in nature and designed to help students understand expectations and accept responsibility for their own actions. PA Studies students are expected to read, understand, and comply with the Student Code of Conduct & Civility ("The Code").

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

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**

PA Studies 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. In addition to the definition outlined in “The Code,” the PA Studies Program defines self-plagiarism as 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. PA Studies 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 PA Studies Program Students**

Note that violations of the Student Code of Conduct & Civility (“The Code”) are grounds for dismissal from the university. In addition, PA Studies students who commit “minor” violations of the Student Code of Conduct & Civility (“The Code”) are not eligible for PA Studies honors and awards. Furthermore, when preparing materials for state licensure, PA Studies graduates must disclose to the Texas Medical Board (TMB) 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 TMB. For more information, see PA Studies Procedure No. 18: Physician Assistant Program Student Professionalism Violation.

## **PA Studies Program Student Health and Technical Standards**

### **Americans with Disabilities Act**

UNT Health is committed to providing equal educational access for qualified students with disabilities in accordance with state and federal laws. UNT Health does not discriminate based on an individual's disability and complies with Section 504 and Public Law 101-336 (American with Disabilities Act) in its admissions, accessibility, treatment and employment of individuals in its programs and activities. UNT Health provides academic adjustments and auxiliary aids to individuals with disabilities, as defined under the law, who are otherwise qualified to meet the institution's academic and employment requirements. For more information, see the Student Affairs Policy Manual.

### **PA Studies Program Student Health and Technical Standards**

All candidates must meet health and technical standards to participate in the PA educational programs. Graduation signifies the graduate is prepared for entry into the practice of medicine as a PA 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 PA Studies Program curriculum must meet health and technical standards to fully participate in the educational programs contained in the curriculum. A candidate for the Master of Physician Assistant Studies (MPAS) 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 PA Studies Program their ability to meet the Health and Technical Standards. For more information, see PA Studies Procedure No. 11: Physician Assistant Health and Technical Standards.

## **PA Studies Program Philosophy**

### **Overview**

The PA Studies Program philosophy guides all policies and procedures in the PA Studies Program. PA Studies students are required to understand, uphold, and adhere to the student responsibilities within the PA Studies Program philosophy.

## **PA Studies Program Philosophy**

The purpose of the PA Studies Program is to graduate competent professionals. The PA Studies Program believes that student success is the result of full participation and cooperation between the program (i.e., policies, procedures, courses, faculty, and staff) and the student.

## **PA Studies Program Responsibilities**

- Provide clear and fair standards for educational components and student success.
- Conduct critical ongoing evaluation of program policies and procedures.
- Provide an environment conducive to learning and with honest and open communication.
- Know, support, and promote program philosophy, policies, and procedures.
- Display integrity and professionalism in attitudes, behaviors, and interactions (includes all UNT Health values)

## **PA Studies Student Responsibilities**

- Demonstrate self-responsibility, self-motivation, self-regulation, and effort in learning.
- Continually assess strengths, weaknesses, and barriers in learning and utilize resources for student success.
- Communicate honestly and openly any issues prior to major events or failures.
- Know and follow program philosophy, policies, and procedures.
- Display integrity and professionalism in attitudes, behaviors, and interactions (which include all UNT Health values).

## **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:**

Penny Dempsey, Interim Title IX Coordinator

TitleIX@unthealth.edu | 214-752-5532

Reports related to disability discrimination can also be made to the Office of Equal Opportunity (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 an individual has been designated by UNT Health Fort Worth as a “Confidential Employee” with whom employees or students may speak confidentially concerning sexual harassment, sexual assault, dating violence or stalking, that individual is only required to report the type of incident to the Title IX Coordinator. Similarly, if an individual receives information regarding sexual misconduct under circumstances that make the communications confidential or privileged by law (for example, receiving information as a licensed health care professional), the individual 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 Fort Worth 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 Fort Worth are either allegedly victimized by a UNT Health Fort Worth employee or student or are accused of committing an offense against a UNT Health Fort Worth employee or student.

**Anonymous Reporters:**

Individuals may report without sharing their name by using the electronic reporting form found at Online and Anonymous TrustLine Reporting. The report will be forwarded to the appropriate UNT Health Fort Worth 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 Fort Worth. 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 Fort Worth 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 Fort Worth 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 Fort Worth Police Department: 817-735-2600
- 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 Street, NE  
Washington, D.C. 20507  
1-800-669-4000/ 1-800-669-6820 (TTY) / 1-844-234-5122 (ASL Video Phone) [info@eeoc.gov](mailto: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](mailto: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 Fort Worth 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.

## **PA Studies Program Curriculum**

### **Overview**

The PA Studies Program curriculum is designed to ensure PA Studies students meet the expected entry-level PA graduate competencies published by the National Commission on Certification of Physician Assistants (NCCPA), in conjunction with the American Academy of Physician Associates (AAPA), the Physician Assistant Education Association (PAEA), and the Accreditation Review Commission for the Education of Physician Assistants (ARC-PA). Entry-level competencies cover areas of medical knowledge, interpersonal and communication skills, patient care, professionalism, practice-based learning and improvement, and systems-based practice. Expected graduate competencies can be found on the PA Studies Program website [linked here](#).

The PA Studies Program is a full-time program that will leave little to no time for outside employment. There are two phases of the PA Studies Program curriculum: the Didactic Phase and the Clinical Phase. More information about the PA Studies Program curriculum can be found on the PA Studies Program website [linked here](#).

### **Didactic Curriculum**

The didactic phase of the curriculum occurs from Fall semester of Year 1 to Spring semester of Year 2 and includes classroom coursework (approx. 20 course hours per long semester) in overview courses, basic sciences courses, and clinical medicine courses.

### **Foundation Courses**

The Foundation Courses include Approach to PA Practice, Principles of Evidence Based Medicine, Clinical Anatomy, Neuroanatomy, Human Physiology, Medical Interviewing, Physical Examination Skills, Introduction to Disease, and Introduction to Pharmacology.

### **Clinical Medicine Courses**

The Clinical Medicine courses include Hematology and Lab Medicine, Head, Eyes, Ears, Nose, & Throat (HEENT), Endocrinology, Neurology, Gastroenterology, Dermatology, Genitourinary, Cardiovascular 1, Cardiovascular 2, Women's Health, Musculoskeletal, Pulmonology, Pediatrics, Emergency Medicine, Fundamentals of Behavioral Science, Geriatrics, Clinical Skills and Clinical Integrated Medicine (CIM 1-4).

### **Master's Project**

Master's Project is a capstone project that will be completed during the clinical phase. It is designed to assess the student's understanding and application of evidence-based medicine. The project may

include written case studies/presentations or other written research projects/papers that may be submitted for publication. PA Studies students will learn more about the content and timing of Master's Project as they near the clinical phase of the curriculum.

### **Senior Seminar**

Senior seminar is a summative evaluation course designed to assess the graduate competencies required for entry into the PA profession in the areas of knowledge base, patient management skills, and professionalism. Presentations, lectures, and workshops are provided during the course to assist students in preparing for the Physician Assistant National Certifying Examination (PANCE) after graduation. PA Studies students will learn more about the content and timing of Senior Seminar as they near the clinical phase of the curriculum.

### **Clinical Rotations**

See Supervised Clinical Practice Experience (SCPE) Student Handbook for additional information.

### **Dual Degrees**

In addition to the Master of Physician Assistant Studies (MPAS), students may elect to work toward a Master of Public Health (MPH) and/or Master of Health Administration (MHA). For more information on the dual degree program, [click here](#).

## **PA Studies Course Remediation**

### **Overview**

Students enrolled in the PA Studies Program must meet the academic and professional standards established by the PA Studies Program in order to progress through the didactic and clinical phases of the program. PA Studies students who fail a course in the didactic or clinic phase of training, must successfully remediate the failed course and otherwise remain eligible to continue in the PA Studies Program. Only one failed course may be remediated. For more information on course remediation, see PA Studies Procedure 2: Physician Assistant Course Remediation.

## **PA Studies Program Promotion, Probation, and Dismissal**

### **Overview**

Students enrolled in the PA Studies Program must meet the academic and professional standards established by the PA Studies Program to be eligible for promotion and to graduate as noted in this procedure. Students who do not meet these standards are subject to probation or dismissal. To be eligible for promotion, the student must meet the requirements of each course in all respective semesters of the curriculum. For more information, see PA Studies Procedure 16: Physician Assistant Promotion, Probation, Dismissal Procedure.

## **Suspensions and Expulsions**

### **Overview**

Suspension and expulsions are considered disciplinary sanctions, and these sanctions will be notated on the student transcript. “Suspension” means temporary separation from the institution for serious or repeated misconduct. “Expulsion” means permanent separation from the institution because of serious misconduct. For more information, see The Student Code of Conduct and Civility (“The Code”).

## **PA Studies Faculty Roles**

### **PA Studies Principal Faculty**

PA Studies principal faculty members develop, coordinate, and monitor student instruction and clinical experiences in the PA Studies Program. They serve as Faculty Advisors, Course Directors or Liaisons, guest speakers, and faculty course support in the didactic and clinical phases of the curriculum.

### **PA Studies Faculty Advisors**

Upon matriculation into the PA Studies Program, each PA Studies student is randomly assigned a Faculty Advisor from the PA Studies faculty. The role of the advisor is to encourage PA Studies students, offer advice regarding academic or professional issues, and direct them to campus academic resources. Per the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) accreditation standards, faculty advisors are not allowed to provide medical or personal advice. Additionally, faculty, staff, or other PA department employees may not be involved in student medical care (except in a medical emergency). It is required for PA Studies students to meet with their faculty advisors during the didactic phase at regularly scheduled intervals. PA Studies students can request additional sessions as needed. PA Studies administrative staff will schedule mandatory advising appointments according to student and faculty schedules.

### **PA Studies Course Director or PA Studies Course Liaison**

Each PA Studies course is assigned a PA Studies Course Director when the course is delivered by the PA Studies Program, or a PA Studies Course Liaison when the course is delivered by another UNT Health department. The role of the Course Director or Liaison is to ensure that course and exam content are relevant, accurate, current, organized, and evidence-based. Course Directors or Liaisons are also responsible for the development, coordination, conduct, and/or support of course syllabi, course activities, and course schedules. All PA Studies student questions, comments, or concerns about PA Studies course content and conduct should be directed first to the PA Studies Course Director or Liaison. If there is no resolution, the student then should contact the Director of Academic Education (DAE), followed by the Program Director.

## **PA Studies Adjunct Faculty**

PA Studies adjunct faculty members are healthcare providers who facilitate students' learning. They serve as guest speakers and faculty course support in the didactic and clinical phases of the curriculum.

## **Instructional Faculty**

Instructional faculty members are individuals providing instruction or supervision during the didactic and/or clinical phases of the program, regardless of length of time of instruction, faculty status or rank.

## **PA Studies Faculty Administration**

Some PA Studies principal faculty have faculty administrative roles in the PA Studies Program, including the following:

### **Program Director**

The Program Director (PD) is responsible for the overall management and direction of the PA Studies Program, including provision of oversight, supervision, and coordination of all employees, staff, and program activities. The PD determines resources available to the faculty and oversees the program budget. The PD provides direction in all aspects of student selection, admission, progress, and evaluation of academic and behavioral matters. The PD identifies and implements requirements for maintaining program accreditation and evaluates the effectiveness of the program staff, employees, curriculum, and improvement efforts.

### **Medical Director**

The Medical Director is responsible for assuring didactic and supervised clinical practice experiences meet current practice standards relative to the role of the PA in providing patient care. The Medical Director is involved in developing the program's mission statement, providing instruction to students, and evaluating student performance. The Medical Director participates in designing, implementing, coordinating, and evaluating the curriculum and program.

### **Associate Program Director**

The Associate Program Director (APD) works closely in collaboration with the PD. The APD is responsible for oversight of implementation and documentation of ongoing processes related to self-assessment in accordance with the ARC-PA standards and works closely with the PA Studies Program Enhancement Committee (PAS-PEC). The APD develops and implements methods for evaluating and tracking student progress. This responsibility includes, but is not limited to, ensuring student advising is timely and appropriate, tracking student performance on PACKRAT and PANCE, and developing strategies for improvement in these areas. The APD will serve as a committee member of the PA Studies Curriculum Committee (PAS-CC), PAS-PEC, and chairs the PA Studies Student Performance Committee (PAS-SPC) and PA Studies Accreditation Committee (PAS-AC). The APD assumes the duties of the PD when the PD is out of office or unavailable.

### **Director of Academic Education**

The Director of Academic Education (DAE) is responsible for the didactic semesters of the program. The DAE works with Course Directors to design, implement, coordinate, schedule, and evaluate educational activities taking place in the didactic phase of the curriculum. The DAE is directly responsible for the scheduling of the didactic courses, course sequencing, and evaluating student performance. The DAE provides oversight and direction to Course Directors regarding course content, methods used to deliver course content, and course assessments. The DAE will serve as a committee member of the PAS-CC. Major changes are coordinated between the DAE, PAS-CC, and the PD. The DAE ensures that didactic courses are evaluated by Course Directors at the end of each semester and tracks the effectiveness of changes made to those courses.

### **Director of Clinical Education**

The Director of Clinical Education (DCE) is responsible for the clinical year of the program. This includes scheduling of Supervised Clinical Practice Experience (SCPE) courses including sequencing and ensuring the availability of clinical sites. The DCE works directly with clinical Course Directors to implement, coordinate, schedule, and evaluate educational activities taking place in the clinical phase of the curriculum. Major changes are coordinated between the DCE, the PAS-CC, and the PD. The DCE is responsible for ensuring that SCPE courses and preceptors are evaluated at the conclusion of courses/rotations and for tracking the effectiveness of changes made. The DCE evaluates effectiveness of preceptors, clinical site coordinators, regional clinical hub coordinators, and clinical project managers.

### **Course Directors**

Course Directors are responsible for planning and delivering instruction within courses, supervising content delivery in the courses, drafting course syllabi, and gaining approval of course syllabi from the PAS-CC. Course Directors are expected to plan how courses are delivered and to recruit additional faculty and guest speakers who will assist them in meeting the course goals. For SCPEs, Clinical Course Directors monitor students' logs and time-tracking. All Course Directors ensure that course goals and objectives are defined and fulfilled according to the approved course syllabus. Course Directors ensure that students are accurately and fairly graded in their course(s) according to grading components outlined in the course syllabus. Course Directors are expected to regularly consult with and communicate with the DAE and DCE to ensure expectations related to course delivery and student assessments are met. At the conclusion of each course, the Course Director will evaluate the course and all its components by using the Post-Course Evaluation.

## **PA Studies Program Staff Roles and the PA Studies Office Suite**

### **PA Studies Program Staff**

The administrative staff of the PA Studies Program help make PA Studies operations and activities run smoothly. The staff positions include the following.

#### **Business Coordinator**

The Business Coordinator provides administrative support to the PA Studies Program Director (PD) and acts as office manager for the PA Studies department. The Business Coordinator will work with PA Studies student officers on budgets and supplies for activities during the didactic and clinical phases of the curriculum.

#### **Administrative Coordinator**

The Administrative Coordinator provides administrative support for the PA Studies Program. Responsibilities include, but are not limited to, course scheduling, assisting with course activities, accreditation support, greeting those who enter the PA Studies office suite, fielding questions, setting PA Studies student appointments with PA Studies faculty, and directing PA Studies students toward appropriate persons or resources.

#### **Clinical Site Coordinator**

The Clinical Site Coordinator works with the DCE to build relationships with the community by establishing and maintaining rotation sites for the clinical phase of the curriculum. The Clinical Site Coordinator works with PA Studies students if needed to establish student-identified rotation sites.

#### **Senior Project Coordinator**

The Senior Project Coordinator works with the DCE and Clinical Site Coordinator to schedule clinical rotations during the clinical phase of the curriculum. The Senior Project Coordinator will interact with PA Studies students in assigning clinical rotations.

### **PA Studies Office Suite**

The PA Studies Program office suite houses the PA Studies faculty and staff offices and is located on the Interdisciplinary Research and Education Building (IREB) 4th floor.

#### **Assistance**

The PA Studies front office is staffed by an administrative support team member during hours of operation. If front desk staff are unavailable, other staff members are notified of visitors through video monitoring of the front office area. All PA Studies students should check in at the front desk.

## **Making Appointments with Faculty or the PD**

Because the schedules of the PA Studies faculty vary, PA Studies students are best served by making an appointment to speak with faculty as opposed to “dropping in.” To make an appointment with a PA Studies faculty member or the PD, email them directly, email [pastudies@unthealth.edu](mailto:pastudies@unthealth.edu) or call 817-735-2301. Any staff member can make the appointment.

## **Department of Physician Assistant Studies Contact Information**

Department of Physician Assistant Studies  
UNT Health, IREB Building  
3430 Camp Bowie Blvd, Fort Worth, TX 76107  
Fort Worth, TX 76107-2699

Office Hours: 8:00 a.m. to 5:00 p.m. Monday through Friday.

Phone: 817-735-2301

Email: [pastudies@unthealth.edu](mailto:pastudies@unthealth.edu)

## **PA Studies Student Identification**

### **Student ID Badges**

UNT Health will issue each student an ID badge with an embedded microchip which allows access to certain doors as well as parking garages. The PA Studies Program also uses ID badges for identification for proctored exams. Students are required to wear ID badges in a visible location while on campus. Replacement ID badges are available for a fee. Contact the UNT Health Campus Police for a replacement.

### **PA Studies Student Name Tags**

The PA Studies Program will issue PA Studies students a magnetic name plate that must be worn on the upper left breast pocket of the student’s white coat at any event where the name tag is necessary (i.e., the student is representing the PA Studies Program or UNT Health). During the clinical phase of the curriculum, PA Studies students are required to wear these name tags, which identify the wearer as a PA student, unless otherwise directed by the individual rotation. Replacement name tags will be available for a fee. To order a replacement, contact the PA Studies Department.

### **Contact Information/Name Changes**

Changes to personal information, including contact information and name changes, are processed by the Office of the Registrar and distributed to the appropriate academic and administrative units of UNT Health. It is the student’s responsibility to purchase a new ID badge and name tag if there is a name change.

## **Background Checks for Students**

A background check is required for all PA Studies students upon matriculation into the program. This policy is designed to provide a safe environment for the patients and clients at UNT Health and affiliated training sites. Background checks allow the university to evaluate whether UNT Health students are qualified, eligible, and possess the character and fitness to participate in off-site programs (i.e., clinical care and/or clinical rotation sites). For more information, see PA Studies Procedure 8: Physician Assistant Student Involvement in Patient Care Activities.

## **PA Studies Program Student Dress Code Policy**

### **White Coat**

The University provides a short white coat to students prior to the White Coat Ceremony. The UNT Health university patch will be provided by the University. The student is responsible for ensuring the patch is sewn onto the upper right side of the coat. The student must always wear their UNT Health student badge above the upper left pocket of their coat. The student has the option to have their coat embroidered with their name and credentials at the student's expense. On the upper left side of the coat, the student must have their name on the first line and "Physician Assistant Student" on the second line. If the student desires the addition of pronouns, a third line may be added. The embroidery must be in black thread and Helvetica font. If the student desires to purchase an additional white coat at their expense, the embroidery must follow the same guidelines. The additional UNT Health university patch can be purchased from the University.

### **Didactic Phase**

The PA Studies Program dress code policy for the didactic phase of the curriculum is detailed below.

General Attire

- PA Studies students are expected to convey a professional appearance and are expected to be neat and clean.
- Unless otherwise instructed by PA Studies Course Directors or Course Liaisons, PA Studies students are required to wear solid-colored scrubs in the color assigned to their class cohort to all course activities Monday through Thursday.
- Unless otherwise instructed by PA Studies Course Directors or Course Liaisons, PA Studies students may wear either their solid-colored scrubs or PA Studies Program shirts with jeans/khakis on Fridays.
- PA Studies students may be required to wear their clean white lab coats to specific labs or other official functions.

### **Skills Lab/OSCE Attire**

On days noted in the schedule with “lab attire required,” students should wear the following modest clothing:

- Shorts and a **full-length** T-shirt/tank top **MUST** be worn.
- Sports bras **MUST** be worn rather than a regular bra.
- PA Studies students must wear scrubs or T-shirts over the above clothing when they are not serving as the “patient.”
- PA Studies students may use a gown to drape areas not being examined when acting as the “patient”.
- When appropriate, students must also wear the appropriate safety gear such as goggles, gloves, lab coat, and footwear as approved by the lab supervisor and UNT Health Safety Office.
- If a course activity requires a specific attire, follow the Course Director's instructions for what to wear/not wear.
- Exceptions to the above must be approved by the Course Director.

### **Violations of PA Studies Student Dress Code**

Students violating the dress code may be asked to immediately leave to change into appropriate attire.

If a PA Studies student dress code violation occurs at times of graded activities, no additional time will be given to complete any activity while the student changes to appropriate attire.

### **Clinical Phase**

Information pertaining to dress code in the clinical phase is in the SCPE Student Handbook.

## **Housing and Transportation**

PA Studies students are solely responsible for securing housing and transportation for all PA Studies course activities, including course activities during the clinical phase of the curriculum. The PA Studies Program and/or UNT Health are NOT responsible to locate or pay any portion of student housing or transportation during on-campus or off-campus educational activities.

## **PA Studies Program Attendance Procedure**

For more information regarding attendance during the didactic and clinical phases, see PA Studies Procedure 20: Physician Assistant Student Attendance Procedure.

### **Religious Holiday Absences**

Requests must be made in writing within the first week of the semester to Course Directors and the DAE when requesting an absence for a religious holiday. Course activities and materials may be scheduled for an alternate date to ensure student success.

## **PA Studies Student Use of Technology in the PA Studies Program**

### **Laptops**

All incoming PA Studies students receive a UNT Health-issued technology package during the UNT Health Student Orientation, which includes a laptop. The technology package is included in student fees and is owned by the student thereafter. PA Studies students will use their UNT Health-issued laptops daily to access PA Studies course and program information and to send/receive PA Studies Program communications. UNT Health-issued laptops are required for testing and evaluation in the courses. It is the responsibility of the PA Studies student to ensure their UNT Health-issued laptop is always in good working order in both the didactic and clinical phases of the curriculum.

### **Email Use – Official Form of Communication**

Email is the official mode of communication on the UNT Health campus. PA Studies students will be assigned a university email address during the UNT Health Student Orientation. All students must have a working university email address. Students must use it for university-related business and check it multiple times daily to maintain current information for the PA Studies Program and course information. Use of personal email addresses is not acceptable. Information regarding the PA Studies Program, courses, course assignments, and any changes will be communicated to the PA Studies students through university email or the university learning management system.

### **E\*Value™**

E\*Value™ is a cloud-based system that the PA Studies Program uses to schedule and track PA Studies Program activities, document student meetings with faculty, and document any student issues. Information about E\*Value™ will be distributed at the UNT Health Student Orientation. PA Studies students will use E\*Value™ to access semester calendars and course schedules, maintain resume information, and upload certifications. PA Studies students in the clinical phase of the curriculum will use E\*Value™ to log patient encounters and hours worked in clinical rotations.

For more information regarding E\*Value™, email: [pastudies@unthealth.edu](mailto:pastudies@unthealth.edu).

## Canvas™

Canvas™ is a learning management system free to all UNT Health students. The PA Studies Program requires that all PA Studies students become familiar with Canvas™ technical requirements, features, and other information needed to have a successful online learning experience.

Each PA Studies course will have its own Canvas™ course that contains the course syllabus, lecture information, handouts, assignments, quizzes, grading, assessment rubrics, assignment dates, and other elements critical to the course. Canvas notifications are used for communication with students during their course and must be enabled by the student.

## Artificial Intelligence

Per the Student Code of Conduct & Civility (“The Code”), “use of any unauthorized assistance in academic and professional assessments (e.g. board exams, end of rotation exams, certification exams, etc.), including graded or ungraded coursework, research, quizzes, tests or examinations,” is prohibited. As such, the use of an artificial intelligence (AI) generator such as ChatGPT, iA Writer, MidJourney, DALL-E, etc. is explicitly prohibited ***unless otherwise noted by the instructor***. The information derived from these tools is based on previously published materials. Therefore, using these tools without proper citation constitutes plagiarism. Additionally, be aware that the information derived from these tools is often inaccurate or incomplete. It is imperative that all work submitted should be the student’s own work. Any assignment that is found to have been plagiarized or to have used unauthorized AI tools may receive a zero and/or be reported for academic misconduct.

## Information Technology (IT) Helpdesk and Client Services

The UNT Health Helpdesk has desktop and peripheral support and routes service requests to Information Technology Services (ITS) departments as appropriate. Students may access The Helpdesk by phone at 817-735-2192. For more information regarding IT and Helpdesk, see their website linked here: [UNT Health ITS](#)

## PA Studies Student Use of Electronic Devices During Class Time

Computers and similar devices (e.g., notebooks, iPads, smartphones, etc.) may be used in class for class-related activities as determined by the PA Studies Course Director or Liaison.

Using the computer for non-course-related activities during class time including, but not limited to, web-surfing, playing games, texting, instant messaging, shopping, and social media, is unprofessional and distracting.

Audio or visual recording is not permitted without the prior approval of the PA Studies Course Director, Liaison, or individual lecturer.

Cell phones must be turned off or placed on “silent” mode during PA Studies course activities. If a PA Studies student anticipates the need to take a call during class time, it is advised to notify the lecturer prior to the start of class.

## PA Studies Program Course Structure

### PA Studies Courses

PA Studies students do not need to manually register for courses; this is performed at the program level with the Registrar. All PA Studies students in an incoming cohort will attend every course together sequentially.

### Didactic Phase

PA Studies course activities during the didactic phase of the curriculum are conducted Monday through Friday during normal business hours, which are 8 a.m. to 5 p.m. Daily schedules vary by course, but typically PA Studies students have one course in the morning and one in the afternoon. With rare exception, all PA Studies courses in the didactic phase are conducted on the UNT Health campus. **PA Studies students are required to be available Monday through Friday from 8 a.m. to 5 p.m. for PA Studies Program activities. Class times during this 8-hour period are subject to change and may vary.**

### PA Studies Course Syllabi

Academic standards for successful completion of each PA Studies course are contained in the course syllabi. Each PA Studies course syllabus will specify all the course requirements, including academic assignments, evaluation and grading schemes, and schedule of course activities.

Modifications to PA Studies course requirements, grading schemes, and schedules may be made when the PA Studies Program deems changes are necessary to improve instruction or to conform to scholastic regulations of the department, school, or university.

PA Studies students are required to read thoroughly each PA Studies course syllabus prior to beginning the respective course and to consult the syllabus during the course for all course-related questions. PA Studies course syllabi can be found online in the appropriate PA Studies Canvas™ Course.

### PA Studies Course Textbooks and Equipment

Specific textbooks and equipment required for a PA Studies course will be identified in the PA Studies course syllabus. Most textbooks and equipment are already included in PA Studies course fees. **Any questions about course-related textbooks or equipment should be directed to the PA Studies Course Director or Liaison.**

PA Studies students are expected to read any required textbooks and are encouraged to read any recommended textbooks to ensure that they have the knowledge needed to be successful in the course.

PA Studies students should read the manuals that come with the equipment to learn basic functioning, such as how to properly insert the ear buds of the stethoscope, “turn on” the bell or diaphragm of the

stethoscope or turn on and dim or brighten the otoscope/ophthalmoscope light. In addition, equipment with batteries should be charged prior to use (i.e., prior to class). Students should contact the equipment manufacturer for replacement parts.

### **PA Studies Course Content Dissemination**

Course content dissemination is at the discretion of the Course Director and may occur in a variety of modalities as outlined in the course syllabus.

### **PA Studies Course Assessment**

Course assessments are determined by the Course Director and may occur in a variety of modalities. Check the course syllabus for details on assessments for that course.

### **PA Studies Course Evaluation**

Following each course, a Course and Faculty Evaluation will be provided for the purpose of providing constructive feedback. For information on the UNT Health procedures for the collection and use of student evaluations of courses and instructors, see the University Procedure: Course and Instructor Evaluation, P7.xxx-1 on UNT Health Policy Tech Website.

### **PA Studies Program Exam Policies and Procedures**

#### **Testing and Evaluation Services**

Students are required to comply with Testing and Evaluation Services (TES) exam procedures and policies and PA Studies policies.

Written exams may be administered on paper, Scantron, or electronically. Electronic exams require the use of a UNT Health issued computer equipped with Exemplify™ software. PA Studies students will be instructed about how to download and use Exemplify™ during the UNT Health Student Orientation.

PA Studies students must always have a student identification badge with them in order to be admitted to and remain in testing areas. All on-campus PA Studies exams are proctored. PA Studies students must comply with test proctor directions. If there is a discrepancy between test proctor directions and student expectations during the exam, the student is to follow test proctor directions and address the issue later with the PA Studies Course Director or Liaison.

A PA Studies student who arrives late will be allowed to take the examination (with no extra time allowed) provided no other student has already turned in an exam. If a student is late to a test there may be a penalty of 10% off their final test grade.

PA Studies students arriving after the first examination has been turned in will have to contact the PA Studies Course Director or Liaison to discuss the potential for a make-up exam.

PA Studies student tardiness to and/or unexcused absence from OSCEs typically cannot be made up.

### **No Reproduction or Distribution of Exam Items or Content**

Any reproduction or distribution of exam content will constitute a violation of the Student Code of Conduct & Civility (“The Code”) and will result in disciplinary proceedings.

### **Exam Feedback**

Exam grades are posted in the gradebook on Canvas. Students will also receive a “Strengths and Opportunities Report” for all Exemplify™ administered exams.

## **PA Studies Student Performance**

### **The PA Studies Student Performance Committee (PAS-SPC)**

The PAS-SPC is composed of faculty from around the UNT Health campus. These dedicated faculty members monitor student academic performance throughout the learner's academic enrollment in the PA Studies Program. Using a proactive approach, the PAS-SPC uses referrals and contacts within the Student Center, CARE Team, and other campus resources to help improve learner performance. Students may be referred to the PAS-SPC by faculty, staff, or may self-refer.

## **PA Studies Student Appeals**

### **Grade Appeals**

For more information, see PA Studies Procedure 14: Physician Assistant Grade Appeals and the UNT Health Student Affairs Policy Manual.

### **Failing Course Grade**

If a PA Studies student fails a PA Studies course, the student will appear before the PAS-SPC.

### **Appeal of Dismissal**

If a PA Studies student is dismissed from the PA Studies Program, the student can file an appeal with the office of the Dean of the Texas College of Osteopathic Medicine within 5 business days of the decision by the PA Studies Program Director. For additional information, see PA Studies Procedure 16: Physician Assistant Promotion, Probation, Dismissal Procedure and the Dismissal Appeal Process in Appendix B.

## **PA Studies Student Options for Leave of Absence and Withdrawal**

### **Leave of Absence**

Students enrolled in academic programs within the PA Studies Program are permitted to request leave of absence (LOA) due to a medical condition or 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.

### **Returning from Leave of Absence**

Students returning from an LOA may be required to complete all coursework and/or additional coursework or testing to meet the academic requirements of the program.

A revised educational plan will be developed and provided to the student returning from a leave of absence. This plan may include, but will not be limited to, repeating all courses, and/or completing new courses and/or assessments. The purpose of the revised plan is to prepare the student for success in the program. The Program Director retains approval over any requirements that are part of an approved remediation plan or a revised academic schedule. Courses in progress during the block in which the LOA is taken will result in an "I" (incomplete) on the transcript, which will be replaced with the earned grade upon the student successfully completing the course(s) upon return. Courses that were completed at the time the LOA was taken will be retaken, and the most recent grade reflected on the transcript, with the exception of courses that resulted in a C. Completed courses that resulted in a grade of C will be retaken for a grade of no higher than a C, which will count toward the total number of Cs earned in the program.

For additional information, see PA Studies Procedure 2: Physician Assistant Course Remediation, PA Studies Procedure 13: Physician Assistant Leave of Absence, PA Studies Procedure 16: Physician Assistant Promotion, Probation, Dismissal Procedure, and the LOA Procedure in Appendix B

### **Withdrawal and Absence due to Military Service**

For information regarding policies on absence due to military service, see Policy 7.103, [linked here](#).

## **PA Studies Student Academic Resources**

Students may self-refer to any academic service and may contact their advisor for additional resources.

### **Center for Academic Performance (CAP)**

The Center for Academic Performance (CAP) offers services designed to enhance any and all levels of academic performance through academic consultations, learning assessments, and self-management. Consultation with CAP can be self-initiated. CAP offers the following to all UNT Health students:

academic counseling, learning and study strategy assessment, writing support, tutoring, and workshops. CAP Contact Information:

Center for Academic Performance

Offices: Student Service Center, 2<sup>nd</sup> Floor – Located at 1051 Haskell St.

Campus Office Hours: 8am – 5pm, Monday - Friday

Email: [CAP@unthealth.edu](mailto:CAP@unthealth.edu)

#### Resources to Augment Learning

- CAP <https://www.unthealth.edu/center-for-academic-performance/>
- Library <https://library.unthealth.edu/>

### Student Success Scholarships

When funding is available, the department may sponsor scholarships for attendance to professional meetings and activities as well as membership in professional organizations such as the American Academy of Physician Associates (AAPA) and the Texas Academy of Physician Assistants (TAPA).

### PA Studies Student Communication and Professionalism

PA Studies students concerned about their performance need to communicate those concerns with the Course Director and/or their academic advisor. Students may also contact academic support resources previously mentioned in the handbook. An email to PA Studies faculty is usually answered within 2 business days. Holidays, emergencies, and special events may increase the expected response time. Faculty contact hours are outlined in each course syllabus. **PA Studies students are expected to respond promptly and respectfully to emails sent by PA Studies faculty and staff members.** Students are encouraged to extend professional courtesy by acknowledging responses to requests and questions.

It is good practice to re-read an email prior to sending and avoid sending emails when frustrated or upset. Writing in all capitals can often be interpreted as ‘yelling’ and should also be avoided. It is important that PA Studies students maintain professionalism in all personal, classroom, and laboratory interactions with PA Studies faculty, staff, and students.

### PA Studies Student Organizations

Registered Student Organizations (RSOs) will be at the Welcome Week Fair each year. Information on the Welcome Week fair will be given during orientation. It is usually the week before the White Coat Ceremony. All student organization T-shirt or other designs must be approved by the faculty director of the organization and the UNT Health Office of Marketing and Communication, per their guidelines. A listing and additional information of student organizations can be found at [this link](#).

## Physician Assistant Student Association (PASA)

The Physician Assistant Student Association is a registered student society with SAAPA, the Student Association of the American Academy of Physician Assistants (AAPA). PASA aims to encourage academic achievement and clinical excellence and promote PAs as members of the health care delivery team. All current UNT Health PA Studies students are full and equal members of PASA. PASA Student Council includes the PASA Executive Board, State and National student representatives and class officer positions.

| <b>PASA Executive Board</b>                                       | <b>State and National Student Representatives</b>                                                                                                                                                                                      | <b>Class Officers from each cohort</b>                                                                                                                                                          |
|-------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. President<br>2. Vice President<br>3. Secretary<br>4. Treasurer | 1. Student Academy Rep (SAR) Junior Representative<br>2. SAR Senior Representative<br>3. TAPA Junior Representative<br>4. TAPA Senior Representative<br>5. Student Diversity Committee Rep (SDCR)<br>6. Historian<br>7. Outreach Chair | 1. President<br>2. Vice President<br>3. Secretary<br>4. Treasurer<br>5. Activity Chair<br>6. Student Advocate<br>7. Honor Code Representative<br>8. Historian<br>9. Health/Wellness Coordinator |

Students interested in running for an elected officer position must meet the following eligibility requirements:

- Active student members of both AAPA and TAPA
- No academic probation
- No professionalism infractions

Elections are held at different times depending on the elected office. The Class Officers shall take office immediately upon their election and hold office until graduation. The PASA Executive Board and State and National Representatives shall take office in the January following their election and shall hold office for one year.

### PA Studies Class Officers

Students may run for class officer positions during the first year. Class officer positions include President, Vice President, Secretary, Treasurer, PASA Representative, Activity Chair, and Honor Code Representative. Elections are conducted through PASA, with positions being re-elected in the spring of the second year. Students on academic probation are not eligible to hold office in sanctioned student groups and are expected to resign from any elected or appointed positions held.

## PA Clinical Organization (PACO)

The Physician Assistant Clinical Organization (PACO) seeks to represent and educate those interested in various specialties through physician/PA presentations, skills workshops, and provide opportunities to

explore various clinical fields. All current UNT Health PA students are open to join PACO. All PACO members must pay a one-time fee at the time they join. Students interested in running for an elected officer position (i.e., President, Vice President, Secretary, Treasurer) must meet the following eligibility requirements: No academic probation & no professionalism infractions. All elected office positions have a term of office of one year but are eligible for re-election.

## **PA Student Professional Organizations**

### **Student Academy/AAPA**

The American Academy of PAs (AAPA) is the national professional society for PAs in the United States. PASA is a chapter of the Student Academy of AAPA. To participate in AAPA activities and sponsored events, PASA is required to have 75% of the three PA Studies classes as paid members of AAPA. The fee for joining as a student covers all membership dues until graduation. For more information on AAPA and the Student Academy, see the following websites: <http://www.aapa.org/> or <http://www.aapa.org/student-academy>. Attending the AAPA conferences is not automatically considered an excused absence. Permission to attend must be requested from PA Studies Course Directors or Liaisons.

### **TAPA**

The Texas Academy of Physician Assistants (TAPA) is the state professional society for PAs. Students are encouraged to join, and the one-time Student Membership fee is \$35. Following graduation, special Membership Upgrade rates through TAPA are available for the first six months post-graduation. Students are encouraged to attend the TAPA conference, where students are allowed to participate in Challenge Bowl. Attending the TAPA conferences is not automatically considered an excused absence. Permission to attend must be requested from PA Studies Course Directors or Liaisons.

For more information, [click here](#).

## **PA Studies Student Extracurricular Activities**

### **UNT Health Student Programs and Events**

For more information regarding Student Development opportunities, visit <https://www.UNTHHealth.edu/students/student-development/>.

All student organization T-shirt or other designs must be approved by the faculty director of the organization and the UNT Health Office of Marketing and Communication, according to their guidelines.

### **PA Week**

PA Week is held every year in early October nationally. This week is dedicated to PAs and helps promote the PA profession and the value of PAs to our community.

### **Mission Trips**

During Spring Break, a variety of local and student groups may sponsor medical mission trips abroad. This is not a UNT Health or PA Studies Program sponsored event. Meetings for the medical mission trip typically begin in early fall, and space is limited. Cost per student depends on the location and duration of the trip.

### **PA Didactic Achievement Banquet**

Second year PA classes often host a celebration for their transition to the clinical year. This event is attended, sponsored, and planned by the second year PA students.

### **PA Studies Career Fair**

This is an annual event for the third-year PA Studies students in which employers and recruiters of PAs from around the state of Texas come to campus to meet with prospective applicants.

### **PA Studies Student Promotion Activities**

#### **PA Studies Graduation Banquet**

This annual banquet honors the graduating class. It is held for the graduating class prior to annual commencement. PA Studies Program academic awards are given at the banquet, which is jointly planned between the PA Studies Program and the senior class banquet committee.

#### **PA Studies Graduation/Commencement**

The commencement ceremony takes place in May and honors graduates of UNT Health. Distinguished guests, speakers, family members and friends are invited to join in celebration of the students' hard work and achievements as they prepare to begin the next chapter in their professional lives. PA Studies students are encouraged dress in business or formal attire and official regalia to attend the graduation ceremony.

#### **White Coat Ceremony**

Shortly after matriculation into the program, students will participate in the White Coat Ceremony. The University provides a short white coat to students prior to the white coat ceremony. This ceremony is a

tradition symbolizing the transition into being a member of the healthcare profession. For more information regarding the white coat dress code, see the Didactic Student Handbook section labeled “White Coat” in the PA Studies Program Student Dress Code Policy.

## **PA Studies Student Academic Awards and Honors**

### **Overview**

In addition to conferring MPAS degree diplomas, UNT Health and the PA Studies Program are proud to recognize student excellence during the PA Studies graduation banquet and at commencement. Students who have been on academic probation or committed a violation of the Student Code of Conduct & Civility (“The Code”) are not eligible for PA Studies honors and awards.

### **Clinical Phase Honors Elective Rotations**

More information on Honors Elective Rotations can be found in the Files section of the Canvas Announcements Page

### **Dean’s List**

The Dean’s List is established to recognize academic excellence when the student achieves a semester grade point average of 3.51 or greater for a semester in the didactic phase of the curriculum. Dean’s List recognition is not awarded in the clinical phase of the curriculum.

### **Graduation Honors**

Students may be awarded “Honors” upon graduation if their overall grade point average is greater than 3.51 on a 4.0 scale. No more than 20% of a single PA graduating class will be awarded “Honors” at graduation.

### **Special Awards at Graduation**

Other special awards may be conferred by the PA Studies Program to recognize exceptional academic, clinical, and leadership performance by a student. Special awards are not annotated on the student’s official transcript.

### **Pi Alpha Honor Society**

The UNT Health PA Studies Program has a chapter of the Pi Alpha Honor Society. The Pi Alpha Honor Society is sponsored by the Physician Assistant Education Association (PAEA) and promotes and recognizes significant academic achievement, leadership, research, community/professional service, and the encouragement of a high standard of character and conduct among PA students and graduates. In order to be inducted into the Pi Alpha Honor Society students must have a minimum GPA of 3.5 on a 4.0 scale and demonstrate excellence in research, publishing, community/professional service, or leadership activities. Only 15% of the graduating class can be inducted into the Pi Alpha

Honor Society. Inductees are chosen by the faculty and receive a letter, certificate of membership, pin, and Pi Alpha Honor Society cords, which may be worn with their academic regalia.

## **UNT Health Campus Safety Information**

### **Emergency Preparedness**

Incidents of crime and other serious emergencies which occur on campus requiring immediate assistance should be reported to the **UNT Health Campus Police at 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**

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 more information, see <https://insite.unthsc.edu/wp-content/uploads/2023/01/IREB-overall-maps1.pdf>. The Administrator for Emergency Management is Raul Cantu (817-735-2697).

### **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**

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 15.101 at [this link](#). For more information on evacuation plans, see [Building Evacuation and Severe Weather Refuge](#) page.

### **Fire Drills**

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.unthealth.edu/operations/safety/fire-safety.html>.

## **Stop the Bleed Training**

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 PA Studies Program 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 Training can be found at the following link: <https://www.stopthebleed.org>.

## **Hazardous Exposures**

### **Prevention of Hazardous Exposures**

Students are educated throughout the curriculum on methods of prevention for hazardous exposures in healthcare such as the use of universal precautions and sharps safety. Students complete course content and obtain 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 attest to the health and technical standards which outlines environmental exposures. The Health and Technical Standards state the following:

*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.*

### **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 gloves 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 splatters; 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 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 infectious disease procedures and later report to Student Health or Harris Occupational Health Clinic.

### **Incident Report**

An incident report should be completed. Students in the didactic phase of education should request an incident report from their Course Director and submit it to the UNT Health Director of Environmental Health and Safety (EHS) and their Course Director. The UNT Health Director of EHS can be reached at 817-735-2253.

### **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 bloodborne pathogen exposures should be sent to [health@unthealth.edu](mailto: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: 817-735-5051

#### 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](http://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 UNT Health Student Health Clinic located in the 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.

PA Program faculty and staff

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. See Clinical Handbook for more information.

## 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.unthealth.edu/wellness-services/resources/for-students/>.

### Substance Abuse and Self-Reporting

UNT Health strongly encourages students with substance abuse concerns 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.

## **UNT Health Student Services**

### **Student Affairs**

Student Affairs oversees issues that are relevant to all students from pre-enrollment through graduation. Student Affairs provides co-curricular and extra-curricular services, programs, and activities to facilitate students' academic training, personal growth, and professional development. For more information, see <https://www.unthealth.edu/students/dsa/index.html>.

### **Gibson D. Lewis Library**

An active ID badge is required for entry into the library. For more information on the Lewis Library, go to [UNT Health Library](#)

### **Founders' Activity Center (FAC)**

The FAC is an on-campus fitness center that houses a variety of equipment and offers a wide range of group fitness classes. For more information, [click this link](#) or email [fitnesscenter@unthealth.edu](mailto:fitnesscenter@unthealth.edu).

### **Printing, Scanning, and Copying**

The PA Studies Program does not provide printing, scanning, or copying services for students. Go to <https://library.unthealth.edu/how-to/print-copy-scan/> to find a current listing of all locations and equipment students may use on campus. Information on PaperCut, the print management system used at UNT Health, is also located at this link. For questions, students may contact the Library Service Desk at 817-735-2465 or by email at [askalibrarian@unthealth.edu](mailto:askalibrarian@unthealth.edu).

### **Use of UNT Health Logo**

To obtain the logo, approval of use, or regarding questions on brand use, students may contact the Office of Marketing and Communications at [marketing@unthealth.edu](mailto:marketing@unthealth.edu). The UNT Health Marketing and Identity Guide can be found at [this link](#).

Per the UNT Health Office of Marketing and Communication guidelines, all student organization T-shirt or other designs must be approved by the faculty director of the organization and the UNT Health Office of Marketing and Communication.

### **Student Veterans Information**

Veteran and military-specific resources and opportunities are available at UNT Health. More information about opportunities to learn about these resources is provided prior to new student orientation or at <https://www.unthealth.edu/students/registrar/veterans-benefits/>.

## **Transportation**

UNT Health offers discounts for bus and train fares, as well as the Bike Share program, to its employees and students. Further information can be found at

<https://www.unthealth.edu/operations/sustainability/transportation/>.

## **Parking**

To park a vehicle on campus, students must obtain a parking permit. These permits must be renewed annually on September 1<sup>st</sup>. For more information, go to <https://www.unthealth.edu/police/parking-office/visitor-information/parking-permits/>.

## **Lost and Found**

UNT Health has central lost and found locations in the UNT Health Police Department and the Lewis Library. If any lost items of PA Studies students are found, those can be brought to the PA Studies office suite.

## **Lockers**

During the didactic phase of the curriculum, the PA Studies Program assigns each PA Studies student a locker. Once promoted to the clinical phase of the curriculum, that locker must be cleared out. Students are each assigned a locker in IREB that uses a student-created combination code. Always relock your locker when it's not in use. If you ever forget your code or cannot open your locker, email [PALockers@unthealth.edu](mailto:PALockers@unthealth.edu) for assistance. For lockouts that occur outside these hours, contact the UNT Health Police Department. You will be asked to present your driver's license or student ID to verify ownership. Instructional videos on how to lock and unlock your locker are available here: Locker Instructional Videos: [Click here to watch](#). We appreciate your cooperation in keeping your belongings safe. The PA Studies Program accepts no liability for contents within lockers.

## **Campus Map**

The layout of campus and most of these services can be located on the campus map found at <https://www.unthealth.edu/campusmap/>

## **Student Complaints**

**Division of Student Affairs (DSA) anonymous complaint form.** To file a complaint specifically with the DSA, please access the form at [this link](#).



## **Procedure Manual**

### **UNT Health Physician Assistant Studies Program**

Effective Date: April 01, 2020  
Most Recent Revision: July 2026

#### **ADMINISTRATIVE AUTHORITY**

Lauren Dobbs, MMS, PA-C, Program Director

#### **RESPONSIBLE UNIVERSITY DEPARTMENT**

Physician Assistant Studies Program

UNT Health at Fort Worth

3500 Camp Bowie Blvd

Ft. Worth, Texas 76107

This manual contains the key procedures for the Physician Assistant Studies (PA 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 The University of North Texas Health Science Center at Fort Worth (UNT Health) policies. This manual will be updated on a regular basis.

## **Procedure No. 1: Physician Assistant Deceleration Procedure**

### **Procedure Statement**

The University of North Texas Health Science Center at Fort Worth (UNT Health) Physician Assistant Studies (PA 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 PA Studies Program's stance on deceleration of students within the program.

### **Area of Responsibility**

PA Studies Program

### **Procedure Details**

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

### **Online Forms**

None

### **History**

Revision Date(s): July 2026

## Procedure No. 2: Physician Assistant Course Remediation

### Procedure Statement

Students enrolled in the University of North Texas Health Science Center at Fort Worth (UNT Health) Physician Assistant Studies (PA Studies) Program must meet the academic and professional standards established by the PA Studies Program to progress through the didactic and clinical phases of the program. PA Studies 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 PA Studies Program.

Any PA Studies student who successfully remediates a failed course in the didactic phase will be placed on Academic Probation. Any PA Studies student who unsuccessfully remediates a failed course is subject to dismissal. Students enrolled in the PA Studies 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 PA Studies Program.

### Area of Responsibility

| Responsible party                                  | Procedure detail section |
|----------------------------------------------------|--------------------------|
| PA Studies Student                                 | 1, 4, 5, 7, 8, 9         |
| Course Director                                    | 2b, 3, 6                 |
| PA Studies Student Performance Committee (PAS-SPC) | 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 PA Studies 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 PA Studies Program.
  - a. A PA Studies 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 PAS-SPC, DAE or DCE.
  - a. The PAS-SPC will assist the Course Director in the identification of resources to improve student academic and/or professional performance. The PAS-SPC 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 PA Studies 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 PA Studies student may receive a failing grade that is subject to remediation.
- 6. A PA Studies 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 PA Studies student who does not successfully remediate a failed didactic or clinical practicum will be subject to dismissal.
- 9. A PA Studies student who does not complete a remediation plan by the assigned due date will be subject to dismissal.
- 10. The PA Studies 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

- **Academic Probation.** “Academic Probation” serves as notice to the student that their continued enrollment is in jeopardy.
- **Remediation.** “Remediation” refers to activities designed to remedy a failed course grade due to an academic or professional violation.
- **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.
- **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): July 2026; July 2025; August 2021

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

### Procedure Statement

The University of North Texas Health Science Center at Fort Worth (UNT Health) Physician Assistant Studies (PA Studies) Program employs a holistic three-step admissions process, aligning with The 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 include 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 UNT Health PA Studies Program.

### Area of Responsibility

| Responsible party                          | Procedure detail section |
|--------------------------------------------|--------------------------|
| Applicant                                  | 1, 2, 4                  |
| Office of Admissions and Recruitment (OAR) | 1, 2, 4                  |
| PA Studies Admissions (PAS-ADM) Committee  | 1-3                      |
| PA Studies Program Director                | 3, 4                     |
| Dean                                       | 3                        |
| PA Studies Admissions Committee Chair      | 4                        |

### Procedure Details

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

1. **Applicant Review.** Based on guidelines established by the PA Studies Program, the OAR reviews each verified application received on or before the posted deadline to determine eligibility. A verified application is a designation assigned by the Centralized Application Service for Physician Assistants (CASPA). Verified applications that meet all eligibility requirements are then screened by the OAR for preferred criteria. Verified applications meeting the preferred criteria advance to the file review stages for possible interview selection. Independent file reviews are conducted by both the OAR staff and PA Studies faculty. The OAR also validates each application for completion of minimum admission requirements and eligibility for interview selection. All application materials, including transcripts, letters of recommendation, and application fees must be submitted by the published deadline. Applications received after the 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 PA Studies Program. Recommendations for admission will be based on the applicant's qualifications, 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 PA Studies Program on a probationary basis. All admission decisions are subject to final approval by the PA Studies Program Director, Dean, or their designee.
4. **Deferred Matriculation.** Accepted applicants may request deferred matriculation by submitting a written petition (e.g., postal mail or email) to the OAR. The petition must include the rationale for the request and a description of planned activities during the deferral period. All requests for deferred matriculation must be submitted before July 1 preceding the original matriculation date. Requests for deferrals longer than one year will not be considered. The OAR will forward requests for deferred matriculation to the PAS-ADM Committee Chair for review. The Chair's recommendation will then be submitted to the PA Studies Program Director for final approval. Each request is reviewed on an individual basis. If approved, the OAR will provide the accepted applicant with written confirmation that a seat will be reserved in the next entering class. During the deferment period, the applicant is not considered to be a physician assistant student and is not eligible for school resources. If denied, the OAR will provide written notification to the accepted applicant. The applicant may then choose either to matriculate with the cohort for which they were originally accepted or to decline 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**

- **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.

- **Applicant.** “Applicant” means a person who has submitted a verified application for admission into the PA Studies Program using approved processes and who has paid the required non-refundable application processing fees.
- 1. **Deferred Matriculation.** “Deferred Matriculation” is the approved postponement of enrollment into the program to a subsequent admission year after an applicant has accepted an offer of admission.
- 2. **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.
- 3. **MMI.** MMI stands for “Multiple Mini Interview.” It is a type of interview process 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): July 2026; May 2024; April 2020

## **Procedure No. 4: Physician Assistant Student Awards**

### **Procedure Statement**

The University of North Texas Health Science Center at Fort Worth (UNT Health) Physician Assistant Studies (PA 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**

None

**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): July 2026; April 2020

## **Procedure No. 5: Physician Assistant Clinical Site Selection**

### **Procedure Statement**

The University of North Texas Health Science Center at Fort Worth (UNT Health) Physician Assistant Studies (PA Studies) Program will strive to maintain high quality clinical sites. Prior to the activation of a clinical site, the PA Studies 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 Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) guidelines for the students enrolled in the clinical phase of the UNT Health PA Studies Program.

### **Area of Responsibility**

Department of PA Studies 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 PA 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. **Clinical Site.** “Clinical site” is any place where PA Student clinical education occurs that is outside the normal classroom or simulation lab environment.

**Clinical Team.** “Clinical Team” is the departmental team comprised of faculty and staff who are tasked with overseeing the functions of the clinical year.

## **Online Forms**

Performance Tracking Software

## **History**

Revision Date(s): July 2026; Jan 2024; April 2020

## **Procedure No. 6: Physician Assistant Student Employment**

### **Procedure Statement**

Students enrolled in the University of North Texas Health Science Center at Fort Worth (UNT Health) Physician Assistant Studies (PA 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 PA 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 Studies 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 PA 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 Studies 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): July 2026; January 2024; Fall 2023; April 2020

## Procedure No. 7: Physician Assistant Prerequisite Admission Requirements

### Procedure Statement

All students enrolled in the University of North Texas Health Science Center at Fort Worth (UNT Health) Physician Assistant Studies (PA Studies) Program 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 institutionally accredited colleges and universities 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) or higher. Prerequisite science courses must be designated 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 UNT Health PA Studies Program.

### Area of Responsibility

| Responsible Party                          | Procedure Detail section |
|--------------------------------------------|--------------------------|
| PA Studies Admissions Committee (PAS-ADM)  | 1, 4                     |
| Applicant                                  | 1-4                      |
| Office of Admissions and Recruitment (OAR) | 3, 4                     |

### Procedure Details

1. Applicants seeking admission to the PA Studies Program can find detailed information about the prerequisite coursework and degree requirements on the PA Studies Program’s Admissions webpage.
2. Prerequisites must be completed at institutionally accredited colleges or universities in the United States. Foreign coursework is not accepted.
3. The OAR cannot provide transcript evaluations. Applicants are responsible for confirming that prerequisite requirements have been satisfied.
4. Applicants who have questions about whether a course satisfies a prerequisite coursework requirement should submit a prerequisite coursework evaluation request to the OAR at [admissions@unthealth.edu](mailto:admissions@unthealth.edu). Requests involving courses that do not carry the same name as the prerequisite course or that were delivered through a nontraditional academic department may be forwarded to the PAS-ADM Committee for review. All prerequisite coursework evaluations are considered on an individual basis, and the PAS-ADM Committee reserves the right to approve or deny any evaluation request.

**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**

None

**History**

Revision Date(s): July 2026; May 2024

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

### **Procedure Statement**

University of North Texas Health Science Center at Fort Worth (UNT Health) Physician Assistant Studies (PA Studies) Program 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 PA Studies Program will consider students' ethics, religious beliefs, and personal and cultural values, 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 enrolled in the UNT Health PA Studies Program.

### **Area of Responsibility**

| <b>Responsible Party</b> | <b>Procedure Detail section</b> |
|--------------------------|---------------------------------|
| 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): July 2026; Jan 2024; April 2020

## **Procedure No. 9: Physician Assistant Transfer of Course Credit**

### **Procedure Statement**

The University of North Texas Health Science Center at Fort Worth (UNT Health) Physician Assistant Studies (PA Studies) Program does not admit transfer students or accept transfer of course credit from other PA 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 PA Studies Program.

### **Procedure Details**

The PA 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): July 2026; May 2024

## Procedure No. 10: Physician Assistant Student Service Work

### Procedure Statement

University of North Texas Health Science Center at Fort Worth (UNT Health) Physician Assistant Studies (PA Studies) Program 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 take the 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 PA 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 enrolled in the UNT Health PA 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 "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 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**

- **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.
- **SCPE.** “SCPE” means Supervised Clinical Practice Experience.

### **Online Forms**

SCPE Student Handbook

### **History**

Revision Date(s): July 2026; April 2020

## Procedure No. 11: Physician Assistant Health and Technical Standards

### Procedure Statement

The University of North Texas Health Science Center at Fort Worth (UNT Health) Physician Assistant Studies (PA Studies) 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 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 PA Studies Program at UNT Health.

### **Area of Responsibility**

| <b>Responsible party</b>    | <b>Procedure detail section</b> |
|-----------------------------|---------------------------------|
| Student                     | 1, 2                            |
| Division of Student Affairs | 3                               |

### **Procedure Details**

1. Students seeking enrollment into the PA Studies Program must sign a statement confirming they have read, understand, and are able to comply with the Health and Technical Standards requirements.
2. Students returning from a medical leave of absence are required to submit documentation, including a licensed healthcare provider's statement of compliance with the PA Studies Program's 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.
2. **OSHA.** “OSHA” stands for Occupational Safety and Health Administration. It is a United States federal regulatory agency within the Department of Labor that ensures safe working conditions by enforcing standards and providing training, outreach, and education.
3. **PPE.** “PPE” stands for personal protective equipment.

## Online Forms

None

## History

Revision Date(s): July 2026; Feb 2025; June 2023; April 2020

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

### **Procedure Statement**

The University of North Texas Health Science Center at Fort Worth (UNT Health) Physician Assistant Studies (PA Studies) Program does not award advance placement or course waivers to students accepted into the PA Studies Program.

### **Reason for Procedure**

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

### **Area of Responsibility**

The UNT Health PA Studies Program

### **Procedure Details**

The PA Studies Program does not award advanced placement or course waivers to students accepted into the PA Studies 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): July 2026; May 2024; Jan 2024

## Procedure No. 13: Physician Assistant Leave of Absence

### Procedure Statement

Students enrolled in academic programs within the Texas College of Osteopathic Medicine (TCOM) 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 Senior Associate Dean. 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 Senior Associate 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 Texas College of Osteopathic Medicine.

### Area of Responsibility

| Responsible party     | Procedure detail section |
|-----------------------|--------------------------|
| Student               | 1-6                      |
| Program Director      | 2, 5                     |
| Senior Associate Dean | 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 Senior Associate Dean will 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, and/or completing new courses and/or assessments. The purpose of the revised schedule is 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's academic standing remains unchanged upon return from leave of absence.
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**

- **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.
- **Good Standing.** “Good standing” in the didactic and clinical portions of the program requires accumulation of acceptable course grades.
- **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): July 2026; April 2020

## Procedure No. 14: Physician Assistant Grade Appeals

### Procedure Statement

Students enrolled in the University of North Texas Health Science Center at Fort Worth (UNT Health) Physician Assistant Studies (PA Studies) 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 PA Studies Program.

### Area of Responsibility

| Responsible party    | Procedure detail section |
|----------------------|--------------------------|
| PA Studies Student   | 1-5                      |
| Program Director     | 4                        |
| Course Director (CD) | 1, 3                     |
| Dean                 | 5                        |

### Procedure Details

1. Grades assigned by PA Studies 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 PA Studies student believes that an incorrect grade was assigned, the student is expected to first submit an appeal in writing to the PA Studies 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 PA Studies CD, further appeal may

be made to the PA Studies Program Director in writing within 5 business days of receipt of the PA Studies CD final decision.

5. If needed or desired, after receiving an appeal decision from the PA Studies Program Director, further appeal may be made to the Senior Associate Dean in writing within 5 business days of receipt of the PA Studies Program Director's final decision. The decision made by the Senior Associate 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**

Creation Date: Nov 2021

Revision Date(s): July 2026

## Procedure No. 15: Physician Assistant Graduation Requirements

### Procedure Statement

University of North Texas Health Science Center at Fort Worth (UNT Health) Physician Assistant Studies (PA Studies) Program 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 PA Studies Program.
- B. Have complied with all legal and financial requirements of UNT Health.
- C. Have exhibited the ethical, professional, behavioral, and personal characteristics necessary for practice as a PA.
- D. Have completed and returned to the PA Studies Program or the Office of the Registrar all graduation forms and paperwork required by the PA 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 PA Studies Program

### Area of Responsibility

| Responsible party                     | Procedure detail section |
|---------------------------------------|--------------------------|
| Texas College of Osteopathic Medicine | 1                        |
| Student                               | 2                        |
| Senior Associate Dean                 | 3                        |

### Procedure Details

- 1. Graduation requirements are listed in the catalog at the time of the student's entry into the PA 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 Senior Associate Dean of the Texas College of Osteopathic Medicine.
3. Only in unusual circumstances and with approval of the Senior Associate Dean of the Texas College of Osteopathic Medicine 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): July 2026; July 2022

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

### **Procedure Statement**

Students enrolled in the University of North Texas Health Science Center at Fort Worth (UNT Health) Physician Assistant Studies (PA Studies) Program must meet the academic and professional standards established by this PA 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 PA Studies Program curriculum is required to progress to the clinical phase. All students must complete the PA 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 PA 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 PA student is subject to dismissal from the PA 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 PA Studies Program dismissal must be filed in writing to the Dean of the Texas College of Osteopathic Medicine 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**

| <b>Responsible party</b>       | <b>Procedure detail section</b> |
|--------------------------------|---------------------------------|
| Student                        | 1- 4, 6, 7, 9                   |
| Course Director                | 2                               |
| PASPC Chair                    | 4, 5                            |
| Program Director               | 5                               |
| Director of Clinical Education | 3                               |
| Dean or Dean's Designee        | 8                               |
| Student Affairs                | 9                               |
| PA Administration              | 9                               |

### **Procedure Details**

1. PA students must accumulate acceptable course grades. Standards for completion of each course are contained in the course syllabus.
2. A PA 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 PA 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 PA 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 PA 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 PA 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 Senior Associate Dean of the Texas College of Osteopathic Medicine. A student can only appeal dismissal once for non-academic issues and once for academic issues.
8. The TCOM Dean or Dean designee makes the final decision on an appeal based on the review of information and recommendations of the ad hoc committee. The student will be notified of the decision within five (5) business days of the appeal hearing. If the Dean or Dean’s designee determines that dismissal is not supported, the Dean or Dean’s designee 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

- **Academic Probation.** “Academic Probation” serves as notice to the student that their continued enrollment is in jeopardy.
- **Academic Concern:** “Academic Concern” serves as notice to the student that their continued enrollment may be in jeopardy and does not alter academic standing.
- **Dismissal.** “Dismissal” means disenrollment from the curriculum. A dismissed student is not eligible for graduation.
- **Good Standing.** “Good standing” in the didactic and clinical portions of the program requires accumulation of acceptable course grades.
- **Remediation.** “Remediation” refers to activities designed to remedy a failed course grade due to an academic or professional violation.

### Online Forms

None

### History

Revision Date(s): July 2026; July 2025; July 2024; August 2021; April 2020

Effective Date: August 01, 2021

## Procedure No. 17: Physician Assistant Deferred Matriculation

### Procedure Statement

The University of North Texas Health Science Center at Fort Worth (UNT Health) Physician Assistant Studies (PA Studies) Program has a general preference to avoid deferred matriculation. However, some circumstances may warrant a request to defer matriculation to the subsequent year. Deferred admission requests are reviewed on an individual 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 (OAR)       | 3, 5, 7                  |
| PA Studies Admissions Committee (PAS-ADM) Chair | 4                        |
| PA Studies Program Director                     | 4                        |

### Procedure Details

1. Accepted applicants who wish to request deferred matriculation must submit a written petition (e.g., postal mail or email) to the OAR. The petition must include the rationale for the request and a description of planned activities during the deferral period. Applicants should address their letter to the OAR, Division of Student Affairs, UNT Health, 3500 Camp Bowie Boulevard, Fort Worth, TX 76107. Applicants may email their letter to the OAR at [admissions@unthealth.edu](mailto:admissions@unthealth.edu). Requests for deferrals longer than one year will not be considered.
2. All requests for deferred matriculation must be submitted before July 1 preceding the original matriculation date.
3. The OAR will forward requests to the PAS-ADM Committee Chair for review.
4. The PAS-ADM Committee Chair will review and decide whether to accept or reject the applicant's request for deferred matriculation. The PAS-ADM Committee Chair's recommendation will then be submitted to the PA Studies Program Director for final approval.

5. If approved, the OAR will provide the accepted applicant with written confirmation that a seat will be reserved in the next entering class.
  - a. Note: During the deferment period, the applicant is not considered to be a physician assistant student and should not represent themselves 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 enroll as specified in the deferment letter. During the deferment period, applicants are expected to refrain from applying to or accepting admission offers from other programs. Failure to comply with this requirement will result in rescission of the deferred matriculation offer. Applicants enrolled in another PA program or medical school are not eligible for deferred matriculation.
7. If denied, the OAR will provide a written notification to the accepted applicant. The applicant may then choose either to matriculate with the cohort for which they were originally accepted or to decline the offer of admission to the program.

#### **Related Policies and References**

None

#### **Definitions**

1. **Deferred matriculation.** “Deferred matriculation” is the approved postponement of enrollment into the program to a subsequent admission year after an applicant has accepted an offer of admission.

#### **Online Forms**

None

#### **History**

Revision Date(s): July 2026

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

### **Procedure Statement**

Students enrolled in the University of North Texas Health Science Center at Fort Worth (UNT Health) Physician Assistant Studies (PA Studies) Program must meet the academic and professional standards established by the PA Studies Program to progress through the didactic and clinical phases of the program. PA Studies students who do not meet the professionalism standards by committing a professionalism violation must successfully remediate their behavior to remain eligible to continue in the PA Studies 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 PA Studies Program

### **Area of Responsibility**

| <b>Responsible party</b>                 | <b>Procedure detail section</b> |
|------------------------------------------|---------------------------------|
| PA Studies Student                       | 1, 6, 7                         |
| Associate Program Director (APD)         | 2                               |
| Director of Clinical Education (DCE)     | 2                               |
| Program Director (PD)                    | 2, 4, 6, 7                      |
| Course Director (CD)                     | 2                               |
| PA Student Performance Committee (PASPC) | 3                               |
| Student Affairs                          | 5                               |

### **Procedure Details**

1. Any PA Studies student receiving a professionalism violation must remediate that violation.
2. The CD, DCE, APD or PD 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, DCE, APD or PD.
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 PA Studies 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 PA Studies 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

- **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*.
- **Remediation.** "Remediation" refers to activities designed to remedy a failed course grade due to an academic or professionalism violation.
- **Academic Probation.** "Academic Probation" serves as notice to the student that their continued enrollment is in jeopardy.
- **Academic Concern.** "Academic Concern" serves as notice to the student that their continued enrollment may be in jeopardy and does not alter academic standing.
- **Successful professionalism remediation.** "Successful professionalism remediation" means completion of all assigned remediation activities within the established timeline.
- **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): July 2026; August 2021

## Procedure No. 19: Physician Assistant Admission Seat Deposit

### Procedure Statement

Applicants admitted to the University of North Texas Health Science Center at Fort Worth (UNT Health) Physician Assistant Studies (PA Studies) Program must submit a non-refundable Admission Seat Deposit to reserve their seat in the entering class. Admitted applicants are responsible for ensuring the deposit is paid by the deadline stated in their offer letter; failure to do so will result in forfeiture of the reserved seat. Upon enrollment, the seat deposit will be applied toward the student's first-semester tuition and fees. Requests to extend or waive the Admission Seat Deposit are reviewed on an individual basis.

### 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, 5, 7, 8               |
| PA Studies Admissions (PAS-ADM)            | 6                        |
| Committee Chair                            | 6                        |
| PA Studies Program Director                |                          |

### Procedure Details

1. 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.
  - a. 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.
  - b. Applicants may rescind the offer of admission to the PA Studies Program by notifying the OAR in writing of their decision.
  - c. Admission Seat Deposit payments are non-refundable, if the applicant chooses not to attend the program.
2. Half of the Admission Seat Deposit is due 14 days after accepting an official offer. The remaining balance is due on June 1<sup>st</sup> of the matriculation year.
  - a. 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.

- b. Any offers of admission to the UNT Health PA Studies Program made after June 1 will not require an Admission Seat Deposit.
- 3. Applicants may request to extend or waive the Admission Seat Deposit.
- 4. All requests must be submitted or postmarked by the original due date.
  - a. Requesting an extension: Applicants who wish to request an extension must submit a written petition (e.g., postal mail or email) to the OAR. The petition must include the rationale for the request and the new proposed due date. Applicants should address their letter to the OAR, Division of Student Affairs, UNT Health, 3500 Camp Bowie Boulevard, Fort Worth, TX 76107. Applicants may email their letter to the OAR at [admissions@unthealth.edu](mailto:admissions@unthealth.edu).
  - b. Requesting a waiver: Applicants who wish to request a waiver must submit a written petition (e.g., postal mail or email) to the OAR. The petition must include the rationale for the request and any supporting documentation. Acceptable reasons for requesting a waiver include but are not limited to:
    - 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
- 5. The OAR will forward requests to the PAS-ADM Committee Chair for review.
- 6. The PAS-ADM Committee Chair will review and decide whether to accept or reject the applicant's request for extension or waiver of the Admission Seat Deposit. The Chair's recommendation will then be submitted to the PA Studies Program Director for final approval.
- 7. If approved, the OAR will provide the accepted applicant with written notification indicating whether the Admission Seat Deposit will be extended or waived, along with any required next steps.
- 8. If denied, the OAR will provide written notification to the accepted applicant. The applicant may then choose either to submit the Admission Seat Deposit by the original due date or to decline the offer of admission to the program.

#### **Related Policies and References**

None

## Definitions

1. **Applicant.** “Applicant” means a person who has submitted a verified application for admission into the PA Studies Program using approved processes and who has paid the required non-refundable application processing 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 Admission Seat Deposits are submitted online at the UNT Health Commerce Manager Payer.

## History

Creation Date: April 2023

Revision Date(s): July 2026

## Procedure No. 20: Physician Assistant Student Attendance Procedure

### Procedure Statement

Students enrolled in the University of North Texas Health Science Center at Fort Worth (UNT Health) Physician Assistant Studies (PA Studies) Program must meet the academic and professional standards established by the PA Studies Program to progress through the didactic and clinical phases of the PA Studies Program. Students are expected to attend all scheduled classes and clinics as per the published PA 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. PA Studies students who do not meet attendance requirements in the didactic or clinical phase of training may not remain eligible to continue in the PA Studies 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 PA Studies Program.

### Area of Responsibility

| Responsible party                       | Procedure detail section |
|-----------------------------------------|--------------------------|
| PA Studies Student                      | 1-7, 9-11, 14, 22-25     |
| PA Studies Course Director (CD)/Liaison | 1, 3-6, 9, 25, 26        |
| PA Studies 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

1. Attendance is required for all PA Studies course activities in each phase of the curriculum. PA Studies students must email the PA Studies CD/Liaison and DAE as soon as possible when an absence is expected or has occurred. PA Studies students requesting an excused absence must submit documentation to [pastudies@unthealth.edu](mailto:pastudies@unthealth.edu) and the PA Studies CD.
2. The PA Studies student may not accrue more than 5 *cumulative days of absence* per academic block (usually 9-week terms) without prior approval by the PA Studies Program administration.
3. Tracking Attendance:
  - a. Attendance will be documented by the PA Studies CD in each PA Studies course.
  - b. No PA Studies student may record the attendance of another PA Studies 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.
4. Excused absences may be granted for emergencies (i.e., bereavement) or illness related to the PA Studies student or dependent family members.

- a. Documentation substantiating reasons for absences is required. (i.e., medical note for self or dependent or obituary with funeral date, etc.).
  - b. Documentation must be sent to [pastudies@unthealth.edu](mailto:pastudies@unthealth.edu) and the PA Studies CD.
  - c. All excused absences during didactic phase must be approved by the PA Studies CD/Liaison and the DAE.
  - d. 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.
5. For a PA Studies student who misses an assessment due to an excused absence, the PA Studies 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. Only assessments missed due to an excused absence can be rescheduled. Assessments may only be rescheduled twice.
- a.
6. Unexcused absences:
- a. Letter grade courses: Each unexcused absence will result in a 1% deduction on the final PA Studies 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. PA Studies 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 PA Studies 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”.
7. Tardiness is unprofessional conduct. PA Studies students are required to arrive to PA Studies course components on time.
- a. PA Studies students must notify the PA Studies 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**

- 8. Attendance is required for all PA Studies course activities in each phase of the curriculum. Preceptors are not the approving authority to determine excused or unexcused absences.
- 9. Excused absences may be granted for emergencies (i.e., bereavement) or illness related to the PA Studies student or dependent family members.
- 10. 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 Supervised Clinical Practice Experience (SCPE), they **must** notify/email the DCE, preceptor, and cc the SCPE course director 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.
11. 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.
12. 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.
13. In emergent situations, the student must notify the DCE, preceptor, and cc the SCPE course director immediately via email. Failure to obtain approval from the DCE of any absence, including absence due to tardiness, may also include a remediation assignment.
14. A pattern of non-attendance and tardiness may be considered a violation of the Student Code of Conduct and Civility ("The Code").
15. In the event of a SCPE failure, a student's attendance record will be considered when making recommendations on probation, remediation, and dismissal.
16. 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.**
17. 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.
18. 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.
19. Clinical assignments may require students to participate in patient care and other clinical learning activities at any time their assigned clinical preceptor is working, including evenings, nights, weekends, holidays, and other nontraditional hours. Students are expected to attend and actively participate in all required clinical activities as scheduled. Failure to do so will be considered unprofessional conduct and will result in a professionalism violation. Depending on the circumstances, the incident may also constitute an absence and will be addressed in accordance with program policies and procedures.
20. 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 PA Studies Program.
21. For a PA Studies student who misses an assessment due to an excused absence, the Clinical team will reschedule the exam/assessment. Notification of absence should be provided prior to the scheduled assessment. Only assessments missed due to an excused absence can be rescheduled. Assessments may only be rescheduled twice.

22. 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**

23. Extenuating circumstances: Request for absences not specified above must be preapproved by PA Studies Program administration (Didactic Phase: DAE and Clinical Phase: DCE)
24. Whether an absence is excused or unexcused, make-up sessions or “re-teaching” of previously delivered materials is not guaranteed. The PA Studies student is responsible for all material covered during any missed class/SCPE activity. Most course components cannot be made up or recreated.
25. PA Studies 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.
26. 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 PA Studies student is responsible for all material covered during any missed course component. Refer to excused absence definition and requirements.
27. For all communicable diseases, the PA Studies Program will follow CDC guidelines pertaining to attendance for any class/SCPE activity.
28. Verification of Medical Absences. The Program reserves the right to determine whether submitted medical documentation adequately supports an excused absence request.
- a. Acceptable documentation must:
    - i. Be issued by a licensed physician, physician assistant, nurse practitioner, psychologist, or other appropriate licensed healthcare professional.
    - ii. Verify that the student was evaluated by the provider, either in person or via telemedicine, during the period of illness or medical condition that resulted in the absence.
    - iii. Include the date of the healthcare encounter.
    - iv. Specify the dates during which participation in academic, clinical, laboratory, simulation, or examination activities was medically contraindicated.
    - v. Include provider credentials and sufficient contact information for verification.
  - b. The Program may decline documentation that:
    - i. Is generated solely from student self-report without evidence of clinical evaluation.
    - ii. Does not verify a clinical encounter.
    - iii. Does not identify the date of service.
    - iv. Is dated substantially after the absence in question without supporting documentation.
    - v. Completed retrospectively without evidence of evaluation at the time of illness.
    - vi. Lacks provider identification.
    - vii. Cannot be verified upon request.

- c. The Program will not require disclosure of a diagnosis or submission of health records; however, sufficient information must be provided to substantiate the need for the absence.
- d. Students may obtain medical evaluation and documentation through either in-person or telemedicine services. Regardless of the method of evaluation, documentation must verify that the student participated in a clinical encounter with a licensed healthcare provider during the period of illness or medical condition resulting in the absence and must include all required elements outlined in this policy. Documentation based solely on self-reported information, automated certifications, or absence verification services that do not document a clinical encounter will not be accepted.
- e. Students who have been granted an absence-leniency accommodation through the Office of Disability Access will follow the accommodation-related process for reporting and documenting absences associated with the approved medical condition. Documentation requirements for absences related to the approved condition will be governed by the terms of the accommodation and associated procedures.
- f. Submission of altered, falsified, misleading, unverifiable, or fraudulently obtained medical documentation constitutes a professionalism violation and may result in disciplinary action under the Program's Student Professional Conduct Policy.

## **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**

- **Excused absence.** An absence is considered "excused" if the student can provide documentation that the absence was necessary (e.g., medical note or obituary with funeral date) and/or has received appropriate approval following the process outlined in the didactic and clinical handbooks.
- **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**

Creation Date: May 2023.  
Revision Date(s): July 2026

## Procedure No. 21: Physician Assistant New Student Orientation

### Procedure Statement

Applicants admitted to The University of North Texas Health Science Center at Fort Worth (UNT Health) Physician Assistant (PA) Studies Program must attend New Student Orientation as scheduled.

### Reason for Procedure

The purpose of this procedure is to establish guidelines for the mandatory attendance to New Student Orientation for applicants offered full-time admission into the PA Studies Program.

### Area of Responsibility

| Responsible party                          | Procedure detail section |
|--------------------------------------------|--------------------------|
| Applicant                                  | 1-3                      |
| Office of Admissions and Recruitment (OAR) | 2                        |
| PA Studies Department                      | 2                        |

### Procedure Details

- Each year, applicants accepted into the PA Studies Program are required to attend New Student Orientation on the scheduled date(s) prior to the first day of class.
- Excused absences may be granted for extenuating circumstances at the discretion of the program director.
- A complete make-up session of New Student Orientation is not guaranteed. The applicant is responsible for all material covered during the missed New Student Orientation.
- Applicants who are unable to attend all the orientation activities without an excused absence will be required to defer matriculation or relinquish their acceptance into the program.

### Related Policies and References

Procedure 17: Physician Assistant Deferred Matriculation

Procedure No. 19 Physician Assistant Admission Seat Deposit

### Definitions

- 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.
- Matriculation.** "Matriculation" is when an applicant becomes a student and is enrolled in courses.

6. **Excused absence:** An absence is considered “excused” if the applicant provides documentation that the absence was necessary based on emergency or illness (e.g., medical note or obituary with funeral date) and/or has received appropriate approval following the process outlined in this procedure.

**Online Forms**

None

Effective Date: July 2026

Revision Date(s):

Reviewed Date(s):

**ADMINISTRATIVE AUTHORITY (R\*)**

Lauren Dobbs, MMS, PA-C

Program Director

**RESPONSIBLE UNIVERSITY DEPARTMENT/DIVISION (R\*)**

Physician Assistant Studies Program

UNT Health at Fort Worth

3500 Camp Bowie Blvd

Ft. Worth, Texas 76107

817-735-2301

pastudies@unthealth.edu

## Appendix A

### Advice from Successful PA Studies 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

### Dismissal Appeal Process

#### Reason for Process

A student who receives a decision for dismissal from the Department Chair can appeal the dismissal decision to the Senior Associate 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

Dean or Dean's Designee: Process 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: Process 8

#### Process Details

The following administrative processes should be followed in sequential order:

1. The student must submit their intent to appeal via email to the Senior Associate Dean in **writing within five (5) business days** of receiving official notification of dismissal from the PA Studies Program.
2. The Dean or Dean's designee will charge an ad hoc committee to review the appeal and conduct a hearing. The committee will be composed of four appointed Texas College of Osteopathic Medicine (TCOM) 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 seven (7) business days** after submitting the appeal to the Senior Associate Dean. No additional documents will be considered after the initial submission. The student must notify the Senior Associate Dean if they plan to be accompanied by an advisor and/or an attorney at the hearing **within seven (7) business days** after submitting the appeal to the Senior Associate Dean.
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 **seven (7) 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 seven (7) to ten (10) 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.** The UNT Health Office of General Counsel will be contacted to request attendance at the Appeal Hearing within seven (7) business days of receipt of the appeal.
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 or Dean's designee.
10. The TCOM Dean or Dean designee makes the **final** decision based on the review of information and recommendations of the ad hoc committee. **The student will be notified of the decision within five (5) business days of the appeal hearing.**

#### **Related Policies and Procedures**

- 7.103 Institutional Academic Policy
- 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): July 2026**

**Reviewed Date(s): July 2026**

**Administrative Authority:**

TCOM Dean or Dean Designee

**RESPONSIBLE UNIVERSITY DEPARTMENT/DIVISION (R\*)****Texas College of Osteopathic Medicine**

TCOM Dean or Dean Designee, Texas College of Osteopathic Medicine

3500 Camp Bowie Blvd

Fort Worth, Texas 76107

Dr. Christa Lo, DHSc, MPAS, PA-C

christa.lo@unthealth.edu

# **Student Leave of Absence Procedure**

## **Reason for Procedure**

This procedure aims to align the program(s) procedures within the Texas College of Osteopathic Medicine (TCOM) and describes the process for student leave of absence for TCOM and its subsidiary programs.

## **Area of Responsibility**

Student:

LOA Procedure Detail(s) 1, 2, 3, 4, 5  
Readmission Procedure Detail(s) 1, 2

Department Chair/Program Director:

LOA Procedure Detail(s) 3, 7  
Readmission Procedure Detail(s) 5, 6

Senior Associate Dean:

LOA Procedure Detail 5  
Readmission Procedure Detail(s) 3, 4

Office of the Registrar:

LOA Procedure Detail 6

## **Procedure 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 Director of Academic Education (DAE), Director of Clinical Education (DCE), faculty advisor, Office of Registrar, and Senior Associate Dean that the student is initiating the process and outlining approval.
4. Student submits a request with supporting documentation to Senior Associate 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 Senior Associate 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 Senior Associate 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 (sent 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 #SECURE to the student. The following key contacts (not all-inclusive) are copied in the letter if applicable:
    - **Senior Associate Dean, Texas College of Osteopathic Medicine (TCOM)**
    - **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](mailto:registrar@unthealth.edu) and Director of Enrollment, Records and Registrar)

**Readmission:**

1. The student notifies the Office of the Registrar, the Senior Associate Dean, and the Department Chair/Program Director of the intent to return to the program, when possible, at least 30 days before the start of 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 Senior Associate Dean will review documentation and determine the date of return and curricular path with consultation of the Department Chair/Program Director.
4. The Senior Associate 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. Senior Associate Dean, TCOM
  - 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](mailto: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

### **Definitions**

Good Standing: Please reference the following for definitions:

- Procedure No. 13 - Physician Assistant Studies Leave of Absence

### **Online Forms**

None

### **History**

**Effective Date:** June 13, 2023

**Revision Date(s):** July 2026

### **Administrative authority (R\*)**

Senior Associate Dean, TCOM

### **RESPONSIBLE UNIVERSITY DEPARTMENT/DIVISION (R\*)**

### **College of Health Professions**

### **Texas College of Osteopathic Medicine**

Senior Associate Dean, Texas College of Osteopathic Medicine

3500 Camp Bowie Blvd  
Fort Worth, Texas 76107

# Student Curriculum Reentry Procedure

## Procedure Statement

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

- Restarting the PA Studies Program following a leave of absence (LOA)
- Starting the PA Studies Program with a new cohort due to LOA or other academic or professional reason

Auditing courses is not permitted in the PA Studies Program.

## Area of Responsibility

- Senior Associate Dean: Approves the student's reentry into the PA Studies 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.

## Procedure Details

When a student is offered the opportunity to reenter the PA Studies Program, the DC/PD will determine the following and notify the student of department/program requirements:

1. Course requirements, as determined by the individual program/department, that may include the following:
  - a. Retake all courses and paying all tuition and applicable program and university fees
2. Contact information for Student Finance to allow the student to determine costs associated with reentry
3. Revised, estimated graduation date
4. What version/cohort year policies/procedures/handbook guidelines will apply to the student in their reentry/repeat of curriculum
5. Student status, if applicable, i.e. probation, C-grades accumulated
6. Consequences of inability to successfully complete curriculum
7. Any additional conditions of the reentry, as applicable
8. Date by which the student must request reentry from the Senior Associate Dean

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 Senior Associate Dean 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 Senior Associate Dean 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. Denial reasons may include, but are not limited to:
  - A. Partial or incomplete medical or behavioral health release from a licensed healthcare provider (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 Senior Associate Dean 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 Senior Associate Dean determine there are extenuating circumstances in which the student may not reenter at the requested timeIn the case of a denial, the student may be offered reentry in a future cohort/term/semester.
3. Within 7 business days of the Senior Associate Dean notification, the DC/PD will send a letter to the student reiterating the reentry stipulations and may additionally require (as determined to be needed by the PA Studies Program):
  - A. Attestation of meeting program Technical Standards
  - B. Health clearance
  - C. Attestation to upholding program policies and procedures and handbook guidance
  - D. 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**

Student Leave of Absence Procedure No. P7.103SHP-17

Physician Assistant Procedure No. 13 - Physician Assistant Leave of Absence

### **Definitions**

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 (LOA) is an approved absence from a program due to a personal or medical/behavioral health condition. Leave of absence procedures are found in The PA Studies Program handbook Procedure No. 13 - Physician Assistant Leave of Absence and Procedure No. *P7.103SHP-17*- Student Leave of Absence Procedure.

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

Effective Date: 4/23/2025

Revision Date(s): July 2026

**ADMINISTRATIVE AUTHORITY (R\*)**

Senior Associate Dean, TCOM

**RESPONSIBLE UNIVERSITY DEPARTMENT/DIVISION (R\*)**

**Texas College of Osteopathic Medicine**

3500 Camp Bowie Blvd

Fort Worth, Texas 76107

Dr. Christa Lo, DHSc, MPAS, PA-C

christa.lo@unthealth.edu

## Acknowledgement and Receipt

I have read the PA Studies Student Handbook and received answers from PA Studies faculty or staff to any questions that I may have had. Should additional questions arise, I understand that I may contact PA Studies faculty and staff. I recognize 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 PA Studies Student Handbook on the PA Studies website, and I will reference the handbook when PA Studies Program questions arise. I understand that this information applies to me while on or off campus when acting in my role as a PA Studies student.

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PA Studies Student Signature

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PA Studies Student Name (Printed)

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Date