

Program Policies of Interest to Prospective Students

Clinical Site/Preceptor Recruitment

- With the support of CMU, the PA Program assumes responsibility for the recruitment of clinical sites and preceptors in sufficient numbers for the PA Program mandated (SCPE) component of the curriculum. Students are not required to provide or solicit clinical sites or preceptors.

Immunizations and Health Screening

- The PA Program does not require a physical exam prior to matriculating into the program. Based on CDC recommendations, Colorado State Law, and requirements of clinical sites, the following immunizations and health screenings are **required**:
 - Measles, Mumps and Rubella (MMR): Records of quantitative titer with reference ranges validating current immunity and documentation of 2-dose vaccine series has been administered
 - Varicella: Records of qualitative titer with reference ranges validating current immunity. If the student is non-immune, proof of vaccination must be provided to include dates of all doses the vaccine were received.
 - Tetanus/Diphtheria/Pertussis: Proof of current vaccination
 - Meningococcal Disease: Record of having received one vaccination.
 - Influenza: Record of having received viral influenza immunization covering the winter season preceding matriculation. Students will be required to obtain influenza immunization annually while enrolled in the PA Program
 - COVID-19: Record of having received a completed primary series of COVID-19 immunization.
 - Hepatitis B: Must provide documentation of a vaccine series and a quantitative titer with reference range of hepatitis B surface antibody (HBsAB) test results to validate immune status. If the surface antibody is negative, the student shall receive a second hepatitis B series and a second surface antibody draw. If that is negative, they will be considered a non-respondent status and will need to fill out a waiver form.
- Tuberculosis Screening: The PA Program requires health screening for Tuberculosis prior to any academic clinical encounter. Acceptable tests for Tuberculosis include the QuantiFERON-TB GOLD in-Tube test (QFT-GIT) assay, or the two-step tuberculin skin test (TST). TB testing via QuantiFERON-TB GOLD in-Tube test (QFT-GIT) assay is required in individuals with a history of Bacille Calmette-Guerin (BCG) vaccination. If TB testing is positive, evaluation (and treatment if indicated) must be completed in accordance with CDC guidelines.

- Students participating in international curricular components are expected to comply with current CDC travel health recommendations and any applicable requirements of the host country at their own expense.
- Students are responsible for any/all charges related to obtaining and verification of all immunizations and health screening.

Academic Standards, Performance, and Progression

- Due to the sequential nature of the PA Program curriculum, students will be expected to pass all courses in each semester before progressing to the next semester.
- All program courses must be passed with a performance of 80% (letter grade of a B) or better on the final grade
- Where the courses have multiple examinations, the student must maintain an 80% over average, but on the individual exams, a student may score 75% without requiring a plan for remediation.
- A score of less than 75% on any exam will require a plan for remediation which may include assessment of knowledge deficiency resulting in reexamination or demonstration of adequate knowledge base through other assessment modalities.
- A final course score of 79.50%-79.99% will round to 80%.
- A final course score of 79.49 or lower signifies a failing course grade and the student will be given the option of deceleration or withdrawing from PA Program.
- To graduate and earn a Master of Physician Assistant Studies degree from Colorado Mesa University, students must:
 - Successfully pass all didactic and clinical courses with an 80% or higher.
 - Successfully pass all components of the Summative Evaluation
 - Demonstrate they have met all PA Program student learning outcomes/competencies required for entry level practice.
 - Good Academic and Professional standing approval by PA Program P&P Committee
 - Complete the University's requirements to graduate as outlined, <http://www.coloradomesa.edu/registrar/graduation.html>
- All program completion requirements must be completed within six years of the first day of enrollment. Inability to do so will render the student ineligible to graduate from the CMU PA Program.

Remediation

Student progress is monitored and promptly identifies deficiencies in knowledge or skills and establishes a plan for remediation. Remediation is the opportunity to correct unsatisfactory performance, progress and/or professional conduct in the PA Program.

- Remediation, in the form of a formalized Progress Plan, is required for any failed written examination, skills assessment, patient simulation (OSCE) or key assignment (an assignment that is worth 25% or more of the final course grade and/or capstone project) included in the curriculum.
- A Progress Plan is designed to notify students of PA Program's expectations to provide the greatest opportunity to achieve success in meeting the learning outcomes of a course, professionalism expectations, or program competencies. The Progress Plan will describe the type of remediation activity required, a timeline to complete the activity to meet the intent of the plan successfully, identification of the person who will review and document completion of the activity, and correction of the deficiency and success in meeting the activity outcome.
- Failure to fulfill all the terms of the Progress Plan may result in dismissal from the PA Program.
- The student must sign the Progress Plan acknowledging the steps and timeline for completing the remediation activity.
- The course director or faculty advisor will be responsible for documenting the remediation efforts and outcomes on the PA Program's Progress Plan with oversight by the P&P Committee. Documentation must detail the activity, correction of the deficiency and satisfactory completion of meeting the learning outcomes in the student file.
- The specific Progress Plan is developed at the discretion of the student's advisor, course director, Director of Didactic Education, Assistant Program Director, and/or Program Director (PD) with final approval by the P&P Committee.
- Progress Plans may include but is not limited to the following:
 - Reading and study assignments with follow-up discussion/oral assessment
 - Case-based learning exercises focused on areas of deficiencies
 - Written self-reflection exercises
 - Written response to selected exam items with reference citations
 - Individual skills-training or faculty led tutoring
 - Additional supervised clinical practice experience including repeating an entire rotation
 - Retake of a written exam, OSCE, skills assessment, or end of rotation exam.

- Remediation, in the form of a formalized Progress Plan may be required for any “Below Expectation” rating on a Professionalism Evaluation.
- A preceptor evaluation grade of less than 75% during the clinical phase will result in failure of the clinical rotation and referral to the P&P Committee. The P&P Committee will review the preceptor evaluation and may require the rotation be repeated as part of the progress plan. This holds true even if the final grade for the course is passing.
- If the clinical site, preceptor, or program discontinues the SCPE due to patient safety, professionalism, or student competency concerns, the student will receive a failing grade for the course and the course will need to be repeated.
- If the clinical site or preceptor requests to temporarily remove the student from a rotation due to competency concerns, patient safety, or professionalism concerns, then the student will be referred to the P&P committee.

Deceleration

- CMU PA Program students may not self-opt into deceleration.
- If a student is required to repeat a didactic course to continue in PA Program, the student must wait until the course is offered with a cohort that has an available seat (less than 28 students). A student who is required to repeat a didactic course may not join a cohort that is at the maximum cohort size approved by the ARC-PA.
- They may not participate in any further activities in PA Program until they have met the requirements for program progression.
- The P&P Committee reserves the right to attach conditions that must be met for a student to decelerate and progress within PA Program. This may include student auditing courses to refresh clinical skills or knowledge.
- Deceleration may only occur one time during the student’s enrollment in PA Program

Withdrawal

- Withdrawal from an individual course, will not allow a student to progress in the PA Program as required and therefore constitutes withdrawal from the PA Program.
- Students can withdraw from the PA Program at their discretion and must submit written notification to the PD and schedule an exit interview.
- It is the student’s responsibility to withdraw, using the appropriate CMU form, from any class which they are no longer attending or risk receiving a failing grade in that class.
- Students wishing to withdraw must complete and submit the appropriate CMU form by the established withdrawal deadline

Dismissal

Academic warning and academic probation do not always precede academic dismissal. The following students may be subject to dismissal:

- Any student who has been on academic probation for two or more consecutive and nonconsecutive semesters may be dismissed from PA Program
- Provisionally admitted students who do not meet the requirements of their provisional acceptance
- Students who do not meet stipulations of a progress plan set at the time of being placed on academic probation. This includes students who have been on academic probation for two semesters
- Students who fail to meet the post-acceptance requirements in the manner specified in the admissions post-acceptance requirements
- Students who fail to pass a course on the second attempt.
- Students unable to meet the minimum technical standards necessary to achieve the knowledge, skills, and competencies of any entry-level physician assistant
- Students unable to complete all program requirements for graduation within six years of the first day of enrollment
- Student behavior that poses a threat to the mental or physical well-being of patients
- The student fails to behave in a professional manner, including instances of academic misconduct
- The student who fails to attend or completes the entire duration of a SCPE once it has been published in EXXAT.
- A student dismissed from the CMU PA Program is prohibited from any further attendance in class or participation in SCPE.
- Appeals of dismissal shall be submitted in writing to the PD within four weeks of official notice of termination.

Student Grievances

Student Conduct / Grievance Procedure

1. Any member of the University community may file a complaint against any other student ("respondent") for alleged misconduct. Allegations of misconduct should be prepared in

writing and presented to the Director of Campus Safety and Student Conduct. The Director of Campus Safety and Student Conduct will provide a Notice of Alleged Misconduct to the involved student(s) and conduct an investigation into the matter. If a reasonable basis exists to support an allegation, the respondent student may dispose of the allegation(s) during the course of an Administrative Hearing with the Director of Campus Safety and Student Conduct or his/her designee. If the alleged conduct violation fits within the guidelines of a petty offense or a misdemeanor offense as described by Colorado law, the allegation(s) will be addressed by the Student Conduct Officer. If the alleged conduct violation fits within the boundaries of a felony offense as described by Colorado law or is an assault-related offense, other than a sexual assault, when appropriate a student may elect to either resolve the allegation(s) during the course of an Administrative Hearing with the Director of Campus Safety and Student Conduct, or his/her designee, or during a hearing before a Campus Student Conduct Board. The Campus Student Conduct Board is composed of six (6) members of the campus community, to include two students, two faculty members, and two staff members. Student representation on the Campus Student Conduct Board will consist of Associated Student Government Justices of the Supreme Court. Faculty representatives are appointed by the Faculty Senate and staff representatives are appointed by the Vice President for Student Services.

2. The Residence Life Conduct Board is composed of four or more residents from across campus and overseen by professional staff member of Residence Life. The Residence Life Conduct Board shall have jurisdiction to hear and resolve all complaints alleging a violation of Residence Life Community Standards other than complaints that involve allegations of petty offences, misdemeanors, and felonies, which are to be addressed by the Director of Campus Safety and Student Conduct, or complaints that involve allegations of Sexual Harassment, which are to be addressed by Campus Student Conduct Board.

3. All complaints that are based on behavior prohibited by Title IX (i.e., alleged Sexual Harassment which includes sexual harassment, sexual assault, stalking, dating violence, or domestic violence) will be resolved by the Campus Student Conduct Board, as described in this section, with more specific procedures described above.

4. In the case of either an Administrative Hearing or a Campus Student Conduct Board hearing, all allegations and supporting witness statements, evidence, investigative reports, etc., shall be presented in advance to both the Complainant and Respondent. A hearing shall be called by the Vice President for Student Services (VPSS) in a timely fashion, with reasonable scheduling accommodations made to all involved parties. The VPSS shall also designate one member of the Campus Student Conduct Board as Chairperson for the hearing.

5. Student Conduct Hearings shall be conducted by the Campus Student Conduct Board according to the following guidelines: a. Hearings normally shall be conducted in private and conducted on an informal basis. Every effort will be made to arrive at the truth and to insure a fair hearing without the appearance of a court proceeding. b. Admission of any person to the hearing shall be at the discretion of the designated Chairperson of the Campus Conduct Board after consultation with all involved parties. c. In hearings involving more than one accused student, the Campus Student Conduct Board, at its discretion, may permit the hearings concerning each student to be conducted separately or together, based on the circumstances. d. The Complainant and the Respondent have the right to be assisted by any Advisor they choose, generally at their own expense. However, in the event that a party is unable to procure an Advisor for the hearing, the party shall notify the Title IX Coordinator at least 10 days in advance of the hearing and the University will appoint an Advisor for the party at the expense of the University. The advisor may be an attorney, friend, family member, appointed Advocate, etc. Except in the instances of the cross examination of the other party, the complainant and/or respondent is responsible for representing themselves and speaking on their own behalf. The Advisor may, however, advise the student during the hearing. e. The Campus Student Conduct Board, Complainant and Respondent may call witnesses, who may be subjected to questioning by all involved parties. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration at the discretion of the Campus Student Conduct Board. To the maximum extent practicable, all available and pertinent records, exhibits, proposed witnesses, and written statements shall be presented to all parties in advance of the hearing. f. All procedural questions are subject to final decision by the assigned Chairperson of the Campus Student Conduct Board or, in the case of an Administrative Hearing, the Student Conduct Officer. Following the hearing, the Campus Student Conduct Board shall make a determination of responsibility on the basis of whether it is more likely than not that the Respondent violated the Student Code of Conduct. The Complainant and the Respondent shall be notified of the outcome of the hearing, including the finding of responsibility and sanctions, if any, concurrently and as reasonably soon after the hearing as possible.

6. Should a student disregard a notice to appear before the Campus Student Conduct Board or the Director of Campus Safety and Student Conduct, the hearing process will continue without the student's participation, a determination of responsibility will be made using the available information and evidence, 83 and sanction(s) will be imposed, as appropriate, if the student is found in violation of the Student Code of Conduct.

7. There shall be a single verbatim record - such as audio/video/written - of hearing proceedings. The record shall be the property of the University.

8. At the discretion of the Vice President for Student Services (VPSS), in extraordinary circumstances an administrative hearing may be held in lieu of a Campus Student Conduct Board (CSCB) hearing, in which case the VPSS or his/her designee shall conduct the hearing, subject to the equivalent guidelines of a CSCB hearing. Such an administrative hearing in lieu of a CSCB shall only be called for in instances whereby (1) a CSCB cannot practicably set a hearing in a reasonable time frame, and (2) material harm/damage may be experienced by one or more parties as a result.

Student Appeals

The PA Program recognizes due process and the rights of students to appeal program decisions/actions affecting their progress within PA Program.

- In the PA Program, it is expected that the student will, within five (5) working days following the grade or decision of dispute, or program policy, schedule a meeting with the instructor or faculty member.
- If the problem is resolved through the initial meeting, no further action is indicated.

Failing successful resolution, the student may wish to appeal, doing so within five (5) working days by filing a written appeal with the PD. The written appeal must include:

1. A statement addressing why the grade appeal or the PA Program policy concern has not adequately been addressed.
2. A description of what occurred during the informal resolution process.
3. Copies of all graded materials from the course that are in the student's possession.
4. Any relevant documents the student wants reviewed as part of the appeal process.
5. A copy of the course syllabus or policy.

Results and next steps:

1. The PD will render a decision in writing, with an explanation, within ten days of receiving the student's written appeal.
2. If dissatisfied with the PD's decision, within five (5) working days, the student will file a written appeal with the Department Head of Kinesiology. The Department Head of Kinesiology will investigate and render a decision in writing within ten days.

If the student still does not believe the conflict has been resolved, the student is directed to the Colorado Mesa University Mav Guide for further steps to be taken.

Employment

The CMU PA Program:

- Does not require its students to work for the PA Program
- Generally discourages students from being employed while enrolled and any employment cannot be used to excuse absences from scheduled learning activities or poor performance/progression in the PA Program.

Travel

- Students are expected to be willing and able to travel to distant (greater than 50 miles from campus) clinical sites, including clinical sites outside of the state.
- Students are responsible for all costs (travel to and from the clinical site, housing, food, etc) associated with distant clinical sites
- Students are responsible for securing housing at distant clinical sites
- On average, each student should expect to be placed at a distant clinical site for a total of 10-12 weeks throughout the clinical year.