

## **P O L I C I E S & P R O C E D U R E S**

The **Wagner College PA Program Student Handbook** is designed to familiarize the **PA Student** of the Wagner College PA Program with the academic procedures, policy practices and program expectations for the duration of the didactic, clinical and graduate phases of the PA Program.

*The education of the Program encompasses a three-year curriculum. It is divided into a one-year didactic phase, one year of supervised clinical practice and one year of advanced graduate work. This handbook will provide the student with policies, procedures and fair practices for the three years of the PA Program.*

The Wagner College PA Program Student Handbook also provides students with program objectives, learning goals, academic standards and competencies required for successful completion of the program. Individual course schedules, syllabi and objectives for didactic, clinical and graduate phases are provided independently. These help to make the student aware of each course's goals, objectives, requirements and evaluative standards.

### **N O N D I S C R I M I N A T I O N P O L I C Y**

Wagner College and the **Wagner College PA Program** do not discriminate on basis of race, sex, sexual orientation, national and ethnic origin or religion, in compliance with section 504 of the Rehabilitation Act of 1973 and with Title IX of the Educational Amendment of 1972. The non-discrimination policy is consistent with federal and state statutes, rules and regulations.

### **P R I V A C Y A C T**

Wagner College and the **Wagner College PA Program** believe in protecting the privacy of students' records, in compliance with the Family Educational Rights and Privacy Act of 1974. At the PA Program, all records are kept in locked cabinets and are available upon request for review by the students. PA students, therefore, do not have access to the records or any confidential information of other PA students.

### **S T U D E N T ' S R I G H T S**

Wagner College and the **Wagner College PA Program** comply with the Family Educational Rights and Privacy Act of 1974. FERPA is designed to protect the privacy of educational records, and to provide guidelines for the correction of inaccurate and misleading data. The Program is permitted to provide directory information without the students consent unless he or she requests in writing that such information not be disclosed. At **Wagner College** directory information is defined as: ***student's name, address, date and place of birth, dates of college attendance, full-time/part-time status, major field of study, participation in officially recognized activities and sports, degrees***

*and awards received, and previous school or college attended.* The student may request that directory information be kept confidential by completing

a form obtained from the Registrar's Office. The form must be renewed annually. Further information on [Wagner College](#) policy and procedures on compliance with FERPA can be obtained from the Registrar.

### ***H E A L T H   S E R V I C E S***

The College provides for health care for each student by maintaining an equipped and staffed Health Office. PA students are expected to submit to the Health Office specific health information forms signed by their health care providers indicating PPD status and current immunizations in accordance with CDC recommendations. The College also provides for counseling services through the Office of Student Affairs. Strict confidentiality is maintained. To insure that confidentiality is maintained, principal program faculty do not participate as health care providers for students of the PA Program.

### ***U N I V E R S A L   P R E C A U T I O N S   &   E X P O S U R E P O L I C Y***

PA students are required to complete a training session for healthcare professionals in infection control and universal precautions, approved by New York State Department of Health, prior to commencing clinical interactions with patients.

The Wagner College PA Program, Wagner College (the sponsoring institution) and its clinical affiliates, adhere to the Guidelines of the Centers for Disease Control and Prevention. In accordance with the Centers for Disease Control and Prevention, Public Health Service Guidelines this policy covers all exposures to blood/body fluids by any student during any component of the program curriculum or any assigned supervised clinical experience.

In the event of exposure to infectious agent via needlestick or splash, the student sustaining the exposure must report the injury immediately to the program and clinical preceptor, if on supervised clinical experience. The student sustaining the exposure should squeeze the area (if appropriate), wash with soap and water, and scrub with betadine solution or alcohol. The individual must then report to Employee Health Services or the Emergency Department (ED) for initial and further instructions. The individual sustaining significant exposure will be counseled on the risk of HBV, HCV and HIV infection and transmission.

The following materials are felt to be infectious relative to blood-borne pathogens, particularly hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV).

Blood, blood products, tissue, semen, vaginal secretions, breast milk, cerebrospinal fluid, amniotic fluid, peritoneal fluid, synovial fluid, pericardial fluid, pleural fluid, inflammatory exudates or any other body fluid contaminated with blood.

Generally, exposure to urine, feces, sputum, nasal secretions, saliva, sweat, tears, or vomitus that does not contain blood visible to the naked eye is not considered significant.

### ***DEPARTMENT OF PUBLIC SAFETY***

The primary responsibilities of the Public Safety Department are campus law enforcement, parking and traffic administration, general welfare and fire safety. Officers can be radio dispatched to emergency situations at any time of the day or night.

Wagner College is in full compliance with all provisions of the Crime Awareness and Campus Security Act of 1990 (also known as the Clery Act). The Department of Public Safety compiles statistics of crimes and attempted crimes reported. The Public Safety Office provides 24-hour-a-day patrol protection to the campus. All Public Safety officers are certified by New York State. The College also provides ongoing training for patrol officers in the area of patrol procedures, emergency response, report writing, etc. The Department works closely with the New York Police Department and other law enforcement agencies.

Upon receipt of any complaint (criminal or otherwise), an officer responds to handle the situation as appropriate. A follow-up investigation is conducted for those incidents that require it. An incident report is written to document the event.

### ***INCIDENTS/ACCIDENTS IN THE CLINICAL SETTING***

Occasionally, accidents may occur on clinical sites. Should a student, patient, or other staff member be injured as a result of an accident involving a student, the student must comply with all accident and injury protocols established at the institution. The student must then notify Program personnel and file a PA Incident Report at the PA Program office. It is important that the Program be notified of the incident as well as that policy and procedure of the clinical facility be followed.

### ***LIBRARY SERVICES***

The PA Student has several resources for medical research. The Hormann Library is located on the Wagner College Campus providing textbooks, reference material, PA and other medical journals and Internet access. Additional resources are available at the Program and at affiliated hospital libraries. These sites also provide medical textbooks, medical journals and Internet access.

## **W O R K P O L I C Y**

The Program does not maintain a policy that limits or prevents students from working, but does discourage students from working due to the time constraints of the intense curriculum and the requirements of the clinical rotations.

PA students are not required to work for the Program. No student workers are used as administrative or technical support staff. PA students do not substitute for instruction staff or, during clinical experiences, do not substitute for clinical or administrative staff.

PA students are also not required to provide or solicit clinical sites or preceptors. The global clinical schedule is prepared with appropriate supervised clinical experiences for all students. Students expressing an interest in a new clinical site and/or preceptor not included in the program's preceptor database must complete a request form and the site is reviewed in compliance with the site development policy.

Participation in a clinical experience may not be construed as gainful employment. Accepting payment can result in loss of malpractice liability coverage for the student. Once the student has completed all requirements and graduates from the PA Program, s/he may pursue a salaried position at the institution.

## **O F F I C E O F S T U D E N T F I N A N C I A L A I D**

The College maintains the Office of Student Financial Aid to assist students in applying for federal and state aid to help pay for their education. Scholarships are also offered to full-time students based on academic performance at the time of admission.

## **C O S T S & R E F U N D S**

**The tuition rates for full-time undergraduate and graduate students are published each year in the Tuition and Fee Schedule and are available at the Bursar's Office.**

Medical equipment, medical textbooks, white jacket and scrubs are provided to the student by the Program.

Additional costs may be incurred by the students for travel expenses.

A student dropping PA courses without withdrawing from the College will be refunded according to the College policy, as published in the college bulletin.

## **A T T E N D A N C E / L A T E N E S S**

Attendance is mandatory for all program lectures, clinical experiences and other program activities. If a student is forced to miss a class in the didactic phase, the student must call or e-mail the **Program** and notify the *Program Director* or *Academic Coordinator*. If the student is forced to miss a day of clinical rotation, the student must call or e-mail the **Program** to notify the *Program Director* or the *Clinical Coordinator*, as well as the *Preceptor* or clinical rotation supervisor at the assigned clinical site. The absence must be accompanied by appropriate documentation upon return. Reasonable accommodations

are made for religious observances upon request. The student is advised that all missed program days are subject to make-up at the discretion of the **Program Director**.

Attendance is mandatory for all program activities. At no activity will students be required to substitute for regular clinical or administrative staff. Neither will they be required to perform clerical or administrative work for the program.

Lateness is prohibited except under extenuating circumstances, (which is at the discretion of the Program Director), with prior approval, and/or with a practitioner's medical note.

### ***A D V A N C E D   P L A C E M E N T***

The PA Program does not grant incoming students advanced placement. Due to the sequential construction of the PA curriculum, PA students are required to attend all courses and rotations in the didactic, clinical, and graduate phases.

### ***S C H E D U L E***

The schedule of classes for the Didactic Phase or Professional Year I, is distributed over three (3) semesters. The Didactic Phase consists of 43 weeks of classroom experience (excluding holidays, vacations and reading days) distributed over a summer semester (9 weeks), fall semester (17 weeks) and spring semester (17 weeks). At the beginning of each of the three semesters, students are provided with weekly didactic schedules for that semester.

The Clinical Phase or Professional Year II, also consists of 43 weeks (excluding holidays, vacations and reading days) distributed over a summer semester (9 weeks), fall semester (17 weeks) and spring semester (17 weeks). The Clinical Phase introduces students to the requirements of the supervised clinical experiences and includes eight (8) of the required rotations. The required clinical rotations are continued in the Graduate Phase or Professional Year III along with elective clerkships. The Graduate Phase, as well, consists of 43 weeks distributed over the summer, fall and spring semesters. The individual clinical rotation schedules vary and attempts are made to accommodate the preferred electives. However, the remainder of the schedule is non-negotiable, and the student is responsible for maintaining the clinical hours of each supervised clinical experience, including on-call, evening and/or weekend hours. In addition, the student is responsible to attend scheduled conference, lectures and departmental rounds pertinent to each rotation.

During both the Clinical and Graduate Phases, students return to the PA Program for scheduled graduate coursework. These courses stress enhancement of lifetime learning skills and include lectures, case presentations, and critical thinking sessions with emphasis on problem-based learning, research development, PA professional updates and communication/problem solving forums.

## ***P R O F E S S I O N A L   C O N D U C T***

Students of the Wagner College PA Program are expected to conduct themselves at all times in a professional manner. During the entire program, students are expected to adhere to the “Code of Ethics of the PA Profession”. The clinical preceptor or site may therefore request the college to withdraw from the clinical experience any student whose performance is unsatisfactory, jeopardizes patient safety or welfare, or whose conduct or demeanor prevents the performance of PA responsibilities. In addition, the misconduct may result in suspension or dismissal from the Program.

A PA student should consistently demonstrate the following:

- ☞ Ethical conduct, integrity and honesty
- ☞ Concern for others, self and the rights of privacy
- ☞ Responsibility to duty
- ☞ An appearance appropriate to the profession
- ☞ An ability to recognize one’s limitations and accept constructive criticism
- ☞ Punctual attendance at all program and clinical activities
- ☞ Adherence to all deadlines
- ☞ Respect for patients, their families, faculty, staff and peers
- ☞ Individual as well as group responsibility for honorable behavior. Unethical behavior should not be ignored by the student

Should a student not conform to the standards of the profession, program and institution by acting morally, socially or emotionally inappropriate, such behavior will be brought to the attention of the Program Director, who will determine what actions are needed to best intervene.

Professional misconduct may result in suspension or dismissal from the program.

## ***PROPER IDENTIFICATION & PROFESSIONAL DRESS***

PA students must be clearly identified as such at all times, in particular, during clinical experiences.

- ✧ Students are required to wear the short white consultation jacket with the program patch and official identification badge at all times.
- ✧ The Wagner College PA Program patch, supplied by the Program, is to be affixed to the left sleeve of the consultation jacket. The white jacket is to be worn at all times.
- ✧ I.D. badges must be worn near the shoulder and/or at least 10 inches above the waist at all times so as to be visible and readable by an approaching individual. Only one hospital issued pin may be worn on a badge. Multiple pins should not be displayed on the I.D. badge. Buttons and other adornments may not be displayed on clothing, uniforms or the I.D. badge.
- ✧ Students are expected to present a professional appearance. Attire must be neat and appropriate to a professional setting. Personal belongings should be safeguarded in a locker or locked drawer. The wearing of handbags, backpacks, and pouches/fanny packs while on duty is inappropriate and prohibited. Furthermore, in patient care areas it is a breach of infection control practice. Individual departments may have a dress code that contains additional regulations specific to that department and its operations.
- ✧ Clothing should be well fitted and clean at all times. See-through, overly tight, or revealing clothing is not allowed. Shirts should be fully buttoned (except for top button when appropriate). Skirts should be no more than three inches above the knee and no longer than mid calf.
- ✧ Shoes and hose appropriate for the position are to be worn at all times. Hosiery and shoes must be clean, in good repair, and meet safety and noise abatement needs of the Hospital environment. Hosiery is not to be worn over pants leg. Open toed/heel shoes are not permitted.
- ✧ Suits, pants and coordinated outfits must be appropriate and in good taste. Any clothing made of traditional jean or denim or spandex-like fabrics are inappropriate. Trousers that drag on the floor are not appropriate, nor are outfits with shorts, midriff tops, leggings or stirrup pants. The following are also considered inappropriate attire and often unsafe: *floor length dresses, sundresses, halter-tops, tank tops, thongs, sandals, and clogs.*
- ✧ Baseball caps or other non-uniform hats are not appropriate. If worn, it must be removed when indoors unless religious custom requires otherwise.

- ✧ T-shirts with decals or other insignia are not be permitted if visible underneath uniform. The wearing of pins, buttons, insignia, or any other non-hospital issued item in patient areas is prohibited.
- ✧ Students with long hair must have it pinned up or secured off the shoulders or secured in a hair net. Beards, mustaches and sideburns must be clean and neatly trimmed at all times.
- ✧ Body odor, which is offensive to others, is not acceptable. This includes heavily scented colognes, perfumes or after-shave lotions. Personal cleanliness and good body hygiene are a must in the Hospital environment.
- ✧ Excessive or loose jewelry is a safety risk for students and patients, and their use is discouraged.
- ✧ Hands and nails should be clean, tidy and free of chipped or peeling nail polish. Nail length should be appropriate for a professional setting and under nail cleanliness must be maintained. For this reason, artificial nails, wraps and decals may not be worn.
- ✧ For safety and sanitary reasons, long, dangling earrings, jewelry in pierced body parts (other than ear lobes), or excessive jewelry are not permitted. Jewelry should be limited to one wedding band type ring and one watch for those who provide hands-on care. However, a small holiday pin may be worn at holiday periods if it contains a safety catch.
- ✧ Scrub suits, masks, caps, or paper shoes may not be worn outside of the area required by the duties of the job, e.g., cafeteria, hallways, stairwells, elevators, etc.
- ✧ Gum chewing and eating food are not acceptable in patient care areas, open work areas, or while speaking on the phone. If food is taken outside the cafeteria, it must be in a closed container and all food residues completely discarded in a closed garbage can when finished. This is a regulation of the ***Department of Health***. Food and beverages may not be consumed in public hospital areas such as the lobby or other seating areas.
- ✧ Any individual not appropriately dressed is sent home as unprepared and does not receive credit for that period of time. Occurrences are dealt with through the program's Progress Committee and possible disciplinary action may follow.
- ✧ Off duty students visiting the hospital who are not dressed in accordance with the hospital dress code should not wear the hospital identification badge.

- ☞ Body tattoos must be kept covered during the three professional years of the PA Program.

### ***P R O F E S S I O N A L   B E H A V I O R   I N   T H E C L A S S R O O M :***

- ☞ No food in the classroom. Beverages are permitted.
- ☞ Cell phones must be stored in the off mode during all classes and exam times in the designated area.
- ☞ No videography allowed in the classroom.
- ☞ No use of wearable recording devices containing a camera is allowed, including but not limited to google glass, smart watches, audio recording devices or programs.
- ☞ Respectful, professional behavior must be extended at all times to lecturers as well as classmates. Lecturers should be addressed as “Professor” or “Doctor”.
- ☞ Students are not permitted to photograph patients on clinical sites. Students should be mindful of what is posted to social media sites (i.e., Facebook, Twitter...).

### ***P A T I E N T   R I G H T S   A N D***

### ***C O N F I D E N T I A L I T Y   O F   M E D I C A L   R E C O R D S***

1. Students receive HIPPA training prior to initiating patient interactions during their supervised clinical experiences. Certificates documenting compliance with this requirement must be in the student file prior to beginning rotations. Preceptors may contact the Program requesting proof of HIPPA training.
2. All patient data gathered during the course of a supervised clinical experience is considered CONFIDENTIAL. Therefore, students may not discuss a patient’s record in a situation or manner that would reveal confidential information about that patient or his/her record to persons not involved in that patient’s healthcare.
3. Patient charts or content of those charts (e.g., lab reports) may not be removed from the clinical setting. Work submitted to the program for evaluation should not include specific recognizable references to the patient (i.e., name, address, and identification number).
4. Reference, at any time, to a patient in a dehumanizing or insensitive manner is not professional and **will not** be tolerated. Such an infraction will be reviewed by the Program administration, and is justification for recommendation of placement on professional probation.

## **M E D I C A L   D O C U M E N T A T I O N**

Program policy permits students to document on charts; however, hospital policy may differ. If students are not permitted to document on charts, they are encouraged to practice documentation on a separate sheet and have it reviewed by preceptors. We appreciate preceptor assistance/encouragement with this activity.

**Students are reminded that the medical record is a legal document. Whenever a student makes an entry into a patient's record (i.e., H&P, progress notes, etc.), the student must indicate that s/he is a PA student when signing the entry. Either of the following is acceptable:**

**John Doe, PA-S  
John Doe, PA Student**

## **S U B S T A N C E   A B U S E / I M P A I R E D P R A C T I T I O N E R**

Alcohol and/or substance abuse is a serious health and professional issue and as such, is a danger to the PA student, his/her colleagues and most importantly, to the patient. Wagner College has strict policies concerning alcohol and substance abuse which may be reviewed in the Wagner College Student Handbook.

The Wagner College PA Program Student Handbook states "Impaired behavior due to the use of illegal substances or dangerous drugs is prohibited. Impaired behavior is described as behavior exhibited by an individual that requires the attention of a staff member and may be out of the ordinary for that individual, including, but not limited to: slurred speech, inability to walk properly, erratic, belligerent or overly aggressive behavior.

Any student who demonstrates these behaviors observed by instructors, fellow students, preceptors or patients will be removed immediately from the classroom or clinical setting and referred to Wagner College Student Health. A thorough assessment of the situation will be conducted in accordance with College protocol in addition to NYS medical professional protocol.

As per Wagner College policy, the college maintains a drug-free policy, inhibiting the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances. If this policy is violated, disciplinary action up to, and including dismissal, may be necessary.

Practitioners (physicians, medical students, PAs and PA students) suspected of having problems with alcohol, drugs, or mental illness, but whose ability to practice is not impaired, may be reported to the *Committee on Physicians' Health of the Medical Society of the State of New York*. All calls are confidential. The committee identifies, refers to treatment, and monitors impaired physicians and PAs. The program is voluntary and participation is confidential. The names of physicians and/or PAs participating in the program are not shared with OPMC without a participant's approval unless there is a

failure to comply with treatment recommendations. If you believe, however, that a colleague's medical performance may be impaired, you **must** contact OPMC. The law does not exempt physicians and/or PAs from their duty to report colleagues practicing with a suspected impairment to OPMC because they have reported to the committee.

If a student feels that he/she or another needs help, please report this to the Program Director so that appropriate referrals can be made. The Committee on Physicians' Health of the Medical Society of the State of New York is a *non-punitive* agency and will assist with obtaining the appropriate medical or mental health services needed.

Time missed from the classroom or clinical rotations for evaluation and treatment of substance abuse issues will have to be made up after appropriate medical and/or psychological clearance is obtained and may result in delayed graduation.

### ***A C A D E M I C   S T A N D A R D S***

Academic standards are established for all components of the curriculum. Didactic courses are evaluated by multiple choice exams incorporating all material covered in the previous class sessions (approximately 15 hours per exam) specific to the major topic headings. These exams are modeled in content and format after the National Certification Exam. The exams serve as indicators of students' performance, strengths, weaknesses, and possible need for additional help. During the didactic phase, a student is typically confronted with two to five exams per week.

During the Clinical Phase exams are administered during scheduled graduate class time. The material for the end-of-rotation exam is outlined in the learning objectives and is referenced to the texts specific to that supervised clinical experience.

All courses (didactic and clinical) receive a numerical grade and must be passed with a minimum grade of 75. All didactic and clinical units comprised of one or more courses, receive a final numerical and corresponding letter grade. All units must be passed with a minimum letter grade of C+. The letter grade for each unit is included in the Wagner College transcript. The unit grade will appear as "incomplete" until all courses or components of that unit are passed.

A student is required to take all exams and pass all courses in the Didactic, Clinical and Graduate Phases with a minimum grade of 75. (Any individual exam with a grade of 55 or below will require a make-up in order to demonstrate minimal competency.)

The final unit grade for each supervised clinical experience is based on three (3) components – Academic Knowledge, Clinical Performance and Professionalism. Each component is graded as independently and, therefore, for successful completion of the unit, each of the components must receive a passing grade. The clinical unit receives a final numerical and corresponding letter grade. The letter grade is submitted to the Registrar and included in the Wagner College transcript.

Each course in the PA Program must be passed with a minimum grade of 75. This applies to every didactic course within a Unit and every component -Academic Knowledge, Clinical Performance, and Professionalism within a Clinical Experience. In the event that, at the end of a didactic course or a clinical experience, the course (or End of Rotation) grade is less than 75%, the student must take a comprehensive final make-up exam. In the event that the 'clinical performance' grade is less than 75, the student must remediate the clinical experience to demonstrate having achieved minimum competency of the above. This may involve a delay in graduation if additional clinical experience is required. The student is also offered remediation work that is developed and compiled by the corresponding course director phase coordinator. The remediation work must be submitted by the student prior to taking the comprehensive final make-up exam or receiving a passing grade for a component/course of a clinical unit. If a student scores 75% or above on the comprehensive final make-up exam, the remediation process is deemed successful and the student passes the course with a grade of 75, and, the unit with a grade of C+.

The first failure places the student on "Academic Warning". Should the student fail the make-up exam or pass the makeup exam but fail a subsequent didactic or clinical exam, the student will be placed on "Academic Probation".

For the student on Academic Warning, a subsequent failure places that student on "Academic Probation".

An "Academic Warning" or "Academic Probation" from one professional year or phase of the program carries over to the subsequent professional year or phase. For the student on Academic Probation, any other failure in that or subsequent years will necessitate a meeting of the Progress Committee. Once a student is placed on Academic Probation, the student will remain on Academic Probation for the remainder of the professional program. The Committee will review the student's status annually to determine a course of action, which may include deceleration or dismissal. Students must recognize that deceleration will constitute extension of their time at the Wagner College PA Program.

The Wagner College PA Program has a learning intervention process that is implemented in response to students' learning needs and performance. **Remediation** refers to supplementary learning material created for the student challenged with course content and having difficulty passing a specific course. **Deceleration** is a process that allows for a slower paced progression through the sequential curriculum of the three phases of the PA Program. Remediation and deceleration are considered for the student challenged with the curriculum workload and who will benefit from spending more time focusing on reviewing course content or courses in a decelerated track.

### ***A C A D E M I C   D I S H O N E S T Y***

The students of the Wagner College PA Program, as members of the Wagner College community are held to the highest standards with regard to academic honesty and

integrity. The Student Academic Honesty and Integrity Handbook assists in understanding those standards.

Violations of the College's Honesty Policy diminish the work of everyone at Wagner College, are not tolerated and may result in dismissal from the Program. Open, honest inquiry stands at the foundation of academic process, and is expected of all students, without exception.

Academic honesty is maintained when work submitted for credit represents the student's own effort.

Students violate this standard when they submit work for credit that is not original, or attempt to deceive the instructor in some other manner. Plagiarism is presenting as one's work, words or ideas of another without proper citations or credit. All work that comes from other sources must be properly acknowledged, and even if the work of others is paraphrased, it should be clearly noted. Cheating consists of taking, or providing, or attempting to take or provide external assistance during an examination. This can include communicating with another student, referring to materials not approved for use during the examination (including cell phones or computers) or copying the work of another student.

Other violations of academic honesty include falsifying clinical data, falsifying attendance records, clinical performance records or any other action designed to deceive.

When an incident of academic dishonesty is under investigation, the student will be placed on academic suspension until resolution of the case.

### ***G R I E V A N C E P R O C E D U R E***

Students wishing to lodge a complaint regarding academic policy, procedure, or decision, as it relates to any alleged action prohibited by anti-discrimination acts, should first discuss the matter on an informal basis with the Program Director within five business days. The Program Director will give the matter prompt attention and return an answer to the complainant. If the grievance is not resolved at this level, it should be presented, in writing, within five business days to the Office of the Provost.

The document should include, but not necessarily be limited to, the following:

1. Statement of the grievance and the facts upon which it is based.
2. Date of the occurrence.
3. Attempts made to solve the grievance.
4. Student signature and date.

The Provost will attempt to resolve the grievance to the satisfaction of all parties concerned. In the event an acceptable resolution is not achieved at this point, the faculty member or student should request, in a memorandum addressed to the Provost that the

grievance be brought before the Equal Opportunity Grievance Committee which will review all facts and make its recommendation to the President of the College. The decision of the President is final.

### ***H A R A S S M E N T P O L I C Y***

It is the policy of Wagner College and the PA Program that conduct by any student, faculty, preceptor or employee which may be interpreted as harassment is prohibited. The **Equal Employment Opportunity Commission** defines harassment as unwelcome verbal or non-verbal, physical or sexual conduct that is made as a condition of academic success or employment, is used as the basis for employment/academic decisions, or has the effect of creating an intimidating, hostile, or offensive work/academic environment.

All instances of harassment (sexual or otherwise) must be brought to the immediate attention of the Program and the matter will be given prompt attention and handled in accordance with the published College policies and procedures.

### ***L E A V E O F A B S E N C E / W I T H D R A W A L***

The student who wishes to withdraw from the program or requests a leave of absence is offered appropriate counseling. After discussing with the Program Director, the reason for withdrawal and future plans or options, the student must complete the appropriate "Change of Status" form. This form, signed and dated by the student and the Program Director, is placed in the individual's record.

The student is also referred to the Center for Academic and Career Advisement at Wagner College for completion of appropriate forms. For withdrawal from the College, see the Wagner College Undergraduate & Graduate Bulletin (available at [www.wagner.edu](http://www.wagner.edu)).

If a student takes a leave for medical reasons, the PA Program requires certification from a licensed health care professional attesting to a student's fitness to resume participation in their program.

## ***REQUIREMENTS FOR GRADUATION***

### ***COMPLETION OF PROGRAM***

To insure that students have achieved program goals and objectives and are in compliance with program standards, the following are required for completion of the program:

- Adherence to the PA Code of Ethics
- Resolution of any issues/requirements of Academic Dishonesty, Remediation, Deceleration and/or Probation.
- Completion of all required courses/clinical experiences
- Grades of 75 or higher on all didactic, clinical and graduate courses.
- Poster Presentation of Research Proposal
- Poster Presentation of Research Results
- Thesis Defense at Annual Research Forum
- Clinical Practicums
- Comprehensive Competency Exams
- Professional Portfolio
- Exit Interview

### ***THESIS PROJECT REQUIREMENTS***

The thesis/project subject must be approved by the department. Preparation of the thesis/project will be directed by a faculty advisor approved by the Program Director.

The thesis/project must demonstrate the student's ability to select, organize, and evaluate the results of professional investigation. The thesis/project must meet an acceptable standard for written work on the graduate level. The individual department determines the official standard for written work for all graduate papers, including the thesis. It is the responsibility of the student to follow the form prescribed by the department. Copies of the appropriate thesis manuals are available in the library and in the College Bookstore. All graduate students are encouraged to review the contents of the authorized manual before submitting papers or a thesis in graduate courses.

The thesis/project must be completed within three years, but this period may not extend beyond the six-year general limit for the master's degree. A student who has completed

all course requirements, including course number 798, but who has not completed the thesis, must reregister for course number 798 each semester in which active work is taking place and for which guidance is being received. Students working independently, or who withdraw for one or more semesters, must register for course number 800, Maintenance-of-Matriculation, each semester until active work under an advisor is resumed. At that time, the student must again register for course number 798. Those who fail to register for Maintenance-of-Matriculation (course number 800) in the intervening semesters will be assessed the appropriate fee due upon resumption of course number 798.

The candidate's thesis will be examined by a panel of three faculty approved by the Program Director.

### ***D E G R E E S   A W A R D E D***

Upon completion of the Program and the above requirements, the student will be awarded:

- *PA Certificate of Completion*
- *Bachelor of Science*
- *Master of Science in Advanced PA Studies*

The student will then be eligible for:

- *State Licensure*
- *NCCPA Boards*