

UF School of PA Studies
Policies, Procedures, and Manuals

The University of Florida School of Physician Assistant Studies Program Manual is currently undergoing revisions to ensure our policies and procedures are up-to-date and aligned with the UF College of Medicine's standards. As part of this update, the program manual will be transitioned to a web-based platform to ensure it is readily available to all students. As these updates are finalized, we will notify you promptly with each change.

A Clinical Year Supplement & Course Syllabi will be provided prior to the clinical year for specific information.

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Chapter 1 - Program Policies and Procedures

Class of 2026

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University of Florida School of PA Studies Overview

University of Florida School of Physician Assistant Studies

Graduate Curriculum (Effective Summer B 2024)

Academic Year			Semester Hours
Semester I (Summer B)	PAS 5022C	Gross and Radiographic Anatomy for PAs	4
	PAS 5003C	Foundations of Patient Care and Professionalism	2
Semester II (Fall)	PAS 5005	Behavioral and Community Medicine I for PAs	1
	PAS 5025	Human Physiology for PAs	3
	PAS 5010	Introduction to Medicine I for PAs	6
	PAS 5026	Pharmacotherapeutics for PAs 1	3
	PAS 5000C	Physical Diagnosis for PAs	2
Semester III (Spring)	PAS 5009	Behavioral and Community Medicine II for PAs	1
	PAS 5004	Clinical Problem Solving/Differential Diagnosis for PAs	1
	PAS 5007C	Clinical Procedures for PAs	1
	PAS 5027C	Electrocardiographic Interpretation for PAs/ACLS	1
	PAS 5020	Introduction to Medicine II for PAs	6
	PAS 5001C	Patient Evaluation and Hospital Practicum for PAs	2
	PAS	Pharmacotherapeutics for PAs 2	1
Semester IV (Summer A)	PAS 5008C	Advanced Clinical Practicum for PAs	3
	PAS 5013	Evidence-Based Medicine for PAs	2
Total Credits Academic Year			40

Clinical Year

Semester V (Summer B)		Two Rotations (2x3 semester hours)	6
	PAS 5930	Special Topics	1
Semester VI (Fall)		Four Rotations	12
	PAS 5930	Special Topics	1
Semester VII (Spring)		Four Rotations	12
	PAS 5930	Special Topics	1
Semester VIII (Summer A)		Two Rotations	6
	PAS 5930	Special Topics	1
Total Credits Clinical Year			40

Rotation Requirements:

PAS 5600	Emergency Medicine	PAS 5300	Pediatrics
PAS 5200	General Surgery	PAS 5400	*Primary Care I
PAS 5701	Critical Care Medicine	PAS 5401	*Primary Care II
PAS 5100	Internal Medicine	PAS 5125	Psychiatry
PAS (varies)	Internal Medicine Selective	PAS (varies)	Elective
PAS 5510	Women's Health	PAS (varies)	Elective

*A minimum of one rotation in any of these areas must be in a rural location. In addition, one of the Primary Care rotations must be in Family Medicine.

Total Program Credits 80

Mission Statement

The mission of the School of Physician Assistant Studies is to educate students to become physician assistant who will serve the people of Florida and the nation as part of a multidisciplinary healthcare team in a diverse and ever changing healthcare environment.

Vision

The School of Physician Assistant Studies will continue to improve and be recognized as a leader in the education of physician assistants as reflected in our values and goals.

Values

- Excellence—in patient care and education through the use of the latest technology, evidence-based practices, and life-long learning.
- Integrity—ethical, fairness, honesty, accountability
- Diversity—recognizing and respecting each person’s individuality
- Compassion—to all people, through empathy and self-reflection
- Service—to our profession, college, university, community, and nation

Goals

- Attract and select highly qualified students
- To have a student body representing diverse backgrounds and experiences
- Attrition rate for UF PA students will be less than the national average
- Develop lifelong learners

University of Florida School of Physician Assistant Studies (UFSPAS) Competencies

The University of Florida School of Physician Assistant Studies competencies represent the knowledge, clinical reasoning, interpersonal attitudes, technical skills, and professional behaviors required for successful completion and graduation. These program-defined competencies are informed by the PAEA “Core Competencies for New PA Graduates” and guided by the mission and values of the UFSPAS.

1. Medical Knowledge

1.1 Apply knowledge of basic sciences to the care of patients.

LOs here address all ARC required sciences, genetics...

2. Interpersonal Communication

2.1 Demonstrate effective communication.

LOs – assess understanding/applicability of plan

Contributing to the dissemination of health care knowledge and practices.

Coordinate team-based, consultative care.

Document a clinical encounter in the patient record – (meets needs that fit encounter acuity and specialty)

Provide an oral presentation of a clinical encounter - (meets needs that fit encounter acuity and specialty)

Demonstrate effective patient hand-offs

2.2 Develop therapeutic care relationships

LOs Demonstrate understanding about human responses that allow one to manage interpersonal interactions. – Patient, family, co-worker

Appreciating the value of the collaborative physician/PA relationship.

Collaborate as a member of an interprofessional team.

3. Clinical and Technical Skill

3.1 Execute a history and physical exam

LOs address all required ages, practices, SCPEs, place medical stories in context

(meets needs that fit encounter acuity and specialty)

3.3 Distinguish normal and abnormal health states in patients.

LOs here address clinical skills that are not H&P- diagnostic testing, include all ages and SCPEs

3.4 Execute technical skills of PA practice.

LOs demonstrate technical skills that are components of procedures

Skills list LOS here

4. Professional Behaviors

4.1 Demonstrate professionalism in patient care.

LOs- Maintain patient dignity, privacy and confidentiality.

- Demonstrate accountability through error mitigation

-Identify system and practice failures

-Contribute to a culture of safety and improvement

-Demonstrate ethical and responsible behaviors with accountability

4.2 Demonstrate patient advocacy.

- Maintain/promote health in people

-Maintain/promote health in populations

Evaluating adequacy of community resources needed to sustain and improve health.

- Equity, equality

4.3 Recognize the professional role and standards of practice of the PA.

LOs- Recognize that healthcare is a business

Modify patient care activities to meet the regulatory environment

(reg environment – standard of practice, hospital bylaws, state law, federal law and health policy)

- Develop professional identity

-life-long learning- maintenance of certification

LO that links to student resilience... I think there is a standard on this

5. Clinical Reasoning and Problem Solving

5.1 Synthesize information to develop a differential diagnosis.

LOs here address-

- Gather a history on patients specific to the needs of the encounter

- Perform a physical exam specific to the needs of the encounter

- Recognize the needs of an encounter based on location, service, patient factors, acuity and body system involved

- Interpret diagnostic tests

5.2 Execute safe treatment plans.

LOs here address safety and determinants that help plans be customized to the patient

Cost, beliefs, community resources, genetics...

LOs here can also include selective application (patient selection) of technical skills

- Recommend and interpret diagnostic tests

Propose initial evaluation and management plan following a clinical encounter.

Propose an initial evaluation and management plan of a patient requiring urgent or emergent care

-Recognize the value of monitoring medical care for quality improvement.

-Recommend patient disposition.

LOs here address acuity, access, patient preference, consultation, team-based elements

-Create preventative health plans.

LOs here link to screening, population health standards etc. Include recommend and interpret

Incorporate population-level health determinants into the making of care plans

Promote personal and community health

Utilize resources to make evidence-based decisions on patient care.

LOs here address literature appraisal

Form clinical questions and retrieve evidence to advance patient care

NCCPA Blueprint

Ongoing review of curricular content is informed by the NCCPA Blueprint to ensure that UFSPAS graduates are prepared for entry-level requirements of the profession. This material can be found at: <https://www.nccpa.net/pance-content-blueprint>

Academic Honesty

University of Florida Orange Book

“Student Honor Code and Student Conduct Code”, regulation 4.040

The University Orange Book encompasses comprehensive guidelines on student behavior, emphasizing academic integrity, ethical conduct, and responsible use of resources. Adherence to these principles is mandatory for maintaining the standards of our academic community. For more information, you can find the University Orange Book [here](#).

The University of Florida expects students to be honest in all of their university coursework. Therefore, students must commit themselves to academic honesty by signing the following statement as part of the admissions process.

"I understand that the University of Florida expects its students to be honest in all of their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action, up to and including expulsion from the University."

This statement serves to remind students of the obligations they assume as students at the University of Florida. Matters of pure violations of academic honesty are adjudicated according to University regulations by the Health Science Center Student Conduct Committee.

Students are expected to adhere to the UF Student Honor Code for all courses and rotations, committing to the principle: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." For detailed information, refer to UF Regulation 4.040 and the specific course/clerkship syllabi.

For matters involving a question of academic honesty, if the student and School of PA Studies Director do not agree on an outcome, the student can exercise his/her right to a hearing with the Health Science Center Student Conduct Committee. This will be conducted through Student Conduct and Conflict Resolution in the Dean of Students office. Please visit the link to view a copy of the violations and procedures that will be followed. [UF Honor Code Process](#)

Use of Artificial Intelligence (AI)

[Artificial intelligence](#) (AI) involves the use of computers to accomplish tasks that usually require human intelligence. This broad definition refers to AI algorithms that classify, analyze, and draw predictions from data.

The University of Florida and the College of Medicine are committed to an ethical and equitable approach to AI in teaching, research, and business practices. AI has a crucial role in the education of future physicians, medical research, and treatment of patients.

The UF COM requires the use of AI in a responsible, ethical, and [professional](#) manner. Students should refer to course syllabi or the course director prior to usage of AI. Improper use or acknowledgement of AI for course assignments will be construed as receiving unauthorized assistance from another entity or individual in violation of the [UF Honor Code](#).

Data Stewardship Responsibilities

Students must understand and comply with dynamic data stewardship responsibilities to minimize risks to personal, college, and university data. Refer to UF Integrated Risk Management – [CHATGPT Privacy, Factual Accuracy, and Usage Guidelines](#) for detailed instructions. [UF Integrated Risk Management – CHATGPT Privacy, Factual Accuracy and Usage Guidelines](#)

Program Policies and Student Services

Student Mistreatment

The University of Florida School of Physician Assistant Studies is committed to treating all college community members fairly concerning both personal and professional concerns. The student mistreatment policy ensures that matters are promptly dealt with and resolutions reached fairly and justly. The School's procedures enable students to bring problems to the administration's attention promptly. The College of Medicine and the School of Physician Assistant Studies forbids any retaliatory action against students who present concerns and complaints in good faith.

Mistreatment is any decision, act, or condition affecting a student that is determined to be illegal or unjust or that has created unnecessary hardship. Mistreatment may take the form of verbal or physical abuse, discrimination for any reason, or a requirement for individual service activity that is independent of requirements for other team members. When such an incident occurs, the student should take steps to address it. The student may first discuss the problem with the individual responsible for the negative action or with the Director of Student Affairs, Associate Program Director, or Program Director. The individual contacted by the student will then address the concern with the appropriate Course Director, faculty or preceptor who is responsible for the educational activity in which the incident occurred. A written record of incidents reported to program leadership will be maintained centrally by the School of PA Studies. Once the allegation of mistreatment is elevated beyond the level of the individual responsible for the incident, the reviewing authority should meet with the student within ten business days of being notified of the incident to provide support, and an update regarding the resolution. If the student is not satisfied with the response of the reviewing official, the student may appeal to the Senior Associate Dean of Educational Affairs.

A student who has been accused of mistreatment or harassment of others is entitled to due process to refute or challenge the accusations per policies of the University of Florida (UF Regulations [1.006 Non-Discrimination/Harassment/Invasion of Privacy Policies](#), and [4.012 Student Grievance Procedure](#)).

If faculty, staff or preceptors observe unprofessional behavior or mistreatment of students they should report it to the responsible course or clerkship director, and on the [Student Mistreatment Report](#).

At any point in the process outlined above, the student also may address a concern about mistreatment with the Director for Student Counseling and Development. This official may provide counseling to the student but is not responsible for attempting to redress the grievance.

COM Student Mistreatment Policy can be found here:

<https://osa.med.ufl.edu/support/policies-procedures/medical-student-mistreatment-policy/>

Sexual Harassment Policy

The University of Florida is committed to providing a safe educational, working, and residential environment that is free from sexual harassment or misconduct directed towards any and all members of the community. To achieve this goal, no behavior of this nature will be tolerated and, if discovered, the procedure for investigation and potential adjudication, as outlined in this policy, will be followed. Similarly, and retaliation against an individual who has filed a complaint regarding an alleged sexual harassment or misconduct is also against university policy and will face its own disciplinary procedure. The University encourages students, faculty, staff, contracted workers, and visitors to promptly report any suspected behavior that is in violation of this policy. Specifically, College of Medicine students are encouraged to report this behavior to the College of Medicine administration including the Senior Associate, Associate, or Assistant Deans or directly to the Title IX office. Title IX is a federal law addressing sexual misconduct. For more information or to report sexual misconduct refer to the [UF Title IX](#) page. For confidential consultation, students are encouraged to speak with a mental health provider within the medical school, Counseling and Wellness Center, Dean of Students' Care area, or at the UPD Victims' Advocate office.

Programs to educate the College of Medicine community on the issue of sexual harassment and professional behavior will be presented regularly. Documentation of training is located in the student record.

Link to UF Title IX Compliance reporting: <https://titleix.ufl.edu/report/>

The COM Sexual Harassment Policy can be found here:

<https://osa.med.ufl.edu/support/policies-procedures/sexual-harassment-information-procedures/>

Outside Employment

Outside employment is strongly discouraged during enrollment in the School of PA Studies (SPAS). Physician assistant education is a full-time endeavor. However, while SPAS approval is not required for a student to start work, the work must not interfere with the student's education. If SPAS determines that outside employment diminishes the student's ability to be an effective learner, the student will be strongly encouraged to reduce or eliminate his/her work.

Students are not required to work for the School in any manner, either for pay or volunteer status. The School will not consider any application for full time employment from any student in the program.

Criminal Background Checks/ Drug Screening

1. If a felony conviction occurs between the date of submission of the CASPA application and matriculation into the School of PA Studies, the student must report the specific details, including (1) date of charge(s), (2) type of offense and (3) disposition of the case to the Program Director immediately. Any felony convictions that occur after matriculation or at any time during your enrollment in the School must also be reported immediately providing the same information as previously enumerated. Failure to comply will be grounds for dismissal from the School of Physician Assistant Studies.
2. During the clinical phase of the School of Physician Assistant Studies, students will be required to undergo one or more national criminal background checks, which may include fingerprinting. Although the costs of the initial background check and drug screening are currently included in the financial aid package (and dispersed to the student), some clinical sites used by the School of PA Studies may require additional background checks, fingerprinting, and/or drug screening for students to have practice opportunities at those institutions. Therefore, the student may be responsible for these costs.
3. A criminal record or failure to pass a drug screen may impede clinical training and may negatively affect a student's status in the School of PA Studies. By accepting admission to the School, a student agrees to submit to national criminal background checks and drug screening and pay any associated expenses.

Disability and Accommodations

The University of Florida is committed to providing academic accommodations for students with disabilities. Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the Disability Resource Center (DRC) by visiting disability.ufl.edu/students/get-started. The University encourages students to register with the DRC as soon as they begin the School of Physician Assistant Studies or upon the verification of a disability.

Once registered with the DRC, students should present their accommodation letter to the College of Medicine's ADA Representative, Mr. Jim Gorske (jgorske@ufl.edu), who will distribute the accommodation letter to either the didactic year coordinator or the clinical year coordinator.

Technical Standards

Candidates for the School of Physician Assistant Studies must be able to fully perform all essential functions in each of the following categories: observation, communication, motor, intellectual, and behavioral/social. We recognize that degrees of ability vary widely between individuals. Prematriculated students with a disability are encouraged to discuss this with the Director of Admissions. Matriculated students with a disability are encouraged to discuss this with the [University of Florida Office for Accessibility and Gender Equity](#). Students and the ADA Office may consider technological and other facilitating mechanisms necessary to train and function effectively as a physician assistant. The UF College of Medicine is committed to enabling its students to complete the course of study leading to the physician assistant degree by any reasonable means or accommodations.

- **Observation**
The candidate must be able to observe demonstrations and experiments in the basic sciences, including but not limited to physiologic and pharmacologic demonstrations in animals, evaluation of microbiologic cultures, and microscopic studies of microorganisms and tissues in normal and pathologic states. A candidate must be able to observe a patient accurately at a distance and close at hand. Observation necessitates the functional use of the sense of vision and other sensory modalities.
- **Communication**
A candidate must be able to communicate effectively and sensitively with colleagues and patients. The focus of this communication is to elicit information; describe changes in mood, activity, and posture; and perceive nonverbal communication. Communication includes not only speech but reading and writing. The candidate must be able to communicate effectively and efficiently in oral and written form with all members of the health care team.
- **Motor**
Candidates must have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers. A candidate must be able to execute motor movements reasonably required to provide general care and

emergency treatments to patients. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.

- **Intellectual-Conceptual, Integrative, and Quantitative Abilities**

A candidate must have the ability to synthesize and apply complex information. Candidates must be fully alert and attentive at all times in clinical settings.

- **Behavioral and Social Attributes**

A candidate must possess the emotional health required for full utilization of his or her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive, and effective relationships with patients. Candidates must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, interpersonal skills, interest, and motivation are all personal qualities that are assessed during the admissions and clinical rotation education processes.

At the beginning of the didactic year, during orientation, all students must sign and return to the School of PA Studies a copy of the form “University of Florida School of PA Studies Acknowledgement of Technical Standards for Enrollment, Promotion, and Graduation.” Failure to sign and return the form could delay or prevent promotion or graduation. It is the student’s responsibility to complete, sign and return the form.

Learning Specialist Services

The College of Medicine Learning Specialist:

- Provides individual learning strategy sessions to review, assess, and support an individual’s study and time management strategies.
- Coordinates the tutoring program for eligible students.
- Serves as the liaison for students with disabilities accessing academic accommodations.

To schedule an appointment with the Learning Specialist, e-mail Jim Gorske at jgorske@ufl.edu. Indicate your name, program, and available dates and times. The office is located within the Student Affairs suite (Suite 210) in the Harrell Medical Education Building (HMEB).

Tutoring Policy

The University of Florida College of Medicine is strongly committed to the success and well-being of every student. Instances where personal and/or academic events adversely affect a student’s academic success, the Office of Student Affairs (OSA) can assign available tutors at no cost to the student.

Eligibility:

- Medical education (MD) students with an overall score of 79% or below in a course.
- School of Physician Assistant Studies (SPAS) students with an overall score of 74% or below in a course.
- Other personal and/or academic circumstances may warrant consideration for tutoring as determined by the MD / SPAS respective academic promotions committees.

All students, whether eligible for free tutoring support or not are encouraged to utilize one or more of the following resources for academic support:

- course directors,
- faculty/instructors,
- teaching assistants,
- fellow students,
- Associate/Assistant Dean of Student Affairs (MD students),
- Faculty Advisor (SPAS students),
- Learning Specialist

Student / Tutor Responsibilities

Students receiving tutoring services agree to the following:

- Proactively arrange appointments with their assigned tutor.
- Regularly attend learning activities, including but not limited to, all classes, laboratories, and structured sessions. Tutoring is not a replacement for the scheduled curriculum.
- Prepare for tutoring sessions in advance (e.g., create a plan of topics for discussion, brainstorm and write down questions).

- Keep scheduled appointments with assigned tutors and make every effort to provide reasonable notice to cancel or reschedule a session.
- Notify the OSA Learning Specialist and respective program (MD/SPAS) when tutoring support is no longer needed.
- If tutoring services have not been utilized within the assigned semester, the tutoring connection will be reviewed for continuation of service.

Tutors providing tutoring services agree to the following:

- Exhibit preparedness, professionalism, integrity, and openness to feedback.
- Keep scheduled appointments with assigned student and make every effort to provide reasonable notice to cancel or reschedule a session.
- Submit required tutor data to include timesheets in a timely (within 3 business days) and accurate manner to the OSA Learning Specialist.
- Abide by FERPA confidentiality laws.
- Contact the OSA Learning Specialist for concerns regarding a student's personal and/or professional success.

The OSA tutoring program reserves the right to replace active tutors as needed to ensure programmatic balance and effectiveness based on evolving priorities and student support needs. **Student Counseling and Development**

Harrell Medical Education Building Room 446

<http://counseling.med.ufl.edu>

Beverly@ufl.edu

The UF College of Medicine is committed to the well-being of all students throughout their medical education and clinical training. However, despite thoughtful planning and many innovations, there will be instances in PA school requiring additional support than provided by family and friends – especially from others knowledgeable about the process.

The Office of Student Counseling and Development was established within the medical school to provide students with timely access to short-term, confidential, personal counseling - either in person or via Zoom. Additionally, assistance will be provided for referrals to long-term therapy, psychiatry, and/or psychological or neuropsychological evaluations. Students may also consult this office and receive support regarding any form of mistreatment, discrimination and/or harassment.

To schedule an appointment with [Dr. Beverly Dede, Ph.D.](#), send an email request with the following information:

- Your name and class (e.g., PA 2025)
- Your availability (at least three dates/times)

Additional UF Resources:

- Counseling & Wellness Center - (352) 392-1575
- Crisis and Emergency Resource Center - (352) 392-1575
- Adult Psychiatry/Springhill - (352) 265-4357
- Health Psychology/Springhill - (352) 265-4357
- Psychology Clinic/Shands (352) 265-0294
- Student Health Care Center/Shands (352) 294-5700
- U Matter We Care (352) 294-CARE (2273)

Emergencies:

- 911
- Alachua County Crisis Center (352) 264-6789
- TrevorLifeline 866-488-7386
- National Suicide Prevention Lifeline 800-273-TALK (8255)

Advisors

Each student will be assigned to a SPAS faculty advisor and meet with them as scheduled at least once during each semester or as otherwise needed. The meetings may be done in small group sessions, on an individual basis, or by appointment during the advisor's office hours.

Advisor meetings are mandatory attendance items.

Faculty Role as Clinicians

Many faculty members function as clinical providers in various departments throughout UF Health. Principal faculty, the program director and the medical director may not participate as healthcare providers for any student in the program, except in an emergency situation.

Leaves of Absence

Students who desire a personal leave of absence or medical leave of absence should submit their request in writing per the policy outlined below.

Leave of Absence – Academic

The PSPC can place a student on academic leave of absence. Only the PSPC can approve the return to registration from an academic leave of absence.

Leave of Absence – Disciplinary

Only the PSPC can place a student on a disciplinary leave of absence or approve the return of a student to registration from a disciplinary leave of absence.

Leave of Absence – Medical

The Program Director may approve a leave of absence of up to two weeks for compelling medical issues that are temporarily impeding a student's academic progress. The Professional Standards and Promotion Committee (PSPC) will be notified that the leave of absence has been granted. If the leave extends for more than two weeks, the student must make a leave request to the Professional Standards and Promotion Committee (PSPC). This should include documentation from a treating practitioner, a proposed return date and an academic plan and schedule. Medical requests must be verified by a PA, NP, MD, DO, or a mental health provider. Verification from a close relative or domestic partner will not be accepted. This must be approved by the Professional Standards and Promotion Committee (PSPC). When a student wishes to return to registration after a medical leave of absence, he/she must submit a written request to the chair of the Professional Standards and Promotion Committee (PSPC). Students returning must present an updated academic plan and documentation that their medical situation has resolved or is being appropriately addressed, and that they are fit to resume their medical studies (e.g., health care provider letter and/or cognitive testing results).

Leave of Absence – Personal

The Program Director may approve a leave of absence of up to two weeks for compelling personal issues that are temporarily impeding a student's academic progress. The Professional Standards and Promotion Committee (PSPC) will be notified that the leave of absence has been granted. If the leave extends for more than two weeks, the student must submit a request for extension, which includes an academic plan and schedule, to the Professional Standards and Promotion Committee (PSPC) for approval. When a student wishes to return to registration after a personal leave of absence, he/she must present an updated academic plan and may be required to make an appearance before the Professional Standards and Promotion Committee (PSPC).

Requests for leave will be considered on a case-by-case basis. An extended absence may require repeating a portion of a course, the entire year, or both years, depending on the individual educational situation. A leave of absence greater than two months may require reapplication to the School of Physician Assistant Studies.

Readiness to Return

The UF School of PA Studies wants to ensure that any student who has had a leave of absence for medical reasons or an extended leave of absence for educational or disciplinary reasons is evaluated for their readiness to return to registration. Students will be required to provide documentation of their readiness to return and may be required to have an evaluation from a 3rd party that specifically addresses their ability to return successfully to the PA school curriculum. The most common scenarios, but not all, in which a student would be required to provide documentation for their readiness to return include:

1. A situation in which a student is unable to perform essential functions of a PA student because of a physical illness. (short-term or long-term)
2. A situation in which a student is unable to perform essential functions of a PA student because of a mental health diagnosis.
3. A situation in which a student is unable to perform essential functions of a PA student because of addiction.
4. A situation in which a student may pose a direct threat of harm to self or others due to a physical or psychological condition.
5. A situation in which a student's ability to perform essential functions may be impaired by the duration of time they spent away from the PA school curriculum.

For situations 1-4, a fitness for duty evaluation will be required. This may come in the form of a complete evaluation of the student's stressors, abilities, and accommodation requirements (e.g., after a diagnosis of anxiety, depression, substance abuse, a physical injury that impacted cognitive function). It may also be in the form of a note from the treating physician stating the physical limitations of the student and indicating when the student may be able to return to full function (e.g., after a broken leg, surgery, or cancer treatment). The decision for which type of evaluation will be required will be made by the Professional Standards and Promotion Committee, which has oversight of the student's entire academic history.

COM Policy Regarding Readiness to Return can be found here:

<https://osa.med.ufl.edu/support/policies-procedures/readiness-to-return-policy/>

COM Policy Regarding Student Fitness for Duty can be found here:

<https://osa.med.ufl.edu/support/policies-procedures/medical-student-fitness-for-duty-policy/>

Students who are unable to meet the requirements of their individual readiness to return assessments may be asked to withdraw or remain on leave pending further assessment. Additional action may be taken as the UFSPAS deems it necessary.

Withdrawal

Students withdrawing from the School should first contact the School of PA Studies Program Director. Then the student must submit a withdrawal letter to both the School of PA Studies and the UF Registrar's Office and complete any documentation needed by either office and settle any university obligations. UF may or may not refund some portion of the tuition. For details, see The University Record (the UF catalog), the section on "Fees and Other Fiscal Information," the "Enrollment and Student Fees," the "Refund of Fees" subsections within it. Information about refunds can be found here: <https://www.fa.ufl.edu/directives/refunds/>

Professional Standards and Policies

The School of Physician Assistant Studies expects all students to be professional in their dealings with patients, colleagues, faculty, and staff and exhibit caring and compassionate attitudes. These and other qualities will be evaluated by faculty throughout the program including during patient contacts. Professional behavior is defined as behavior appropriate to the circumstances. Professional behavior reflects on a student's qualifications and potential to become a competent clinician. Attitudes or behaviors inconsistent with compassionate care; refusal by, or inability of the student to participate constructively in learning or patient care; derogatory attitudes or inappropriate behaviors directed at patients, peers, faculty, preceptors, or staff; misuse of written or electronic patient records (i.e., accession of patient information without valid reason); substance abuse; failure to disclose pertinent information on a criminal background check; or other unprofessional conduct can be grounds for dismissal. Dismissal from the UF School of Physician Assistant Studies for unprofessional behavior may, subsequently, jeopardize the student's eligibility for admission to any other college in the university.

Examples of standards for professional behavior include, but not limited to the following: accepting personal responsibility for the care of one's patients; demonstrating appropriate truthfulness and honesty with colleagues; communicating an attitude of caring (empathy) in the course of health care delivery; recognizes personal beliefs, prejudices, and limitations; demonstrates respect for patients, families, members of the health care team, and colleagues; demonstrates initiative in patient care and a consistently good work ethic; and respects patient confidentiality at all times in verbal and written communication with others. Inadequate communication and/or failure to respond to communication initiated by the SPAS is also considered unprofessional and may result in a substantial reduction in professionalism grade and/or disciplinary action

Additional policies regarding professional standards include:

1. **Alcoholic Beverages** - No alcoholic beverages are to be consumed during class hours or on University property at any time unless attending a university-sanctioned function where alcohol is served.
2. **Illicit Drugs** - Students are reminded that illicit drugs are incompatible with the professional role of the physician assistant—students who use illicit drugs risk dismissal from the School of PA Studies and legal consequences.
3. **Treating friends and family** - No student should provide medical advice or medically treat other PA students, friends, or family members while a student in the UF School of Physician Assistant Studies.
4. **Medical Records and Patient Confidentiality** - All data gathered about a patient and his/her medical condition, including verbal communication from a patient, is privileged information. Students are not to discuss a patient in any manner or situation that would reveal any information about that patient to any person not involved in the patient's health care. Refrain from discussing your patients in public places, such as cafeterias and elevators, where your conversations may be overheard. Remind those who may be inappropriately discussing patient information about patient confidentiality. In the Hospital Practicum course, discussion about a patient with your resident/fellow is appropriate. If you are asked to present information about a patient's condition, never discuss patients in a dehumanizing or insensitive manner. The School of PA Studies requires you to complete HIPAA training.

The conferring of the degree Master of Physician Assistant Studies certifies that the student is not only competent to undertake the career as a physician assistant but possesses the personal traits essential to the profession as judged by the faculty, preceptors, peers, and colleagues. Students are reminded that impressions that you make in the classroom and clinical rotations may influence future employment opportunities and professional licensure. You should all strive to project a positive image of the PA profession and the University of Florida.

Professional Behavior

The College of Medicine expects all medical students to be professional in their interactions with patients, colleagues, faculty, and staff and to exhibit caring and compassionate attitudes. These, and other qualities will be evaluated during patient contacts and in other relevant settings by both faculty and peers. Behavior of a medical student reflects on the student's individual's ability to become a competent physician.

Attitudes or behaviors inconsistent with compassionate care; refusal by, or inability of, the student to participate constructively in learning or patient care; derogatory attitudes or inappropriate behaviors directed at patients, peers, faculty or staff; misuse of written or electronic patient records (e.g., accession of patient information without valid reason); substance abuse; failure to disclose pertinent information on a criminal background check; or other unprofessional conduct can be grounds for dismissal. Professionalism is one of six competencies expected of the COM students; see specific requirements for professionalism below. For complete listing of all COM competencies see the University of Florida College of Medicine Medical Education Program Curriculum Overview.

Ethical and professional behaviors are the foundation of medicine. The College of Medicine requires each entering class to agree to the institution's Code of Ethics.

During the two years of PA school, development of professional behavior is monitored by both the faculty and students. Faculty and peer evaluation of student adherence to the class Code of Ethics also is monitored.

In conferring the MPAS degree, the University of Florida certifies that the student is competent to undertake a career as a PA under supervised practice. The degree also certifies that, in addition to competency in medical knowledge and skills, the graduate possesses those personal traits essential to the profession of medicine as judged by the faculty, residents and the student's peers.

Student Attire

As members of a profession whose image is essential, students should be aware that many people, rightly or wrongly, judge an entire group by what they consider appropriate appearance. The professional image you project is very important to both the School of PA Studies and the PA profession. Students should bear this in mind when selecting their attire, even for the academic year.

There are many settings that the Physician Assistant student will find themselves in during the two years of training at the University of Florida. Each setting will have its own "appropriateness" of dress and the student will have to adjust accordingly. For example, one should wear old clothes and a lab coat during the Gross Anatomy Lab, since they will not be usable after the course.

Key concept: At all times, dress and behave in a way that engenders trust and would ensure that those around you are put at ease, whether they are colleagues, professors, or patients.

- Students should wear their photo identification badge at all times while on the medical campus.
- During non-patient related activities, including but not limited to class, you must adhere to the following guidelines when attending classes in the learning studios and small conference rooms, as well as on virtual platforms (e.g. Zoom):
 - Clothing should be well fitted. Longer shorts, capri-style pants, leggings, and jeans are acceptable for the classroom.
 - Polo shirts with a collar and t-shirts are acceptable provided they do not contain any offensive language or pictures.
 - Tube tops, halter tops, deep set necklines, see-through tops, or visible undergarments are not acceptable attire.
 - Shirts/tops must extend to the waistband of your pants, skirts, or shorts. Bare midriffs are not acceptable.
 - Body art/tattoos should not be offensive.
- Good personal hygiene is required. Students should be clean and free of offensive odors.
- Natural fingernails should be clean and maintained at a length that is not visible from the palmar aspect of the hand. Artificial nails are prohibited.
- Hair and jewelry must be restrained so they don't interfere with patient examinations.
- In the laboratories and patient care areas, OSHA regulations prohibit open-toed shoes. For purposes of safety, you must wear closed-toe shoes.
- When you participate in any clinical activity and anticipate patient contact, you must adhere to the facilities' policies regarding infection control, professional behavior, and dress code. Appropriate patient-interaction* attire includes:
 - A shirt/blouse/sweater, skirt/dress or slacks, and closed-toes shoes. A tie is optional.
 - Your white laboratory coat should be clean, pressed, and in good repair.
- When engaged in patient-care related activities, you should not chew gum.
- Excessive perfumes, colognes, aftershaves, scented lotions etc. should not be worn.
- Scrubs for use in gross laboratories should not be worn outside those areas. Green OR scrubs must not be worn outside of designated hospital areas unless you are wearing your white coat over them (this is a Joint Commission accreditation requirement). Other types of scrubs may be appropriate to wear in other patient care or lab areas, but this is at the discretion of the attending/chief of service or faculty.
- In short, be modest and professional in your dress.

- Faculty will provide feedback to students who are not in compliance with the dress code. Repeated non-adherence to the dress code will result in a professionalism lapse.
- *Includes patient encounters in LAC and other non-clinical settings.

More Details regarding COM Dress Code Policy can be found here:

<https://osa.med.ufl.edu/support/policies-procedures/dress-code/>

Social Networking Policy

The School of Physician Assistant Studies subscribes to the policy regarding the use of social networking sites.

The School of PA Studies recognizes that social networking websites and applications, including but not limited to Facebook, Instagram, Snapchat, and Twitter, are essential and timely means of communication. However, students who use these websites and other applications must be aware of the critical importance of privatizing their websites so only trustworthy “friends” can access the websites/applications. They must also be mindful that posting certain information is illegal. Violation of existing statutes and administrative regulations may expose the offender to criminal and civil liability, and the punishment for violations may include fines and imprisonment. Offenders also may be subject to adverse academic actions that range from a letter of reprimand to probation to dismissal from school or resident training.

The following actions are strictly forbidden:

- In your professional role as a caregiver, you may not present the personal health information of other individuals. Removal of an individual’s name does not constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of the evaluation, or type of treatment or the use of a highly specific medical photograph (such as a before/after a photograph of a patient having surgery or a photograph of a patient from one of the medical outreach trips) may still allow the reader to recognize the identity of a specific individual.
- You may not report private (protected) academic information of another student or trainee. Such information might include but is not limited to course or clerkship grades, narrative evaluations, examination scores, or adverse academic actions.
- In posting information on social networking sites, you may not present yourself as an official representative or spokesperson for the University of Florida College of Medicine.
- You may not represent yourself as another person, real or fictitious, or otherwise, attempt to obscure your identity as a means to circumvent the prohibitions listed above and below.
- You may not utilize websites and/or applications in a manner that interferes with your official work commitments. That is, do not tie up a hospital or clinic computer with personal business when others need access to the computer for patient-related matters. Moreover, do not delay the completion of assigned clinical responsibilities to engage in social networking.

In addition to the absolute prohibitions listed above, the actions listed below are strongly discouraged. Violations of these suggested guidelines may be considered unprofessional behavior and may be the basis for disciplinary action.

- Use of inappropriate language
- Display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, or sexual orientation.
- The School of PA Studies and the College of Medicine may reasonably interpret the presentation of personal photographs or photographs of others as condoning irresponsible alcohol use, substance abuse, or sexual promiscuity.
- Posting potentially inflammatory or unflattering material on another individual’s website or social media, such as on the “wall” of that individual’s Facebook site.

When using these social networking websites/applications, students and residents are strongly encouraged to use a personal email address, rather than their ufl.edu address, as their primary means of identification. Individuals should also make every effort to present themselves maturely, responsibly, and professionally. Discourse should always be civil and respectful. Please be aware that no privatization measure is perfect and that undesigned persons may still gain access to your networking site. A site such as YouTube, of course, is entirely open to the public. In addition, future employers (residency or fellowship program directors, department chairs, or private practice partners) often review these network sites when considering potential candidates for employment.

Finally, although students can remove once-posted information from the original social networking site, students cannot recover exported information. Thus, any digital exposure can “live on” beyond its removal from the original website and continue to circulate in other venues. Therefore, think carefully before you post any information on a website or application. Always be modest, respectful, and professional in your actions.

Failure to adhere to any of the School's professional standards and policies will be discussed at a hearing of the [Professional Standards and Promotions Committee](#).

COM Social Networking Policy may be found here:

<https://osa.med.ufl.edu/support/policies-procedures/social-networking-sites-policy/>

Professional Standards and Promotions Committee

The School of PA Studies faculty, meeting as the Professional Standards and Promotions Committee (PSPC), will evaluate issues of student compliance with the School of PA Studies' requirements, policies, and professionalism. The Committee will review the matter of concern and the circumstances surrounding it. The PSPC chair may request a meeting with the student to solicit the student's perspective prior to a formal meeting. If the student is requested to appear before the Committee to address specific concerns, the student may have a representative in attendance. The representative does not need to be the school-appointed advisor. The representative may not address the PSPC directly but may be consulted by the student. The PSPC will then decide on the appropriate action as detailed below.

Procedures Regarding Professionalism

Actions regarding professionalism depend on the nature, setting and chronicity of the concern. If the Committee determines that a student demonstrated unprofessional behavior, one or more of the following actions may be recommended:

- A meeting or discussion with the faculty advisor
- A meeting with the advisor and chair of the PSPC
- Written remediation plan or assignment
- A meeting with the full PSPC
- Delay, deceleration, dismissal

In the event of an egregious action by a student, immediate action and remediation including dismissal may be advised by the PSPC regardless of the number of the offense.

Student Organizations: University Policy #: 16-003 Registered Student Organization Classification and Officer Eligibility (4.6.2): To hold a designated officer position, a student must be in good academic standing and cannot be on academic warning or academic probation. Students in officer positions who are placed on probation will be required to resign from their position. Election of new officers will follow the bylaws of the student organization.

[Registered Student Organization Classification and Officer Eligibility – Regulation and Policy Hub \(ufl.edu\)](#)

Procedures Regarding Academic Standards

Any course grade below satisfactory may be grounds for dismissal for academic reasons, subject to the decision of the School of PA Studies Professional Standards and Promotions Committee. However, the PSPC may determine that the student earning a grade below satisfactory should be allowed to achieve the program's academic standards and be allowed to remain enrolled in the School. In that case, the student will be placed on probation and will be required to complete any remedial work prescribed by the faculty. The prescribed remediation may include delay, deceleration, repeating any or all courses as deemed appropriate by the PSPC to address the student's weaknesses, including those courses which were previously passed. Students may only be offered the option of remediating an entire year's worth of courses one time. Remediation may result in the student's delayed graduation, depending on the level of remediation and the time frame required for completion.

Promotion, Graduation, and Academic Standing

Promotion from the academic to the clinical year and graduation from the School of PA Studies is based on the student's mastery of program-defined competencies, academic performance, and readiness to assume a professional role. While grades are important, the decisions for promotion and graduation are based on the composite picture of academic performance and professional growth and development. Therefore, a student who has failed to demonstrate an attitude of professionalism or is not prepared to assume patient care responsibilities based on faculty and/or Professional Standards and Promotions Committee evaluations may be decelerated, delayed or dismissed from the School of PA Studies at any time prior to promotion or graduation.

Delay is defined as remediation assignments that necessitate a delayed graduation with the graduation date occurring with the student's original cohort. Deceleration is defined as remediation requiring a student to join another cohort either at the beginning of a curricular year or a cohort in progress.

The following criteria will be used by the Professional Standards and Promotions Committee to promote academic year PA students to the clinical year and recommend clinical PA students for graduation from the School of Physician Assistant Studies. Students who fail to meet all promotion criteria may be either dismissed from the School of Physician Assistant Studies or required to remediate any deficiencies deemed necessary by the Committee.

- Maintain all grades at satisfactory or higher.
- Demonstrates maturity, integrity, and other attitudes and behaviors normally expected of health care professionals as determined by professionalism evaluations and observations by faculty.

A student may be placed on probation at any point if the PSPC determines it is necessary. A student may be placed on probation before final grades are assigned in any class. A student placed on probationary status is deemed to be not in good standing with the University of Florida School of PA Studies. Students will remain on probation until review by the Professional Standards and Promotion Committee determines probationary status is no longer needed based on adequate student performance.

Grievance/Appeals Policy

After a decision of the Professional Standards and Promotions Committee has been established, a student has the right to appeal.

1. Appeals are made in writing – a personal appearance is made upon request of the person or persons hearing the appeal and is not automatic. Grounds for an appeal include:
 - a. The policies and procedures of the School were not correctly applied.
 - b. The facts were incorrect.
 - c. The action exceeded the authority of the PSPC.
 - d. The PSPC demonstrated bias in its action.
 - e. The PSPC considered evidence that should not have been evaluated or failed to consider the evidence they should have considered.
 - f. The student requested an accommodation for a disability
2. Students may appeal a decision of the PSPC to the Associate Dean/Director of the School of PA Studies in writing within three business days of the decision. Actions by the PSPC and the Associate Dean/Director will be final except in cases of dismissal.
3. In cases of dismissal, the student may further appeal the decision to the Senior Associate Dean for Educational Affairs. A committee consisting of the Senior Associate Dean for Educational Affairs (chair), the Associate Dean for Medical Education, and the Associate Dean of Student Affairs will consider the appeal.
4. The decisions of this committee will be final.

Probation for Students who Successfully Appeal Dismissal

Students whose dismissal is reversed by successful appeal and who are permitted to remediate deficiencies will be placed on probation for one year from the date of the appeal hearing. The PSPC will review the status of students on probation annually and prior to graduation. The PSPC may remove students from probation upon successful remediation. Students will automatically be dismissed if they receive a grade of D, E, or unsatisfactory or an unsatisfactory competency evaluation in any course during the time on probation.

PACKRAT Exam

Students will take the Physician Assistant Clinical Knowledge Rating and Assessment Tool (PACKRAT) during each year of the two-year program. The School has received authorization to make an individual copy of each student's performance on the PACKRAT examination to measure their clinical knowledge base during his/her training. The School of PA Studies may use this information to make decisions affecting promotion, clinical rotations, graduation, or remediation. The School will maintain the scores in the same confidential manner as with other academic performance information.

PA Student Activities and Associations

PA students may join National, State, University, College, and Program student associations and participate in related activities.

Physician Assistant Student Association (PASA)

The student association shall serve as the official organization of UFPASA to promote academic achievement and clinical excellence and to promote the physician assistant as a member of the health care delivery team.

PASA officers are typically elected in the Summer B term of the didactic year.

More information about student responsibilities is found on the [UF Student Activities and Involvement](#), [GatorConnect](#), and the [MCC Physician Assistant Student Association](#) pages. The association's bylaws will be finalized prior to the induction of new officers yearly.

Surgery Club

The primary purpose of this organization is to educate University students about surgical physician assistants and provide both academic and volunteer opportunities for members. This will be accomplished through a monthly journal club, monthly presentations on surgical and/or medicine topics, preparation for clinical rotations, educational, suture, and procedural workshops, academic speakers, and presentations offered by physician assistants, faculty members, and current physician assistant students. In addition, members will volunteer at health-related events in order to accomplish a common club goal of service to our community.

More information can be found on the [GatorConnect PA Surgery Club website](#).

American Academy of PAs (AAPA)

The Student Academy represents the voice of PA students across the country. Led by the Student Board of Directors, the Student Academy embraces AAPA's mission with a focus on student-oriented engagement, professional development, and advocacy.

More information can be found at the [AAPA Student Academy website](#).

Florida Academy of PAs (FAPA)

The Florida Academy of PAs primary goal is to increase student involvement and relay pertinent information such as membership benefits, legislation, events, and other opportunities offered by FAPA to their respective cohorts.

More information about FAPA can be found on the [student welcome page of FAPA](#).

Technology Policies

Computer Requirement

The School of PA Studies has a mandatory laptop requirement. All students are required to have a laptop computer in good working order that is maintained with the latest software and anti-virus updates.

Please note that a lack of a working laptop may result in the inability to take the quiz or exam.

We currently use Examsoft as our testing software. You will receive instructions on installation after starting at the School of PA Studies.

As Examsoft/Examplify is the most rigorous software we utilize, we adhere to their system requirements, which can be found here.

COM Computer Requirement Policy can be found here:

<https://osa.med.ufl.edu/support/policies-procedures/computer-requirement/>

GatorMail

All students will be required to obtain and maintain a [GatorMail account](#) as their UF-approved email address while in the UF School of PA Studies. Students will send all School of PA Studies communications and information from UF-approved addresses only. Students will limit alternative email addresses (e.g., Yahoo, Hotmail, etc.) to the student's personal use.

Email Policy

Student communication with the School of Physician Assistant Studies is routinely accomplished via email communications. Therefore, students will be expected to check their University of Florida email accounts daily for essential communications. Email responses when necessary are expected promptly (**within 24 hours**). To avoid problems with receiving critical messages from the School due to exceeding your Gatormail email quota, delete old messages and clear your browser cache regularly. Each student will be responsible for any consequences resulting from the School's inability to deliver emails due to mismanagement of the email account. Failure to comply with the email policy will be considered an infraction of the SPAS professionalism standards.

When communicating with the School, it is SPAS policy that only the University of Florida email accounts will be recognized for student communication. This is important because emails originating from third-party accounts/services, such as Yahoo and others, are frequently routed to quarantine or spam folders. In these cases, the recipient may not be notified of the email until a later date when the quarantine folder contents are reviewed. The University of Florida policy allows emails to be forwarded to on-campus or alternate email addresses. If a student wishes to use such a service, please ensure that the student's GatorLink email account is displayed as the sender's identification when responding to emails. If the sender's identification does not reflect the student's GatorMail account, it may be sent to a quarantine folder and not replied to within an appropriate time frame. University of Florida policies regarding email forwarding and computing resources, including security and privacy issues, can be found at:

- <http://www.it.ufl.edu/policies/aupolicy.html>
- <http://www.it.ufl.edu/policies/forwarding.html>

Zoom

- You will be required to be on camera for attendance to some classes. For example, all small group and interactive classes may be on Zoom and will require camera usage. These classes are typically "mandatory" classes. If the faculty asks you to be on camera during class, you should turn on your camera.
- Try using [gallery view](#) to see many classmates at one time instead of just the speaker. This helps the virtual classroom feel more like our regular classroom.
- You may get up to attend to issues that arise during a synchronous zoom class; however, please return promptly.
- It is encouraged to mute your microphone to avoid background noise during a lecture piece of a course; however, please feel encouraged to speak up when appropriate. If on a laptop, the space bar will quickly unmute you to speak.
- Use common areas while logged in to Zoom and avoid personal areas (i.e., bed, restroom).
- Be dressed appropriately
- Use a professional demeanor during Zoom sessions.

Recording Policy

Consistent with the Intellectual and Viewpoint Diversity Act:

A Student may record a class lecture for three specified purposes as outlined in House Bill 233/Section 1004.097, Florida Statutes:

- For the student's own personal educational use;
- In connection with a complaint to the University where the recording is made
- As evidence in, or in preparation for, a criminal or civil proceeding.

Students may audio or video record a class lecture for a class in which the student is enrolled. Students do not need advance permission, or to provide notice, to record.

- A class lecture is defined as an educational presentation delivered by faculty (instructor of record) or guest lecturer, as part of a University of Florida course, intended to inform or teach enrolled students about a particular subject. Lecture is inclusive of faculty-led discussions that are integrated into the educational presentation.
- A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session.
- A recording of a class lecture may not be published without the consent of the lecturer.
- Publish is defined as sharing, transmitting, circulating, distributing, or providing access to a Recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section.
- A recording, or transcript of the recording, is considered to be published if it is posted on or uploaded to, in whole or part, any media platform, including but not limited to social media, book, magazine, newspaper or leaflet.

A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

Estimated Cost of Attendance

Tuition rates are updated yearly by the Florida Legislature and the University and are subject to change. Current professional tuition rates are available at [the University of Florida College of Medicine Financial Aid website](#). Please visit the [UF Admissions Website](#) for details regarding Florida residency.

Financial Aid

Students in the College of Medicine handle all their financial aid affairs in the Harrell Medical Education Building (Room 214). Ms. Susana Morales is the Student Financial Aid Coordinator and can be reached at 352-273-7939 or via email at sfa-med@mail.ufl.edu. For further information or to schedule an appointment, please call, email, or visit <https://finaid.med.ufl.edu/>

Medical Equipment

Medical equipment will be required during your training in the School of Physician Assistant Studies. In addition, medical equipment will be utilized during the Physical Diagnosis course in the Fall semester, the Hospital Practicum course in the Spring semester, all clinical rotations, and in your practice after graduation.

The School of PA Studies faculty does not make specific recommendations regarding vendors but can answer questions about the required equipment. Substantial group discounts are often available from vendors.

Local Suppliers of Medical Equipment and Supplies:

University Medical Bookstore
Health Science Center
University of Florida
Phone: 392-3478

Some Websites for Medical Equipment and Supplies:

Amazon- amazon.com
Allheart - : <http://www.allheart.com/littmannscopes.html>
Steeles - http://www.steeles.com/catalog/cata_stetho.html
Medisave USA - <http://www.medisave.net/services.php>

Health and Safety Information

The College of Medicine (COM) and UF School of PA Studies (SPAS) have a long-standing commitment to protect the health and well-being of students, faculty, staff, patients and the general public. Students in the SPAS are required to show proof of appropriate immunity, or documented immunization, prior to matriculation and/or the onset of actual patient contact. In addition, the College of Medicine offers educational programming to assist students in the attainment and maintenance of optimal physical and mental health.

Ultimately, each student is responsible for his/her health and safety in the clinical/educational setting. Therefore, it is the goal of the COM and SPAS that all students learn appropriate policies and procedures to follow in the event that they are injured or potentially exposed to bloodborne pathogens or other communicable diseases. During the curriculum, presentations are given on universal blood and body fluid precautions, infection control and prevention of the spread of communicable disease.

Pre-Matriculation and Clinical Year Health and Immunization Requirements

Prior to matriculation in the SPAS, a student must submit the following documentation:

- A screening health history form provided by the Student Health Care Center (SHCC). See website: <http://shcc.ufl.edu/>.
- OSHA N95 Fit Test Health Screening Questionnaire: [OSHA3789info.pdf](#).
- Proof of current health insurance.
- Certification of current health insurance is mandatory for each registered year in the SPAS.
- Two MMR vaccinations (measles, mumps, rubella) or serologic tests that confirm immunity to each of these three viral infections
- Hepatitis B vaccine series (3 doses). If you completed the vaccination series within the last 2 months, you must also provide serologic proof of immunity (i.e., a positive serum titer for hepatitis B surface antibody).
- Two varicella vaccinations or a serologic test that confirms immunity.
- Tdap vaccination (tetanus, diphtheria, and pertussis).
- Vaccination for meningococcal infection or documentation that you opted out of this vaccination.
- Two tuberculin skin tests within the last year.
- If you previously received the BCG vaccination, an interferon-based TB test is preferred (Quantiferon-Gold or T-Spot assay).
- If you have a positive tuberculin skin test or interferon-based TB test, you must provide documentation of a negative chest x-ray within three months of the start of school.
- Proof of Covid-19 vaccination is strongly recommended.

Please also note that all students will be required to have a seasonal influenza vaccination in the fall of each year

When assigned to clinical rotations, hospital systems assigned to may have additional health requirements to comply with prior to beginning a rotation. These potentially include background checks, onboarding paperwork, vaccinations, etc.

Students should submit documentation of these immunizations to UF and SPAS as directed. Please do not mail these documents. You will not be able to start classes until all documentation is received, so please do not delay in confirming these immunizations. To discuss a Beliefs/Personal Tenets Exemption, please call the Health Compliance Office at 352-294-2925. Additional information available at this [link](#)

Allergy to formaldehyde and/or latex (previous and after enrollment) must be verified by a physician. The student must give this information to the College of Medicine - Americans with Disabilities (ADA) office to pay protective mask/cartridge charges. Otherwise, the student will be responsible for the cost.

Substance Use Policy

Use of Illegal substances is prohibited. Positive drug screens for substances for which the student does not have a prescription will be considered in violation of this policy. Use of substances including recreational or medical marijuana on personal time may lead to positive urine drug screen and possible subsequent disciplinary actions which may include but are not limited to more random drug screening, placement on leave of absence, referral to Physician Resource Network, suspension, probation or dismissal.

Health and Disability Insurance

The College of Medicine and School of PA Studies requires all UF PA students to be covered by major medical insurance. It is not sufficient for the student to seek care through the Student Health Care Center, for the SHCC can offer only primary outpatient care. Insurance may be acquired through a family major medical policy, through a private insurance agency, or by purchasing the University of Florida Student Government Health Insurance (<https://shcc.ufl.edu/fees-and-insurance/health-insurance-options/>). The insurance plan should offer comprehensive coverage in Gainesville and Alachua County, and not simply at a distant city/county/state. Students must realize that medical expenses for care provided by UF Health Shands Hospital System and hospitals affiliated with the College of Medicine, including laboratory procedures and emergency care, are the responsibility of the student and not the College of Medicine or the University. Coverage should also include maternity benefits and coverage for an occupational injury that might put the individual at risk for a bloodborne infection such as hepatitis B, hepatitis C, or HIV infection.

If a student's health insurance has finally determined that it will not cover a medically appropriate course of prophylactic treatment for the student's potential exposure to HIV or other communicable disease (which exposure occurred in the course of the student's clinical rotation), A student may request the College of Medicine's assistance by discussing his/her situation with a representative of the Office of Student Affairs at 352-273-7971.

The SPAS also strongly advises all students to acquire disability insurance, to provide protection in the event of a long-term illness or injury.

Potential Exposure to Bloodborne Pathogens and Communicable Diseases

Policies and procedures concerning bloodborne pathogen exposures and exposures to communicable diseases are addressed during the curriculum.

It is the responsibility of the student to report sharps injuries, needle sticks, or other potential exposure to bloodborne pathogens via blood or body fluids immediately to the supervisor at the facility where the accident occurs. The student must also notify the School of PA Studies in the event of an exposure incident within 24 hours of the exposure. Notification to the School of PA Studies should be done via email to the Director of Student Affairs.

In the event that the student contracts a communicable disease which potentially poses a risk to patients or co-workers (e.g. tuberculosis, varicella), steps will be taken to prevent dissemination in accordance with Student Health, Public Health and/or CDC protocols. Certain communicable diseases may also be reported to county or state health authorities, as required by law.

Potential Bloodborne Pathogen Exposures

University of Florida's Occupational Health Program has a dedicated phone line for UF faculty, staff, resident house staff and students who experience a bloodborne pathogen exposure (hepatitis B, hepatitis C, HIV).

This needlestick hotline will ensure that all UF employees and students with an exposure have immediate access to a medical provider. During regular work hours, an operator from the Occupational Health Department of the Student Health Care Center (SHCC) will answer the line and immediately forward the caller to a skilled and knowledgeable medical provider. The medical provider will collect the exposure and source history, arrange for laboratory studies, decide on post-exposure treatment if necessary, and recommend follow-up as appropriate. After hours and on weekends, persons with exposure will be triaged to the closest Emergency Room for management.

Follow-up laboratory work and counseling will be conducted at the SHCC Occupational Medicine team (392-294-5700), which is located on the second floor of the Dental Tower in room D2-49. Additional Needle Stick information can be found on the [Student Health Care Center site](#). Questions or comments about this program may be directed to SHCC at 352-265-2727.

Needlestick Protocol (JAX)

If the injury/exposure occurs in JAX (during or after normal business hours), report immediately to the UF Health Jacksonville [Emergency Department](#) and identify yourself as a PA student. For additional information, please refer to the <https://med.jax.ufl.edu/medical-student-education/handbook/needlestick-injuries/>.

Needlestick Procedures (Non-UF Site)

In the event of an exposure to an infectious or environmental hazard while at a non-UF clinical site, the site, upon notice of such incident from the student, should provide emergency care. If after normal business hours (or the site is not cooperative) go to the nearest emergency room.

Needlestick Insurance/Billing Procedures

Students are responsible for submitting any tests and treatments to your insurance company first for all sites. However, if the charges are not covered by the company, the College of Medicine will pay the expenses. No student will suffer any financial hardship as a result of an occupational injury.

If a student's health insurance carrier has finally determined that it will not cover a medically appropriate course of prophylactic treatment for the student's potential exposure to HIV (which exposure occurred in the course of the student's college studies and activities), the College will assist the student and pay for the treatment. A student may request the College's assistance by discussing their situation with the School of PA Studies Director of Student Affairs.

Students with Communicable Diseases

In certain situations, students with communicable diseases or conditions may not be allowed to have patient contact. This restriction may be necessary to protect the health and safety of students, patients and coworkers. Persons with the following medical conditions may not be allowed patient contact or attend class without a medical clearance:

- Active chickenpox
- Measles
- German measles
- Herpes zoster (shingles)
- Hepatitis A
- Hepatitis B
- Hepatitis C
- Tuberculosis
- Oral herpes with draining lesions
- Group A streptococcal disease (i.e., strep throat) until 24 hours of treatment received
- Diarrhea lasting over three days or accompanied by fever or bloody stools
- Draining or infected skin lesions
- Conjunctivitis
- Influenza
- COVID - 19

If a student has one of the identified communicable diseases or is unsure whether he or she should participate in class or learning activities, the student should contact the Director of Didactic Education if in the didactic year. If in the clinical year, the student should contact the Director of Clinical Education. If an ill student is uncertain whether he/she requires medical care, the student should contact the UF Student Health Care Center at (352) 392-1161.

College of Medicine Policies Regarding HIV/AIDS and Other Communicable Diseases

It is the policy of the University of Florida to assess the needs of students or employees with HIV infection or other communicable diseases on a case-by-case basis. If any such infection occurs in a College of Medicine student, any recommendations made or actions taken by the COM or SPAS will respect the confidentiality and welfare of the student while also recognizing and responding to issues regarding the welfare of patients, the COM, SPAS and the hospital and outpatient clinics. Each student's situation will be evaluated on a case-by-case basis. With the permission of the affected student, the Director of the Student Health Care Center (a physician) will assist in the coordination of resources and services.

Currently, the UF College of Medicine does not require routine HIV testing of patients, students, or healthcare workers. However, it is certainly prudent for individual healthcare workers, including students, to be aware of their own individual HIV status so that they can take appropriate precautions and measures. With current advances in the treatment of HIV infection, early intervention can be crucial in maintaining well-being and delaying complications of the illness. If future state or federal legislation were to change guidelines or requirements for HIV testing of healthcare workers or healthcare students, the College of Medicine will comply as required.

In the event of potential bloodborne pathogen exposure in a student, the medical provider will recommend HIV testing as a baseline and also follow-up intervals of 6 weeks, 3 months, and 6 months. When testing is medically advisable, it is subject to informed consent, and results are treated confidentially.

Standard Universal Precautions

When providing patient care, regardless of the real or perceived communicable disease status of the patient, all students and staff should follow Standard Universal Precautions:

- Wash hands before and after patient contact, according to hospital policy, even if gloves are used.
- Wear gloves when exposure to blood, body fluids, excretions, or secretions is likely.
- Use gloves appropriately according to aseptic and/or sterile techniques, and change gloves between patients.
- Wear gowns/aprons when soiling of clothing with blood or body fluids is likely.
- Wear masks, face shields, and eye protection when aerosolization of blood or body fluids may occur.
- Dispose of sharps in designated rigid sharps containers.
- Never recap needles or scalpel blades by hand.
- Dispose of waste saturated with blood or body fluids in designated red-bag trash containers.

Airborne and Modified Airborne Precautions

Students will need to be fit-tested for an N95 mask and will be trained to don and doff personal protective equipment prior to initial patient care activities in the curriculum.

Environmental Hazards/Hazardous Waste

If exposure to environmental hazards of any kind occurs (either on campus or on clinical rotation), follow all appropriate reporting instructions at your clinical site (if on clinical rotations). In all cases, the exposure should be reported immediately to the School. If deemed necessary, students should present for medical care at an appropriate facility.

Hazardous Substances Personal Contamination Procedures Checklist

IF YOU OR ANOTHER ARE EXPOSED TO A HAZARDOUS SUBSTANCE:

Do what is necessary to protect life. Remain calm.

1. The MSDS (Material Safety Data Sheet) will contain special first aid information.
2. Do not move an injured person unless they are in further danger.
3. Get medical attention and decontamination advice promptly by dialing:
 - a. 911
 - b. 800-222-1222 (Nationwide number to poison control center)
4. For specific instructions regarding personal contamination, contact your rotation supervisor at the site.
5. After following the instructions of emergency resources (911 and/or Poison Control), the student should notify his/her rotation supervisor and the UF Student Health Care Center (352-392-1161), and then seek care at the Emergency Department or Employee Health Clinic at his/her hospital, or at a nearby hospital emergency center. Subsequently, the student should call to make an appointment at the SHCC @ Shands or the main SHCC @ the Infirmary Building for appropriate follow-up care.
6. Notify the School of Physician Assistant Studies via email. Complete the "Report of Accidental Exposure" form and image/FAX it to the School as soon as practicable.

Additional Policies

Student Night-Time Escort Program (SNAP)

The University Police Department and the Student Government sponsor the Student Night-Time Auxiliary Patrol (SNAP), a free door-to-door, night-time campus escort service. SNAP is accessed by calling 392-SNAP about 20 minutes before your anticipated departure time. You are encouraged to use this service if you cannot walk in groups to your cars during night-time hours.

Personal Safety

During orientation and the Summer A semester (just before the start of clinical rotations), students must attend a briefing by the University Police Department regarding personal safety and security. Students are reminded that they should be aware of their situation and surroundings at all times. Security personnel and local police may be summoned to all sites on campus as needed.

Release of Information / Reference Letters

Throughout your studies, the School of PA Studies may have to release information about any student's academic status to third parties (e.g., information relating to student loan verification, scholarship applications, rotation credentialing, licensure, etc.).

- If you signed the universal release form at orientation, then no further releases are usually required.
- If the release of information is required, the student MUST fill out a release of information form before the School releases any information.

The School of PA Studies will not release any information without the student's signed consent in compliance with the Buckley Amendment. The form is available in the office. If the release of information is required and the student has not filled out the universal release form at orientation, then the student must fill out a release of information form before the School releases any information.

Visiting the School of PA Studies Offices

To maintain a professional atmosphere, appointments should be made with a faculty or staff member in advance unless appearing for posted office hours. This will ensure that each student's academic and personal affairs are kept confidential while abiding by federal and state laws. When arriving for appointments, please let the front desk secretary know who you need to see, and he/she will inform the proper person. Appointments can be made at the discretion of the faculty/staff member. If you present to the office with an emergent or urgent situation, the first available faculty member will assist you.

Address/ Phone Changes

You may update your current and/or permanent address with one.uf.edu. In addition, you must notify the School of PA Studies office at (admin@pap.ufl.edu) of any address or phone number changes.

Name and Gender Changes

Any PA student who changes his/her name while enrolled in the School of PA Studies (i.e., marriage, divorce) is responsible for filing the appropriate forms with the University of Florida requesting a name change. The School of PA Studies will not be accountable for requesting the student's name change. Failure to complete this change may result in grade reports or a degree being withheld by the University of Florida until this process is complete.

The process for name and gender changes is available at this link: <https://policy.ufl.edu/policy/chosen-and-legal-name-and-gender-change/>

A few things to keep in mind when completing this request form:

- Your requested name and/or gender change must be reflected on the supporting documents (driver's license & SSN card, passport, Certificate of Naturalization)
- There must be a physical, handwritten signature on the form for it to be processed
- The SSN card is not valid unless it is signed, so ensure that you have signed it before having it notarized or submitting it with your form

Once the name and/or gender change is completed with the University, the student must notify the School of PA Studies at admin@pap.ufl.edu.

Lockers

Student lockers will be assigned in the Harrell Medical Education Building for the didactic year. A fee will be assessed to students in the event of damage to the locker or missing combination locks. Lockers are in a secured area. Anyone found tampering with lockers not assigned to the individual is subject to dismissal from the School of PA Studies. The outside surfaces of the lockers are not permitted to be decorated.

Students are held responsible for the locker assigned at Orientation. Requests for locker location changes will only be considered for students with an associated accommodation documented through the Disability Resource Center.

FERPA

The UF School of PA Studies understands the importance of the students right to privacy and abides by the FERPA rules as set out by the university. [UF FERPA Website](#)

Chapter 2 - Academic Policies

Course Directors

PA faculty members teach a number of the courses in the PA curriculum, depending on their areas of specialty and their academic and professional interests. In addition to PA faculty, the PA courses are also taught by more than 300 physicians and basic science faculty in the College of Medicine who prepare and deliver classroom lectures in their areas of expertise. When a non-PA provides classroom instruction, a PA faculty member serves as Course Director for that course. The Course Director attends the lectures, takes notes, and writes the exam questions directed toward the desired knowledge base of a physician assistant. The Course Director concept ensures that the classroom education and testing provided to PA students remains at the level expected of physician assistants and ensures continuity of coverage for all evaluation methodologies. Course syllabi and other information will be provided at the start of the course and/or section.

Section Director

A section director is a faculty member who reports to the course director and is in charge of only a course subsection. Typically this occurs in Introduction to Medicine.

Instructional Faculty

Instructional faculty consists of the primary PA program faculty in addition to the preceptors on rotations.

Instructional Roles

While it is recognized that many students may already possess skills/expertise in a given area taught in the academic year and may, at the request and supervision of the course instructor, help classmates to learn a given skill, at no time will students replace faculty/course instructors. Likewise, in the clinical year, students may not substitute for regular clinical or administrative staff.

Grading System

All courses, whose primary responsibility rests with the School of PA Studies, will generally use the following grading system except where explicitly described as different in the individual course syllabus. The Course Director may adjust or curve scores for individual exams or courses when appropriate. However, the Course Director will not increase the grading scale.

Courses that utilize a Satisfactory/Unsatisfactory grading scale is as below:

Satisfactory	70 - 100
Unsatisfactory	69 or below

Courses that utilize a traditional grading scale is as below:

A = 90-100 %	C = 70 - 75%
B+ = 86 - 89 %	D+ = 66 - 69%
B = 80 - 85%	D = 60 - 65%
C = 76 - 79 %	E = ≤ 59%

All graded items and final course grades will be calculated using the hundredths decimal place. Only final course grades, at a decimal of 0.50 or higher, will be rounded up to the next highest whole number.

Details regarding the grading scale for each course are listed in the applicable syllabi.

Grade Appeal Policy

After grades have been assigned, the student may appeal the grade. Appeals are made in writing, and a personal appearance is made only upon request of the person hearing the appeal and is not automatic.

1. The first appeal should be directly to the Course/Section Director, as applicable. The appeal should include any documentation that explains why the grade should be changed. The documentation must reference the assigned readings.

2. The second line of appeal, which the student should only seek if an agreement cannot be made between the Course/Section Director and the student, is to the Director of the School of PA Studies. The Director may:
 - Affirm the decision of the Course/Section Director
 - Uphold the appeal
 - Return the issue to the Course/Section Director for further consideration.

Evaluation of Courses

Students are expected to provide professional and respectful feedback on the quality of instruction in courses by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluer.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.”

Time limits for completion are set by the University. The UF School of PA Studies strives for at least 80% of the cohort completing each evaluation. As such, section, final exam and course grades will not be released until this threshold is met.

Students are expected to provide feedback on the quality of instruction in clinical courses by completing clinical site and preceptor evaluations online via the clinical management system.

Note: Comments should be made constructively, focused on improving the quality of the course. Personal attacks are neither helpful nor constructive for the educational goals of any section.

Course Remediation Policy (excluding Introduction to Medicine)

A student who scores a final score between 65.00-69.49 may be offered the option to remediate the course. The student will be given this option only once and only if recommended by the PSPC during their tenure at the School of PA Studies. Prior to recommendation for course remediation by PSPC, the PSPC committee chair will consult with the course director to assess feasibility and timeline for possible remediation. Upon recommendation by PSPC for course remediation, the remediation requirements will be communicated to the student by the course director and PSPC chair.

The final score in the course following successful remediation will be 70.00.

If remediation does not improve performance or a student fails to meet remedial work competencies and deadlines, the student may be dismissed from the program.

Exam Policy for Foundations of Patient Care and Professionalism (PAS5003c), Introduction to Medicine I (PAS5010) and Introduction to Medicine II Courses (PAS5020), Advanced Clinical Practicum (PAS5008c)

For this policy, the didactic year is divided into two halves: Summer B/Fall and Spring/Summer A. Failure of three course exams within half of the year or four course exams within the didactic year is considered a severe deficit of knowledge. A student who receives an exam score of less than 70.00 on three exams within one half of the year will be subject to either deceleration or dismissal. A student who receives an exam score of less than 70.00 on four exams within the didactic year will also be subject to either deceleration or dismissal. The decision regarding deceleration or dismissal will be made by the Professional Standards and Promotion Committee.

Testing Policies

1. Students are expected to take course examinations at the designated time.
2. In the event of illness or personal emergency on the day of an examination:
 - a. The student must contact the Director of Didactic Education, copy the Course/Section Director before the exam, and inform them that they cannot take the test via email.
 - b. A student who has missed an examination because of illness or extreme personal crisis will be expected to take the examination within 48 hours or during the first day back in class (whichever occurs first).
 - c. If the elapsed time becomes longer than 48 hours and the absence was not approved by the Course/Section Director and Director of Didactic Education in advance, the student's grade for the exam starts at the class average and decreases from there (will be no higher than the class average).
 - d. Please refer to the attendance policy for procedures regarding excused absences.
3. Students who have a severe or prolonged illness will be reviewed individually, and the Director of Didactic Education will make arrangements with the student accordingly.
4. With all courses that the School of PA Studies directly conducts, students must follow the following guidelines during testing:
 - a. Students are not permitted to communicate or talk once entering any testing facility. Do not communicate with other students in any way during exams or evaluation sessions. No text messaging or use of messaging services is allowed.
 - b. Students must turn off cell phones and place all personal belongings in the storage bins within the computer testing center. Smartwatches and similar devices are not permitted. Students must put cell phones away unless they are being used to Zoom proctor an exam.
 - c. Once the exam has begun, the proctor will not answer any questions. Students should remain in their seats at all times until they have finished the examination. Students may be excused during the examination one at a time to use the restroom.
 - d. The Course Director will determine the duration of each exam.
 - e. Testing areas are subject to video monitoring.
 - f. Upon completing and submitting your exam, please leave the testing area.
 - g. Students are not permitted to disseminate exam content after completion of the exam.
 - h. Students may utilize ear plugs / noise canceling agents as long as they are not connected to any source.
 - i. Students who have accommodations will test at the Disability Resource Center.
5. Any questions or discrepancies regarding an exam during the academic year should be addressed in writing, citing the discrepancy and listing references to the Course or Section Director.
 - a. Do not take a screenshot of any exam or quiz
6. The student should raise any concerns with test integrity within 48 hours of the examination.
7. Exam grades will not be posted for at minimum 24 hours following the exam to allow for review by the faculty. Quiz grades may be released earlier. See section on [Evaluation of Courses](#).

Online Quiz and Exam Policy:

Some assessments may be online. These will be through testing platforms such as Examsoft or Canvas. Quizzes and exams may also make use of online proctoring services such as Honorlock. Honorlock support is available 24/7, so if you have any issues with Honorlock, you should contact them [here](#).

To use Honorlock, you will need:

- A laptop or desktop computer. Honorlock is not compatible with tablets or phones.
- The Google Chrome browser
- The Google Chrome extension for Honorlock-
 - You will be prompted to download this from your exam if you have not downloaded it yet, or you can find it [here](#).
 - For directions on how to uninstall the Honorlock extension when you are done with it, click [here](#).
- A webcam
- A stable internet connection.
- You can find Honorlock support [here](#). At this link, you can check your system's capabilities and internet speeds, as well as contact Honorlock.
- Be respectful to the proctors while on Honorlock.
- Take your exam as though you are in a testing center. You should be in a public area of your house or other establishments. You should be dressed as per the classroom dress code.

During online exams, our Academic Honesty Policy / UF Code of Conduct is still in effect. Honorlock will record your exam/quiz session and report all potential violations to the School of PA Studies.

Quizzes or exams missed for an unexcused absence may not be allowed to be made up. Failure to attend a mandatory exam may result in a meeting with the course director and may result in action through the PSPC.

Didactic Year Attendance Policy

The School of Physician Assistant Studies has firm policies about attendance in order to instill good habits that will be needed in practice, and also because class participation is essential for developing the knowledge, skills, and attitudes essential for success as a physician assistant.

1. Attendance is expected for all program lectures and activities.
 - a. In-person attendance is encouraged for all program lectures and activities.
2. Students are responsible for all content presented during educational activities.
3. Students are assigned to an attendance cohort, Orange or Blue.
 - a. The days marked orange or blue are on your calendar and will remain static throughout the year.
 - b. All students must attend classes that are marked mandatory (see below).
 - c. Students must attend in person on the days designated on the calendar with their color cohort and may attend either in person or remotely (unless marked mandatory, in-person) on days that are not designated as their color cohort.
4. Vacations and time off are published in advance, and students are expected to utilize scheduled time off for personal commitments. We follow the UF academic calendar for the Didactic Year.
 - a. **Personal commitments include (but are not limited to) vacations, routine medical or dental appointments, weddings, etc.**
 - b. Absences should be requested prior to planning conference trips.
 - c. Students may request a one-to-one switch with another student for their attendance cohort day; however, the switch must be approved prior to the absence.
5. A student who is ill may attend class via Zoom if the activity is offered in a hybrid format. If you feel sick, please stay at home. Follow guidance from the CDC, the Florida Department of Health, and UF Health.
 - a. Students must fill out the attendance communication form if it is their cohort's day to be present in class.
6. Students are expected to have their cameras on when attending class remotely. Virtual backgrounds are permitted. Please see this link for more information on virtual backgrounds.
7. Individual students with academic performance concerns, professionalism infractions, or prior attendance violations may be subject to a Directed Attendance Plan. These additional requirements may include additional mandated in-person attendance or attendance check-ins for non-mandatory activities.

Mandatory Attendance Activities

1. Mandatory attendance activities are activities where you must be in attendance due to the nature of the activity. These may include but are not limited to special lectures, state-mandated lectures, physical examination training, ACLS training, scheduled examinations, male and female genitourinary exams, PACKRAT, OSCEs, and other similar meetings. Students will be notified of mandatory days primarily by the weekly calendar but may also receive notifications through other communications from the SPAS.
2. Missing a mandatory attendance day may result in disciplinary action by the PSPC.
3. **Any request to excuse an absence on a mandatory attendance day for any reason other than medical or personal emergencies will be denied.**
4. Mandatory dates may shift on the calendar. Because of this, it is important that the student submit an attendance communication form for known, scheduled appointments during the school hours of Monday-Friday, 7:30 AM - 5 PM. If a mandatory event is scheduled on a date that a student already has an approved absence, the student's approval will be upheld.
5. In the case of a serious medical illness to the student or a member of the student's immediate family or personal/family emergency, special accommodations may be considered. This will require the completion of an attendance communication form. The completion of this form does not guarantee an excused absence. The Director of Didactic Education will make the initial determination on whether the absence meets the conditions of an emergent situation. A student may appeal this decision to the PSPC. Further appeal may be made to the Associate Dean and Director of the School.
 - a. The University's definition of an immediate family member is defined as the person's spouse, domestic partner, great-grandparents, grandparents, parents, brother, sister, child, grandchild, or grandparent, parent, brother, sister, child, grandchild, or great-grandchild of the spouse or domestic partner, or the spouse or domestic partner of any of them. This includes individuals for whom the student is the current legal guardian.
6. Absences for medical illnesses for a mandatory activity must be verified by a licensed ARNP, PA, MD, DO, or mental health provider. Verification from a relative, domestic partner, or close friend will not be accepted. In instances of sudden onset of illness, students should immediately contact the Director of Didactic Education for guidance. Please upload all supporting documentation for absence requests.
7. Students are responsible for all content missed during an absence.
8. Any assignments, quizzes, or examinations missed during an unexcused absence cannot be made up.

9. Quizzes, examinations, and assignments missed during an excused absence date may be allowed to be made up as per the policy in the individual course syllabi.
10. Missed examinations may only be made up in accordance with existing examination policies. [See testing policy.](#)

Attendance Check-Ins

1. For attendance activities, student attendance will be tracked in several manners depending on the nature of the activity:
 - a. Electronic check-in ([iClicker](#))
 - b. Written sign-in sheet
 - c. Visual instructor verification
 - d. Assignment/Quiz/Exam submission
2. Any student signing in, recording as, or posing as another student risks immediate disciplinary action, up to and including dismissal from the program.
3. Any student signing in but not attending class risks immediate disciplinary action, up to and including dismissal from the program. This is considered academic dishonesty and will be treated as such.

Attendance Communication Forms

1. An attendance communication form must be submitted for official university business, medical absences, and each absence beyond the maximum allowed number of absences for the semester.
2. An attendance communication form must be submitted, whenever possible, before the absence or within 24 hours of returning to class if the reason for the absence is a medical or personal emergency.
3. The attendance communication form must be submitted online through a [Google Form linked here](#). The attendance communication form is also available on the class Microsoft Team. Include documentation when available.

Attendance Violations

1. A student may be subject to an attendance violation for any of the following reasons:
 - a. missing class
 - b. failure to check/sign in
 - c. signing in remotely when it is your cohort's day to be in person
 - d. leaving early
 - e. tardiness
 - f. class disruption
 - g. failure to turn on your camera when directed for a Zoom session without prior discussion with the instructor
2. For attendance violations, the following actions will occur:
 - a. For initial attendance concerns, excluding missing a mandatory activity, the student will be notified by the Director of Didactic Education. A copy of the notification will be placed in the student's file.
 - b. The second attendance violation or missing of a mandatory activity will result in the student meeting with the Director of Didactic Education and their Advisor. The student will be required to check in more frequently.
 - c. Multiple violations of the policy will result in the student being required to attend class in person daily on dates designated for both cohorts.
 - d. Violations that are serious in nature may be considered a professionalism violation and be escalated to the PSPC at any time, even at the first offense, depending on the severity of the violation.
 - e. Students with excessive absences may face disciplinary action, up to and including dismissal from the School, by the PSPC.

A Clinical Year Supplement & Course Syllabi will be provided prior to the clinical year for specific information.