

ACADEMIC POLICIES AND PROCEDURES:PHYSICIAN ASSISTANT PROGRAM

The physician assistant program is a 27-month, 126 semester hour course of study leading to a Master of Science in Physician Assistant Studies degree.

The program must be completed within 5 years of initial entry/matriculation. Please navigate to the tab appropriate for your Academic Policies and Procedures (Class of 2026 or Class of 2027).

Policies and procedures for progression in and completion of the program

For students starting in January 2024

Requirements for progression and completion of the program depend on the student demonstrating the learning outcomes and competencies, including professionalism, for each course, and for the program overall during the summative evaluation.

If the student fails to meet criteria for progression and decelerates, all coursework/required program components must be completed within five years of initial matriculation. Only courses taken and credits received in the graduate programs at Bryant University are included in the computation of the grade-point average. Quality points are determined by multiplying credits by grade points. The grade-point average (GPA) is determined by dividing the total quality points earned by the total credits completed.

Policies and procedures for remediation and deceleration

1. Progression in the didactic phase

In order to maintain good academic standing, students must earn a 3.0 GPA per term and must pass each course in a single term with a "C" letter grade or better. Students who do not meet these requirements may be placed on academic probation or referred to the Academic Support and Remediation Committee (ASRC) for dismissal according to the following rules:

For students in good academic standing:

A student in good standing who fails one course in a single term or who earns a term GPA between 2.0 and 2.99 inclusive will be placed on academic probation for the following term. Students who fail more than one course in a single term or who earn a term GPA between 0 and 1.99 inclusive will be referred to the ASRC for recommended dismissal.

For students on academic probation:

A student on academic probation who passes all courses with a C or higher and earns a term GPA 3.0 or higher will be returned to good academic standing in the following term. A student who earns a term GPA less than or equal to 2.99 or who fails one or more courses will be referred to the ASRC for recommended dismissal.

Students must have a cumulative 3.0 GPA at the completion of the didactic year to begin clinical rotations. Any student who fails

to achieve a cumulative 3.0 GPA cannot proceed and must be recommended by the ASRC for dismissal from the program.

In addition to having an overall 3.0 GPA, all students are required to pass a summative examination prior to entering supervised clinical practice experiences. Remediation for failure of the summative examination is required and will consist of a retest of information similar in both content and construction to the original summative examination. Students who fail the summative examination remediation will be referred to the Academic Support and Remediation Committee with a recommendation for dismissal for failure to successfully complete the didactic phase summative examination.

The graduate school does not allow grade substitutions for failed courses. All completed courses will be reflected on student transcripts as received by the program. Students who repeat a course due to deceleration must be considerate of this when returning for the following cohort and must continue to complete all minimum GPA requirements.

2. Progression in the clinical phase

In order to progress through the clinical phase of the program, students must receive an overall minimum clinical course letter grade of "C" (75%) for each SCPE. To pass a SCPE, students must:

- earn a minimum of a "C" (75 %) on the End of Rotation (EOR) exam;
- earn a minimum of a "C" (75 %) on the preceptor evaluation;
- consistently adhere to the professionalism standards outlined by the program including:
 - demonstrating respect for patients, colleagues, and faculty,
 - maintaining confidentiality,
 - exhibiting punctuality, reliability, and proper attendance,
 - communicating effectively,
 - displaying ethical behavior at all times

Students must maintain a cumulative 3.00 GPA to be considered for graduation. Any student who fails to achieve this will not be permitted to graduate from the university graduate school.

If the student fails to meet criteria for progression and decelerates, all coursework/required program components must be completed within five years of initial matriculation. Only courses taken and credits received in the graduate programs at Bryant University are included in the computation of the grade-point average. As in the didactic coursework, all failing courses are maintained on the student transcript and cannot be substituted for repeat or remedial coursework. All final grades will be calculated into the overall student cumulative GPA.

In the same manner as the didactic phase, all students are required to pass a clinical summative examination and objective structured clinical exam (OSCE) prior to completing supervised clinical practice experiences before a recommendation for graduation is given to the Program Director. Remediation for failure of the summative examination and OSCE are required for program completion and will consist of a retest of information similar in both content and construction to the original summative examination. Students will be referred to the ASRC with a recommendation for dismissal for

failure to successfully complete the didactic phase summative examination.

3. Remediation for a failed didactic examination

A didactic exam score less than 75% is considered an exam failure. Students who fail a didactic exam must meet with their faculty advisor to address the low score and to develop a study/remediation plan. The student will be assigned a remediation learning assignment based on the course objectives for that exam to be completed within a few weeks; the specific deadline for the remediation assignment will be at the discretion of the faculty. Once a student has successfully completed all remediation assignments in a single term, the ASRC will review all exam scores for that term and will replace one (1) exam score with a 75%. This grade improvement will be deployed wherever it will most benefit the student's term GPA. No more than one (1) exam score will be improved to 75% in a single term. If a student does not complete every remediation assignment in a single term, no grade improvements will be applied that term.

4. Remediation for a failed course in the didactic curriculum

Failure of a course will result in the student being placed on Academic Probation regardless of the student's term GPA. The student will be followed by the ASRC and will meet with the student advisor and director of academic success to outline the remediation plan. The student will then complete a comprehensive remediation exam, which must be completed before the start of the next term. Failure of the comprehensive course exam will result in failure to progress to the next term and referral to the ASRC for recommendation of deceleration. Passing the comprehensive exam will allow the student to progress to the next term, however, the student will remain on Academic Probation. No more than one (1) failed course can be remediated during a single term. Failure of more than one (1) course in a single term will result in referral to ASRC with recommendation for dismissal.

5. Remediation for a failed Supervised Clinical Practice Experience (SCPE)

During the clinical year, the minimum required grade to pass each SCPE is a "C" (75 %). Failure to obtain a "C" will necessitate repeating the failed rotation. Failing the repeat rotation will result in dismissal. No more than one (1) clinical rotation may be repeated. More than one failed SCPE will result in referral to the ASRC for dismissal.

A SCPE failure may occur with:

- Score of below "C" (75 %) on the End of Rotation (EOR) exam;
- Score of below "C" (75 %) on the preceptor evaluation of student performance on SCPE;
- Failure to meet expected standards of professionalism on SCPE
 - This encompasses behaviors and attitudes inconsistent with professional conduct, which are deemed essential for the successful completion of the SCPE.

Students who fail a SCPE will be notified in writing when all graded elements of the SCPE have been received by the program and a clinical course cumulative grade is calculated. Students who are required to repeat a failed rotation will do so during at the culmination of their clinical phase education and during a schedule block with an adequate placement opportunity as identified by the Director of Clinical Education.

DECELERATION

If a student fails to pass a course and fails the comprehensive course remediation associated with that course, they will be referred to the ASRC for deceleration. The student must retake the course during the next regularly scheduled offering. Since PA courses are offered in a sequential fashion, each building on the previous courses, failure to pass a class during the didactic year will result in the student not being able to proceed to the next terms' courses. The student will therefore have to join the next year's class/cohort.

During the clinical year, the student who fails a SCPE and remediates successfully will have a delayed graduation date but does not have to furlough for a year to rejoin clinical rotations as is necessary in the didactic year. All students failing initial coursework requiring repeat courses (deceleration for academic year) or SCPE's (clinical year) will incur additional tuition expenses that are not eligible for federal financial aid assistance. Any student that requires deceleration or remediation must present to the university financial aid office to discuss financial obligations for course completion and graduation. Failure to comply with university financial obligations could delay certification for graduation.

Leave of Absence

By virtue of Bryant's PA program design as a 27-month plan of study, admitted students are expected to proceed through the program with the cohort they were admitted with at the beginning of their PA studies. Stated differently, students, upon admission, are expected to complete their PA degree requirements by continuous enrollment in the time specified by the program in which they entered.

Although leaves of absence from the PA program are discouraged, it is recognized that occasionally there are significant life-altering events that may result in the need for a student to suspend continuous enrollment from their respective program on a temporary basis.

Consequently, any student who, prior to completion of the PA Program requirements, seeks to decline registration for an upcoming semester may do so by registering for a Leave of Absence (LOA) by completing an official LOA form with the Registrar's Office. A PA student on a leave of absence may re-enter the program in a subsequent year, at the beginning of the same academic term in which they began their LOA. Students will be required to complete all coursework from that term. Additionally, students will have the option to attend courses from the previous terms, if desired. Students are still required to complete their program within a five-year time frame from admission.

Depending upon the official starting date of the LOA, students may be required to return portions of their federal and private loan awards, according to the requirements stipulated by their written agreements with the individual lenders.

Students must notify the PA Program Director of their intention to re-enroll by October 1st of the calendar year prior to their planned re-enrollment.

Cancellation of Classes

Cancellation/delay of classes due to weather conditions will be announced over local radio and television stations. A detailed message will also be available by calling the University's emergency line at (401) 232-6002.

The announcement to cancel or delay classes will also be available on the university website at www.bryant.edu. When individual classes

are canceled, students will be notified via their Bryant email accounts.

Any canceled classes will be rescheduled by the Program and may occur outside of normal scheduled class hours, to include evenings and weekends.

Credit Hour

Each academic term is twelve weeks in length, however, the semester hours assigned represent workload equivalent to sixteen calendar weeks.

Grading System

The graduate programs use the following grading system:

Grade	Grade Points
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
F	0.0

Grade Replacement Policy – Didactic Year

For failed PA courses during the didactic year, there is no grade replacement or substitution allowed. All students who have failed a didactic course and require deceleration will be required to repeat the course the following year as previously discussed. For the purposes of program and university graduation requirements, this grade will remain on the student transcript and the failing grade is calculated into the overall student GPA. Students will continue to be required to maintain the 3.00 GPA overall to progress to the clinical phase of training.

Grade Replacement Policy – Supervised Clinical Practice Experiences (SCPEs)

During the clinical year, the minimum required grade to pass each SCPE (clinical rotation) course is a “C” (75%). Failure to obtain a “C” (75%) will necessitate repeating the failed rotation. Failing the repeat clinical rotation will result in dismissal. No more than one clinical rotation may be repeated; failing more than one clinical rotation will result in dismissal. The repeated SCPE is subject to this Grade Replacement Policy:

- For any, one SCPE, this grade replacement option may only be used once – a failed SCPE may only be repeated one time. Also, credit for a repeated course may be used only once.
- This policy can be applied to a maximum of one SCPE – no more than one SCPE may be repeated.
- For purposes of GPA calculation, the grade earned during the first SCPE enrollment will stand until the recording of the final grade in the second enrollment is completed. When the second enrollment is completed, the grade for that second enrollment will become the grade used in all GPA calculations.
- The transcript will record both course enrollments and the grade earned in each enrollment. The first attempt will be marked with an X to indicate grade replacement (e.g., XF, XC).
- Students will not be allowed to apply the grade replacement policy to a course in which there has been documented academic dishonesty that has not been reversed on appeal.

- If a student takes an approved leave of absence from the PA Program during a clinical rotation, the student will receive a grade of “Incomplete (I)” for that SCPE and may not restart the PA Program prior to the start of the next term; the soonest the student could resume clinical rotations would be whichever established SCPE block occurs first in the next term. The Incomplete SCPE must be repeated prior to completion of the program.
- All PA Program courses and requirements must be completed within five (5) years of matriculation, per PA Program policy.

This Grade Replacement Policy is unique to the SCPE (clinical rotation) courses in the PA Program and is applied automatically upon completion of the repeated (remediation) SCPE.

Student Employment

Employment by the student while enrolled in the program, while not prohibited, is strongly discouraged. The program is one of intense study with educational activities routinely scheduled from Monday through Friday 8am to 5pm during the didactic year (not including independent study) and becomes even more rigorous and time intensive during clinical rotations the following year. Absences secondary to work are not considered excused. Unexcused absences are considered unprofessional behavior and may result in grade penalties and potential deceleration and/or dismissal if professional and academic standards are not met. Students who have been placed on Academic Probation are prohibited from working during their time on probation. Non-adherence to this policy will risk immediate dismissal. Students are not required to work for the Physician Assistant program.

Graduation Requirements

In order for the program to certify students for graduation, candidates must have an overall 3.00 GPA, have successfully completed all required coursework in the five (5) year time frame, completed both the didactic and clinical year summative written and practical examinations successfully, met all program competencies and complied with any documentation requirements of the program (i.e., student evaluations, portfolios, or exit surveys).

Honors at Graduation

To graduate with honors, a student must attain a grade point average of 3.75 or better.

Academic Honesty Policy

A high standard of conduct is expected. A graduate student's education is the result of his or her initiative and industry. Each Bryant graduate student, accordingly, understands that to submit work that is not his/her own is not only a transgression of university policy but also a violation of personal integrity.

The academic community, therefore, does not tolerate any form of “cheating” – the dishonest use of assistance in the preparation of outside or in-class assignments. Such violations including, but not limited to, plagiarism are subject to disciplinary action. To preserve its commitment to the high standards of intellectual and professional behavior, Bryant University will respect intellectual excellence and expect intellectual honesty.

Refer to the Physician Assistant Program Student Manual.

Academic Dismissal

Student progress is tracked weekly by the Academic Support and Remediation Committee (ASRC). Upon recognition of a student's failure to meet minimum standards for progression, the ASRC will notify the Program Director. The Program Director will prepare a Letter of Dismissal for signature by the Provost. The Provost will make the final decision based on the information provided by the PA Program and forward the signed letter back to the Program Director. The Letter of Dismissal shall be hand delivered to the student by the Program Director. In the event that the Letter of Dismissal cannot be hand delivered to the student, it will be mailed to the student's permanent address of record via Registered Mail. The process for appeal will be outlined within the Letter of Dismissal.

Academic Grievance

Grievances related to grades should be first directed to the course coordinator who assigned the grade. If a satisfactory conclusion is not reached, the student may submit a written appeal to the Academic Support and Remediation Committee for further evaluation. Students may further appeal in writing to the Provost.

Non-Academic Grievance

Grievances that do not involve academic progress must be submitted in writing to the Provost.

Final Appeal

For academic and non-academic grievances, the final authority for dismissal falls under the authority of the Provost. Any student facing dismissal from the program may request that their grievance be forwarded to the Provost for final review.

Graduate School Code of Conduct

Bryant University is an educationally purposeful community – a place where faculty, staff and students work together to strengthen teaching and learning on campus. The campus is a place where high standards of civility are set and violations are challenged. Bryant University is a community whose members speak and listen carefully to each other. Bryant University is a place where the sacredness of each person is honored and where diversity is aggressively pursued. Bryant University clearly states both its academic and social expectations. All must accept their obligations as citizens of the Bryant community and expect to be held accountable for behavior as individuals and members of groups. The university is a caring community where the well-being of each member is supported and where service to others is encouraged. All students are expected to obey applicable local state and federal laws as well as the policies of the university. These policies are found in the Graduate Catalog and the University Policy Manual. All students are subject to disciplinary action for violations. Graduate violations of policy shall be adjudicated by the Graduate Disciplinary Committee.

Behavior and Discipline

The University expects students to assume responsibility for their actions. It also has an equal obligation to protect its educational purpose and the interests of its student body; therefore, it must be concerned with the actions of individuals or groups that are in conflict with the welfare and integrity of the University or in disregard for the rights of other students, faculty, or other members of the University community.

Complete guidelines and policies are found in The Student Handbook. When students enroll at Bryant University, it is assumed that they have a serious purpose and a sincere interest in their own social and intellectual development.

It is also assumed that students familiar with the regulations, procedures, and policies set forth at Bryant University have accepted them as a "way of life" during their stay at the University. They are expected to learn to cope with problems intelligently, reasonably, and with consideration for the rights of others; to obey laws and ordinances of the nation, state, and community of which they, as well as the University, are a part; and to conduct themselves peaceably in espousing changes they may consider necessary. As students prize rights and freedoms for themselves, they are expected to respect the rights and freedoms of others. Students are subject to federal, state, and local laws as well as University rules and regulations. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens generally. Students are subject to such reasonable disciplinary action as deemed appropriate, including suspension and expulsion in appropriate cases for breach of federal, state, or local laws, or University rules or regulations. The principle extends to conduct off campus that is likely to have adverse effects on the University, or on the educational process, or which stamps the offender as an unfit associate for other students.

Non-Academic Dismissal

Students are expected to obey applicable local, state and federal laws as well as the policies of Bryant University and are not entitled to greater immunity or privilege before the law than that enjoyed by ordinary citizens. As they prize rights and responsibilities for themselves, students are expected to respect the rights and responsibilities of others. For infractions of laws, regulations, policies and standards, students may be subject to disciplinary action up to and including expulsion from the University. Such disciplinary action may be imposed for violations which occur off campus when the violation may have an adverse effect on the educational mission of the University. Violations of University Student Code of Conduct will be handled in accordance with the Student Code of Conduct outlined in the current Bryant University Student Handbook.

Violations of the PA Program Honor Code will not be tolerated. Students accused of engaging in non-professional behavior are subject to non-academic probation or dismissal. The student or faculty member who suspects non-professional behavior or violation of the honor code are required to notify the suspected party of the offense as well as notify the Graduate Faculty Advisory Committee (medical) of the offense. The GFAC (medical) will investigate the offense and make a recommendation to the Program Director.

The Program Director will determine if the offense should be managed by the Program or if it meets a violation of the University Code of Conduct.

If an offense meets the tenets of the University Code of Conduct, the case shall be referred to the Office of the Dean of Students. Suspected criminal activity shall also be reported to DPS. If an offense violates the PA Program Honor Code, but does not require reporting to the Dean of Students, the PA Program Director, working with the GFAC (medical), shall determine if the offense warrants probation or dismissal. A student placed on non-academic probation shall have a letter placed in their academic file and shall meet with their advisor to determine a remediation plan. If the student fails to remediate, or commits further offenses, the case shall be forwarded to the Interim Provost for a recommendation for dismissal.

A student case that warrants dismissal shall be forwarded to the Interim Provost for a recommendation for dismissal. The Provost will make the final decision based on the information provided by the PA Program and forward the signed letter back to the Program. The Letter of Dismissal shall be hand delivered to the student by the Program Director. In the event that the Letter of Dismissal cannot be hand delivered to the student, it will be mailed to the student's permanent address of record via Registered Mail. The process for appeal will be outlined within the Letter of Dismissal.

Harassment

PROTECTION FROM HARASSMENT – POLICY STATEMENT

Bryant University is committed to maintaining a working and learning environment which supports respect for the individual and for academic freedom, where all members of the community can work and learn in an atmosphere that is free from sexual or other types of harassment. It is the policy of Bryant University that no member of the University community, including faculty, staff, students, volunteers, interns, and third-party contractors, may subject another to sexual or any other type of harassment.

Harassment on the basis of race, color, religion, sex, sexual preference or orientation, gender identity or expression, national origin, age, ethnicity, disability, veteran or marital status undermines the basic principles of the Bryant community and will not be tolerated.

Harassment includes but is not limited to unwelcome verbal, electronic and/or physical conduct directed toward an individual or regarding an individual's race, color, religion, sex, sexual preference or orientation, gender identity or expression, national origin, age, ethnicity, disability, veteran or marital status that has the purpose or effect of humiliating and/or intimidating an individual or hindering and/or interfering with work performance, academic status, or college life. In particular, sexual harassment is defined as unwanted sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual nature where: submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status; or submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment in which to work or learn.

Bryant University considers harassment a very serious matter. Any person found to be engaging in harassment, including sexual harassment, or who aids and abets or incites such conduct, will be subject to disciplinary action, up to and including termination of employment or expulsion from an educational program of the University. Further, any retaliation against an individual for filing a complaint or for cooperating in an investigation of such a complaint is similarly prohibited and will not be tolerated.

REPORTING PROCEDURES:

Bryant University encourages the reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. To encourage persons to come forward, the University provides several channels of communication, information, and complaint resolution as outlined below.

INFORMATION, COUNSELING AND ADVOCACY:

Anyone may seek advice, information or counseling on any matter, including matters relating to harassment, without having to lodge a

complaint. Names and telephone numbers of these resources are listed below:

Counseling Services: 401-232-6045

Health Services: 401-232-6220

Student Affairs: 401-232-6046

Vice President for Student Affairs/Dean of Students: 401-232-6046

Associate Vice President for Human Resources: 401-232-6011

The full policy and reporting procedures can be found in the Bryant University Student Manual and on the Bryant Website.

Informal Complaint Process:

Either verbally or in writing, notify the offender firmly and promptly that his or her behavior is unwelcome. While dealing informally with a problem of harassment may resolve the matter more expeditiously and more confidentially, no action can be taken by the University when it is not aware of the harassing conduct. Hence, informal complaint procedures should not be used for severe or habitual cases of harassment.

Formal Complaint/Reporting Process:

When a formal complaint is received, the University will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances.

The investigation will include a private interview with the person(s) filing the complaint and with witnesses. The person(s) alleged to have committed harassment would also be interviewed. When the investigation has been completed, the results of that investigation, to the extent appropriate, will be shared with the person filing the complaint and the person alleged to have committed the conduct. If it is determined that inappropriate conduct has occurred, the University will act promptly to eliminate the offending conduct, and where appropriate, will impose disciplinary action.

Information Services Network Acceptable Use Policy

All members of the Bryant University community who use the University computing, information, and communication resources must act responsibly. Every user is responsible for the integrity of these resources under their control. All users of University-owned or University-leased Information Services systems must respect the rights of other users, respect the integrity of the physical facilities and controls, and comply with all licenses and contractual agreements. More information on Information Services Network Acceptable Use Policy can be found at http://infosec.bryant.edu/acceptable_use.html.

E-mail

The University's electronic mail services are University facilities and are intended for use for teaching, learning, research, and administration in support of Bryant University's mission. Bryant University e-mail services may not be used for personal business or personal gain except as permitted by other University policies.

Peer-to-Peer File Sharing

The Copyright Law of the United States (Title 17 U.S. Code) governs the making of copies of copyrighted material. UNAUTHORIZED COPYING IS PROHIBITED! The person using this equipment is liable for any infringement and can be prosecuted or held liable for monetary damages.

Bryant.edu Domain Name

According to the guidelines of the managing body of the top-level .EDU domain space, a registrant of a name in the .EDU domain may not use the .EDU domain for commercial purposes. The use of the "BRYANT.EDU" in any commercial related transaction is a violation of those guidelines. Any student using the "BRYANT. EDU" in any electronic service (e-mail, web, etc.) for commercial purposes jeopardizes his/her privilege to use those services.

Acceptable use of E-mail

The University's electronic mail services are University facilities and are intended for use for teaching, learning, research, and administration in support of Bryant University's mission. Bryant University e-mail services may not be used for personal business or personal gain except as permitted by other University policies.

Policies and procedures for progression in and completion of the program

For students starting in January 2025

The policies, procedures, practices and processes for Bryant University's Physician Assistant Program (BU PA program), Class of 2027 are listed below. This is in accordance with the Class of 2027 Physician Assistant Student Handbook.

POLICY No. PAS 001: ADMISSIONS POLICY

Although no specific preference in admission or enrollment is given to any specified individuals or groups, the follow agreements exist with the Bryant University School of Health Sciences and the Bryant University PA Program:

The Physician Assistant Studies program has agreed to reserve two seats in each new cohort of PA students for qualified Bryant undergraduate students. Bryant undergraduates who have applied to the PA program and who meet all published minimum criteria for admission to the PA program, will be extended a one-time offer to interview for a seat in the incoming PA class. Admission to the PA program is contingent upon a successful in-person interview and recommendation for admittance by the PA Admissions Committee.

This policy will be provided on the website and updated as necessary, however, no changes to this policy will take effect between the annual opening of each CASPA Cycle and 01 October of the same year.

After acceptance to the Bryant University PA program, it is expected that all matriculants complete BLS certification prior to enrollment. Students are responsible for maintaining BLS certification throughout their education in the BU PA program. A lapse in BLS certification may result in inability to progress through the program and/or delay in graduation.

The BU PA program does not offer advanced placement to any student.

POLICY No. PAS 002: ACADEMIC AND PROFESSIONALISM POLICY

Students enrolled in the BU PA Program must maintain adherence to the program standard of academic performance and professionalism outlined in this policy. This policy addresses academic performance and requires academic standards, requirement for progression in the program,

deceleration, remediation, probation, withdrawal, graduation requirements and policies for student grievances and appeals.

GRADUATION REQUIREMENTS

In order to graduate from the BU Physician Assistant Program and be awarded a Master of Medical Science in Physician Assistant Studies, a student must:

1. Successfully complete all coursework according to program-defined academic standards within 5 years.
2. Achieve a minimum cumulative GPA of 3.0 at program completion.
3. Successfully passed all components of the Summative Evaluation at the end of the clinical year, demonstrating all Student Learning Outcomes have been achieved.
4. Be in good professional standing with the program.
5. Complete the BU graduation application process.
6. Complete payment of tuition, program fees, graduation fees and outstanding university fees or library charges.

It is the responsibility of the student to make sure all degree requirements have been met to qualify for graduation. Graduating students must apply for their degree at the start of their final semester through the Registrar's Office.

GRADING CRITERIA

Grade	Grade Points
A	93-100%
A-	90-92%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	75-76%
F	<75%

A final score of 75% is required to pass all courses in the didactic and clinical years. Grades will be assigned based on the following percentages:

PROGRESSION REQUIREMENTS

Given the sequential nature of the curriculum, students are expected to complete each semester on time as a cohort. Progression will be a function of successfully passing all required course work in a unit, and the coursework for the unit will serve as the prerequisite requirement for the following unit.

Students may be allowed to progress within the PA program if they are in good academic standing, defined as earning a semester GPA of 3.0 or above.

The ability to progress in the program is subject to the discretion of the Academic Support and Remediation Committee (ASRC) for the following circumstances:

- A didactic student earning less than a semester GPA of 3.0 and is on academic probation.
- Earning one (1) final course grade of “C” during the didactic phase.
- A clinical student who has earned a final course grade below “C” in the clinical phase.

A student is subject to academic dismissal from the program for the following reasons:

- Earning one (1) final course grade below “C” during the didactic phase.
- Earning two (2) final course grades below “C” during the clinical phase.
- Failing to achieve a cumulative GPA of 3.0 or higher at the end of the didactic year (Term 5).
- Failing to pass one (1) or more elements of the Summative Examination in the clinical phase.
- Earning two or more semesters of probation.

1. If a student is remediating a course component, they may progress to the next term at the discretion of the ASRC.

2. If a student receives disciplinary action per the professionalism policy, such status will be reviewed at the end of each academic term by the ASRC, which will determine if the student will be allowed to progress in the program.

3. For a student to progress from the didactic phase into the clinical phase, he or she must have a cumulative GPA of 3.0 or higher and be recommended for advancement by the ASRC.

****A student receiving a negative progression decision may appeal such a decision by submitting a written letter of appeal to the Academic Support and Remediation Committee within seven (7) business days of receiving written notification of such decision.**

The program director is responsible for confirming the eligibility of a student to sit for the Physician Assistant National Certification Exam (PANCE) following graduation. Such eligibility is based on the successful completion of the program's curricular requirements and the Academic and Professionalism Progress Committee's positive recommendation on such student's preparedness for the exam.

PROBATION

Probation is formal recognition of substandard performance in the program. It serves as an encouragement towards satisfactory performance, an official means to communicate the gravity of a student's academic or professional situation, and a means of identifying students at risk of being dismissed from the program for failing to meet learning objectives, course outcomes, or program standards. Students may be placed on probation as determined by the progression requirements above. If a student has been placed on probation by the ASRC, the director of didactic education or director of clinical education will present the student with a letter indicating that the student has been formally placed on probation. A copy of this letter will be sent to the BU Registrar's office, the program director, and the student's academic advisor. As a result of being placed on probation:

1. The director of didactic education, the academic advisor, and the student will meet within the first week of the regularly scheduled class after receipt of such a letter. Formal documentation will

be entered into the student's academic records noting status, expected outcomes, revised remediation plans, expected timelines, and clearly established consequences for the student's failing to remediate probationary discrepancies.

2. Every student will meet regularly with their academic advisor to monitor progress. The timing/frequency of such meetings will be determined at the sole discretion of the advisor.

3. Every student will meet regularly with the course director of the course in which they are failing to meet academic success. The timing/frequency of such meetings will be determined at the sole discretion of the course director.

4. Students must follow the steps outlined in the “Formal Remediation” section of this policy as applicable to the circumstance of academic probation.

5. Academic and professionalism probation may be disclosed in any final verifications of training, employment letters, applications for state medical licensure, and any letters of reference from the BU PA program.

6. An individual student's academic advisor must approve the student's involvement in extracurricular activities and campus events.

A student may be removed from probation at the discretion of the ASRC under the following circumstances:

1. The student successfully completes the subsequent grading period without earning any grades below a “B” while maintaining a cumulative GPA above 3.0 and/or
2. The student successfully remediates, demonstrating significant improvement in professionalism discrepancies or substandard academic performance.

If a student is removed from probation, the director of didactic education or the director of clinical education will present the student with a letter of formal notification that he or she has been removed from probation status. A copy of this letter will be sent to the BU Registrar's office, the program director, and the student's academic advisor. Should a student not satisfactorily improve through informal or formal remediation, they will be referred to the ASRC for consideration of dismissal from the program in accordance with the progression requirements established in this policy.

EXAMINATIONS

Grading policies and procedures are identified within the course syllabi for each course. Exams must be taken at the scheduled time, and any student who fails to follow this policy will be assigned a zero (0) score for such an exam. In the event of a student's excused absence (see Student Attendance Policy), the student must notify the course director before the scheduled examination or, if unable to do so, as soon as possible thereafter to request an alternate time to take the exam. Notifying the course director of an absence does not guarantee that the absence will be excused (see Student Attendance Policy). Examinations missed for unexcused reasons will receive a zero (“0”) score, are considered “failed,” and are not eligible for retake or remediation. Students will not request changes in the examination schedule.

Time allocated for examinations will not be extended if a student arrives late. Should a student believe that their tardiness resulted from a legitimate unforeseen event, such a student has two choices:

1. The student may proceed to the testing site and complete the exam in the remaining time allotted.
2. The student may inform the course director about their tardiness or absence as soon as possible to determine if their tardiness is considered "excused." If deemed unexcused, the student will be given a zero (0) score for the examination.

Any allowed makeup exam for an excused absence must be taken within five (5) weekdays of the original exam date. The course director will determine the time and location of the makeup exam. Although makeup examinations will test the same knowledge content as the original examination, the style and type of questions may differ as determined by the course director.

Every exam will have a proctor, and PA students must follow all the proctor's instructions. Examinations must be completed within the allotted time given. No extensions will be granted.

All personal items and electronic devices, including but not limited to headphones, earbuds, cellular phones, smart watches, laptop computers, or any other electronic devices, must be turned off and placed securely in a designated location before the examination. Failure to abide by this policy will result in the student being asked to leave the examination with a recorded zero (0). Exclusions may be granted based on necessary accommodations.

Most exams will be administered in the PA suite. Students are not permitted to leave the exam site at any time during an exam. Students who browse the web or look at any other resources during an exam will be considered in violation of the Academic Integrity Policy.

Reproducing examination items in any manner (e.g., written, verbal, electronic, etc.) will be considered cheating and a violation of the Academic Integrity Policy.

Test grades will not be reported to the class until all class members have taken the exam.

At the discretion of each course director, a post-examination review may be performed only after every student has completed the examination, the examination has been statistically analyzed, and the scores validated and finalized. The post-examination review is only for informational purposes to provide feedback to students on highly missed exam items and clarification of measured objectives. The topic of grade changes will not be entertained at any post examination review session. For a more detailed post-examination review or feedback, students may individually schedule time with the course director within seven (7) business days of an examination.

REMEDIATION

Remediation refers to any additional training, supervision, or educational assistance beyond the required instruction and training provided to the cohort. The remediation process is designed to improve the student's knowledge, skills, and professional attributes needed to meet or exceed the graduation requirements successfully. The goal of remediation is to promptly identify and address areas of academic, clinical, or professional deficiencies and collaborate with students for improved outcomes.

Remediation may be classified as either informal or formal, as delineated below.

Informal Remediation: This first step in the remediation process begins when warning signs arise, signifying the potential for a student not to meet learning objectives or course outcomes related to knowledge, skill, or professional attributes. This informal remediation allows faculty and students a means to communicate outside regular class periods to improve student understanding and performance. Faculty involved in informal remediation are encouraged to document the student's strengths, deficiencies, expectations for improvement, observations, and progress. This documentation is not intended to become a permanent part of the student's records unless satisfactory progress is not achieved, and the student moves from informal to formal remediation.

Formal Remediation: This step in the remediation process identifies students who are not successfully meeting the academic or professionalism standards established by the program, as listed below. Formal remediation will be initiated by the appropriate course director and coordinated through the director of didactic education, the director of clinical education, and the program director. This remediation process will be clearly documented to include the nature of such deficiency/deficiencies (e.g., medical knowledge; clinical skills; clinical reasoning and judgment; time management and organization; interpersonal skills and communication; professionalism; practice-based learning and improvement; systems-based practices; and/or mental well-being; etc.), the remediation plan, and the expected outcomes. During the remediation process, faculty will complete the Remediation Form, as described below. A clear timeline will be established for formal remediation monitoring and completion. Students who fail to progress towards successfully meeting the learning objectives, course outcomes, or program standards will be placed on academic probation and potentially dismissed from the program as applicable according to the established policies and procedures.

Remediation During the Didactic Phase:

1. A grade of less than 75% demonstrates programmatic concern about the mastery of content for the assessment, and the student will be required to participate in a formal remediation plan to be considered for continuation in the program.

2. Formal remediation will, at a minimum, follow these steps:

- a. The course director will meet with the student to review and identify deficiencies from the assessment.
- b. The course director will consult with the associate program director to develop a remediation plan. The remediation plan may include, but is not limited to:
 - i. Reading assignments
 - ii. Review of lecture material
 - iii. Individual focused faculty-lead tutoring
 - iv. Mandated program-established tutoring programs
- c. The course director will evaluate the student's proficiency upon completing the remediation plan. The assessment of proficiency in remediated subjects is at the discretion of the course director with the approval of the associate program director.

i. If the student is re-examined for a change in grade, the final grade on any remediated assessment may not exceed 75%.

ii. There will be a maximum of one (1) grade replacement per term. All other remediations that occur due to grades of less than 75%, will not result in a grade replacement after the one (1) grade replacement has already occurred.

d. The course director will complete the Remediation Summary Form, which outlines the remediation process and outcome(s) of the remediation effort. This documentation and any supporting documentation will become a part of the student's official file.

e. The course director will notify the director of didactic education, the associate program director, and the ASRC of the remediation efforts and outcomes.

3. All formal remediation must be completed within the established time frame as documented on the Remediation Summary Form.

4. Should a student fail to remediate a midterm, final exam, OSCE, or lab practical successfully, the student will be referred to the ASRC for review and consideration of action.

a. Failure to successfully remediate a final exam in any course may result in the dismissal from the program at the discretion of the ASRC.

b. In the event of a recommendation for dismissal based on the failure to score above 75% on a remediation assessment, the student may file a formal appeal per the Academic Appeals Policy.

Remediation During the Clinical Phase:

1. The remediation process for the clinical year mirrors the didactic year guidance with the following additions:

a. A student who earns less than 75% (failing score) for the preceptor evaluation of student performance on SCPE is required to repeat the affected clinical rotation with a new preceptor in the same specialty at the end of the clinical phase with selection of preceptor and site at the discretion of the director of clinical education.

i. Upon repeat of the failed rotation, the student is unable to achieve a preceptor evaluation of student performance grade at or above 75%, the student will fail this remediation rotation and be dismissed from the BU PA program.

ii. With a failing preceptor score, the student will receive an 'XF' on their transcript and this will only be replaced with a new grade if/when the student successfully receives a preceptor evaluation of student performance grade at or above 75%.

1. The 'XF' grade will be replaced with the final course grade to include the new preceptor evaluation score and the first attempt EOR exam score and first attempt SCPE deliverable scores.

b. A student who fails an End of Rotation (EOR) exam will automatically be allowed one remediated retest per SCPE before the final course grade is assigned.

i. Per PAEA guidelines, EOR retake examinations may not be completed sooner than 30 days after failure.

ii. Formal remediation for a failed EOR may include additional direct patient care under the supervision of a preceptor and is assigned at the discretion of the director of clinical education in collaboration with the ASRC.

iii. If the student scores a passing grade on their first attempted remediation exam, the recorded grade on the remediated exam shall be a 75%, as stated in the BU PA Program Remediation Policy.

iv. If a student fails the EOR exam on the second attempt, the student will earn an 'F' in the course and will be required to remediate the entire rotation, which will result in a delay in graduation. Subsequently, the student will incur all financial costs and burdens of completing the rotation a second time.

v. Students will not be allowed to repeat a rotation in place of an elective rotation. Should the rotation for remediation be an elective rotation, the student shall have to successfully complete a second rotation in that specialty in addition to the regular course requirements. Such required repeated elective rotation may result in the student not graduating on time. Subsequently, the student will incur all financial costs and burdens of completing the rotation a second time.

c. Students are responsible for ensuring completion of the minimum hour requirement per SCPE (135 hours) and failure to complete the required minimum hours may result in failure of the SCPE. Subsequently, the student will incur all financial costs and burdens of completing the rotation a second time.

Remediation for the Summative Evaluation:

The BU PA program summative examinations include the end of curriculum examination and summative OSCE delivered in the last 4 months of the curriculum.

1. Students must earn a grade of greater than or equal to 75% on all elements of the summative evaluation.

2. Students earning a grade of less than 75% on any assessment item must remediate and successfully meet the student learning outcome reassessment with 75% or higher to graduate from the program.

a. Per PAEA guidelines, remediation of the end of curriculum examination may not occur any sooner than 60 days after initial failure.

3. Students will have two (2) additional attempts to earn a grade greater than or equal to 75% on the summative evaluations. It is important to note that the timing of remediation for this process may delay graduation.

4. A student who fails to earn a grade above 75% after the maximum allocated attempts will be dismissed from the program.

DECELERATION

The BU PA Program curriculum is designed to be delivered on a full-time basis to students in a cohort. The program must be completed on a full-time basis and students are not eligible to opt into deceleration. Program

policies may result in program-required deceleration for an approved leave of absence as outlined below.

LEAVE OF ABSENCE

Students seeking a leave of absence from the BU PA Program must submit a written request to the Academic Support and Remediation Committee and the program director to obtain permission. Acceptable leave of absence requests are considered for personal, financial, or medical reasons and are not typically granted for academic reasons.

Didactic Phase:

For students requesting a leave of absence during the didactic year, the ASRC will make a recommendation to the program director, who makes the final decision regarding whether the leave of absence should be approved and the contingencies of returning to the program if approved. Students will either be required to rejoin the program in January with the next cohort or after the semester they most successfully completed with the next cohort.

Clinical Phase:

For students requesting a leave of absence during the clinical year, the ASRC will make a recommendation to the program director, who makes the final decision regarding whether the leave of absence should be approved and the contingencies of returning to the program if approved. Students will return to the program within one (1) year from the date their leave of absence commenced.

Additional Considerations:

1. Students may only be granted one (1) leave of absence for the program duration.
2. A leave of absence may be no more than 1 year in length. Anyone requiring longer than one year will have to reapply for the program, and their application will be treated in the same manner as all other applicants at that time.
3. A leave of absence will delay program completion, graduation, and registration for the Physician Assistant National Certifying Examination (PANCE).
4. If the leave of absence is granted, a date will be established by which the student must notify the program of their intent to resume the program.
 - a. Any student granted a leave of absence for a medical reason will be required to provide documentation from their medical provider that they may return to the program along with a letter of intent to resume the BU PA program. Both must be submitted to the program director.
5. A student with a leave of absence must handle all financial aid documents with the financial aid office and complete all documentation required by the bursar.
6. Any student granted a leave of absence will be required to complete a new background check and urine drug screen subject to the same review as other PA program matriculants within said cohort.
7. The ability of a student to return to the program outside of a January start will be contingent on the approval of the ARC-PA. Should the ARC-PA deny the program's application to exceed class size, the student will be unable to continue in the program.

8. A student who is denied a leave of absence by the program director may not appeal this decision.

PROFESSIONALISM

One of the goals of the BU Physician Assistant Program is to graduate healthcare providers who are clinically sound and well-respected professionals within the medical community. Professional behavior is an essential tenet of medical practice and physician assistant medical education. The Accreditation Council for Graduate Medical Education (ACGME) identifies professionalism as professional responsibilities, ethical principles, adherence, and sensitivity to a diverse patient population. Furthermore, because our graduates will be key healthcare team members, we acknowledge that professionalism within the medical training program will further develop providers who will communicate well and respect principles of honesty, confidentiality, and respect for others and the actions of others. Therefore, BU PA students must always exhibit professional behavior in all settings. Personal appearance and behavior are reflective of BU and the chosen profession of a physician assistant.

The following professionalism expectations are used to evaluate every student in the PA program. The program considers breaches of professional conduct to be equally important as academic deficiencies, and violations and/or concerns will be reviewed by the Academic Support and Remediation Committee and may result in disciplinary action.

Disciplinary action will proceed as follows:

1. Written warning and counseling from the faculty.
2. Written warning, counseling from the didactic or clinical director, and a student self-reflection.
3. Academic probation or non-academic probation and counseling with the program director.
4. Dismissal from the program.

National PA Competencies for Professionalism

Professionalism is the expression of positive values and ideals as care is delivered. Foremost, it involves prioritizing the interests of those being served above one's own. Physician assistants must acknowledge their professional and personal limitations. Professionalism also requires that PAs practice without impairment from substance abuse, cognitive deficiency, and/or mental illness. Physician assistants must demonstrate a high level of responsibility, ethical practice, sensitivity to a diverse patient population, and adherence to legal and regulatory requirements. Physician assistants are expected to demonstrate the following:

- Adhere to standards of care in the role of the PA in the health care team.
- Demonstrate compassion, integrity, and respect for others, including professional relationships with all other healthcare providers.
- Demonstrate responsiveness to patient needs that supersedes self-interest.
- Show accountability to patients, society, and the PA profession.
- Demonstrate cultural humility and responsiveness to a diverse patient population, including diversity in sex, gender identity, sexual orientation, age, culture, race, ethnicity, socioeconomic status, religion, and abilities.

- Show commitment to ethical principles pertaining to the provision or withholding of care, confidentiality, patient autonomy, informed consent, business practices, and compliance with relevant laws, policies, and regulations.
- Demonstrate commitment to lifelong learning and education of students and other healthcare professionals.
- Demonstrate commitment to personal wellness and self-care that supports the provision of quality patient care.
- Exercise good judgment and fiscal responsibility when utilizing resources.
- Demonstrate flexibility and professional civility when adapting to change.
- Demonstrate self-reflection, critical curiosity, and initiative.
- Implement leadership practices and principles.
- Demonstrate effective advocacy for the PA profession in the workplace and policymaking processes.

This was developed using the NCCPA's Competencies for the Physician Assistant (PA) Profession, and the BU PA program uses these guidelines as a part of the student's professional behavior expectations.

COMMUNICATION

All BU PA students will be assigned a BU email address. Important programmatic information and correspondence with students will occur frequently through email. The Bryant University PA Program will only send email notifications to each student's official Bryant University assigned email address.

Students are required to check their university email account at least once each morning and once each evening in both the didactic and clinical phases of the program, regardless of your geographic location. This is mandatory to ensure timely receipt of important Program updates. PA Program Faculty and Staff respond to emails only between the hours of 8am-5pm. In the case of emergency, students are to contact program faculty or staff in person during regular hours, or via the phone numbers listed in Canvas outside of regular business hours.

SOCIAL MEDIA AND ELECTRONIC DEVICE USE

The following are guidelines established by Bryant University and the PA program regarding social media and electronic device use:

- Protect confidential, sensitive, and proprietary information. Do not post confidential or proprietary information about the university, staff, students, clinical facilities, patients/clients, or others with whom one has contact in the role of a BU P program student.
- Respect copyright and fair use. When posting, be mindful of the copyright and intellectual property rights of others and the university. For guidance, visit the University's Library site or seek consultation through the Copyright Office, Libraries.
- Do not use Bryant University or Physician Assistant Program marks, such as logos and graphics, on personal social media sites. Do not use Bryant University's name to promote or disparage a product, cause, political party, or candidate for public office.
- It is expected that during lectures and clinical time, use of devices employed for social media will be used only as authorized by the faculty. If the device is combined with a cell

phone, it is expected that the cell phone aspect of the device will be silenced.

- No personal phone conversations or texting are allowed anytime in patient areas or the classroom. If the student needs to respond to an emergency text or phone call during class, the student is asked to leave the classroom and respond as deemed necessary.
- Use of computers (iPads, Notebooks, etc.) during class shall be restricted to notetaking and classroom activities. Using these devices is distracting for the involved student and those in the immediate area/vicinity.
- No student shall videotape and/or audiotape instructors or peers for personal or social media use without the express written permission of the faculty or fellow student. At NO time shall patients be videotaped or photographed without written permission of the patient/client and of the clinical preceptor.
- Students must be aware of their association with Bryant University in online social networks. If identified as a student of the university, he/she must ensure their profile and related content are consistent with BU policies. Furthermore, consideration of how social media postings portray students to potential colleagues, clients, and potential employers is imperative. Any personal points of view must be identified as those of the student and clearly avoid implying or aligning those as belonging to Bryant University.
- Health Insurance Portability and Accountability Act (HIPAA) guidelines must be always observed. Identifiable information concerning patients/caregivers/clinical rotations must not be posted in any online forum, social media, or website.
- Ultimately, the BU PA students have sole responsibility for what they post. Students must be wise about protecting themselves, others' privacy, and confidential information.
- Text messaging is not acceptable for communication with PA faculty or staff.
- BU PA faculty and staff members are not permitted to extend or accept social media requests to/from PA Program students. All students are expected to review and conform to the social media policy outlined in the BU Student Handbook.

USE OF LIKENESS

Bryant University and PA Program maintain an active marketing campaign, a website, as well as a social media presence. This is beneficial to the program and helps keep our clinical partners actively aware of what we do. As part of this practice, we frequently collect material relevant to the program for publication. This may involve Images of our students and faculty.

As part of the day-to-day operation of the PA Program students may be recorded on photograph, audio, or video. These images may be shared as part of the general marketing of the program. As part of attendance in the program students grant Bryant University, The PA Program, its directors, officers, employees, agents, and designees (collectively "PA Program") non-revocable permission to capture images and likenesses in photographs, videotapes, motion pictures, recordings, or any other media (collectively "Images").

Students acknowledge that the PA Program will own such Images and further grant the PA Program permission to copyright, display, publish, distribute, use, modify, print and reprint such Images in any manner whatsoever related to the PA Program business, including without

limitation, publications, advertisements, brochures, web sites, or other electronic displays and transmissions thereof. Students waive any right to inspect or approve the use of the Image by the PA Program prior to its use. Students forever release and hold the PA Program harmless from any and all liability arising out of the use of the Images in any manner or media whatsoever and waive any and all claims and causes of action relating to use of the Images, including without limitation, claims for invasion of privacy rights or publicity.

Students may opt out of this agreement at any time by notifying the Program Manager. Once a student opts out, no Images of that student will appear in any material related to the PA Program.

STUDENT ATTENDANCE

Consistent attendance, punctuality, and class participation also reflect a student's professionalism and are considered academic standards. Attendance is required for all program lectures, activities, and clinical rotations for the PA Program at Bryant University. Repeated tardiness, excessive absences and unreported absences may result in make-up days, failed or incomplete courses or rotations, a delay in completion of the program, or other disciplinary action which may include dismissal from the program.

Didactic Phase Attendance

Students may accrue no more than one (1) pre-approved class day absence per term during the didactic phase of the program. Illness that results in missing more than one consecutive day (this includes missing a Friday followed by a Monday), must provide a clinician note indicating illness and excuse from school.

Pre-approved class day absences will NOT be granted for exam days, Objective structured clinical examination (OSCE) days and mandatory program events. Religious and non-religious holidays are not exempt from this policy.

All missed class material is the responsibility of the student, and the student must work with each course instructor to ensure assignments, quizzes and exams are completed in a timely fashion.

More than 4 absences may result in non-academic probation, deceleration, or dismissal as determined by the program.

Clinical Phase Attendance

Supervised Clinical Practice Experiences (SCPEs) vary in start times, duration, end times, and call requirements. Students are expected to be present during all days and times a scheduled rotation is open, or as outlined by the preceptor. Students must attain at least an average of 30 hours per week of clinical time. Students should never decline to work outside of normal worktimes, weekends, nights, and on call if that is part of the rotation. There is no maximum number of hours a PA Student may work.

Students are prohibited from requesting time off from preceptors during a rotation. In the event a student will be absent from a program activity, they must notify the BU PA program coordinator or director of clinical education by phone or voicemail as soon as possible by calling (401)-232-6556. The program will review all events of student absence to determine whether the absence will be excused.

Students may accrue no more than one (1) pre-approved rotation day absence per term during the clinical phase of the program. Illness that results in missing more than one consecutive day (this includes missing

a Friday followed by a Monday), must provide a clinician note indicating illness and excuse from rotation. For the clinical phase, each term is composed of 3 rotation blocks.

Pre-approved rotation day absences will NOT be granted for EOR days, OSCE days and mandatory program events.

Missed rotation time is the responsibility of the student to make up prior to the completion of the rotation. If the student is unable to do so, then the requirements for SCPE completion have NOT been met and the student may be required to repeat the rotation.

More than 1 absence per term will result in a course professionalism grade reduction, mandatory remediation, nonacademic probation, deceleration, or dismissal as determined by the program.

If a student fails to meet the attendance requirements of the rotation, the student will be required to repeat the entire rotation. This will delay graduation, and additional costs will be incurred by the student to account for the need of an additional rotation.

Protocol for reporting an unexpected absence:

- Any student missing a clinical day for unexpected events (e.g., illness) must notify the clinical preceptor of the absence as soon as possible on the day of absence.
- The student will make every reasonable effort to contact the clinical preceptor or the clinical site to confirm the message is received and the expected return date.
- The student must also notify the director of clinical education (DCE) on the day of absence.
- An Absence Report Form must be submitted to the DCE within two (2) business days following the return from the unanticipated absence.

Protocol for reporting an expected absence:

- If aware of the absence in advance, students are required to notify the DCE at their earliest opportunity in advance of the absence by submitting an Absence Report Form.
- Once the DCE signs the Absence Report Form, the student must then take the form to their clinical preceptor for approval.
- Once the preceptor signs, the student will return the form to the DCE, where it will be placed in the student's file.

Consequences for non-compliance:

1. First failure to notify the director of clinical education and/or preceptor of absence: *

- a. A written professionalism warning will be issued.
- b. Counseling session with the DCE to address concerns and develop strategies for improvement.

2. Subsequent failures to notify the director of clinical education and/or preceptor of absence: *

- a. Academic probation status will be assigned.
- b. Counseling session with the program director to discuss the implications of academic probation and develop a plan for improvement.

3. Failure to attend Call-Back Days (CBD), exam days, OSCEs or Summative Evaluation: *

a. Extenuating circumstances that may warrant an absence from CBDs, exam days, OSCEs or summative evaluation will be considered by the director of didactic education or the director of clinical education and program director on a case-by-case basis.

b. If a student is absent without extenuating circumstances, or the circumstances are not approved, the student will receive a zero (0) for the activity, non-academic probation, and consideration for dismissal from the PA program by the ASRC. The decision for dismissal will be made after a thorough review by the ASRC, considering the student's overall academic performance, professional conduct, and efforts to remedy attendance issues.

* Additional work may be required to meet specific time requirements for the rotation. Students may be required to make up shifts due to absences, which may delay graduation.

Process:

1. Documentation:

a. The preceptor evaluation of the student encourages preceptors to document any absence of the PA student during a rotation.

b. Instances of non-compliance with the attendance policy will be documented and communicated to the DCE.

2. Notification:

a. Students will be promptly notified of attendance concerns, warnings, and the initiation of academic probation.

3. Counseling:

a. Counseling sessions will be conducted with the aim of understanding the root causes of attendance issues and collaboratively developing strategies for improvement.

ADVERSE ACADEMIC ACTIONS

Incomplete Grades

The temporary grade of "I" can only be awarded in cases where a student has completed and passed the majority of the work required for a course but, for reasons beyond the student's control, the entirety of the coursework cannot be completed in the timeframe of the term enrolled.

Incomplete grades are awarded at the discretion of the course director. Incomplete grades should only be assigned when, in the course director's judgment, it is feasible for the student to complete the coursework while not enrolled and without attending additional class meetings to complete course requirements. The course director will determine the length of time a student will have to complete the required coursework, not to exceed 30 business days. An Incomplete will not be given as a substitute for a failing grade or because a student failed to complete assignments over the course of the academic term. To award a grade of "Incomplete," a course director corresponds with the Office of the Registrar to assign this grade.

A grade of "I" will be factored into a student's grade point average with hours carried and no quality points. If the student fails to complete the required coursework in the time allotted, the grade of "I" will convert to an

"F" and will be on the transcript permanently. Failing a course is grounds for program dismissal.

Withdrawal by Request of the Student

Students may initiate a voluntary withdrawal from the program at any time by writing a formal letter of resignation to the program director. It is recommended that students meet with their academic advisor and program director before initiating the withdrawal process.

To officially withdraw from BU, a Withdrawal Form must be completed online. The form is found in the student section of the banner along with instructions for submission of the form. The Office of the Registrar will process the withdrawal and remove the student from any current and/or future enrollments once the appropriate paperwork is fully executed and submitted. Such students are responsible for tuition and fees according to the Tuition and Fees Policy, which can be found on the BU PA program website. Note that all financial and university property obligations must be satisfied to prevent "holds" from being placed against the student's academic records. Such holds normally prevent transcript requests from being processed and can prevent future registration for classes.

BU will request student input regarding reasons for withdrawal, including any problems that may have caused the withdrawal decision. Students may be contacted as part of an effort to improve student services. Due to the nature of the PA program, withdrawal from an individual course will not be permitted because it does not meet the program's outlined progression requirements described above.

Withdrawal by Request of the Program

Bryant University reserves the right to require the withdrawal of a student whose conduct, general attitude, and/or influence is considered harmful to the university. Such administrative withdrawals or suspensions are handled through the program director, the Directors of the College of Health and Behavioral Sciences, and the Provost.

ACADEMIC INTEGRITY

"Academic Dishonesty" is the transfer, receipt, or use of academic information, or the attempted transfer, receipt, or use of academic information in a manner not authorized by the instructor or by university rules. It includes, but is not limited to, cheating and plagiarism as well as aiding or encouraging another to commit academic dishonesty.

"Cheating" is defined as wrongfully giving, taking, or presenting any information or material borrowed from another source, including the Internet, by a student with the intent of aiding himself/herself or another in academic work. This includes, but is not limited to a test, examination, presentation, experiment, or any written assignment which is considered in any way in the determination of the final grade.

"Plagiarism" is the taking or attempted taking of an idea, a writing, a graphic, music composition, art or datum of another without giving proper credit and presenting or attempting to present it as one's own. It is also taking written materials of one's own that have been used for a previous course assignment and using it without reference to it in its original form.

Academic Dishonesty and Plagiarism include but is not limited to:

- Submitting an assignment that has been wholly or partially created by another person.
- Presenting as your own work, the ideas, representations, research, or words of another person without proper acknowledgement (citation) of sources.

- Use of generative artificial intelligence such as ChatGPT without explicit permission of instructor
- Knowingly permitting your work to be submitted by another student as if it were her or his own work.
- Submitting identically, or substantially, the same assignment to fulfill the requirements of two separate courses.
- Copying from another student's examination, term paper, homework, or lab report.
- Misappropriation of examination materials or information.
- Unauthorized communication with another student during or about quizzes.
- Unauthorized access to or the use of the computerized work of others.
- Falsification of data for research projects.
- Turning in another student's name on an assignment when the student failed to contribute

Violations of this policy will result in academic discipline, up to and including expulsion from the University. Since physician assistant students will be making decisions as future licensed professionals that affect their patients' lives, foundational ethical integrity is a core principle of the program. The BU PA program is committed to a zero-tolerance policy for any academic dishonesty and/or ethical infractions.

When a problem related to the above cannot be resolved at the program level, the Program Director will determine if the offense should be forwarded to the University Provost, Department of Public Safety or other applicable department for investigation. The student will also be referred to the Academic Support and Remediation Committee (ASRC). This office will review the case and make a determination that could include probation, suspension, or dismissal from the program and university. Probation, suspension or dismissal decisions may be appealed to the Office of the Provost.

Procedure for Reporting an Academic Integrity Violation:

1. It is the responsibility of the course director to certify that academic assignments are independently mastered sufficiently to merit course credit. The responsibility of the student is to independently master academic assignments, refrain from acts of academic dishonesty, and refuse to aid or tolerate the academic dishonesty of others.
2. If an instructor or course director determines that the student is guilty of academic dishonesty, the course director must discuss the matter with the student. The course director then completes the Academic Violation Form, which should include evidence and other necessary documentation, and submits it to the Academic Support and Remediation Committee (ASRC). The ASRC will determine the appropriate penalty: either a grade of zero (0) on the assignment in question, academic probation status assigned or a grade of F in the course, which would result in dismissal from the PA program. The student will designate whether he/she accepts the penalty for the violation of the dishonesty policy or wishes to appeal the instructor's decision. If a student elects to appeal, the appeal due date line must be completed on the Academic Violation Form. (See the Appeals section below for more information regarding the appeals process).
3. Upon completion of the academic integrity violation investigation, the course director forwards the Academic Violation Form to the Registrar's Office for placement in the student's permanent record. The student is then permanently barred from membership in any honorary society and is permanently ineligible for any BU honor list, pi alpha induction and international rotations. The Registrar will forward copies of the Academic

Violation Form to the student, the faculty member, the program director, and the Director of the School of Health and Behavioral Sciences. Not appealing when the form is first completed or by the appeal due date will be taken as an admission of guilt, except under compelling circumstances to be determined at the sole discretion of the Provost.

4. A second violation of the Academic Integrity Policy will result in dismissal from the program. There is no appeal process for a second violation of this policy.

The PA Program follows the BU policies for academic integrity.

ACADEMIC AND PROFESSIONALISM GRIEVANCES

Procedures for PA Students Appealing Course Grades

1. The first level of appeal for a student who is dissatisfied with a grade received is to the course director assigning the grade. The student should contact the course director to explain the basis of dissatisfaction, and the instructor should explain the basis for the grade. This meeting should be face-to-face; however, the course director may allow other forms of communication (via telephone or email). The student must request this interview in writing to the course director within two (2) days of the posting of the final grade. Once the faculty member has received the request, the interview (or other communication) must be scheduled within seven (7) days of the student's request.

- a. Failure by the faculty member to respond to the student's request within the established time will be considered a violation of the university policy.

- b. Failure of the student to appear at the scheduled interview ends the appeals procedure.

- c. If the student has not been contacted by the course director within 30 days of mailing the appeal, the student should file the appeal directly with the director of didactic education or the director of clinical education.

2. If the student wishing to appeal a final course grade is still dissatisfied after an interview (or other agreed-upon communication) with the professor, the student should then submit a written statement to the program director within two (2) days of the interview. This should contain the reasons for dissatisfaction and the specific changes the student regards as fair and desirable. The burden of proof lies with the student in such a case to show that an error or malfeasance has occurred.

- a. Within seven (7) days of receiving the written appeal, the program director will notify the professor, the student, and the Registrar of the program director's decision.

- b. When, in the opinion of the program director, the student fails to show reasonable cause for further investigation, the program director may deny the appeal and promptly notify the student without taking further action.

- c. When, in the opinion of the program director, a student's appeal raises reasonable doubt as to whether a mistake or malfeasance has occurred, the program director shall appoint, within seven (7) days, an ad hoc review committee of three (3) faculty members whom the program director considers most nearly competent in the subject matter. This committee will meet and issue a decision in writing to the program director, professor, and student within seven (7) days of the request. Both

the course director and student should be asked to bind themselves in advance to accept the committee's decision.

3. If the student files the initial request at a time other than during a major term and if the course director or program director is not available during that time, all the foregoing time requirements will begin with the first day of class in the next major term. In extreme or unusual circumstances regarding the timeliness of the appeals process, the Director of the School of Health and Behavioral Sciences will make the final determination.

Procedures for Appealing Academic Integrity Violation

1. The student who wishes to appeal an academic integrity violation should submit his/her appeal in writing to the program director by the appeal due date indicated on the Academic Violation Form, which is within two (2) regularly scheduled class days after the completion date of the Academic Violation Form. This statement should contain the reasons for which the student is appealing to the professor who completed the form's decision. The burden of proof lies with the student in such a case to show that an error or malfeasance has occurred. Within seven (7) regularly scheduled class days of receiving the written appeal, the program director will notify in writing both the professor and the student of the decision. If the program director is the one who files the Academic Violation Form, then the student must appeal to the Director of the School of Health and Behavioral Sciences.

2. When, in the opinion of the program director, the student fails to show reasonable cause for further investigation, the program director may deny the appeal without taking further action. When, in the opinion of the program director, a student's appeal raises a reasonable doubt as to whether a mistake or malfeasance has occurred, the program director will meet with the professor and with the student and render a decision within seven (7) regularly scheduled class days of the receipt of the appeal. If the decision favors granting the student's appeal, the program director may request that the Registrar remove the Academic Violation Form from the student's record. The program director will notify both the student and the professor of this action.

3. Any student who has exhausted the remedies under the procedures outlined above may appeal the entire matter to the Academic Integrity Board in writing within two (2) regularly scheduled class days of receiving the response from the program director.

a. Upon receipt of the appeal, the Academic Integrity Board will review the matter and issue a decision. The Academic Integrity Board has the authority to sustain the instructor's decision, overturn the instructor's finding of Academic Integrity violation and/or penalty or impose additional sanctions beyond those imposed by the instructor, including, but not limited to, placing the student on probationary status, or recommending to the Provost that the student be suspended or dismissed from the university.

b. A decision reached at an Academic Integrity Board hearing may be appealed by the student(s) to the Provost within five (5) business days of the decision. Such appeals shall be in writing.

i. Unless the appeal is on the basis of new information, an appeal shall be limited to a review of the hearing and supporting documents for one or more of the following purposes:

1. To determine whether the Academic Integrity Board Hearing was conducted fairly in light of the violations and information presented, and in conformity with prescribed procedures. Deviations from designated

procedures will not be a basis for sustaining an appeal unless significant prejudice results.

2. To determine whether the sanction(s) imposed were appropriate for the academic integrity violation which the student was found to have committed.

3. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original hearing.

ii. If an appeal is granted by the Provost, he or she has the right to make the following decisions based on the appeal hearing:

1. to accept and enforce the original sanction given to the accused student
2. to make the original sanction more stringent
3. to lower or lessen the original sanctions
4. order a new hearing for the accused

iii. The Provost shall notify the student and the Academic Integrity Board in writing of his or her final decision within five (5) business days of receiving the student appeal request unless special circumstances make that impossible.

Procedures for Appealing a Professionalism Violation

1. The student who wishes to appeal a professionalism violation should submit his/her appeal in writing to the program director within two (2) regularly scheduled class days. This statement should contain the reason(s) why the student is appealing the professionalism violation. The burden of proof lies with the student in such a case to show that an error or malfeasance has occurred. Within seven (7) regularly scheduled class days of receiving the written appeal, the program director will notify both the instructor and the student of the decision in writing. If the program director is the one who issues the violation, then the student must appeal to the Director of the School of Health and Behavioral Sciences.

2. When, in the sole opinion of the program director, the student fails to show reasonable cause for further investigation, the program director may deny the appeal without taking further action. When, in the opinion of the program director, a student's appeal raises a reasonable doubt as to whether a mistake or malfeasance has occurred, the program director will meet with the instructor and with the student and render a decision within seven (7) regularly scheduled class days of the receipt of the appeal. If the decision favors granting the student's appeal, the program director may request that the violation be removed from the student's record. The program director will notify both the student and the professor of this action.

Note: During the appeals process, the student may continue to attend the class in which the violation occurred

STUDENT EMPLOYMENT

Employment by the student while enrolled in the program, while not prohibited, is strongly discouraged. The program is one of intense study with educational activities routinely scheduled from Monday through Friday 8am to 5pm during the didactic year (not including independent study) and becomes even more rigorous and time intensive during clinical rotations the following year. Absences secondary to work are not

considered excused. Unexcused absences are considered unprofessional behavior and may result in grade penalties and potential deceleration and/or dismissal if professional and academic standards are not met. Students who have been placed on Academic Probation are prohibited from working during their time on probation. Non-adherence to this policy will risk immediate dismissal. Students are not required to work for the Physician Assistant program.

HARASSMENT

Bryant University is committed to maintaining a working and learning environment which supports respect for the individual and for academic freedom, where all members of the community can work and learn in an atmosphere that is free from sexual or other types of harassment. It is the policy of Bryant University that no member of the University community, including faculty, staff, students, volunteers, interns, and third-party contractors, may subject another to sexual or any other type of harassment.

Harassment on the basis of race, color, religion, sex, sexual preference or orientation, gender identity or expression, national origin, age, ethnicity, disability, veteran or marital status undermines the basic principles of the Bryant community and will not be tolerated.

Harassment includes but is not limited to unwelcome verbal, electronic and/or physical conduct directed toward an individual or regarding an individual's race, color, religion, sex, sexual preference or orientation, gender identity or expression, national origin, age, ethnicity, disability, veteran or marital status that has the purpose or effect of humiliating and/or intimidating an individual or hindering and/or interfering with work performance, academic status, or college life. In particular, sexual harassment is defined as unwanted sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual nature where: submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status; or submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment in which to work or learn.

Bryant University considers harassment a very serious matter. Any person found to be engaging in harassment, including sexual harassment, or who aids and abets or incites such conduct, will be subject to disciplinary action, up to and including termination of employment or expulsion from an educational program of the University. Further, any retaliation against an individual for filing a complaint or for cooperating in an investigation of such a complaint is similarly prohibited and will not be tolerated.

Reporting Procedures

Bryant University encourages the reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. To encourage persons to come forward, the University provides several channels of communication, information, and complaint resolution as outlined below.

Information, Counseling and Advocacy

Anyone may seek advice, information or counseling on any matter, including matters relating to harassment, without having to lodge a

complaint. Names and telephone numbers of these resources are listed below:

Counseling Services: 401-232-6045

Health Services: 401-232-6220

Student Affairs: 401-232-6046

Vice President of Student Affairs/Dean of Students: 401-232-6046

Associate Vice President for Human Resources: 401-232-6011

The full policy and reporting procedures can be found on the Bryant Website.

Informal Complaint Process

Either verbally or in writing, notify the offender firmly and promptly that his or her behavior is unwelcome. While dealing informally with a problem of harassment may resolve the matter more expeditiously and more confidentially, no action can be taken by the University when it is not aware of the harassing conduct. Hence, informal complaint procedures should not be used for severe or habitual cases of harassment.

Formal Complaint/Reporting Process

When a formal complaint is received, the University will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances.

The investigation will include a private interview with the person(s) filing the complaint and with witnesses. The person(s) alleged to have committed harassment would also be interviewed. When the investigation has been completed, the results of that investigation, to the extent appropriate, will be shared with the person filing the complaint and the person alleged to have committed the conduct. If it is determined that inappropriate conduct has occurred, the University will act promptly to eliminate the offending conduct, and where appropriate, will impose disciplinary action.

DISABILITY SERVICES

In compliance with federal law, Bryant University supports students who self-identify with disabilities and provide documentation of their disability from an appropriate source. Bryant University's Academic Center for Excellence (known on campus as ACE) offers a variety of support services – from math tutoring to writing assistance – to students of all levels and majors.

The PA program encourages students with disabilities and those in need of accommodations to make an appointment with the appropriate office in order to develop and implement an individualized plan to receive appropriate support services. Students should reach out to the appropriate department before enrollment in the program or upon starting the semester.

Professional staff members will serve as advocates and will assist those students with disabilities to receive equal access to all University programs and services. It is the responsibility of the student to contact the appropriately designated individual listed below to inquire about accommodations.

For physical disability services, contact:

- John Denio, Assistant Vice President for Student Services and Administration

- Phone: (401) 232-6046
- TDD: (401) 231-2860

If you have a permanent or temporary physical disability and would like a handicapped parking pass, contact:

Department of Public Safety, (401) 232-6001.

For behavioral health and psychiatric disorders contact:

- Noelle Harris, Ph.D., Director, Office of Counseling Services
- **Phone: (401) 232-6045**

For learning disabilities, attention deficit disorders, and autism spectrum disorders contact:

- Marie Saddlemire, Director, Accessibility Services
- Phone: (401) 232-6532