



Physician Assistant Studies Hybrid Program

Policy and Procedure Manual

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University of Pittsburgh Physician Assistant Studies Hybrid Program Policy and Procedure Manual

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Physician Assistant Studies Hybrid Program Policy and Procedure Manual

Introduction

The following is the Policy and Procedure Manual for the University of Pittsburgh Physician Assistant (PA) Studies Hybrid Program. This manual is to be the primary reference document regarding Program specific policies and procedures for the PA Studies Hybrid Program. These policies and procedures will remain in effect for the duration of your time as a student in this program. As a member of the University of Pittsburgh Community, you are responsible for all University, SHRS, and PA Studies Hybrid Program policies and procedures. This manual will be reviewed annually. Program policies and procedures may be modified or implemented at any time, with advance notice given. These policies apply to all courses offered by the PA Studies Hybrid Program and will not necessarily be restated in each individual class syllabus. You are responsible for reading and understanding the content within this manual and signing an acknowledgement and signature form. If you have any questions or concerns about the content, you are welcome to discuss the matter with the Program Director.

This manual supplements the current University of Pittsburgh PA Studies Hybrid Program Student Handbook, as well as the current School of Health and Rehabilitation Sciences (SHRS) Graduate Student Handbook (<https://www.shrs.pitt.edu/current-students/student-handbooks>) and the University of Pittsburgh Graduate and Professional Studies Catalog for the Pittsburgh Campus (<https://catalog.upp.pitt.edu/index.php>).

This policy manual is intended to be compliant with the 5th edition of the *ARC-PA Accreditation Standards for Physician Assistant Education*.

1.0 Program Policies

University of Pittsburgh PA Studies Hybrid Program policies must apply to all students, staff, principal faculty, instructional faculty, medical director, and the Program director regardless of location. Program policies and practices must be consistently applied to all student, staff, and faculty groups as stated in each policy and practice. Program policies are uniform throughout the Program regardless of geographic location; however, a signed clinical affiliation agreement or memorandum of understanding may specify that certain Program policies will be superseded by those at the clinical site. If this is the case, all students, staff, and faculty subject to clinical site policies will be informed of this.

Any such conflict will have been reviewed by the University of Pittsburgh Office of University Counsel before the agreement was signed to be sure the policy does not conflict with the University of Pittsburgh's policies or federal/state/municipal law to the point that an affiliation with the institution is not possible. Program policies are consistent with University-wide policies, especially regarding fairness and respect for the rights and responsibilities of students, staff, faculty, and Program leadership. Program policies have been reviewed by the School of Health and Rehabilitation Associate Dean for Graduate Studies to ensure consistency with federal, state, and local statutes, rules, and regulations.

2.0 Clinical Sites

Clinical site affiliations are established by the signing of an approved affiliation agreement between the University of Pittsburgh and the responsible party at the clinical affiliation site. In addition to the signing of the affiliation agreement, the proposed clinical site is vetted by the Director of Clinical Education and the Program Director of the University of Pittsburgh PA Studies Hybrid Program. An affiliation agreement must be executed with the proposed affiliate and the required verification of the proposed clinical preceptors and other associated medical provider credentials must be completed prior to utilization of the site for a Supervised Clinical Practice Experience (SCPE), either required or elective.

Prospective and enrolled students must not be required to provide or solicit clinical sites or preceptors. It is the sole responsibility of the Program faculty to evaluate, approve, review, and coordinate all clinical placements, including the associated sites and the instructional faculty assigned to be clinical preceptors.

3.0 Student Employment

Acceptance into the University of Pittsburgh PA Studies Hybrid Program requires a full-time commitment. It is an intense and rigorous program that can be demanding. The Program strongly discourages students from holding an outside job during the didactic and clinical years.

Students are not required to work for the Program or permitted to serve as the primary instructor for any component of the curriculum. Students must not substitute for or function as instructional faculty and clinical or administrative staff.

Students are not permitted to substitute as clinical or administrative staff during the supervised clinical practice experiences.

Employment is not an acceptable excuse for class absence, missed or late assignments, or poor performance.

4.0 Student Identification in Clinical Settings

Students of the University of Pittsburgh PA Studies Hybrid Program must be clearly identified in the clinical setting to distinguish them from other health profession students and practitioners.

5.0 Immunization, Health Screening, and Travel Health

PA Studies Hybrid Student Health Appraisal Form is provided to students of the University of Pittsburgh PA Studies Hybrid Program prior to matriculation and must be completed and uploaded into the designated health and immunization record management system of the verification service through the online portal. Student compliance with the Program's immunization policy (see below) will be reported to the Program by the designated health and immunization record management verification. Students will be expected to update their immunization record and demonstrate compliance as required during their tenure in the Program. Students who do not have an approved immunization record on file with the designated health and immunization record management system of the verification service will not be permitted to participate in coursework. Student compliance with the Program's immunization policy will be documented by the Program and becomes a part of the student's permanent record.

In addition to immunization clearance, all students are required to have the PA Studies Hybrid Student Health Appraisal Form completed and signed by a physician or other licensed healthcare provider. The form will also be uploaded into the designated health and immunization record management system of the verification service and compliance with this requirement will be reported to the Program and documented in their permanent record. Further, students are required to maintain copies of their health history form and immunizations as the student may be required to produce these records by request of their assigned clinical placement.

Students are required to complete the Mandatory Immunization Form and submit to the designated health and immunization record management system of the verification service upon matriculation, in addition to the above stated procedures.

These requirements are also reviewed (and updated, if applicable) annually for consistency with current scientific and clinical recommendations from federal (e.g., ACIP) and local health authorities as well as recommendations from a leading association of college health experts (e.g., AHCA).

Students must meet additional requirements to support their health and safety as well as comply with clearance requirements set forth by affiliated training sites (e.g., clinics, hospitals, rehabilitation centers, clinical research facilities, etc.) or students will not be participated to complete coursework.

The student is responsible for all costs related to immunizations, physical examination, drug screens, and criminal background checks.

The Program follows the recommendations of the Advisory Committee on Immunization Practices (ACIP) published by the CDC in 2011. All students, regardless of age, are required to submit documentation showing:

- Diphtheria/Tetanus and Pertussis: Documentation of one dose of diphtheria/tetanus and pertussis within the last ten years.

Rubella: Vaccination with the live rubella virus or a positive rubella antibody titer (copy of laboratory report).

- Rubeola (Measles): Vaccination with live attenuated rubeola or a positive rubeola antibody. NOTE: All students born after December 31, 1956, must show proof of either two doses of vaccine administered on or after their first birthday (at least 30 days apart), or serologic proof of immunity (a copy of the laboratory report), or laboratory confirmation of disease

and/or evidence of immunity.

- Mumps: Vaccination with live attenuated mumps, only available after 1967, or laboratory confirmation of disease and/or evidence of immunity.
- Hepatitis B: All PA students must show documentation of a complete series of three Hepatitis B vaccinations or show serologic proof of immunity to Hepatitis B.
- Varicella (Chicken Pox): Proof of varicella vaccination, a positive titer confirming immunity or evidence of prior infection, or validated history of disease.
- Tuberculin Skin Test (PPD): A student must provide documentation that they have not been exposed to tuberculosis (by purified protein derivative skin test or Quantiferon blood test). If positive, the student must provide documentation of a chest x-ray. Records must be updated annually, or before the start of the clinical year.
- Meningococcal vaccine(s) (or signed waiver)
- Yearly influenza vaccination during the fall/winter months

Though the Program does not currently offer any elective international curricular components, this policy is established in anticipation of student requests and potential change to this practice. Should this change occur, students who rotate at international clinical sites will need to follow the current CDC requirements for the country where they plan to travel. Students need to either consult the [University of Pittsburgh, University Center for International Studies, Global Experiences Office](#), or a personal provider for evaluation and provide documentation of compliance with CDC recommendations for international travel.

6.0 Exposure to Infectious and Environmental Hazards

Prevention

The University of Pittsburgh PA Studies Hybrid Program is committed to providing a safe environment for learning and working. Safety and high-quality work are a shared responsibility among students, staff, and faculty.

- Staff and faculty, including Supervised Clinical Practice Experience preceptors, are responsible to understand the hazards, ensure hazards are mitigated, make sure that graduate students are qualified, competent, and properly trained, and make sure that the students perform work safely and with high quality.
- Students are responsible for following the Program's procedures and trainings put in place to ensure a safe work environment and to communicate expeditiously with the staff or faculty about safety issues and questions.
- All Program personnel must work closely with the University of Pittsburgh Environmental Health and Safety to ensure that activities are pursued in a safe manner, this includes:
 - Prior to didactic instruction occurring on campus in the Anatomy Lab or Clinical Skills Lab spaces, PA students and faculty undergo training on:
 - Bloodborne pathogens and chemical hygiene/formaldehyde awareness provided by the University of Pittsburgh Department of Environmental Health and Safety ([EH&S Live Training | Environmental Health and Safety | University of Pittsburgh](#)).
 - Proper lab etiquette, dress, and safe performance of procedures (to include, but not limited to, injections, suturing, and scalpel use) provided by the faculty who teach the courses that use this space.
 - For all locations where Supervised Clinical Practice Experience instruction occurs, the University has established the following security and personal safety measures for PA students and faculty:
 - Affiliation agreements with placement sites, signed by representatives of the University, specify that the placement site is responsible for documenting and notifying University of appropriate security and personal safety measures for University students and faculty in all locations where instruction occurs, including but not limited to, instruction on occupational health and safety, harassment prevention, conflict resolution, and other Program policies and manuals.
 - Prior to SCPE instruction at any clinical site, PA students and faculty undergo training specific to the site.
 - All PA staff and faculty are also provided orientation to campus services and resources, including those related to security and personal safety as well as access to the associated website from the Office of Human Resources.
 - All PA students, staff, and faculty are to stay updated on environmental health and safety policies, trainings, reporting mechanisms, and procedures in case of concerns for security and personal safety via the website of the Department of Environmental Health & Safety ([Home | Environmental Health and Safety | University of Pittsburgh](#)).
- Further safety training may be required for work at certain SCPE sites or campus learning spaces. The student and the faculty member responsible for this instruction will discuss the necessary training requirements and instructions prior to the commencement of the work by the student.

Procedures for Care and Treatment after Exposure:

- If a student sustains an injury or exposure, the student must:

- Be responsible for initiating care and recommended follow up after injury or exposure to possible infectious pathogens.
- Report the incident immediately to the instructor/preceptor.
- Personally complete and submit to the Program Director the University of Pittsburgh Department of Environmental Health and Safety Accident/Incident Report Form (found at this link: <https://www.ehs.pitt.edu/sites/default/files/docs/Report-IncidentForm.pdf>).
- Personally complete any required clinical site form, if applicable.
- If non-emergency medical attention is needed and the student is close to the University's Pittsburgh Campus, the student may utilize the Student Health Services office for the evaluation.
 - Student Health Services
Nordenberg Hall-Wellness Center
119 University Place
Pittsburgh, PA 15213
Phone: 412-383-1800
Hours of Operation:
Monday, Wednesday 8:30a - 9:00p Eastern
Tuesday, Thursday & Friday 8:30a-5:00p Eastern
- If emergency medical attention is needed or if the Student Health Services Center is closed, the student should seek emergency care at the nearest emergency department or contact emergency medical services that support their location (e.g., call 911).
- If the student is at a distant site for didactic or SCPE instruction:
 - If non-emergency care is needed, the student should contact Student Health Services.
 - If emergency medical attention is needed or if the Student Health Services Center is closed, the student should seek emergency care at the nearest emergency department or contact emergency medical services that support their location (e.g., call 911).
- If the injury or exposure occurs during clinical rotations, the student must also notify the Physician Assistant Studies Hybrid Program's Director of Clinical Education via Pitt email (as soon as soon as the above steps are completed). The Clinical Coordinator will then report the incident to the Program Director. Per University policy, the incident must be reported to the Program Director by the next business day, if possible.

Financial Responsibility:

- Any expenses occurring from any injury or exposure during any educational activity will be the financial responsibility of the student, to be paid directly by the student or any applicable insurance policy that the student owns, according to plan coverage.
- Students are required to carry personal health insurance.

7.0 Policy on Faculty as Health Care Providers

The University of Pittsburgh PA Studies Hybrid Program faculty, Program director, and medical director must not participate as healthcare providers for students in the program, except in an emergency.

For any non-emergency care or the answer to personal health questions:

- Schedule an appointment with the University Student Health Service (SHS) at 412-383-1800
- Telemedicine services are also available from SHS:
 - <https://www.studentaffairs.pitt.edu/shs/telemedicine-services-offered/>
- ONLINE PORTAL SERVICES, Student Affairs (pitt.edu)
- If more immediate care is required, the SHS offers walk-in hours Monday – Friday 8am – 3 pm Eastern
- Nurse Triage is also available for minor illnesses, every Monday – Friday, 9:00am – 12:00noon Eastern and 1:00pm – 4:00pm Eastern
- For more information visit <https://www.studentaffairs.pitt.edu/shs/>
- Contact your primary care provider
- Seek care at an urgent care center or emergency department

8.0 Student Referrals

Staff and faculty will provide timely access and/or referral of students to services addressing personal issues which may impact their progress in the University of Pittsburgh PA Studies Hybrid Program.

All Program Staff, Instructional Faculty, Principal Faculty, the Medical Director, and the Program Director will receive orientation and regular updates on the proper practices for such referrals, including but not limited to medical and mental health issues, financial aid, disability resources and services, and career development.

9.0 Academic Probation

Graduate students of the University of Pittsburgh School of Health and Rehabilitation Sciences (SHRS) must have a 3.000 cumulative GPA to be eligible to graduate. Graduate students who have completed at least 9 credits and whose cumulative GPA falls below a 3.000 will be placed on academic probation and will receive written notification of this status. At this point it is the student's responsibility to meet with their advisor.

To be removed from academic probation, the student will need to achieve a cumulative GPA of 3.000 within their next two terms of study. Failure to do so may subject the student to recommendation for immediate dismissal from the Program by the Department Chair, in collaboration with the Associate Dean of Graduate Studies.

Students must have a cumulative GPA of 3.000 to progress from the didactic coursework to the clinical education of the Supervised Clinical Practice Experience courses. Students who fail to demonstrate progress toward meeting graduation requirements in a timely manner may be placed on academic probation or recommended for dismissal from the Program by the Department Chair, in collaboration with the Associate Dean of Graduate Studies. SHRS reserves the right to terminate a student at any time for academic or other reasons.

Dismissal from the University of Pittsburgh PA Hybrid Studies Program is at the discretion of the SHRS Dean. Notwithstanding the foregoing, in the event it is not mathematically possible for a student to remediate their cumulative Program GPA within their next two terms of study the student may be immediately dismissed.

A student may appeal their dismissal with the University of Pittsburgh Provost office.

Only course work completed within the PA Studies Hybrid Program curriculum will be calculated in the cumulative GPA.

10.0 Graduation Requirements

Candidates for the degree of Master of Science from the School of Health and Rehabilitation Sciences must, in addition to completing all course and other degree requirements, have a minimum GPA of 3.000. Only course work completed within the University of Pittsburgh PA Hybrid Studies Program curriculum will determine the cumulative GPA.

All students must be registered for at least 1 credit during the term in which they plan to graduate. An Application for Graduation must be filed in the SHRS Office of Student Services at the time of registration for the term/session in which the student expects to graduate. No student will be

graduated with an existing C-, D+, D, D-, F, G, or I grade in a required course. No student will be graduated who has not resolved all financial obligations with the University. Graduation caps, gowns, and hoods may be purchased from The University Store on Fifth.

Students who complete the Program in six consecutive semesters will graduate in December. Students will only be awarded diplomas on the dates specified by the University each semester.

Full Graduate Student Status

To maintain full graduate status, the student must achieve a minimum GPA of 3.000 (based on 4.000) in their graduate study. Students whose GPA drops below a 3.000 while in the Program will be placed on academic probation.

Minimum Academic Standard

All required and prerequisite coursework must be taken for a grade, when letter grade option is available, unless approved by the Department Chair/Program Director.

Students must receive a grade of C or better in all courses required by their Program curriculum. Students who receive a grade below a C in a required course must repeat that course and attain a grade of C or better to graduate. (Note: University regulations state that a student may repeat any course in which a grade of B- or lower is received if an authorization to repeat the course is given by the student's advisor/faculty.)

Each course in the Program is offered only once during the academic year. Only course work completed within the PA Studies Hybrid Program curriculum will be calculated in the cumulative GPA.

Achieving a grade less than a "C" will require that the student remediate their knowledge in the course material to a level of competence to be determined by the course instructor. The student should be aware that in some cases, remediation could require deceleration (in which the student remains matriculated but joins an upcoming cohort when the course is offered again).

Students will not be permitted to register for a course until they attain a C or better in its prerequisites.

Failure to receive an acceptable grade after the second opportunity to complete a required course may result in the student being dismissed from the Program and SHRS.

11.0 Academic Remediation and Deceleration

Remediation

Advancement through the University of Pittsburgh PA Studies Hybrid Program is based on the student's ability to demonstrate proficiency in content, skills, and professional behaviors consistent with achievement of the Program competencies/overall learning outcomes and the learning outcomes and instructional objectives of each course in the Program curriculum. It is the responsibility of the Program faculty to assure the student's competency of the content within each course, and to facilitate student progress through the curriculum.

Remediation is a process by which students review areas of weakness as identified through student assessment. The goal of the remediation process is to assist the student to assess their approach, understanding, knowledge and application on an assignment, exam, course, or procedure. If completed satisfactorily and demonstrates competency, the student may continue in the Program.

Successful completion of the remediation assignment will not result in a change of the original grade received for the assessment and any decision to change a course grade is at the discretion of the course instructor.

In addition to the specific course instructor's recognition, each student is also accountable for recognizing when they are not grasping the material. Once the concern by the student or instructor has been identified, a meeting with the lead instructor of the course should be requested by the student. At this meeting, strategies will be developed in a way that will enable the student to successfully grasp/retain the content. Each remediation plan will consist of an assessment of student learning needs, determining why they feel they are not grasping the material as well as having a counselor (if warranted) meet with students to determine if test anxiety or other stressors are interfering with their performance, as well as to assist students in studying effectively. Implementation of a faculty-facilitated remediation plan will then be established to enable the student to focus on their individual learning styles and develop strategies (cases scenarios) to improve critical thinking, clinical application of course content as well as improving test taking skills when indicated.

Remediation Procedure

As part of the Program's commitment to the remediation process the following objectives, as is indicated by individual needs, will be met:

- Establishment of clearly specified goals and objectives for the remediation process.
- Provision of a high degree of structure.
- Use of a variety of approaches and methods in remedial instruction.
- Application of sound cognitive theory in the design and delivery of remediation.
- Provision of a highly coordinated remediation program.

- Use of formative evaluation to guide remediation development and improvement.
- Provision of a counseling component integrated into the structure of remediation when indicated.
- Provision of tutoring performed by well-trained tutors.
- Assurance of consistency between exit standards for remediation.
- Use of learning communities in remediation where indicated.
- Use of supplemental instruction, (clinical scenarios, videos) to support the remediation process when necessary.
- Integration of critical thinking into the remediation process.

A student who receives less than 74% on an assessment as described in course syllabi will be required to contact the course instructor within 72 business hours of the grade being posted to discuss remediation. The instructor will notify the student's advisor of the meeting, the remediation process, and result.

- The student and instructor will assess time management, study skills, individual strengths and weaknesses and circumstances that may be interfering with the student's performance.
- The student and instructor will develop a plan of remediation that may include but is not limited to:
 - Repeating the assignment or of a similar one developed by the instructor.
 - Researching and documenting from an approved resource the correct answers to missed exam questions.
 - Extra reading or writing assignments.
 - Another process agreed upon by the student and instructor.
 - Referral to University, private academic, or professional resources, as necessary.

Student progress will be monitored with sufficient frequency to ensure that deficiencies in students' knowledge, skills and professionalism are identified in a timely fashion. Once identified, students with deficiencies will be required to enter the program's remediation process. Students will meet with course directors and/or the remediation team to identify the nature and underlying causes of the problems. Opportunities for remediation will be identified and the Program will work with students to the student's fullest ability. Remedial actions may include but not be limited to referral for tutoring, time management, study skills enhancement, test taking strategies, and/or personal counseling.

The successful completion of remediation will be determined by the primary instructor with consultation with the remediation team as indicated according to the specific content assessed.

Deceleration

Students must receive a grade of C or better in all courses required by the Program curriculum. Students who receive a grade below a C in a required course must repeat that course and attain a grade of C or better to graduate. (Note: University regulations state that a student may repeat any course in which a grade of B- or lower is received if an authorization to repeat the course is given by the student's advisor/faculty.)

Each course in the Program is offered only once during the academic year. Achieving a grade less than a "C" will require that the student remediate their knowledge in the course material to a level

of competence to be determined by the course instructor. The student should be aware that in some cases, remediation could require deceleration (in which the student remains matriculated but joins an upcoming cohort when the course is offered again).

Students will not be permitted to register for a course until they attain a C or better in its prerequisites.

Failure to receive an acceptable grade after the second opportunity to complete a required course may result in the student being dismissed from the Program and SHRS.

12.0 Withdrawal and Dismissal

Withdrawal

After the add/drop period has ended, students of the University of Pittsburgh PA Studies Hybrid Program may withdraw from a course that they no longer wish to attend by completing a Monitored Withdrawal Request form in the office of the school offering the course. Students must process the Monitored Withdrawal Request form within the first nine weeks of the term in the fall and spring. Because summer sessions vary in length, students should check the University's Academic Calendar for those deadlines.

Students should check with the school offering the course for the last day to submit a Monitored Withdrawal Request form. The grade W will appear on the student's grade report and transcript. There is no financial adjustment to student's tuition or fee obligations involved in withdrawing from courses, but withdrawing may jeopardize satisfactory academic progress, financial aid, and assistantships or fellowships.

The form must be signed by the instructor of the course and be returned to the Director of Student Services, Registrar, 4024 Forbes Tower within the first nine weeks of the term in the fall and spring. Monitored Withdrawal forms can be found on the SHRS Website under current students/forms.

Resigning from the University for a Specific Term

- If students decide to drop all their courses after the add/drop period has ended and before 60 percent of the term or session has been completed, they must resign from the University for that term. Official resignation from the University requires students to contact the Student Appeals Office. Students have several options. They may resign in person, by mail, or by calling 412-624-7585, where students may leave a message 24 hours a day, including weekends and holidays. An R grade will appear on the student's academic transcript. Tuition is prorated from the date of the student's notification to the Student Appeals Office of the student's desire to resign, unless 60 percent of the term has been completed, in which case there is no refund.

- After the 60 percent point of the term or session has passed, students who wish to terminate their registration may process a withdrawal from all classes only with the permission of their academic Dean. If the reason for withdrawal is medical or psychological in nature, the academic Dean may consult with the director of the Student Health Service prior to making a determination. There is no financial adjustment associated with this procedure, which results in the assignment of W grades for the courses. Please visit the Student Payment center resignation page on the University of Pittsburgh website for more information.

Dismissal

Graduate students who have completed at least 9 credits and whose cumulative GPA falls below a 3.000 will be placed on academic probation and/or suspension and will receive written notification of this status. At this point it is the student's responsibility to meet with his or her advisor.

To be removed from academic probation, the student will need to achieve a cumulative GPA of 3.000 within his or her next two terms of study. Failure to do so may subject the student to recommendation for immediate dismissal from the Program by the Department Chair, in collaboration with the Associate Dean of Graduate Studies.

Students who fail to demonstrate progress toward meeting graduation requirements in a timely manner may be placed on academic probation or recommended for dismissal from the Program by the Department Chair, in collaboration with the Associate Dean of Graduate Studies. SHRS reserves the right to terminate a student at any time for academic or other reasons.

Dismissal from the Program is at the discretion of the SHRS Dean. Notwithstanding the foregoing, in the event it is not mathematically possible for a student to remediate their cumulative Program GPA within their next two terms of study the student may be immediately dismissed.

A student may appeal their dismissal with the University of Pittsburgh Provost office.

13.0 Student Mistreatment

The University of Pittsburgh PA Studies Hybrid Program is committed to ensuring professional, respectful, and positive learning environments for all students.

Examples of mistreatment as identified by the Association of American Medical Colleges include, but are not limited to:

- Public humiliation
- Being threatened with harm
- Being physically harmed
- Being required to perform personal services
- Being subjected to unwanted sexual advances
- Being asked to exchange sexual favors for grades or other rewards
- Sexual harassment
- Being denied opportunities based on gender identity, race, ethnicity, sexual orientation, age, religion, gender expression, etc.
- Being subjected to offensive comments
- Receiving lower evaluations or grades for factors other than performance

If a student feels they have experienced mistreatment, they are hereby directed to the following policies and procedures:

- University Policy and Procedure CS 07 on Nondiscrimination, Equal Opportunity, and Affirmative Action
 - [CS 07 Nondiscrimination, Equal Opportunity, and Affirmative Action Policy](#)
 - [CS 07 Nondiscrimination, Equal Opportunity, and Affirmative Action Procedure](#)
- University Policy and Procedure CS 20 on Sexual Misconduct
 - [CS 20 Sexual Misconduct Policy](#)
 - [CS 20 Sexual Misconduct Procedure](#)

If support from a member of the Program staff or faculty is needed by the individual who feels they have experienced mistreatment, they should contact a member of the staff or faculty they feel comfortable engaging for support and to navigate the above policies and procedures or additional mechanisms to ensure their safety and security.

If mistreatment occurs during a clinical experience, the student is to contact a member of the Program staff or faculty, especially the Director of Clinical Education or the Program Director, depending on whom they feel comfortable reaching out to for support.

14.0 Student Grievances and Appeals

Grievances and Complaints regarding Faculty Obligations and Student Rights

The Department of Physician Assistant Studies adheres to the University and SHRS policies and procedures regarding grievances and complaints. Visit <http://www.provost.pitt.edu/faculty-resources/academic-integrity-freedom/academic-integrity> guidelines for the University's Guidelines on Academic Integrity, and Student and Faculty Obligations and Hearing Procedures; and <http://www.provost.pitt.edu/information-on/guidelines.html> (see Grad Students, Post Docs, & Research Associates; Academic Integrity; Faculty Obligations and Student Rights).

Grievances and Complaints Regarding the Physician Assistant Studies Hybrid Program

The Department of (PA) Studies strives to maintain good working relationships and a supportive learning environment and encourages open and honest dialogue about concerns. Depending on the nature of the concern, students may discuss the matter with their Academic Advisor or another appropriate faculty member. The Academic Advisor's and/or faculty member's responsibility is to meet in a timely and professional manner with the student to discuss the concern and consider reasonable solutions that would remedy the situation in a manner consistent with Department, School, and University policies. Students who feel they are not able to direct the particular concern to their Academic Advisor or to a faculty member may discuss the matter with the Program Director and/or the Department Chair. If such discussion does not prevent or solve a problem, additional actions may be taken, and the concern can be expressed in writing to the SHRS Associate Dean for Graduate Studies or the SHRS Dean.

Students who wish to bring a complaint regarding the Physician Assistant Studies Hybrid Program's compliance with the ARC-PA *Standards* should submit a complaint in writing to the Department Chair. The written complaint must be signed by the student(s). The Department Chair will acknowledge receipt of the complaint within 3 business days and will meet with the student or respond to the complaint in writing within 3 weeks of receipt of the complaint. The student will be informed of the Chair's response to the complaint, the steps being taken to address the complaint, or the steps being taken to investigate it. Any investigation will be time limited.

If the student is dissatisfied with the response to the complaint, a written appeal may be made to the SHRS Associate Dean for Graduate Studies or the SHRS Dean; the appeal must be made within 3 weeks of the Chair's response. The Associate Dean's/Dean's response to the complaint will be

communicated to the student within 3 weeks of the appeal. The Associate Dean's/Dean's decision is final.

The Chair/Dean will maintain a written record of a complaint, including the nature of the complaint, the steps taken to resolve the complaint, the final decision, and any external actions initiated by the student. This record will be confidential and will be held for 8 years.

For the complete University of Pittsburgh Academic Integrity Policy, visit <http://www.provost.pitt.edu/faculty-resources/academic-integrity-freedom/academic-integrity-guidelines>. Visit <http://www.shrs.pitt.edu/current-students/student-handbooks> for the SHRS Graduate Student Handbook, and <http://www.shrs.pitt.edu/academic-integrity> for the SHRS Guidelines on Academic Integrity.

SHRS Ombudsperson

At any time if a student feels that a matter is not resolved or is looking to appeal a grade, the next point of contact is SHRS Ombudsperson Kellie Beach (kbeach@pitt.edu). The ombudsperson provides guidance in managing conflicts/problems and provides information about institutional policies and university grievance procedures that may be related to conflicts/grievances. More information about this role can be found at:

<https://www.shrs.pitt.edu/sites/default/files/library/documents/students/2021/Updated%20Ombudsperson%20descripton%20for%20website.pdf>

University Policies

The University of Pittsburgh has several policies and procedures in place to protect students, faculty, and staff. These policies include:

- CS 20 Sexual Misconduct (<https://www.policy.pitt.edu/cs-20-sexual-misconduct-formerly-06-05-01>)
- Nondiscrimination and Anti-Harassment Policy (<https://www.diversity.pitt.edu/notice-nondiscrimination-and-anti-harassment-policy-statement#:~:text=The%20University%20of%20Pittsburgh%2C%20as,identity%20and%20expression%20in%20its>)
- CS 07 Nondiscrimination, Equal Opportunity, and Affirmative Action Policy (<https://www.policy.pitt.edu/cs-07-nondiscrimination-equal-opportunity-and-affirmative-action-formerly-07-01-03>)
- CS 02 Consensual Relationships (<https://www.policy.pitt.edu/cs-02-consensual-relationships-formerly-07-14-01>)
- Notice of Nondiscrimination (<https://www.facultyhandbook.pitt.edu/notice-nondiscrimination>)

If you believe you have experienced or witnessed a violation of these policies, please contact the Office of Diversity and Inclusion.

15.0 Attendance

The PA Studies Hybrid Program faculty believes that significant learning occurs in the classroom and your attendance is vital to the educational process. Attendance is reflective of commitment, acquisition of knowledge, and professionalism. In the Program, it is expected that all students will assume responsibility for meeting all academic and clinical obligations with punctuality. Students remain responsible for all the work in the courses in which they are registered. The following items refer to the Didactic Year; refer to the Clinical Year Handbook for its policies.

Most synchronous sessions will be held during the hours of 10 AM – 4 PM EST and attendance will be required during these sessions. However, there may be sessions outside of this time frame including morning, evening, or weekend sessions.

Student attendance with cameras is required in all synchronous sessions and is a component of professional comportment.

Students must arrive at all virtual and in person educational and clinical sessions on time and prepared with the necessary lab instruments, texts, attire, and other materials as designated by the instructor. Failure to do so may result in exclusion from participating in the activity. Make up competencies for lack of preparation may not be offered.

Employment is not an acceptable excuse for class absence, missed or late assignments, or poor performance.

In case of an absence or tardiness, it is the student's responsibility to email the Department of PA Studies Hybrid Administrative Assistant and all faculty whose class you will be missing as soon as the absence or tardiness is known (or as soon as possible in case of emergencies) with a general reason and anticipated date and time of return to Program activities. Scheduled professional conferences, interprofessional events, or department requirements should be discussed with the instructor(s) in advance of the planned absence. Failure to comply with this policy will result in a professionalism deduction. It is the student's responsibility to contact course directors and instructors regarding missed course work due to absence or tardiness.

The only excused absences are the following:

- Illness, injury, or emergent care. More than 3 missed days (consecutive or non-consecutive) due to illness, injury or emergent care in a calendar year must be accompanied by a medical excuse.

- Religious and cultural holidays
- Medical or counseling appointments (This does not include appointments to ~~complete~~ program requirements such as TB tests, physical exams, immunizations, drug screens, etc.)
- Mandatory court appearances
- Bereavement or funeral of a loved one
- National, regional, or state professional meetings pre-approved by the program

Signed documentation and/or proof of reason for absence may be requested for any absence. Failure to comply with this policy will result in an unexcused absence for each day that is missed. Please note that any excessive absences from the program, as defined as 10% of instruction missed, will result in a mandatory meeting with your advising team.

Frequent tardiness, defined as more than two episodes of tardiness per semester, will be addressed in professional development assessments and may result in a remediation plan.

16.0 Dress

The PA Studies Hybrid Program places a high value on maintaining a professional appearance that reflects general hygiene and a strong professional identity. Therefore, any time you are representing the department and/or university, you will be held to these standards. This policy was developed in careful consideration of the Program's professional mission, professional impression, cultural sensitivity, infection control, and safety. Professional appearance helps to build trust and confidence in both patients and fellow health care providers.

Students are expected to always present a positive image when present within or when representing the University of Pittsburgh's School of Health and Rehabilitation Sciences. This includes synchronous sessions, immersion weeks, clinical experiences, and any other activities.

The dress code will be interpreted and enforced by the Program faculty. Any student in violation of the dress code may be excluded from the activity, may be subject to a reduction in the professionalism component of a course grade, and may be subject to further action if recurrent violations occur.

General Standards

- Personal hygiene, hair, facial hair, fingernails, and jewelry should be in line with patient safety and the ability to safely perform job duties
- Clothing should be clean, neat, and appropriately fitting
- Clothing should be avoided which provokes, alarms, offends, or disparages those whom students are serving or others with whom they interact

Standards of Professional Appearance

Synchronous Sessions

- Attire for synchronous sessions will require that you follow all 16.0 General Standards unless otherwise specified by your instructor. In general, casual clothing may be worn if it is appropriate for the learning environment.

Immersion Experiences

- Encompasses clothing that is comfortable at work, yet appropriate for a business environment. Acceptable attire includes hijabs, yarmulkes, sarees, skirts, dresses, capris, slacks, khakis, blouses, turtlenecks, sweaters, golf-shirts, shirts with a finished collar or neckline, or any other business casual attire that is also consistent with an individual's cultural or religious beliefs. Individual labs/courses may have specific dress code requests based on activities. Please refer to individual syllabi for complete guidelines. Our program's mission to promote an inclusive learning environment includes our recognition that the above list does not detail each possible type of business casual attire that is consistent with an individual's cultural or religious beliefs. If you have specific questions or requests, please discuss them with faculty.

Lab Coats

- Unless instructed otherwise by preceptor or faculty, lab coats must be worn during:
 - Real or simulated patient encounters.
 - Competency assessments/exams
 - At other times if instructed by faculty
- Lab coats must be clean, ironed, and fit properly
- The sleeves of lab coats should not be rolled up
- Lab coats must be short jackets (long jackets are traditionally worn by attending physicians, resident physicians, certified physician assistants, and other certified advance practice providers)

Identification

All students must wear photo ID badges, identifying them as physician assistant students, and lab coats during real or simulated patient encounters. ID badges may also be required for some guest lecture sessions.

All students must wear photo ID badges, identifying them as a physician assistant student, in all clinical settings.

If an individual clinical site requires its own ID, the student must wear both.

Other Considerations

Each clinical site may have additional dress code guidelines.

If a student has a personal objection to this dress policy, they should present it to the Program Director for consideration. The Program recognizes clinical site dress codes may be less inclusive than Program guidelines and any issues should be discussed with the Director of Clinical Education.

17.0 Professional Development

Students' professional behavior is continuously monitored throughout the program. Professional Development includes adherence to this policy and all others.

PA students may not take the responsibility or the place of qualified staff or faculty. PA students must not have access to records or other confidential information of other PA students.

To respect the learning environment of classmates and faculty, use of electronic communication devices is limited to emergencies. Cellular phones must be turned to silence or vibrate during synchronous sessions and immersion week activities. Use of personal devices for non-instructional reasons during synchronous sessions is inappropriate.

Students enrolled in the Program must be committed to working collegially with other members of the class, faculty, staff, department, school, and university. Students must maintain respect for their fellow classmates, faculty, and staff. The physician assistant student must not participate in or conceal any activity that will bring discredit or dishonor to fellow classmates, faculty, staff, administration, or the University of Pittsburgh. They should report illegal or unethical conduct by a fellow classmate(s) to the appropriate University authorities. If a student is found to be responsible for such egregious acts, he/she may be subject to disciplinary action up to and including Program dismissal.

All Program related injuries, i.e., needle sticks, cuts, falls, etc. must be reported within 24 hours, in writing, on the incident report form provided by the program.

Assessment of Professionalism occurs in several ways:

During the didactic year, students will have a formal Professional Development evaluation once per semester.

Faculty are here to help students succeed. Personal feedback and support are key elements in helping students to recognize areas of strength and weaknesses.

Technical skills must be integrated with interpersonal professional behavior for students to succeed as physician assistants.

Students need to demonstrate competency in technical skills as observed and evaluated throughout the didactic year. These skills are evaluated by means of examinations and competencies. Students also need to demonstrate social and behavioral skills. These skills are evaluated by means of the Professional Development Evaluation.

The Program faculty will complete the evaluation once each semester. Criteria by which each student is evaluated will include time management, communication, deportment, motivation, work ethic, and respect. This allows for individual faculty assessment of student behavior, and for documenting strengths and weaknesses of each student.

Faculty advisors will meet one on one with student advisees to provide feedback.

If problem areas are identified, and remain unresolved, the student will be required to meet with the Program Director to discuss specific steps for improvement. Such steps may include, but are not limited to, referral to appropriate resources, developing a contract regarding behavioral modification, on-going advisory meetings, and other means of assisting the student to improve problem areas.

This form is then reviewed with the student, signed, and dated by both faculty member and the student, and filed in the student's record. By the end of the didactic phase the student will have had three "Professional" evaluations.

Unprofessional behavior may result in a deduction of one percentage point from the student's final course grade with a maximum deduction of 10%.

Preceptor Evaluation forms used during clinical year include professionalism assessments.

Deducted points may be earned back by contacting the course instructor with your plan for an additional academic or service activity for instructor approval. Points will be credited upon successful completion of the approved activity. Signed documentation of activity completion will be required.

18.0 Advising

Each student is assigned an advising team. Students will be required to set up meetings with their advising team at least once per semester. Students are encouraged to set up additional appointments with their advising team, especially when they feel they are having academic or professional challenges. In addition to the faculty advising team, students are always welcome to schedule a meeting with individual course instructors, the Director of Curriculum, Program Director, or Department Chair.

19.0 Assessment

General Procedures

- You must be fully clothed throughout your entire exam
- You cannot stand or move around for the duration of the testing unless previously discussed with the instructor.
- No one can enter your testing environment
- You cannot leave your testing environment
- All exams should be taken as an individual activity
- If an exam is to be taken in a communal, space prior discussion with the instructor regarding exam integrity must be communicated.
- All textbooks, class notes, study guides, and any other reference material must be closed and out of view
- A beverage in any clear container is allowed, but no food or smoking
- You cannot move your webcam once your testing session has started
- Mumbling or speaking aloud will lead to a warning and subsequent event may lead to exam dismissal
- Baseball caps, hats or hoods of any type are not permitted during exams
- Cell phones, smart watches, and other electronic communication devices, except for a device for exam proctoring, must remain outside of the testing environment for the duration of the examination
- If a student has an extenuating circumstance that would necessitate access to their cell phone, they must notify the instructor prior to the beginning of the exam and arrangements will be made
- Use of phones, calculators, tape recorders, or other electronic devices other than the device being used for testing and for video are not permitted during exams unless otherwise indicated by the course instructor or proctor
- Students should leave the virtual proctoring room after completion of their exam
- Students will not be permitted to return to the virtual exam room until all students have completed the examination
- Restroom breaks and food are not permitted unless medical necessity prescribed by the student's health care provider with appropriate documentation

Student questions during the exam must be limited to those of a technical nature regarding the examination itself, such as errors in spelling or numbering, missing pages, etc. Students are not permitted to ask questions regarding the meaning or intent of any questions on the examination.

The time limit for the exam will be announced prior to the beginning of the examination session. It is the responsibility of the student to keep track of the remaining time. Proctors will not update students on the time remaining.

All test answers must be legible and easily interpretable or will otherwise be marked incorrect.

Points may be deducted for illegible writing and/or misspellings at the instructor's discretion.

Late arrivals

Exams will begin promptly at the scheduled time. Students are expected to arrive before this.

Students arriving late for an exam will not be given additional time to complete the exam.

Students who anticipate a late arrival for an exam must notify the course instructor or Program staff as soon as possible.

Exam review and grade posting

Completed exams may not be made widely available for student viewing.

Students may individually discuss exam performance, by appointment, with the course instructor. This must be scheduled within two weeks of the exam.

Students are not permitted to copy, photocopy, or duplicate exam questions or answers in any way.

Grades may only be released by Program faculty.

Grades will be posted by course instructors after analysis and review of class performance.

Students are not to ask instructors about the release of grades or their individual grades. Instructors post grades as soon as possible after each assessment.

Missed exams

Notification of absence for an exam must be given to the instructor prior to the scheduled exam.

Absence from an exam does not automatically grant the student the right to take it later. The make up exam may be in a different format than the original exam at the discretion of the instructor.

Determination of whether an absence is excused or unexcused is at the discretion of the course instructor. Unexcused absence will result in a 10% deduction from the exam grade.

Students should contact the course instructor as soon as possible (within 24 hours) after their return to classes to schedule a make-up exam.

Missed exams will be made up based on the availability of the course instructor and/or Program staff.

Physician Assistant Clinical Knowledge Rating and Assessment Tool (PACKRAT):

Students are required to take the PACKRAT during each phase of the curriculum. This test allows students to compare their medical knowledge to a national peer group. Students may also use the results of this examination to identify any deficiencies in task performance or system specialty.

20.0 Grading

The letter grade system for graduate courses in the physician assistant Program is as follows:

Grade	Percent	Quality Points
A+	97.00 to 100.00	4.00
A	94.00 to 96.99	4.00 Superior attainment
A-	90.00 to 93.99	3.75
B+	87.00 to 89.99	3.25
B	84.00 to 86.99	3.00 Adequate graduate-level attainment
B-	80.00 to 83.99	2.75
C+	77.00 to 79.99	2.25
C	74.00 to 76.99	2.00 Minimal graduate-level attainment
C-	70.00 to 73.99	1.75
D+	67.00 to 69.99	1.25
D	64.00 to 66.99	1.00
D-	60.00 to 63.99	0.75
F	Less than 59.00	0.00 Failure

Grading for the Clinical Year is as follows:

- H: Honors
- S: Satisfactory (Pass)
- U: Unsatisfactory (Non-pass)

Other Grades

Upon completion of a course, one of the grades listed below may appear on the student's transcript. None of these carry quality points.

- G grade: Signifies unfinished course work due to extenuating circumstances. Students are required to complete course requirements no later than one year after the term in which the course was taken. After the deadline has passed, the G grade will remain on the record and the student will be required to reregister for the course if it is needed to fulfill requirements of graduation.
- I grade: Signifies incomplete course work due to nature of the course, clinical work, or incomplete

research work in individual guidance courses or seminars.

- W grade: Signifies that the student withdrew from the course
- R grade: Signifies that a student has resigned from the University

21.0 Academic Integrity

Students have the responsibility to be honest and to conduct themselves in an ethical manner while pursuing academic studies. Students have the right to be treated by faculty in a fair and conscientious manner in accordance with the ethical standards recognized within the academic community (as well as those recognized within the profession). Should a student be accused of a breach of academic integrity or have questions regarding faculty responsibilities, procedural safeguards including provisions of due process have been designed to protect student rights. These may be found in SHRS Guidelines on Academic Integrity: Student and Faculty Obligations and Hearing Procedures. See <https://www.shrs.pitt.edu/academicpolicies/> for additional information.

Student Obligations

Students have an obligation to exhibit honesty, and to respect the ethical standards of the profession in carrying out their academic assignments. Without limiting the application of this principle, a student may be found to have violated this obligation if they:

- Possesses materials or employs devices not authorized by the instructor during an academic evaluation.
- Provides assistance during an academic evaluation to another person in a manner not authorized by the instructor.
- Receives assistance during an academic evaluation from another person in a manner not authorized by the instructor.
- Possesses, buys, sells, obtains, or uses a copy of any materials intended to be used as an instrument of academic evaluation in advance of its administration.
- Acts as a substitute for another person in any academic evaluation process.
- Utilizes a substitute in any academic evaluation procedures.
- Practices any form of deceit in an academic evaluation proceeding.
- Attempts to override constraints imposed by examination software.
- Depends on the aid of others in a manner expressly prohibited by the instructor, in the research, preparation, creation, writing, performing, or publication of work to be submitted for academic credit or evaluation.
- Provides aid to another person, knowing such aid is expressly prohibited by the instructor, in the research, preparation, creation, writing, performing or publication of work to be submitted for academic credit or evaluation.
- Presents as one's own, for academic evaluation, the ideas, representations or words of another person or persons without customary and proper acknowledgment of sources.
- Submits the work of another person in a manner that represents the work to be one's own.
- Knowingly permits one's work to be submitted by another person without the instructor's

- authorization.
- Attempts to influence or change one's academic evaluation or record for reasons other than achievement or merit.
 - Indulges, during a class or examination session, in conduct that is so disruptive as to infringe upon the rights of the instructor or fellow students.
 - Fails to cooperate, if called upon, in the investigation or disposition of any allegation of dishonesty pertaining to a fellow student.
 - Mutilates library materials or takes or sequesters library materials for their own benefit or to the detriment of others.
 - Continues writing after the final warning indicator signaling the conclusion of an examination. Upon the issuance of the one-minute warning, a student shall make sure the front of the exam booklet is properly filled out. When the final announcement is given, students shall stop writing. The only time a student may make any further markings is with the express consent of the person supervising that examination.
 - Falsifies or misrepresents academic records on an employment application made through the Department; or
 - Falsifies or misrepresents information or participates in the falsification or misrepresentation of information in any admissions application form or other SHRS disclosure form prior to or following their matriculation.
 - Whether prior to or following matriculation, fails to disclose information required by any admissions application form or other SHRS disclosure form, or fails to update or correct information contained in such forms, as and when required either by such forms or by other communications from the SHRS administration.
 - Signs another student's name to an attendance sheet.
 - Copying, reproducing, or distributing of any examination questions, assessment instructions or rubrics.

SHRS Guidelines on Academic Integrity

This link contains additional information on SHRS guidelines on academic integrity including for student obligations and procedures for adjudication:

https://www.shrs.pitt.edu/sites/default/files/library/documents/students/2019/SHRS%20Guidelines%20on%20Academic%20Integrity_rev_2019.pdf

22.0 Documents and Deadlines

The Program uses EXXAT APPROVE to monitor requirements. This must be purchased by the student prior to matriculation into the PA Studies Hybrid Program.

Renewals of all requirements must be completed on time to remain current with no lapse of coverage. Detailed guidelines for each requirement can be found on the EXXAT Required Document dashboard. Required documents are subject to change and based on the current Centers for Disease Control and Prevention recommendations. Students will be notified of any changes.

Students may also be required to provide site-specific documentation while in the clinical phase of the Program (e.g., confidentiality agreements, security forms, interviews, etc.)

It is the sole responsibility for each student to remain current with all requirements with no lapse of coverage (even one day) throughout the length of the program. Any lapse in coverage will result in the student no longer being permitted to participate in coursework until back in compliance. Missed days of coursework will be considered unexcused absences.

Liability Insurance Coverage: Students must carry professional student liability insurance coverage while participating in clinical education. This coverage is provided by the SHRS group insurance plan and the cost will be automatically included in the student's tuition bill each fall term.

EXXAT STEPS ACCOUNT: Students must obtain an account prior to clinical year orientation typically scheduled by November? of didactic year.

ACLS CERTIFICATION: Students must successfully complete Advanced Cardiac Life Support during the didactic year, regardless of current certification status prior to entering the clinical year and must maintain a valid ACLS provider card throughout the clinical phase. ACLS certification prerequisite HEALTH CARE PROVIDER BLS must be obtained through American Heart Association.

23.0 Correspondence

The primary mechanisms of communication with students will be email and Canvas. Students are expected check their “Pitt” email account and Canvas dashboard every 24 business hours to remain up to date on program information.

You are required to use the University e-mail address for all communication and must only email Program faculty and staff via “Pitt” e-mail addresses that end in @pitt.edu. Program Faculty and staff will not respond to e-mails from non-Pitt accounts.

Students are expected to also maintain a current name, address, phone number, and emergency contact with the program. Students are required to update any change to their emergency contact information by emailing Program administration as soon as possible at the change occurs but before any immersion experience and no later than 7 days after the change is made.

Students, faculty, and staff are encouraged to communicate within normal business hours. Faculty and staff will make every attempt to respond as soon as possible, but no longer than 2 business days.

24.0 Social Media

University of Pittsburgh PA Hybrid Studies Hybrid students must remember they are representing the profession, program, department, school, and university and expected to portray yourself and those you represent in a positive manner.

PA Studies Hybrid students are expected to not provide any content to a social media site (blog, feed, online forum, or any other site or service that permits users to share info with others) that contains any information (favorable or non-favorable) that may be associated or identified with a clinical site, patient, or preceptor.

PA Studies Hybrid students must not transmit any material (by uploading, posting, email or otherwise) regarding the program, department, school, university, profession, fellow students, faculty, staff, invited guests, simulated patients, clinical sites, patients, or preceptors, that is or may be perceived as dangerous, disruptive, threatening, profane, abusive, harassing, tortuous, libelous, embarrassing, defamatory, obscene, privacy- invading, hateful, racially-insensitive, or otherwise objectionable as determined by the program,, department, school, or university.

PA Studies Hybrid students must not transmit any material (by uploading, posting, email, or otherwise) of inappropriate behavior including, but not limited to, incriminating photos or statements depicting violence; hazing; sexual harassment; full or partial nudity; inappropriate gestures; vandalism, stalking; underage drinking, selling, possessing, or using controlled substances; or any other inappropriate behaviors.

All internet postings are considered public information, even if you limit access. Any text or photo placed online is completely out of your control the moment it is placed online and may be accessible even after it is removed.

PA Studies Hybrid students must abide by HIPAA and patient confidentiality for all posts including use on any personal social media accounts.

Disciplinary action may include, but is not limited to, completion of remediation, delay of progress through the program, negative impact on course grade(s), and/or dismissal.

25.0 Department Space Usage

Physician Assistant Studies Hybrid students are free to access 24/7, when not otherwise reserved for Departmental instructional activities or events the following spaces in the Murdoch Building:

- Main Classroom
- Skills Laboratory
- Student Kitchen
- Quiet Study lounge (this space is intended to be a quiet and focused learning environment for Physician Assistant Studies students)
- Two dressing rooms near the classroom doors (when not otherwise in use)

When using the above spaces, students should always leave spaces as they were found, keeping in mind that Program staff and faculty are actively preparing these rooms for labs and instruction.

Students may not access, unless instructed:

- Patient exam rooms
- Department of Physician Assistant Studies office space
- Any other space other than those listed above