University of Mary Hardin-Baylor
Mayborn College of Health Sciences

MASTER OF SCIENCE IN
PHYSICIAN ASSISTANT PROGRAM

Student Handbook
2026-2027

MAYBORN COLLEGE OF
HEALTH SCIENCES
UNIVERSITY OF MARY HARDIN-BAYLOR

WELCOME FROM THE PROGRAM DIRECTOR

Physician Assistant Students,

On behalf of the faculty and staff of the University of Mary Hardin-Baylor Master of Science in Physician Assistant (MSPA) program, it is my pleasure to welcome you into our program. We are excited about the journey that awaits you as you navigate the MSPA educational experience. The MSPA program is a challenging program with high standards and expectations, and we have every confidence that each of you is capable of successfully completing the program.

The MSPA program's curriculum was developed to reflect current trends in Physician Assistant (PA) practice following the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) standards and the National Commission on Certification of Physician Assistants (NCCPA) blueprints to enable our students to become competent and compassionate entry-level PA practitioners. Graduates will be well-trained PAs with extensive medical knowledge and skills to be successful both personally and professionally. The program also strives to promote the well-being and health of our students. This is a challenging curriculum that will require more than you have ever been asked to give in an educational setting. We aim to provide you with the skills to study and learn while also promoting mental, spiritual, and physical wellbeing. We encourage you to make the most of the opportunities provided.

The MSPA faculty developed this handbook to assist you in navigating through the program over the next 28 months, from admission to graduation. Your MSPA faculty advisor will be a source of guidance for you, but we encourage you to take responsibility for knowing and understanding the requirements.

We wish you the best of luck in your studies.

Sincerely,

Wendi Stewart

Wendi Stewart, DHSc, MS, PA-C

Program Director, Master of Science in Physician Assistant Program

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PURPOSE OF THE MSPA PROGRAM STUDENT HANDBOOK AND POLICY STATEMENT

This Handbook provides information about rules, policies, and guidelines relating to the University of Mary Hardin-Baylor's Master of Science in Physician Assistant Program ("MSPA Program"). This Handbook supplements UMHB's Graduate Catalog, Student Handbook, website, course syllabi, and other announcements and policies provided to students from time to time.

UMHB's course offerings, fees, academic regulations, and other information and policies described above are not contractual commitments by the university. UMHB reserves the right to supplement or modify policies applicable to the university or the program at any time.

Students in the MSPA Program are responsible for reviewing and comprehending the purpose, policies, and procedures of UMHB and the program. The program Handbook is available online from any computer with access to the university's website.

In the entirety of this handbook, the terms "university" or "UMHB" shall mean the University of Mary Hardin-Baylor.

Scope of Policies (A3.01)

These program policies apply to all students, principal faculty, and the MSPA program director, regardless of location. A signed clinical affiliation agreement or memorandum of understanding may specify that specific program policies will supersede those at the clinical site.

PROGRAM ACCREDITATION STATEMENT (A3.11a)

The ARC-PA has granted Accreditation-Continued status to the Master of Science in Physician Assistant Program sponsored by the University of Mary Hardin-Baylor.

Accreditation-Continued is an accreditation status granted when a currently accredited program is in compliance with the ARC-PA Standards. Accreditation remains in effect until the program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the Standards. The approximate date for the next validation review of the program by the ARC-PA will be July 2035. The review date is contingent upon continued compliance with the Accreditation Standards and ARC-PA policy.

The program's accreditation history can be viewed on the ARC-PA website at http://www.arc-pa.org/accreditation-history-university-of-mary-hardin-baylor.

NOTICE OF NON-DISCRIMINATORY POLICY

The University of Mary Hardin-Baylor (UMHB) admits qualified students of any race, color, sex, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not unlawfully discriminate on the basis of race, color, sex, religion, age, nationality, or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Furthermore, UMHB does not unlawfully discriminate on the basis of handicap in the recruitment and admission of students and the operation of any of its programs and activities, as specified by federal laws and regulations.

UMHB is authorized under federal law to enroll non-immigrant alien students. The university is a private institution and reserves the right to deny admission to an applicant for any lawful reason.

The University is required (by Title IX of the Education Amendments Act of 1972 and its implementing regulations at 34 C.F.R. Part 106) not to discriminate unlawfully on the basis of sex in any education program or activity that it operates. This requirement extends to admissions and employment. However, the University exercises its rights under Title IX to make undergraduate admission decisions on the basis of sex and to apply its religious tenets even if in conflict with provisions of Title IX.

Inquiries about the university's non-discrimination policies should be directed to the designated coordinator for university compliance with non-discrimination policies identified below. Inquiries about Title IX may also be referred to the U.S. Department of Education's Office for Civil Rights.

To report information about conduct that may constitute discrimination or make a complaint of discrimination, a student, employee or applicant should contact the designated coordinator for university compliance with nondiscrimination policies:

Kasey Blomquist, Dean of Student Services and Title IX Coordinator, Bawcom Student Union, 2nd floor, 900 College Street, Belton, Texas 76513, (254)-295-4870, **kblomquist@umhb.edu**.

A report or complaint regarding discrimination may also be made at https://www.umhb.edu/report-it. The University's non-discrimination grievance procedures can be located at https://www.umhb.edu/resources/titleix/policies-and-definitions#1845

MSPA PROGRAM FACULTY AND STAFF

Wendi Stewart, DHSc, MS, PA-C
Program Director / Professor
Office: Hardy Hall 230
(254) 295-4968
wstewart@umhb.edu

Sydney Kutter, Pharm.D., BCPS
Associate Dean, School of Health Professions
/ Assistant Professor
Office: Hardy Hall 126
(254) 295-4887
skutter@umhb.edu

Chris Metcalf, MPAS, PA-C
Assistant Professor
Office:
IRMNEC 304b
(254) 295-4735
cmetcalf@umhb.edu

Michele Matlock, DHSc, MS, PA-C
Assistant Professor
Office: IRMNEC 304a
254-295-5421
mmatlock@umhb.edu

Colin Wilborn, Ph.D., FNCSA, FISSN
Associate Provost
Executive Dean, Mayborn College of Health Sciences
Dean, School of Health Professions
Office: Hardy Hall 107
(254) 295-5440
cwilborn@umhb.edu

Jenny Magana
Program Secretary
Office: Hardy Hall 232
(254) 295-5443
jmagana@umhb.edu

Austin Metting, M.D.
Medical Director / Clinical Professor
Office: Hardy Hall 145
(254) 295-4570
ametting@umhb.edu

Lem Taylor, Ph.D., FACSM, FISSN
Professor
Office: Hardy Hall 114
(254) 295-4895
ltaylor@umhb.edu

Jeff Oliver, DMSc, MPAS, PA-C
Clinical Director/Assistant Professor
Office: Hardy Hall 228
(254) 295-5535
joliver@umhb.edu

Heather Warren, MPAS, PA-C
Assistant Professor
Office: Hardy Hall 215
(254) 295-5444
hwarren@umhb.edu

Libby Adamek, MSPA, PA-C
Assistant Professor
Office: Hardy Hall 152
ladamek@umhb.edu

Macy Petru
Clinical Coordinator
Office: Hardy Hall 223
(254) 295-4734
mpetru@umhb.edu

Faculty Titles and Roles

The MSPA program director is a licensed, NCCPA certified physician assistant and experienced academic faculty member employed by the university to lead the MSPA Program. The MSPA program director oversees all aspects of the program, including program organization, program administration, fiscal management of the program, continuous programmatic review and analysis, program planning, program development, completion of ARC-PA required documents, and adherence to the Standards and ARC-PA policies. The program director actively participates in the processes of developing, reviewing, and revising the mission statement, goals, and competencies of the program, selecting applicants for admission to the program, providing student instruction, evaluating student performance, academic counseling of students, assuring the availability of remedial instruction, designing, implementing, coordinating, and evaluating the curriculum, and evaluating the program. The MSPA program director is also responsible for evaluating, mentoring, and fostering the development of academic and clinical faculty and the program as a whole. (ARC-PA 6th Edition Standards A2.02, A2.06-A2.10)

The MSPA medical director is a board-certified, licensed physician and academic faculty member employed by the UMHB MSPA program. The medical director supports the program in ensuring that didactic and supervised clinical practice experiences and program competencies meet current practice standards related to the PA role in providing patient care. The medical director is actively involved in developing and reviewing the program mission statement, providing instruction, evaluating student performance, remedial instruction, curriculum development and evaluation, program evaluation, and participating in program committees. (ARC-PA 6th Edition Standards A2.02, 2.05a--h, A2.11-A2.12)

The MSPA clinical director is a licensed, NCCPA certified physician assistant and academic faculty member employed by the UMHB MSPA program to coordinate the clinical education aspects of the curriculum. The clinical director is responsible for providing student instruction, evaluating student performance, academic counseling of students, organizing, planning, and evaluating the clinical experiences for the students, communicating with the clinical facilities about matters related to clinical education, and assisting the program director in evaluating the program. (ARC-PA 6th Edition Standards A2.02, A2.02b, A2.05a-h)

The MSPA academic director is a licensed, NCCPA certified physician assistant and academic faculty member employed by the UMHB MSPA program to coordinate the didactic education aspects of the curriculum. The academic director is responsible for providing student instruction, evaluating student performance, academic counseling of students, assuring the availability of remedial didactic instruction, coordinating and evaluating the didactic curriculum, and assisting the program director in evaluating the program. (ARC-PA 6th Edition Standards A2.02, A2.05a-h)

The directors and principal faculty participate in developing, reviewing, and revising the mission statement, goals, and competencies of the program, selecting applicants for admission to the MSPA program, providing student instruction, evaluating student performance, academic counseling of students, assuring the availability of remedial instruction, designing, implementing, coordinating, and evaluating the curriculum, and program evaluation. (ARC-PA 6th Edition Standards A2.05a-h)

MSPA PROGRAM COMMITTEES

Curriculum Committee

The MSPA program Curriculum Committee ensures that the curriculum has sufficient breadth and depth to ensure students learn the requisite knowledge, skills, attitudes, and behaviors to prepare them for the clinical practice of medicine. The Curriculum Committee has the authority to set educational objectives and competencies, establish educational requirements, establish and approve content, ensure curriculum sequencing and integration, allocate curriculum, specify teaching methods, oversee course directors, and evaluate educational outcomes. The Curriculum Committee will also be tasked with analyzing and advising on student testing and evaluation methods utilized during the course of the program. The MSPA Curriculum Committee comprises the Academic Director, Clinical Director, Program Director, and principal faculty. (ARC-PA 6th Edition Standards A2.05a,f,g,h)

Student Promotions Committee

The MSPA program Student Promotions Committee is responsible for reviewing student academic and professionalism performance and enforcing academic and behavioral standards. The Student Promotions Committee approves the advancement (promotion) of students from one academic year to the next and recommends the graduation of those students who have met the requirements defined by the MSPA program. This committee will convene following each semester and/or as needed to review, assess, and document student progression of knowledge, skills, and professional behaviors. Students who fail a course or Supervised Clinical Practice Experiences (SCPE), and/or fail to successfully complete remediation will be reviewed and discussed. The committee can also make recommendations for areas of needed individualized remediation to include additional educational activities and referral to support services. Additionally, the MSPA Student Promotions Committee is responsible for making recommendations regarding student readmission to the program. The committee is comprised of the Medical Director, Academic Director, Clinical Director, and principal faculty. (ARC-PA 6th Edition Standards A2.05d,f)

Program Assessment Committee

The Program Assessment Committee is tasked with the overall assessment of the MSPA program and maintenance of the continual program self-assessment process. The Program Assessment Committee is responsible for reviewing, analyzing, drawing conclusions, and making recommendations to the MSPA Program Director regarding all aspects of the MSPA program. The Program Assessment Committee will explore possible cause and effect relationships and correlations with possible predictors when analyzing data and provide supporting data for drawn conclusions. The Program Assessment Committee is comprised of the MSPA Program Director, Academic Director, Clinical Director, and the Director of Administrative Services for the Mayborn College of Health Sciences. The committee reports all recommendations to the Dean of Health Professions. (ARC-PA 6th Edition Standards A2.05h, C1.01, C1.02)

Admissions Committee

The MSPA Admissions Committee is responsible for maintaining the program's compliance with the ARC-PA standards for fair practice and admissions. The Admissions Committee's responsibilities include reviewing and updating the program website, communications with CASPA, initial screening of applicants for interviews, establishing and monitoring interview methods, scoring final applications, and making recommendations for applicant acceptance, waitlist, or rejection. The committee comprises the MSPA Program Director, Academic Director, Clinical Director, principal faculty, and university staff involved with the program. This committee is the decision body for admissions into the MSPA Program. (ARC-PA 6th Edition Standards A2.05b, A3.11, A3.12, A3.13)

PROGRAM OVERVIEW

Mission

The University of Mary Hardin-Baylor Physician Assistant Program's mission is to recruit and prepare graduate students to become competent, compassionate, service-driven physician assistant leaders who deliver evidence-based medical care to meet healthcare needs.

Program education occurs in a Christian environment guided by faculty who teach and mentor with integrity, sensitivity, and a commitment to excellence.

Vision

The vision of the University of Mary Hardin-Baylor Physician Assistant Program is to be a regionally and nationally recognized medical education program with a reputation for developing highly sought-after physician assistants who are dedicated to the delivery of compassionate evidence-based healthcare, professional leadership, and community service.

Program Description

As health care demands across the country have increased, so has the demand for health care providers. The Mayborn College of Health Sciences, recognizing this increased need for providers, began to explore the addition of a physician assistant studies program to better serve the medical community. The program enrolled its inaugural class in January 2021.

The MSPA program consists of 28-months of a rigorous graduate curriculum resulting in a Master of Science in Physician Assistant degree. The MSPA program is comprised of pre-clinical and clinical educational experiences. The pre-clinical phase is 12-months in duration, consisting of courses that will prepare students for the clinical experience. The clinical training is 16-months in duration and comprises rotations in Pediatrics, Obstetrics & Gynecology, Surgery, Emergency Medicine, Internal Medicine, Behavioral and Mental Health, Family Medicine, and elective rotations. The last month of the clinical training will be devoted to preparation for graduation and the Physician Assistant National Certification Examination (PANCE).

After successfully completing both the pre-clinical and clinical phases of the program, students will be eligible for graduation, enabling them to sit for the PANCE examination.

Degree Offered

The program offers the Master of Science in Physician Assistant (MSPA) degree.

Program Goals

Goal 1: Recruit and admit diverse and qualified graduate students committed to the PA profession.
Goal 2: Provide a competency-driven, practice-based training experience that prepares students for entry into clinical practice.
Goal 3: Deliver quality clinical instruction that provides experiences in a variety of patient care settings.
Goal 4: Encourage professional involvement, leadership, and service.
Goal 5: Graduate competent medical practitioners who are in high demand for careers as Physician Assistants.
Goal 6: Create a supportive environment for faculty and staff that promotes teaching effectiveness, university service, and professional attainment.

Program Competencies

Medical Knowledge

MK1: Demonstrate knowledge from basic, clinical, and psychosocial sciences to evaluate and manage patients.

Interpersonal Skills

IPS1: Use interpersonal skills to communicate clearly and effectively with patients.
IPS2: Deliver patient-centered education to patients regarding their medical care.
IPS3: Elicit an accurate and pertinent medical history.

Clinical and Technical Skills

CTS1: Perform a detailed physical exam relevant to the medical history.
CTS2: Demonstrate the ability to perform safe and effective clinical procedures common to physician assistant practice.

Professional Behaviors

PROF1: Demonstrate professional behaviors consistent with the university and the PA profession.

Clinical Reasoning and Problem-Solving Abilities

CRPS1: Order and interpret diagnostic studies to assist in the evaluation of patients.
CRPS2: Formulate a differential diagnosis based upon history, physical exam, and diagnostic study findings.
CRPS3: Create a personalized therapeutic treatment plan including pharmacological and non-pharmacological methods.
CRPS4: Use clinical reasoning and evidence-based medicine to complete a Capstone Project.

ADMISSIONS

Admissions Information

Application for admission to the UMHB MSPA program will be available through the Central Application Service for Physician Assistants (CASPA) starting in April and closing August 1 each year. Applications must be verified by 11:59 PM ET on the deadline date. Admission to the UMHB MSPA program is extremely competitive. Applications will be evaluated at the time of submission. With the exception of required prerequisites, the program will not evaluate items added after the submission date.

Education Requirements (A3.11b, A3. 12b)

- Completion of a bachelor's degree from a U.S. regionally accredited college or university or the equivalent academic accomplishments, approved by the World Education Service (WES) Credential Evaluation
- Overall GPA of 3.0 on a 4.0 scale as calculated by CASPA
- Last 60 hours GPA of 3.0 on a 4.0 scale as calculated by CASPA *(increased points for higher GPA)*
- Science GPA of 3.0 on a 4.0 scale as calculated by CASPA *(increased points for higher GPA)*
- Prerequisite GPA of 3.0 on a 4.0 scale as calculated by CASPA *(increased points for higher GPA)*
    - All prerequisite courses must be taken at a U.S. regionally accredited college or university and completed by August 31 during the year prior to matriculation
    - Online prerequisite courses, including those with lab components, will be acceptable options to fulfill our prerequisite requirements.
    - All prerequisite courses must be completed by August 31st during the year prior to matriculation. Advanced Placement (AP), International Baccalaureate high school courses, and College Level Examination Program (CLEP) credit will not be accepted for any prerequisite courses, nor will the program offer advanced placement. Prerequisite science courses (excluding Psychology and Statistics) must be less than 10 years old at time of application. Prerequisite courses are for enrollment purposes only and will not substitute for more advanced applied content within the professional component of the program.

Program Prerequisites (A3. 11b, A3. 12b)

Required Courses	Credit Hours
Human, Human Comparative, or Vertebrate Anatomy with a Lab **and**	4
Human or Vertebrate Physiology with a Lab **or**	3-4
Human Anatomy and Physiology I and II with a Lab	8
Microbiology with a lab	4
Genetics	3
General Chemistry I and II with a Lab	8
Organic Chemistry I with a Lab	4
Statistics/Biostatistics	3
General, Abnormal, or Developmental Psychology	3

Transfer Credit Policy and Advanced Placement (A3.12b, A3. 12c)

Transfer credits for didactic and clinical phase courses are not accepted. All PA program courses within the curriculum are required for graduation. No credit or advanced placement is granted for prior experiential learning, coursework, degrees, certifications, or advanced training.

Other Requirements (A3.12d)

- Original transcripts submitted to CASPA
- Three professional letters of recommendation *(Overall reference scores are used with average scores of 4 or 5 preferred)*
    - Recommendation letters can be from professors, medical professionals, employers, ministers, or area leaders. These letters should reflect your desire and commitment to becoming a physician assistant, as well as notable accomplishments
- Demonstration of Experiences on the CASPA (Visit the CASPA Help Center to determine how to choose the category that best fits the experience)
    - Healthcare-related experience *(increased points based on number of hours)*
        - Points are awarded once applicants reach 250 hours and then subsequently increase at the 500-, 1000-, and 1500-hour thresholds. Applicants with 0-250 hours are still eligible for admission.
        - Our program evaluates all healthcare-related experience hours as a whole rather than stratifying the hours into separate categories such as patient care experience, healthcare experience, and shadowing hours. We recommend following CASPA's guidelines when categorizing these, but the program will evaluate these experiences together once an application is received.
        - Virtual shadowing hours will be accepted.
    - Community service *(increased points based on number of hours)*
        - Points are awarded once applicants reach 100 hours and then subsequently increase at the 200-, 300-, and 400-hour thresholds. Applicants with 0-100 hours are still eligible for admission.
    - Leadership experiences *(increased points based on number of experiences)*
- The Graduate Record Exam (GRE), PA-CAT, and CASPer assessments are NOT required nor considered for UMHB MSPA program applicants.

Application Process (A3.12)

Step 1: Applicants will complete all admission requirements, including application to the Central Application Service for Physician Assistants (CASPA).

Step 2: Interview Process (for applicants invited to interview)

- The UMHB MSPA program Admissions Committee decisions are based on a holistic review of the candidate's application.
- Applicants invited for an interview will be notified via email of an interview invitation. Interviews with rolling admissions will start in June each year.
- The interview will consist of a tour of campus, multiple mini-interviews, and time with faculty, staff, and students. The multiple mini-interviews are designed to assess non-cognitive qualities that cannot be measured by an application alone. Non-cognitive qualities that may be assessed include empathy, responsibility, management skills, ethical and moral judgment, resilience, self-awareness, problem-solving, and communication skills.

Step 3: Offers of Admission

- Offers of admission are communicated in writing via email from the program and must also be accepted in writing (email) by the applicant. Once the following conditions are met, the applicant is considered a matriculating student.

Step 4: Completion of Enrollment Requirements

Conditional offers of admission by the MSPA program are contingent upon the following:

- Completion of all minimum admission requirements
- Completion of all outstanding prerequisite coursework by August 31st in the year prior to matriculation

- Maintenance of a GPA at or above the minimum GPA requirement at the end of each semester prior to matriculation
- Completion of a background check
- Completion of pre-matriculation immunization and/or titer requirements listed under Program Policies
- Completion of other requirements communicated in writing by the MSPA program

Disclosure of Admission and Enrollment Practices (A3.12a)

- The UMHB MSPA program will grant a one-time interview to all applicants who are current full-time students or graduates of UMHB who meet the minimum requirements for admission. If the applicant is not admitted and reapplies in a future admissions cycle, they are not guaranteed an interview. An interview does not guarantee admission into the program.
- Falsification of any application materials will be grounds for denial of admission to or expulsion from the MSPA program.
- The University of Mary Hardin-Baylor Master of Science in Physician Assistant (MSPA) program offers an Interview Assurance Program for qualified students enrolled in Baylor University's Master of Science in Medical Science (MSMS) program. Students who earn their MSMS degree on or after September 1, 2025, maintain a cumulative Baylor graduate GPA of 3.6 or higher, and submit the required Intent to Participate form before completing 30 credit hours may be eligible to receive an assured invitation to interview with the UMHB MSPA program upon application. Participation in the Interview Assurance Program does not guarantee admission to the UMHB MSPA program. Eligible students must still complete the standard application process and meet all program requirements.

International Applicants or Domestic Applicants Who Attended Foreign Universities

- Transcript Evaluation by World Education Services (WES), submitted through CASPA
- Official iBT TOEFL scores submitted to CASPA, with a minimum total score of 20 AND at least 5 in each section (reading, listening, speaking, and writing). TOEFL scores are only valid for two years.
- Immigration documents, including a copy of a valid passport.
- If offered admission, further documents may be requested by the UMHB International Student Services Office
- All prerequisite courses must be taken at a U.S. regionally accredited college or university and completed by August 31 during the year prior to matriculation

Background Check

The criminal background check is not a component of the application or interview process and is not conducted or reviewed until after an applicant is conditionally accepted to the program. However, on the Centralized Application Service for Physician Assistants (CASPA) application, students are required to truthfully disclose any previous academic, felony, misdemeanor, and licensure infractions. All prospective students must completely disclose any unsealed criminal records in their CASPA application. Enrollment and continued status in the MSPA program are contingent upon satisfactory results of all required criminal background checks.

The initial criminal background check must be completed through CastleBranch© (https://mycb.castlebranch.com/) prior to matriculation. Results from any company or government entity other than those designated by the university will not be accepted. Background checks for returning students must be completed by the deadline specified by the MSPA program. Additional background checks must be conducted before beginning full-time clinical experiences in the second year of the program. The program is responsible for the costs of pre-matriculation and pre-clinical criminal background checks.

The program reserves the right to deny enrollment based on the results of background checks or for providing false information. Criminal background check reports will be evaluated to determine the terms and sanctions of the offense. Information obtained will be used in accordance with state and federal laws. Criminal background check reports and all records pertaining to the results are considered confidential with restricted access. The results and records are subject to the Family Educational Rights and Privacy Act (FERPA) .

Failure to comply with required criminal background checks will delay progression or render a student unable to complete the professional degree and be removed from the program. In addition, new findings on a criminal background check may result in a student being ineligible to participate in clinical experiences and ineligible to complete their degree requirements. **It is important to note that a felony conviction may also affect a graduate's ability to attain state licensure by the Texas Medical Board.**

Prospective students concerned about a criminal conviction are urged to contact the relevant state and federal agency to inquire whether their criminal record may adversely affect the issuance of the credentials needed to practice as a physician assistant.

Appeals to any information found during the background check must be made directly through the vendor according to their policies and procedures. Students must follow the process outlined by the vendor if they wish to dispute the results of the background check.

Ultimate decisions about the matriculation of a conditionally accepted applicant whose criminal background check reveals information of concern will be made by the MCHS executive dean, UMHB Chief of Police, Dean of Students, and MSPA program director. The following factors will be considered when evaluating information:

- The nature, circumstances, and frequency of any offense(s). Specifically, the university will evaluate the potential for harm to patients, harm to members of the university community, eligibility for licensure, and eligibility to participate in introductory and advanced clinical practice experiences at affiliate institutions.
- The length of time since the offense(s).
- Documented successful rehabilitation.
- The accuracy of the information provided by the applicant in his/her application materials and upon initiation of the criminal background check.
- Confirmation from the Texas Medical Board that the offense will not restrict the student from obtaining a license to practice.

Technical Standards for Admission, Continuation, and Graduation (A3.12e)

Individuals admitted to the UMHB MSPA program must possess the physical and mental capabilities to complete the entire curriculum to graduate and achieve a Master of Science Degree. This curriculum requires demonstrated proficiency in various cognitive, problem-solving, manipulative, communicative, and interpersonal skills. In addition, students must have the physical and emotional stamina and capacity to function competently in the classroom, laboratory, and clinical setting. These settings may include heavy workloads, long hours, and stressful situations. See Appendix B for a list of technical standards that specify the attributes and behaviors considered essential for the successful completion of MSPA training.

INTRODUCTION TO THE PROGRAM

Program Facilities

The MSPA program is located on the University of Mary Hardin-Baylor campus. Student training occurs in the Isabelle Rutherford Meyer Nursing Education Center (IRMNEC), anatomy lab at Baylor Scott & White, and clinical sites throughout Texas. The IRMNEC comprises state-of-the-art classrooms, clinical labs, and the Clinical Simulation Learning Center (CSLC). The CSLC is approximately 20,000 square feet and includes two large skills labs, a physical diagnosis lab, a standardized patient clinical space, and a simulation hospital. All labs and simulation centers are equipped with video cameras to record and evaluate student performance with professors and peers.

Facilities are inspected by the university's Physical Plant and safety departments regularly. Students are encouraged to report any repairs or potentially hazardous facility conditions.

Curriculum Overview (A3.11d,c,e)

Didactic Course Name	Credit Hours	Clinical Course Name	Credit Hours
Physician Assistant Profession	1	Clinical Prep	1
Clinical Reasoning I, II, III	3	Applied Research I, II	2
Human Anatomy I, II	6	Evidence-Based Medicine and Research	1
Human Physiology I, II	4	Humanities, Ethics, Altruism, Leadership I-IV	4
Patient Assessment and Counseling I, II, III	8	Internal Medicine Inpatient	5
Pharmacotherapeutics I, II, III	6	Internal Medicine Outpatient	5
Laboratory Medicine and Diagnostic Studies I, II, III	6	Obstetrics and Gynecology	5
Clinical Disease and Prevention I, II, III	20	Pediatrics	5
Mental Health	2	Emergency Medicine	5
Clinical Skills	2	Surgery	5
Total:	**58**	Behavioral & Mental Health	5
		Family Medicine	5
		Elective 1	4
		Elective 2	4
		Elective 3	4
		Graduation Preparation	2
		Total:	**62**

The Program delivers instruction through a combination of on-campus and off-campus learning experiences. On-campus activities may include lectures, small-group discussions, laboratory sessions, skills training, and assessments. Off-campus learning experiences may include clinical rotations, supervised practice experiences, and virtual learning components. The delivery method for each course or activity will be determined by the course objectives and may utilize lecture-based, laboratory-based, or hybrid formats.

Course Descriptions

The program publishes descriptions of each course in the UMHB Graduate Catalog. The university reserves the right to revise course descriptions from time to time.

Financial Aid

The procedure for applying for financial aid can be found in the UMHB Graduate Catalog. Additional information can be obtained from the UMHB Student Financial Aid Office.

Tuition (A3.11f)

Graduate — currently $1055 per semester hour (subject to change)

Other Required Fees

General Service — $60 per semester hour
Technology Fee — $25 per hour
Transportation Fee — $50 per semester
Enrollment Deposit - $500

Course Fee - Course Number	Course Name	Fee
PAMS 6320	Human Anatomy I	$100
PAMS 6321	Human Anatomy II	$100
PAMS 6325	Patient Assessment & Counseling I	$100
PAMS 6326	Patient Assessment & Counseling II	$100
PAMS 6327	Patient Assessment & Counseling III	$100
PAMS 6250	Clinical Skills	$100
Reasoning: *Each of the classes listed above has lab components requiring substantial supplies.*		

Administrative Withdrawal

The university reserves the right to withdraw a student from classes and the university if the student's account is delinquent or if such action is deemed in the best interest of the student and the university. Students who are administratively withdrawn are subject to the refund and withdrawal policies of the university.

Recorded grades for administratively withdrawn students will be I, W, WP, WF, NC, or F. The grade will depend on the time of withdrawal and the student's grade at that time or the circumstances causing the withdrawal. Depending on the circumstances of the withdrawal, an application may be required for readmission.

Participation of MSPA Students as Human Subjects

Students will practice various examination and treatment techniques in required labs and lecture courses. In order to provide students both a complete perspective on various therapies and the opportunity to learn specific skills, students are expected to practice certain techniques on one another. Any required participation in such exercises will be under the supervision of university faculty, instructors, or clinicians. It must be understood that this participation does not include genitalia and breast examinations. The students learn to examine and evaluate these anatomical areas using simulators and/or with professional patients. A student who is uncomfortable with any classroom or lab exercise should discuss his or her concern with the instructor or MSPA program director. See Appendix E, Acknowledgment of Student's Participation as Human Subjects, which all students are required to sign.

Participation in Clinical Rotations at Outside Facilities

To earn a degree, students must complete clinical rotations at one or more healthcare facilities not controlled by the university. While the program will use various outside facilities, many clinical rotations will be assigned at the Baylor Scott and White Health System's facilities.

Some facilities may not allow a student to participate in a clinical rotation on its premises if the student is not in good standing with that facility. For example, a facility may consider a student to be ineligible for a clinical rotation if the student is a former employee of the facility who did not leave employment in good standing or has been involved in an adversarial relationship with the facility as a patient, visitor, etc.

Students must be eligible to participate in clinical experiences at Baylor Scott & White facilities. The University does not anticipate arranging an alternate clinical assignment. Each student is responsible for ensuring that he or she will be able to complete the required clinical rotations. Students who doubt their eligibility to complete a clinical rotation at Baylor Scott and White Healthcare System's Texas facilities should confirm their eligibility as soon as possible. The university is not responsible for any student's delay in graduation or inability to complete clinical rotations due to decisions made by third-party facilities.

Student Advising (A2.05e)

Students will be assigned a faculty advisor prior to the first day of classes. Advisors will meet with their advisees at intervals determined by the program and as needed. Students may also choose to meet with their faculty advisors if they would like to discuss an issue at any time by appointment.

The purpose of the student advising program is to:

- Assist the student in effectively progressing through the professional curriculum
- Provide the student with resources to reinforce the requirements, expectations, and standards of the professional program
- Guide the student in meeting the curricular and co-curricular needs necessary for student progression and graduation
- Provide the student with resources regarding the profession

Student advisees are expected to:

- Be proactive in communicating with his/her advisor
- Schedule a meeting with his/her advisor as required by any academic alert, remediation plan, or academic warning
- Seek immediate assistance from his/her advisor if experiencing academic difficulties or any other issues
- Make and keep appointments to meet with his/her faculty advisor regarding academic ability and progress
- Actively participate in all advising meetings
- Follow through with any action items, due dates/deadlines

Faculty advisors are expected to:

- Meet with advisees as needed
- Meet more often with students who are experiencing academic or professional difficulties or when such meetings are included in terms of an academic alert, remediation plan, or academic warning
- Communicate necessary information and updates to advisees periodically
- Direct students to appropriate resources and assure timely receipt of services
- Guide advisees to help each student succeed in the program

Faculty as Student Health Care Providers (A3.06)

Any individual who is in any capacity as faculty (clinical, principal, lecturing, or otherwise on paid or unpaid status) must not act as a health care provider for the program students except in an emergency situation. Students are to be directed to their primary care provider, emergency department, or other health care provider.

Healthcare Insurance

All physician assistant students are **required** to have adequate health insurance coverage throughout enrollment in the program with no lapse in coverage. It is the responsibility of the student to adequately research the cost of insurance while in the program, as the university does not provide health insurance for students. Students must furnish evidence of having the insurance before enrollment and must provide documentation at the beginning of each academic year and any time upon request by the program or clinical site. Students are required to sign a statement indicating their understanding of maintaining personal health insurance at all times, and failure to do so may result in dismissal from the program

If a student becomes aware of a lapse, or potential lapse in their health insurance, they are required to notify the MSPA program director immediately. Noncompliance may result in interruption of clinical experiences, delay of graduation, and dismissal from the program. Information on resources to obtain insurance can be found on UMHB's Health Services webpage.

Student Professional Liability Insurance

The university provides student professional liability insurance at no additional cost to the student. The insurance will cover students during assigned clinical experiences as part of required academic coursework in both the pre-clinical and clinical phases. The insurance does not cover activities outside of enrollment or a course requirement, such as other volunteer or work activities.

Communication Policy

Each student is responsible for reading all materials distributed electronically to his/her UMHB student email address and Canvas notifications/announcements. These will be the principal means of communication regarding the program information. The university expects every student to read email and Canvas notifications on a frequent and consistent basis. A student's failure to receive and read university communications in a timely manner does not absolve that student from knowing and complying with the contents of such communications.

Professional Organization Membership

Each student must join and maintain membership in the American Academy of Physician Assistants, Texas Academy of Physician Assistants, and the MSPA program student chapter. The fees are included in the program cost, and the program facilitates membership enrollment.

Student Technology

All students must purchase a mobile cellular device of their choice and a properly working laptop. It is the student's responsibility to ensure their electronic devices are compliant with the program's required software. Students will be held financially responsible for any damage resulting from misuse or abuse of any university property or property leased by the program and issued to the student. Loaned technology must be returned to the program upon withdrawal, deceleration, or graduation.

Certification and Training

Students must complete and maintain current certifications in Basic Life Support (BLS) and Advanced Cardiovascular Life Support (ACLS) training. The MSPA program will offer training opportunities for students during the didactic year. In the event a student is unable to attend an offered training, they must schedule and pay for their own ACLS and BLS certification training through the American Heart Association or an approved AHA provider and present the certification card to the MSPA program within the prescribed timeline. Students must also complete HIPAA and Universal Precautions/bloodborne pathogens training. The program will provide training opportunities in an online delivery model, and each student is required to achieve a passing grade for each training. The student must complete the necessary training within the schedule determined by the program.

Vaccinations/Immunizations/Screening Requirements (A3.09a-b)

Vaccinations/Immunizations Requirements (A3.09a-b)

The University of Mary Hardin-Baylor (UMHB) complies with Texas state law and follows the Centers for Disease Control and Prevention (CDC) guidelines for age-appropriate immunizations recommended for healthcare providers. Accordingly, all MSPA students must provide documentation of required vaccinations or serologic immunity (titers) before program orientation.

Students are responsible for maintaining up-to-date immunization records and must submit verification:

1. Prior to participation in clinical components of the program and
2. As requested throughout enrollment.

Immunization records and titers, as applicable, will be collected and verified through **CastleBranch©** (https://mycb.castlebranch.com/).

Additionally, students who are **21 years of age or younger at the time of program orientation** must provide proof of MCV-4 (MENVEO) meningococcal vaccination directly to the UMHB Health Center (https://www.umhb.edu:2053/resources/health/umhb-health-requirements#1845). This vaccination must be completed at least 10 days before program orientation.

VACCINES & TITERS	DETAILS	REQUIREMENT
Flu Vaccine	1 dose of influenza vaccine before program orientation and annually thereafter during the current flu season	Required
Measles (rubeola), Mumps, Rubella (German Measles)	Proof of 2-dose MMR vaccination OR positive antibody titer	Required
Chicken Pox (Varicella)	Proof of 2-dose varicella vaccination OR positive antibody titer	Required
Tetanus/Diphtheria	Proof of Tdap within the last 10 years (Td or Tetanus not accepted). Renewals are required 10 years from Tdap administration.	Required

VACCINES & TITERS	DETAILS	REQUIREMENT
Hepatitis B	Step 1: Obtain a Hep B antibody titer or provide proof of positive Hep B antibody titer. If antibody titer is positive, no further vaccines are needed. If antibody titer is negative, proceed to steps 2 and 3. Step 2: Obtain a two-dose or three-dose Hepatitis B vaccination series. Step 3: Repeat antibody titer one to two months after completion of vaccine series.	Required
COVID-19	As of May 11, 2023, the federal COVID-19 Public Health Emergency declaration has ended, and UMHB's COVID-19 reporting protocols are no longer active. If you test positive for COVID-19, follow the latest CDC guidelines for isolation and vaccination access https://www.cdc.gov. Additionally, students enrolled in certain UMHB healthcare programs may be required by hospitals or other clinical facilities to be fully vaccinated against COVID-19 to participate in clinical rotations. If applicable, the UMHB program will provide students with further details.	Clinical Facility Dependent
Meningococcal (21 years of age or younger)	The State of Texas requires all first-time students and/or transfer students who are **21 years or younger** to receive a vaccination for Bacterial Meningitis. The vaccine must have been administered within five (5) years prior to enrollment in college or a booster (another shot) is required. Meningitis B (Trubemba/Bexsero) is recommended but not required by the State of Texas. More information will be provided to students upon admission. Texas students can request an exemption from getting immunizations. There are three conditions for exemption: 1. If a licensed physician determines that it is not safe for them to get a certain vaccine 2. If they are in the United States military (active duty) 3. If they have a religious or personal belief that goes against getting immunized (reasons of conscience). Please provide appropriate documentation to request the exemption for medical or military-related reasons. To request an affidavit for reasons of conscience, students must use the official Texas Department of State Health Services (DSHS) form. The DSHS form may be ordered electronically, please visit **CO Request** to request the form ahead of time, and it will be mailed to the student. The Texas DSHS form must be completed, notarized, and submitted to UMHB at least 10 days prior to the first day of the first semester of a student's attendance. This exemption will be good for 2 years. The student is responsible for submitting a	Required

VACCINES & TITERS	DETAILS	REQUIREMENT
	new affidavit before it expires if student continues to study at UMHB and is under the age of 22. More information about the meningitis vaccine and the importance of consulting a physician can be found **here** and also in the university's Student Handbook: https://www.umhb.edu/students/student-handbook	
Meningococcal (22 years of age or older)	For students 22 years of age or older, the UMHB Master of Science in Physician Assistant (MSPA) Program encourages adherence to CDC recommendations to protect individual health and well-being. However, the meningococcal vaccine is not required for enrollment or participation in the MSPA Program. Students with questions regarding their immunization status or the need for additional vaccinations should consult their healthcare provider.	Recommended
Polio Vaccine	According to CDC recommendations, most adults in the United States who were fully vaccinated against polio as children do not require additional doses. However, unvaccinated or only partially vaccinated adults may need a catch-up series. The UMHB MSPA Program encourages students to follow CDC recommendations to protect their health and well-being. However, the polio vaccine is not required for enrollment or participation in the MSPA Program. Students with questions regarding their immunization status or the need for additional vaccinations should consult their healthcare provider.	Recommended

This policy complies with Texas state law and adheres to CDC guidelines for age-appropriate immunizations recommended for healthcare providers.

Tuberculosis Screening: All students must complete tuberculosis (TB) screening within 60 days before starting clinical rotations. Acceptable TB tests include: A two-step Mantoux tuberculin skin test, serum QuantiFERON-TB test, or serum T-SPOT test.

Students may obtain testing through their preferred healthcare provider. However, the two-step TB skin test is available free of charge through the UMHB Health Services Center. Test results must be submitted through CastleBranch©.

If a TB screening result is positive upon admission or at any time during enrollment, the student must undergo further evaluation by a healthcare provider at their own expense. A medical clearance letter from the provider must confirm that all additional testing, including a chest X-ray, shows no evidence of active TB and that the student is cleared to return to campus and clinical sites. The provider's letter must be presented to the UMHB Health Center. In addition, the student must keep the UMHB Health Center informed of any follow-up care throughout the prescribed treatment plan. Additionally, if the student needs disability accommodations during the course of treatment period (including absences) or upon approved return to campus and clinical sites, it is the student's responsibility to contact the Student Disability Services office.

Affiliated Clinical Facility Requirements: Clinical facilities affiliated with the MSPA program may have specific health and immunization requirements, including COVID-19 vaccination, that students must meet before participating in patient care. As these requirements vary by facility and are subject to change, students will receive detailed information through course syllabi,

official student notices, and direct communications from the clinical facility as updates become available. The University cannot grant exemptions to affiliated clinical sites' health and safety policies.

The university assumes no responsibility for the required vaccinations' effectiveness, contraindications, or adverse effects. Always consult with your healthcare provider if you have questions about vaccinations.

Student Confidentiality of Records (A3.17, A3.18)

The Family Educational Rights and Privacy Act (FERPA) affords all students attending a postsecondary institution certain rights concerning their education records. The UMHB Graduate Catalog provides a detailed description of students' FERPA rights.

The MSPA program is required to provide certain information about a student's academic performance, including professional conduct, disciplinary action/warnings, and grades as a part of the student's application for a state medical license. The Texas application form is located at: http://www.tmb.state.tx.us/page/licensing-physician-assistants. Students who do not consent to the university's release of the required information will not be eligible for a state license.

It is the policy of UMHB to compile non-confidential information classified by law as "directory information." A student who desires that directory information not be released without their prior permission or consent may preclude such release by notifying the Registrar's Office. The release of additional information contained in a graduate's record will require written authorization from the individual. If a student does not wish for information, such as contact information, to be shared by the program with classmates, the student is responsible for submitting the request in writing to the MSPA program director.

MSPA students are not allowed to access the academic records or other confidential information of other students or faculty. All student information is available to university officials and faculty on a need-to-know basis.

Student Health Records (A3.18)

Student health records are confidential and will not be accessible to or reviewed by the program's principal or instructional faculty or staff except as allowed by ARC-PA standards.

- The program will maintain documentation of exposure incidents (i.e., needle stick/sharp reports).
- Vaccination verification, tuberculosis screening, and background checks will be maintained through CastleBranch© and accessible to the program.
- The program will maintain drug screening results via a certified drug-testing laboratory designated by the university.

Change of Name or Address

Students who change their local or home address after registration or change their name after enrollment are expected to notify the Registrar of this change immediately (registrar@umhb.edu or 254-295-4510).

A legal document, such as a marriage license, divorce decree allowing a name change, or a court document is required for any name change. Any communication mailed from the university to the name and address on record in the Registrar's Office will be considered to have been properly delivered. The student is responsible for the information contained therein.

Additionally, students are required to notify the MSPA program director immediately to maintain accurate records and student contact information.

Class Attendance (A3.01, A3.14a-b)

The University of Mary Hardin-Baylor expects regular and punctual attendance in class. Punctuality is deemed as important as attendance since tardiness is disruptive and distracting to both faculty and fellow students and is undesirable for personal and professional activities. Students arriving late to class assume responsibility for checking with the instructor to make sure they were marked tardy instead of absent. Because attendance is expected, students are responsible for all coursework and assignments missed. Students are required to abide by the attendance policy that pertains to each class, as indicated in the course syllabus.

Types of Absence

University Excused Absence: An absence due to participation in certain University-related activities may be designated as a University Excused Absence. If an absence is designated as a University Excused Absence, faculty will provide reasonable opportunity for students to make up work that is missed. If it is not feasible for the student to make up work, some allowance may be made in order that the student will not be overly penalized. The student must inform the instructor regarding a University Excused Absence in advance of that absence. This will allow a reasonable opportunity for the student to make up missed work. Depending on the policies of a course's academic college, department or program, University Excused Absences may count toward the total number of absences allowed in a course.

Students who miss class due to illness, the death of a family member, or other unavoidable circumstances may be granted an excused absence at the discretion of the course faculty. Students must notify the instructor as soon as possible regarding the absence. Faculty may request supporting documentation for non-medical absences (e.g., the death of a family member).

If an excused absence is approved, faculty will provide a reasonable opportunity to complete missed coursework when educationally appropriate and feasible. The availability, format, and timing of any make-up work are at the discretion of the course faculty.

It is the student's responsibility to communicate with the instructor upon returning to class to determine whether the absence has been approved as excused and to establish a plan for completing any approved make-up work

Unexcused Absences: Absences for reasons other than University Excused Absences or Excused Absences are Unexcused Absences. Students who miss class due to an unexcused absence may make up work only at the discretion of the instructor, as stated in the course syllabus.

Students are required to abide by the attendance policy that pertains to each class, as indicated in the course syllabus.

Didactic Attendance Expectations

Course attendance and punctuality are expected behaviors and contribute to determining readiness for clinical practice. Students are expected to arrive punctually and attend all special and regularly scheduled lectures, labs, and call-back days. Requirements for excused and unexcused absences are provided in each course syllabus. If a student must miss a class or lab due to illness, extenuating circumstances, or a pre-planned significant event, the student must notify the instructor before the start of class. The instructor may be notified through text, email, or voicemail. Notification via another student to notify the instructor is not acceptable professional behavior. For an absence greater than two days, the program director must be notified.

In all classes, laboratories, and other program-sponsored student activities, each student is responsible for all lectures, information, and course materials whether or not s/he is in attendance. Materials are the responsibility of the student, and it is not the responsibility of the instructor to provide individual lectures, copies of notes, recordings, or personal tutoring.

Throughout the didactic portion of the program, there will be instruction in various forms and at times that may be held outside of normal class times. This includes (but is not limited to) standardized patient experiences, grand rounds, guest lectures, early clinical experiences, healthcare facility visits, service-learning requirements, ACLS and BLS training, etc. Generally, these will be held between 8:00 a.m. to 5:00 p.m. In some situations (e.g. poor weather conditions) classes may need to be rescheduled to different times and/or days such as weekends; however, these should be infrequent occurrences.

Students should promptly contact the Student Disability Services office directly to request excused absences for serious medical conditions.

Students should promptly contact the Title IX office directly to request excused absences or other accommodations for pregnancy, childbirth or a related condition.

Students must be aware that the university is not obligated to provide accommodations for students with temporary illnesses or injuries, but the program will attempt to do so when feasible, in coordination with the Student Disability Services Office.

Students on clinical rotations should refer to the clinical manual for additional attendance expectations.

Vacation and Holidays

Please refer to the UMHB academic calendar for observed holidays during the pre-clinical phase. Official school holidays do not apply to students on SCPE. If the SCPE site is open and the preceptor is working during school holidays, attendance is required. Students are required to be at the clinical site at the same times as their preceptor, including holidays unless proper notification has been given to the MSPA clinical director.

The MSPA program director and clinical director may implement additional vacation/holidays depending on the MSPA program curriculum and the university holidays. Students on clinical rotations should refer to the clinical manual for additional attendance expectations.

Employment While Participating in the Program (A3.14i)

Enrollment in the program is a full-time commitment, and employment during the academic year is not recommended. If a student chooses to be employed while enrolled in the program, academic attendance, performance, and participation standards will not be altered in any way to accommodate employment. Students should be aware that the program will require evening or weekend classes, clinical experiences, and related activities.

Students as Administrative Staff, Clinical Staff or Instructional Faculty during Pre-Clinical and Clinical Experiences (A3.02, A3.03,

Students are neither required nor permitted to work for the program. The program will not utilize students in place of administrative staff, clinical staff, or instructional faculty during the pre-clinical or clinical phases of student training. Lectures, structured clinical experience, and overall instruction are the responsibility of the faculty and not students. This policy will be reviewed with all students, faculty, and clinical preceptors.

Students Providing or Soliciting Clinical Sites and Preceptors (A3.08)

Students are not required to provide or solicit clinical sites or preceptors. The MSPA program will coordinate all clinical sites and preceptors for program-required rotations. Coordinating clinical practice experiences involves identifying, contacting, and

evaluating sites and preceptors for suitability as a required or elective rotation experience. Students may make suggestions to principal faculty for sites and preceptors but are not required to do so. Student-suggested sites and preceptors will be reviewed, evaluated, and approved for educational suitability by the program.

Student Conduct Expectations

UMHB Student Code of Conduct is located in the UMHB Student Handbook

Professionalism is a term that encompasses interpersonal, behavioral, and academic/scholastic expectations. Students are expected to conduct all aspects of their lives with great intention, honor, respect, and integrity. This includes responsible actions towards themselves, others (fellow and future colleagues, faculty, staff, patients, and the university community), and the profession. Students are expected to conduct themselves professionally at all times, whether on or off campus.

Professional Appearance / Dress Code (A3.04)

The UMHB MSPA program follows the dress code guidelines outlined in the UMHB Student Handbook. Additionally, the MSPA program has specific rules regarding the student dress code, including this handbook and the MSPA Clinical Manual. Students must wear name tags at all times during the pre-clinical and clinical phases of training. UMHB MSPA students must be clearly identified in the clinical setting to distinguish them from physicians, medical students, and other health profession students and graduates. The name tag must be clearly written to include the student's name, the word student, and affiliation with UMHB. Students are required to dress in a manner that maintains the image of a professional physician assistant while on campus and in the clinical setting. Students must wear black or gray scrub sets or program shirts, scrub bottoms, and closed-toe shoes during the pre-clinical coursework. Faculty may specify that students dress in professional attire for special occasions, such as guest speakers, invited guests, interaction with patients on campus, and OSCEs. In these instances, students will be expected to wear business attire with a clean, pressed white coat.

Gross Anatomy Lab: Students are expected to wear appropriate clothing during lab times, including long pants, close-toed shoes, and lab provided personal protection equipment . Additional safety attire will be required at specific times, including an apron, goggles, and gloves. Dress code specifics will be outlined in the syllabus and reinforced by the instructor.

Patient Assessment and Counseling I, II, III Lab: Students are expected to be prepared for every lab session, including being adequately dressed for lab activities. Males and females must wear loose-fitting gym shorts and a short-sleeved shirt during lab times. Female students will wear sports bras to expose the spine and shoulder for observation, palpation, etc. Socks and athletic-type shoes are required. Lab attire should not be worn outside of the lab area. Students should obtain more than one set of lab clothes to ensure that one set is clean and readily available on campus at all times. Individual lab instructors may have additional requirements for lab attire during specific lab or classroom activities. Scrubs may be worn over lab attire.

Failure to wear a name tag or dress appropriately may result in an academic alert. MSPA faculty reserve the right to make further guidelines and rules for specific experiences.

Classroom Etiquette

Please be considerate of classmates by not coming in late, leaving early, or allowing cell phones to ring during class. While in the classroom, please act respectfully towards classmates and the professor by focusing on the lecture or task at hand. If a student wants to chat, read, surf the Internet, text message, or nap, they must do it somewhere else. Instructors reserve the right to ask anyone who is disruptive to leave.

The student must adhere to professional standards for behavior when communicating with faculty, staff, and fellow students

in the classroom:

- Address the faculty member by title: “Professor” or “Doctor” in all school-related activities both on and off-campus
- Address the staff member with their appropriate pronoun: “Mrs.” or “Mr.”
- Be respectful in all communications with everyone
- Arrive on time (or preferably early). Students who arrive late must ask permission to enter the classroom. Faculty have the right to refuse entrance until classes break to avoid disruption
- Students may eat or drink in class at the discretion of the instructor
- Students may not bring in guests, pets, or children to the classroom

Use of Personal Technology

Using personal technology devices for anything other than academic purposes in the classroom, lab, or clinical setting during instructional or patient care time is prohibited. Students must refrain from using cell phones, tablets, laptops, and similar devices for non-educational purposes (i.e., messaging, games, email, web browsing, streaming) during class and clinical time. A faculty member may instruct the student to put the device away or direct the student to leave the classroom or clinical area. The faculty member may choose the action deemed most appropriate for the situation. Failure to exhibit classroom etiquette may result in a professional citation and a course grade decrease.

Student use of electronic devices in the classroom is at the discretion of the faculty unless granted as a disability accommodation.

If a student expects an emergency phone call, the student must notify the faculty member before the beginning of class or clinical time. The student must step outside of the room before answering an emergency phone call or wait until a more appropriate time to return the call.

Recording, Use of Course Materials, and Photographs

Recording or causing to be recorded by audio, photograph, video, or other technology, the voice or image of a member of the university’s governing board, an administrator, faculty member, staff employee, or another student without first obtaining the recorded person’s expressed, written permission is not permitted by any student at UMHB unless the student has UMHB-approved disability accommodations that specifically allow recording of instructional lectures.

Students may not copy or redistribute lecture materials without the express written permission of the course instructor. Violation of these policies may result in disciplinary action.

Social Media Policy

Students should refer to the UMHB Student Handbook policy on the use of social media.

Students in the program are expected to exercise discretion when using social media and to respect the professional reputations of students, faculty, and the program. Students are not permitted to post any course-related materials on any public website or social media or send such materials to another person within or outside the MSPA program (e.g., students in the same or different cohort, clinical instructors, friends). Course materials include, but are not limited to, photos/videos of instructor lectures or demonstrations; photos/videos of faculty, students, volunteers, or others during any learning activity; photographs/videos of the anatomy laboratory or specimens, homework assignments, quizzes, or examinations; and any materials related to research projects. Discussion of tests and other course assessment techniques through these types of venues is also prohibited. Students who violate academic integrity standards through social media will be subject to appropriate sanctions under the UMHB Academic Integrity policy.

Children in the Classroom or Clinical Settings

One of the advantages employees and students have at UMHB is the family atmosphere created by the small size of the UMHB classes and the value placed on people in our learning community. The value placed on people also makes it necessary for the university to provide employees and students with a comfortable, safe, and non-distracting work or study environment.

Students should not bring children into the classroom or clinical settings. Occasional needs or emergencies should be discussed with students' instructors. This policy is designed to be people-sensitive both in emergencies and in the day-to-day function of the university.

Student Use of Classroom/Lab Space and Equipment

IRMNEC is routinely open Monday through Friday from 7:30 a.m. to 5:30 p.m. Students may use designated PA classrooms and laboratory spaces for study and practice during these hours when classes are not in session. Students are also provided 24/7 badge access to IRMNEC and designated MSPA laboratory areas when the building is closed.

Students have access to program equipment and instructional resources for educational purposes. Equipment may only be used after receiving instruction from a faculty member. Students are responsible for returning all equipment to its designated storage location, cleaning the area before leaving, and leaving classrooms and laboratories in a clean and orderly condition for the next group of students. Faculty will provide specific instructions regarding the arrangement of chairs, tables, stools, equipment, and other classroom or laboratory materials.

University and department equipment, supplies, and learning models may not be removed without written permission from a faculty member. Any equipment or models checked out by a student must be returned by the designated deadline and in the same condition. Students are financially responsible for the replacement or repair of lost or damaged equipment.

Food and beverages are permitted in classrooms. Students are expected to be considerate of others by avoiding foods with strong odors or excessive noise that may disrupt the learning environment. Food, beverages, and chewing gum are prohibited in all clinical and laboratory settings.

Students must observe all posted signs and comply with all safety requirements in classrooms, laboratories, and clinical settings, including signage related to chemicals, radiation, and other hazards.

Access to the gross anatomy laboratory requires authorization from the University and Baylor Scott and White. No unauthorized visitors are permitted. Faculty, students, and laboratory assistants may not grant access to unauthorized individuals, including, but not limited to, high school students, undergraduate students, graduate students from other programs, relatives, or friends.

Students are not permitted to enter faculty offices or faculty-designated work areas unless a faculty member is present.

Drug and Alcohol Use Policy

The university is committed to the spiritual, mental, social, and emotional development of students and believes that growth in these areas is greatly impaired by mind-altering substances. Education and learning are especially impaired by alcohol abuse and other drug use. It is the goal of the university to provide an alcohol and drug-free environment in which to live, work, and learn, to discourage the use of alcohol and drugs, and to promote sobriety. The UMHB community cares deeply

about the health and safety of our students. Furthermore, UMHB recognizes the heightened dangers associated with alcohol and drug use. The consequences of life choices and decisions that students make extend far beyond the college experience. The university's drug and alcohol policy for students is located in the UMHB Student Handbook. Additionally, the Mayborn College of Health Sciences Drug and Alcohol policy is found in Canvas.

Policy Regarding Use and Possession of Tobacco Products and E-Cigarettes/Vapors

The University of Mary Hardin-Baylor is dedicated to supporting the health and well-being of its students and employees and strongly encourages them to abstain from the use of cigarettes and other tobacco products, in accordance with the Surgeon General's health warnings. Therefore, students who smoke or use other tobacco products or electronic cigarettes (E-Cigarettes and Vapors) are strongly encouraged to seek education, support and assistance in smoking/tobacco use cessation from healthcare providers and community resources (i.e. American Cancer Society).

USE: The use of cigarettes and other tobacco products, the use of electronic cigarettes (E-Cigarettes), and the use of vapors ('vaping') is strictly prohibited:

- inside or within 50 feet of any university-owned or controlled building or residences
- while operating or riding in university-owned or leased vehicles (including carts and mowers)
- in any other area designated by the university as tobacco or smoke-free by any person younger than age 21, as provided by Texas law.

The University's Policy Regarding Use and Possession of Tobacco Products and E-Cigarettes/Vapors is in the UMHB Student Handbook. **Failure to adhere to this policy may result in disciplinary action, up to expulsion from the university.**

Student Services Addressing Personal Issues Policy (A3.06-A3.07)

UMHB provides a wide array of services to ensure students' satisfactory progress within the program is not obstructed. These services include counseling, disability services, health services, financial aid, and spiritual counseling. Many of these services are provided as part of the cost of attendance at UMHB. Students are encouraged to utilize these services or other off-campus resources that fit their needs. Costs related to services required off-campus are the financial responsibility of the individual student. More detailed information regarding on-campus services and each service's contact information can be found in Appendix F. Students are encouraged to establish care with a provider in the area for routine care, use urgent care sites for urgent needs, and call 911 to seek emergency medical attention.

If a student requires assistance because of an immediate crisis or life-threatening situation, they should immediately call 911 and, if time allows, contact the UMHB Police Department at (254) 295-5555. If a student observes anyone harming, attempting to harm, or stating intent to harm himself, herself, or another person, the student should report the matter immediately to the UMHB Police Department (254-295-5555) and then to the Dean of Students (254-295-4496). The student of concern will be referred to the Dean of Students, where an individual risk assessment will be performed.

Students will be assigned a faculty mentor upon matriculation who will act as their official student advisor. The faculty advisors, including the principal faculty, program director, and medical director, are available to direct students to appropriate resources and assure timely receipt of services. Faculty members are expected to respond to student concerns within 24 hours. While prohibited from participating as health care providers for students in the program, except in an emergency, program personnel are available to assist students in accessing university services. Student academic records will be maintained in the student file, while student health information that includes a referral to a campus resource will be maintained by the office/department in which the student is being referred to ensure that student health records are confidential and not accessible to or reviewed by the program, principal or instructional faculty, or staff.

Available Drug or Alcohol Counseling and Rehabilitation Services

UMHB Student Counseling Services offer confidential and anonymous referral information regarding community substance abuse resources. UMHB Student Counseling Services' Alcohol and Drug Education Program provides a variety of educational programs related to college students and the use of alcohol or other drugs. Printed information and confidential educational consultations are available to students to assist with alcohol and other drug-related questions or concerns. Call (254) 295-4696 or go to the UMHB Student Services office (8 a.m. to 5 p.m. weekdays) in the Mabee Student Success Center to obtain information, request assistance, or schedule an appointment. For more information, click here.

Academic Standards (A3.14a)

Credit Hour

A semester credit hour is a unit by which an institution measures its coursework. The value of a semester credit hour can be determined by time, the educational experience, and outside preparation by the student. The following constitutes the definition of a semester credit hour for various modes of instruction offered at UMHB:

- At least fifteen (15) contact hours, as well as a minimum of thirty (30) hours of student homework, are required for each semester credit hour.
- Laboratory courses, with little outside work, require a minimum of forty-five (45) contact hours. If moderate outside work is required, thirty (30) contact hours are required.
- Internships, clinical, and field experiences require a minimum of forty-five (45) clock hours for each semester credit hour.

Syllabi for every course will contain the appropriate definition of a semester credit hour from the list above. Each course will follow this definition.

Course Numbers

The first digit in the numbering system denotes the course level (5 & 6 Masters, 7 Doctoral). The second digit denotes the number of semester hours the course carries. The third and fourth digits are departmental numbers.

Grading System

Grade	Range	Interpretation of Grades
A	90-100	Excellent
B	80-89	Average
C	70-79	Below Average
F	< 70	Failing
I*		Incomplete
IP*		In Progress
P*		Pass
CR*		Credit
NC*		No Credit
S*		Satisfactory
U*		Unsatisfactory
AU*		Audit
W*		Withdrawal
WP*		Withdrawal Passing
WQ**		Withdrawal Failing
NG*		No Grade Submitted

*Not counted in computing GPA
**Counted in computing GPA for the semester in which the course was taken AND for computing overall GPA.

The grading policy for this course is consistent with the standards set forth in the UMHB Graduate Catalog. The final letter grade for the course will be determined based on the grading scale outlined below. Final course grades will be rounded up to the next whole letter grade only if the numerical average is within 0.05 points of the higher grade.

MyCampus
The online portal for courses, grades, registration, and finances can be accessed here.

Academic Progression (A3.14b)
The purpose of this policy is to provide clear expectations on requirements related to academic performance and progression. It is the intent of the program to fairly evaluate the progress of our student's attainment of didactic and clinical competencies and to promote successful academic advancement through remediation collaboratively.

The MSPA Program adheres to the definitions of Academic Standing for graduate programs at UMHB (see Graduate Catalog) The Program has additional requirements for program academic standing.

The MSPA curriculum is delivered in a sequential pattern. All courses in each semester are prerequisites for the following semester courses and continued enrollment. If a student is granted a leave of absence, they will be required to complete all coursework within four years from their original program start date. A cumulative grade point average (GPA) of 3.00 or above, is required of all graduate students enrolled at the University of Mary Hardin-Baylor. Students with a cumulative GPA of less than 3.00 will be placed on academic probation.

Demonstration of competency is required for the student to progress in the program.

Good Standing
At the end of each semester, the Student Promotions committee designates each student's academic standing in the program. Students in good standing with the program demonstrate satisfactory progression in achieving competencies and demonstrate professionalism commensurate with their stage of education. Satisfactory progression and professionalism can be further defined as:

- Cumulative GPA of 3.0 or higher
- Absence of serious and/or multiple academic warnings or academic alerts
- Absence of serious and/or multiple remediation plans

Academic Probation
A student with a semester and/or cumulative GPA of less than 3.00 will be placed on academic probation. Any MSPA student placed on academic probation will be required to meet with the faculty advisor and MSPA program director to develop a remediation plan. During the subsequent semester, a student must achieve a cumulative GPA of 3.00 or better to be removed from academic probation. Two terms of enrollment with a cumulative GPA of less than 3.00 will result in dismissal from the program.

The following will be required for the student to be removed from academic probation to a good standing status:

- Cumulative and semester GPA of 3.0 and above

Academic Alerts

Written academic alerts may be given to the student at any point during the student's enrollment. Academic Alerts are provided to support and assist students in academic success when his/her academic performance in one or more areas requires attention. Outcomes and specific action steps are included in the Academic Alert.

Academic Warning

Written academic warnings may be given to a student at any point during the student's enrollment. Reasons for academic warnings include , but are not limited to, academic probation, the elevation of academic alert, failure to comply with a remediation plan, and/or violation of program policies or procedures. Outcomes and specific action steps are included in the Academic Warning.

Remediation and Deceleration Policy (A3.14c,d)

Student Remediation

Individualized Remediation Plans are created to specifically address areas where a student needs improvement to attain, maintain, or re-attain good academic standing in the Program.

Students can be placed on an individualized remediation plan during a semester or following a semester of low performance (whether or not the low performance resulted in academic probation).

Remediation referrals may be based on, but are not limited to, one or more of the following:

- Didactic Examination Score <70%
- Practical Examination Score <70%
- Observed Structured Clinical Examination (OSCE) Score <80%
- Clinical Skills Exam <80%
- Professional Performance Evaluation
- Other

Students will be recommended for individualized remediation for a variety of reasons, including but not limited to unsatisfactory grades, professional performance issues, academic alerts, academic warnings, or academic probation. The individualized remediation plan may be recommended by a faculty member, the Student Promotions Committee, MSPA program director, academic director, or clinical director. The MSPA program director, academic director, and/or clinical director will approve the individualized remediation plan. Once approved, the MSPA program director, academic director, or clinical director will either oversee the remediation plan or assign it to a course director, advisor, or other appropriate faculty. The outcomes will be documented and assessed with either the MSPA program director, academic director, or clinical director to ascertain if the student successfully completed the remediation plan.
Remediation Plans may include, but are not limited to, one or more of the following:

See Appendix K for the Didactic Remediation Plan Form.

A copy of a Didactic Remediation Plan, including efforts and outcomes, will be kept with the student's academic education record.

Deceleration

Deceleration is a mechanism for allowing students in the MSPA program an opportunity to complete the 28-month curriculum through the required repetition of a portion of the curriculum due to a student's inability to meet the requirements of the program. Students must be in good academic standing to qualify.

The MSPA Student Promotions Committee, in collaboration with the Program Director and Dean of Health Professions, will evaluate if a student should be offered an opportunity to decelerate in the program. Deceleration may only be granted to a student in extenuating circumstances. If granted, the student may be required to audit all courses full-time leading up to the student's deceleration. Deceleration may also occur through repeating Supervised Clinical Practice Experiences. Decelerated students must still complete the MSPA program within the maximum time of 4 years.

Academic Integrity

As an institution committed to the Christian values of honesty and integrity, the University of Mary Hardin-Baylor expects all members of the learning community to commit themselves to high standards of academic integrity. Academic integrity is vital not only as we live out our Christian calling but also for our students' success in their future vocations. To that end, students are expected to take responsibility for all the work they produce at the university and to ensure that it meets the university's standards for academic integrity.

The entire academic integrity policy, which includes information on academic dishonesty violations, can be found in the UMHB Graduate Catalog

The application of the university's Academic Integrity policy is strictly a matter between the student and the university. A faculty member, administrator, or committee has no obligation to permit a student to be accompanied by a parent or other advisor during any part of the process.

Withdrawal, Leave of Absence, Dismissal, and Readmission (A3.14c,f)

Withdrawal

Withdrawal from the program has significant consequences. A student may request a withdrawal from the program at any time. In addition, the program reserves the right to require the withdrawal of a student at any time it is deemed necessary to safeguard the standards of orderly operation, scholarship, and conduct. Students may not withdraw from individual courses or clinical experiences in the program curriculum but must withdraw from the entire program. A grade of W, WP, or WF will be posted to the student's transcript for all courses within the withdrawal semester.

See the UMHB Graduate Catalog for more information on withdrawing.

Leave of Absence

Under extenuating circumstances, a leave of absence may be granted to a student in good academic standing with the program at the sole discretion of the university. Students should understand that a leave of absence will likely delay progression through or graduation from the program. If approved, a leave of absence will typically be granted for a maximum of 12 months.

If a student wishes to request a leave of absence as a medical/disability accommodation, s/he must contact the Student Disability Services Office. If a student wishes to request a leave of absence for pregnancy, childbirth or a related condition, she must contact the Title IX Office. In these situations, the office of origin will evaluate, and if applicable, coordinate the leave with the MSPA program director.

If a student wishes to request a leave of absence for any other reason, they must submit the request in writing to the MSPA program director. Requests should be submitted within 30 days prior to the requested leave or as soon as practical. The university does not guarantee that the student's place in the cohort will be available upon return to the program, if return is granted.

The MSPA program director, in consultation with the Dean of the School of Health Professions and other appropriate faculty/staff, will review the request and notify the student in writing of the decision as soon as possible, typically within two weeks of the request. All university policies regarding withdrawal, grades, and refunds will apply.

A student preparing to return from a leave of absence must request reinstatement in writing to the office where the request was initially made (Disability Services, Title IX, or MSPA program director) as soon as it is practical. If the student is otherwise qualified to be reinstated to the Program , the program director, in consultation with the Student Promotions Committee, will make an academic determination whether the student should re-enter the program at the point when the leave of absence began, at some other appropriate point, or whether the student must submit a program readmission application and enter the program at the beginning. The program director's decision shall be made based on the length of the absence, the student's academic performance before the absence, the point in the program at which the absence began, and any other relevant academic criteria.

If a student who takes leave either (1) did not request a leave of absence as outlined in this policy or (2) elected to take leave although the leave request was denied, the student would be required to reapply for program admission.

Dismissal

Students may be dismissed from the program for academic or non-academic reasons, which may include but are not limited to:

- Failure to meet post-acceptance requirements as specified in the admissions policy and offer of the acceptance letter
- Two terms of enrollment with a semester or cumulative GPA of less than 3.00
- Failure of a didactic course
- Failure of two supervised clinical practice experiences
- Violations of the university's Academic Integrity Policy
- Academic performance that does not meet program standards, including professional behaviors and technical standards
- Failure to follow the program's policy regarding drugs and alcohol

The Student Promotions Committee may also recommend dismissal from the MSPA program to the MSPA program director when a student fails to comply with a remediation plan.

Reasons for non-academic dismissal include, but are not limited to, student misconduct. The policies, expectations, and procedures which apply to matters of student conduct are contained in the UMHB Student Handbook.

Students will be notified in writing by the MSPA program director of their dismissal, and a copy will become part of the student's education record.

Students may appeal program dismissal for academic reasons by following the Academic Appeal Process Located at Academic Appeal process and form can be found here.

Readmission to the Program

A student returning from an approved leave of absence is generally not required to reapply for admission.

A student dismissed from the MSPA program due to academic probation or failure of one MSPA didactic course may apply to be considered for readmission to the program.

A student dismissed from the MSPA program for the failure of more than one MSPA didactic course or failure of two or more supervised clinical practice experience is not eligible to apply for readmission to the program. The university may declare a student ineligible for readmission to the MSPA program after dismissal for a serious violation of program or university policy, including student misconduct as described in the UMHB Student Handbook.

Applying for readmission does not guarantee that a former student will be re-admitted. To apply for readmission consideration, a former student must reapply to the MSPA program through CASPA. The former student must also submit a letter to the MSPA program director that includes a self-assessment of why he/she did not successfully complete the course(s), a description of how he/she has or will prepare for re-entering the program, including remediation, and why the former student believes he/she will be successful when completing the course(s) for a second time. The Admissions Committee is responsible for reviewing a former student's readmission request and making recommendations to the Program Director. The Program Director will notify the former student of his/her decision regarding student readmission to the program.

Graduation Requirements Policy (A3.14b,g,h)

Students who have satisfactorily completed all academic requirements listed below and who have been recommended by the MSPA program director for graduation may be awarded the Master of Science in Physician Assistant.
The following are requirements for graduation from the UMHB MSPA program:

- Overall GPA of 3.0
- Successful completion of all 120 credit hours
- Attain a passing score on the Summative Evaluation
- Adhere to all behavioral, ethical, and procedural requirements outlined in the MSPA Student Handbook and MSPA Clinical Manual
- Completion of the program within four years from the original program start date
- Settle all financial accounts with the university
- Pay all graduation fees and complete all graduation clearance requirements as instructed by the Office of the Registrar

Post-Graduation Requirements

Forwarding Address

Students are expected to leave a forwarding address with the UMHB Post Office when withdrawing or graduating. Address/name changes (documentation required for all name changes) after graduation should be completed through the UMHB Alumni Office.

Post-Graduation Physician Assistant Certification and Licensure

To become a certified PA (PA-C), one must pass the Physician Assistant National Certifying Exam (PANCE). In addition, students must obtain state medical board registration/licensure.

A graduate may not begin working as a Physician Assistant in most states until they have successfully passed the Physician Assistant National Certifying Examination AND have been licensed/registered by the state in which they practice. There may be exceptions for certain state licensures or for federal employment, such as the military.

Failure to complete all necessary steps may constitute practicing medicine without a medical license. Upon graduation, students are responsible for obtaining all required licenses and certifications. UMHB is not responsible for registration, certification, or licensing; the student is solely responsible for all such requirements and verifying they have the proper authorizations to practice medicine.

Student Grievances Policies (A3.14g,h)
Academic Appeal Process

The academic appeal process is published and readily available to students prior to and upon matriculation. The Academic Appeal process and form can be found here.

Reporting Discrimination (including harassment) to University Authorities (A3.14g)
Any student who has experienced or observed unwelcome conduct which may constitute illegal discrimination or sexual harassment is encouraged to report the matter. Students are encouraged to report such behavior before it becomes severe or pervasive. The university can take appropriate steps to prevent the situation from creating an environment that is hostile to education.

Some examples of matters, which are appropriate to report and file a complaint within this section include:

- A complaint of sex discrimination or sexual / gender harassment carried out by university employees, other students, or third parties
- A complaint of gender inequity in any program of the university
- A complaint of discrimination based on a disability or handicap
- A complaint of any violation of the university's policy against discrimination or harassment

Information is readily accessible prior to and upon matriculation:

- In the Notice of Non-Discriminatory Policy located in this handbook
- On the university's Title IX webpage.
- In the university's Student Handbook.
- On the university's online REPORT IT website

Reporting Allegations of Student Mistreatment to University Authorities (A3.14g)
The Physician Assistant Program does not have a separate and distinct policy for processing Physician Assistant student grievances or allegations of student mistreatment or harassment. The program follows and complies with university-wide policies and procedures for processing student grievances and allegations of student mistreatment or harassment.

For Physician Assistant Program students needing to file a grievance related to allegations of student mistreatment (such as discrimination, sexual harassment, unprofessional relationships, abuse of authority, and abusive and/or intimidating behavior), please refer to the Report It link on the website. Students may select their concern, and it will direct them to the appropriate resource for reporting. Concerns should be reported in the applicable incident category or in the "student complaints not otherwise specified section" of REPORT IT.

If a student believes that he/she is experiencing unlawful discrimination or harassment at a clinical site, he/she should immediately report such concerns to UMHB to the University's Title IX Coordinator and Non-Discrimination Compliance Officer, or through the university's published reporting system, as outlined in this Handbook, in the UMHB Student Handbook and REPORT It website.

Professional Behaviors

Professionalism is the conduct or qualities that characterize a profession or a professional person. Students in the MSPA program must learn the professional behaviors that are required to be a competent and caring practitioner, in addition to academic knowledge and psychomotor skills. The professional behaviors development process begins upon matriculation into the MSPA program, continues through graduation, and provides the foundation for exemplary career professionalism. Examples of expected professional behaviors for students include, but are not limited to, integrity, accountability, respectful consideration for others, punctuality, active participation in educational activities, personal and academic preparedness, contributing to a positive environment within and outside of the classroom, and professional appearance.

Professionalism is one of the elements of academic performance that faculty and preceptors will be evaluating. Students must exhibit professional conduct at all times. Students will be assessed and graded on their professionalism during the pre-clinical and clinical curriculum.

Testing Protocols, Assignments, and Evaluation Expectations

Written Exams

Exams will be administered either in written or electronic format at the scheduled time, as indicated on the student calendar. No personal belongings (i.e., brimmed hats, bookbags, handbags, books, notes, study materials, calculators, watches of any kind, electronic paging devices, recording or filming devices, radios, cellular phones, outerwear, or food and beverages) are allowed in the testing room. When multiple classrooms are available for use, students could be asked to store their backpacks containing personal items in a separate room for the duration of the exam. When only one classroom is available for use, students will be asked to place their backpacks containing their personal items at the back of the room for the duration of the exam.

Permitted items at the student's testing station include the student's laptop/tablet for taking the exam and any comfort items consistent with Pearson Vue testing center protocols (https://www.pearsonvue.com/us/en/test-takers/accommodations/comfort-aid-list.html). Non-electronic headphones (i.e., foam), tissues, and cough drops (unwrapped in a plastic bag) are all acceptable to have at the student's testing station. Students may wear a coat or jacket during the exam, but it must remain zipped at all times. Additionally, students will be provided with a whiteboard, marker, and eraser if desired by the professor.

Students are expected to be seated in the testing room at least five minutes before the exam start time, with their laptop/tablet turned on and the exam downloaded. Students may not leave the room until they have completed the exam and showed the proctor proof of completion (ex: green confirmation screen on ExamSoft). Exams with scheduled breaks (e.g., Physician Assistant Education Association End of Rotation examinations) may leave the room after completing a designated section of the exam. Students who have completed the exam may not re-enter the exam room until all classmates have completed the exam and exited the room.

Missed exams must be approved by the individual course director and are subject to penalties. Information regarding missed exams and assignments is in the individual course syllabus.

Skills, OSCEs, and Lab Exams

Students may not bring any items into the exam prep area except those items approved by the course instructor. Cellular devices and smart technology (e.g., smart watches) are not allowed and may not be carried in pockets. Students must be prepared with all equipment necessary and dress according to the skills, OSCE, or lab exam requirements.

Assignments other than Tests

Late assignments must be approved by the individual course director and are subject to penalties.

Programmatic Evaluations (C1.01, C1.02)

During the program, students will be expected to complete various programmatic evaluations including, but not limited to:

- Course Evaluation
- Instructor Evaluation
- Program Evaluation
- Student Evaluation of Clinical Sites and Preceptors

The program expects students to complete these forms as requested by program faculty and staff. These evaluations are an essential part of improving the quality of the program. The program values student feedback.

PROGRAM CLINICAL POLICIES

In addition to the program policies and student expectations contained in this handbook, the program has developed and published specific rules and policies regarding the clinical education component of the program in the MSPA Clinical Manual. Students are responsible for complying with all policies, rules, and procedures in the MSPA Clinical Manual.

Prerequisites for Participation in Clinical Education (A3.09a-b)

1. MANDATORY PRE-PLACEMENT TRAINING: Students are required to successfully complete training on universal precautions, bloodborne pathogens, and patient confidentiality/HIPAA regulations prior to matriculation. Students who do not complete the required training will not be eligible to attend their clinical experience.
2. SPECIFIC SITE REQUIREMENTS: Various clinical facilities affiliated with the MSPA program may have additional specific requirements which must be met before students are permitted to care for clients within the given facility.
3. REQUIRED DOCUMENTATION:

Criminal Background Check	Completed before the entrance to the program, prior to 1st SCPE, and any site-specific requirements.
Drug Testing	At a minimum, completed prior to 1st SCPE and any site-specific requirements. See Mayborn College of Heath Sciences Drug and Alcohol policy for more details, located in Canvas.
Basic Life Support (BLS) Certification	Provided by program: Must be current throughout clinical rotations. See MSPA Clinical Manual for more details.
Advanced Cardiac Life Support (ACLS) Certification	Provided by program: Must be current throughout clinical rotations. See Clinical Manual for more details.
Patient Confidentiality (HIPAA) Training	Provided by the program. Completed prior to matriculation and any site-specific requirements.
Blood-Borne Pathogens Training	Provided by the program. Completed prior to matriculation and any site-specific requirements. See the Safety, Security, and Health section of this handbook for more details.
Proof of Health Insurance	Must be current and valid throughout a student's enrollment in the program. See Appendix H for more details.
TB Screening	Two-step TB test, QuantiFERON, or T-SPOT test completed prior to starting 1st SCPE according to timeline determined by program.
Immunization/Vaccinations Required & Documented Appropriately	Must be up to date and submitted through CastleBranch©. See Appendix G for more details.

NOTE: If a clinical facility has other specific requirements regarding background, health/wellness and immunizations, the student will be provided with that information by the Program and is responsible for being in full compliance with those requirements.

SAFETY, SECURITY, AND HEALTH (A1.02E)

Annual Security and Fire Safety (Clery Report)

In compliance with federal reporting requirements contained in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the University of Mary Hardin-Baylor Police Department publishes an Annual Security and Fire Safety Report. This report includes statistics for the previous three years concerning reported crimes and fires that occurred on campus in certain off-campus buildings or property owned or controlled by UMHB and on public property within, or immediately adjacent to and accessible from the campus. This report also includes UMHB's policies concerning campus security and fire safety.

Each year, an e-mail notification that provides the website containing this report is sent to the UMHB email address of all current students, faculty, and staff. Additionally, all prospective students and prospective employees are entitled to request a copy of the University of Mary Hardin-Baylor Annual Security and Fire Safety Report. Printed copies of the report may also be obtained at the University Police Department located in suite 107 of the Mabee Student Success Center, by calling (254) 295-5555, by emailing police@umhb.edu, or by writing to:

UMHB Police Department
UMHB Box 8350
900 College
Belton, Texas 76513

Daily Crime and Fire Log

The University Police Department maintains a combined Daily Crime and Fire Log. This log provides limited information pertaining to all crime and fire incidents reported to the Department. The University Police publishes the Daily Crime and Fire Log, Monday – Friday, when the University is open. This log is available for inspection at the UMHB Police Department located at 905 Moore Ave, Belton, Texas.

Alcohol and Other Dangerous Drugs Biennial Report

The university publishes an Alcohol and Other Dangerous Drugs Biennial Report. The purpose of this report is to comply with the Drug-Free Schools and Campuses Regulation (EDGAR Part 86). Institutions of Higher Education (IHE) receiving federal funds or financial assistance are required to maintain programs which prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. To comply with this regulation, IHE, such as the University of Mary Hardin-Baylor, are required to complete biennial reviews of their Alcohol and Other Drug (AOD) program to determine effectiveness and consistency of enforcement of sanctions, along with the number of alcohol and drug violations.

For a printed copy of either report, please contact the UMHB Police Department at (254) 295-5555, or visit in person at 905 Moore Avenue, Belton, Texas, 76513.

Sexual Assault or Sexual Violence

The University strives to create a campus environment that is free from sexual violence, sexual assault, sexual harassment, or gender-based harassment, all of which are prohibited by university policy and by federal law. Detailed information about reporting crimes, sex offenses, or violations of the university's policies can be found in the Student

Handbook, the university's Title IX webpage and UMHB's Annual Security and Fire Safety Report In accordance with state law, the university also has an anonymous reporting portal on its homepage at https://www.umhb.edu/.

University Police

The University of Mary Hardin-Baylor Police Department operates under the authority given to private universities in section 51.212 of the Texas Education Code and section 2.12 of the Texas Code of Criminal Procedures. The University of Mary Hardin-Baylor Police Department functions as an organized police department within the State of Texas.

As part of the Campus Planning and Support Services Division, the department employs both full-time and part-time police officers. Each UMHB police officer is licensed and certified by the Texas Commission on Law Enforcement. Each of our officers is vested with all rights, powers, and privileges associated with the position of Peace Officer in the State of Texas and has arrest authority. In addition, UMHB officers are authorized to take enforcement action on property owned or controlled by the university and at off-campus locations when performing duties assigned by the University.

The UMHB Police Department is staffed 24 hours a day, 365 days a year. The UMHB Police Department is located on the first floor of the Mabee Student Success Center at 905 Moore in Belton, Texas. Administrative offices are closed on campus holidays and weekends. The UMHB Police emergency number is answered 24 hours a day, 7 days a week, including holidays. Individuals in need of Police assistance should call 911 or (254) 295-5555, or 5555 from any campus telephone.

Learn more about the University Police Department

Inclement Weather and University Cancellation Notices

During inclement weather, university officials may use the CruAlert system and local news media outlets to disseminate information regarding changes to university class schedules, office operations, and/or special events. In addition, information pertaining to change in the university's normal schedule is available on the university's website.

Please do not contact the university police for routine schedule information during times of a weather emergency.

In the event of severe weather, the CruAlert system will provide information and instructions. This information may be sent using one or more of the following methods:

1. Text message to cell phone (automatically opted in)
2. Audio message to a cell phone or other telephone (including parents/guardians)
3. Email notification to UMHB email account
4. Outdoor mass notification system
5. Designated websites (www.umhb.edu)
6. Radio and TV alerts through local news media
7. Other emerging communications platforms (e.g., Twitter, Facebook, etc.)
8. The University's Website and the University Police Department's webpage are immediately accessible via computer by all employees, students, and guests.

When a TORNADO WARNING is issued, occupants should move to designated interior classrooms, offices, restrooms, locker rooms, or other secure locations. When possible, do not shelter in areas with windows or exterior walls/doors.

Mandatory make-up class time or additional work will be determined by the MSPA program director. Typically, the class will be made up during regular gaps between classes. This may include earlier, later, or weekend hours. Students are expected

to be present for make-up classes and responsible for any make-up work. If inclement weather occurs when a student is to report to a clinical practice site and the site is closed, the student is excused from clinical activities for that day only. However, the student must immediately inform the clinical director via email notification about the closure.

Learn more about the university's CruAlert System.

Reporting a Crime or Emergency

The University is part of the Bell County 911 system. When summoning emergency assistance, individuals should:

First, call 911 directly:

1. To summon an ambulance to the UMHB campus for medical emergencies
2. To summon the Fire Department for on-campus fires
3. To report a crime in progress

In addition to dispatching medical and fire personnel, 911 dispatchers should also notify university police department. When calling 911:

- First, provide the emergency dispatcher with your specific campus location (especially if you are calling from a cell phone).
- Second, as time and circumstances allow:
  - Call the University Police Department at (254) 295-5555 immediately after you disconnect from 911
  - Send a reliable person to watch for and guide emergency personnel to the scene.
- Third, as time and circumstances allow:
  - For MEDICAL EMERGENCIES: provide basic first responder care as needed (within the scope of your training) until emergency personnel arrive.
  - For FIRE: activate nearby alarms, evacuate the areas and assist others.
  - For CRIMES IN PROGRESS: evacuate or shelter in place, as appropriate to the situation.

For non-emergency situations on campus call the University Police Department directly at (254) 295-5555.

In addition, reports of suspected criminal activity or past fires may be made to an individual identified as a Campus Security Authority.

Fire Safety, Fire Drills and Fire Alarms

The university has adopted several procedures designed to prevent fires on campus, including prohibitions regarding open flames, cooking devices, space heaters, etc. Additional information is located in the Guide to Campus Housing for students who reside on campus.

If you discover a fire or any signs of a fire in a UMHB building, parking lot, or on the grounds of the campus, you should immediately call 911. If time allows, also call the UMHB Police Department at (254) 295-5555.

If you observe smoke or other signs of fire in a building, exit immediately. As you approach the exit, you will find a red fire alarm pull station. Follow the directions on the pull station to activate the building's fire alarm system.

If you find evidence of a fire that has already been extinguished and you are not sure whether the police department has responded, please notify the police department so they have the opportunity to investigate and document the incident.

Upon activation of any fire alarm system, all building occupants are required to evacuate and follow staff directions to the nearest assembly point. When evacuating a building you should:

1. Use the nearest unaffected exit.
2. Use stairs and not the elevator.
3. Use your hand to test the door for heat prior to attempting to open any closed door.
4. Stay low to the ground and proceed to the nearest exit or shelter in place if you encounter smoke.
5. Close all doors during the evacuation to limit the spread of fire and/or smoke.
6. Once you are safely away from the building, call 911. If time allows, call the UMHB Police Department at (254) 295-5555.

When a fire alarm is activated, the elevators in most buildings will be recalled to the first floor and stop automatically. If caught in the elevator, push the emergency phone button. The emergency elevator phones typically ring to the UMHB Police Department.

All alarm activations are investigated and documented by the UMHB Police Department. In addition to the police department's response, the City of Belton Fire Department responds to alarm activations upon requests.

Fire drills
Unless a drill has been announced, any fire alarm should be treated as an actual fire event. It is the responsibility of all occupants of university buildings to be familiar with building exits, and follow all instructions given during an evacuation.

Fire alarm locations
Residence Halls and UMHB facilities are equipped with a fire alarm system, which may be activated, by a:

- manual pull
- heat detector
- smoke detector
- sprinkler system
- standpipe system

Upon activation, an audio/visual warning device will alert the buildings occupants of a potential hazard.

Some of the university's apartments and houses are equipped with single-station automatic smoke detectors. These devices will sound an alarm at the device once smoke is detected.

All of the university's alarm systems are local alarm systems and are not monitored at a remote location. In addition to fire detection equipment, all UMHB facilities have fire extinguishers located throughout the building. Use good judgment to determine your ability to extinguish a fire. Never attempt to extinguish a fire unless it is small and manageable, and you have been trained to do so. Fire extinguishers are meant for small fires. Again, it is safer to evacuate the building than try to extinguish a fire if you are unfamiliar with how to properly use a fire extinguisher.

Automatic sprinkler systems are located in several buildings on campus.

All fire alarm systems and fire suppression systems are inspected on an annual basis by a licensed contractor. In addition, UPD personnel also inspect fire extinguishers on a routine basis.

"Never Walk Alone" CAMPUS Safety Escort
The UMHB Police Department provides safety escorts for any member of the university community from dusk to dawn. In addition, safety escorts during daylight hours may be provided when documented safety concerns exist. This service is limited to locations on the campus.

Clinical Facilities often have similar services. Students will be required to review a safety checklist with preceptors on the first day of SCPEs.

Weapons on Campus

UMHB prohibits the possession of:

1. any dangerous weapon as defined by Chapter 46 of the Texas Penal Code (either openly or in a concealed manner), or
2. facsimiles of dangerous weapons such as "hoax bombs", water guns or toy guns and knives, on campus and at all University-sponsored events and trips.
3. Prohibited weapons include (but are not limited to) Clubs, Explosive Weapons, Handguns, Firearms, "location-restricted" Knives with a blade over 5 1/2 inches, Chemical dispensing devices (other than a small chemical dispenser such as pepper spray sold commercially for personal protection), and Conducted Energy Device - CED or "tasers" (other than a small CED which is sold commercially for personal protection and does not resemble a firearm).

Any personal protective device allowed on campus should not be displayed except when the need for self-defense can be reasonably anticipated.

If allowable personal protection devices or any object allowed on campus is displayed or otherwise misused by a person in a manner or circumstance that would reasonably be perceived as a threat, that conduct will be considered a violation of the university's rules of conduct and may constitute a crime under state or federal law.

Student-owned sporting firearms or other weapons (including all BB and pellet guns) are the responsibility of the owner and must be stored at an appropriate off-campus location.

As a private religious university, UMHB policy, as allowed by state law, prohibits the possession of firearms, explosives, weapons, or any item that may be construed as such, in any building or property under university control. This prohibition applies regardless of whether a state license to carry a firearm has been issued to the possessor. There are some limited exceptions to this policy, including, but not limited to, certified and licensed law enforcement personnel who are authorized to carry a firearm. Anyone found violating the university's weapons policy shall be subject to the disciplinary policies and procedures applicable to students, as well as criminal prosecution.

University policy does not prohibit the storage or transportation of a firearm or ammunition in a locked, privately owned or leased motor vehicle by a person who is authorized to possess the firearm.

Emergency Preparedness and Alert Systems

In the event of an emergency on campus, the university will, to the best of its ability, activate its Mass Notification System. This system uses a variety of methods to provide information to the UMHB community. The following means of communication comprise the mass notification system:

- Two outdoor sirens
- Telephone notification
- Text notification
- Email notification
- Intranet/internet notification
- UMHB TV and Public Broadcast Stations.

Additional information is available here.

It is the responsibility of each student to maintain updated and accurate contact information with the UMHB Registrar's Office

Timely Warnings
When a situation arises either on or off campus that, in the judgment of the Chief of Police, constitutes an ongoing or continuing threat to the campus, a campus-wide warning may be issued.

Anyone with information warranting a timely warning should report the circumstances to the UMHB Police Department by phone at (254) 295-5555 or in person at the office located at 905 Moore Street in the Mabee Student Success Center.

Parking and Vehicle Rules
Purchasing a vehicle parking decal does not guarantee a parking place, nor does the absence of a parking space constitute a valid justification for violation of parking regulations. Also, the fact that a citation is not issued for an offense does not indicate the regulations have been modified to exclude that offense. The university's parking regulations are in effect 24 hours a day, 7 days a week, including holidays. Enforcement areas include all property owned and/or under the control of the university.

- Student parking spaces are marked with YELLOW lines.
- Students may not park in spaces marked with WHITE lines. These spaces are reserved for faculty, staff, handicapped parking or visitors.
- Certain parking lots are designated for commuter students ONLY.
- All vehicles parked on campus must be registered with the University Police Department.

A motor vehicle includes, but is not limited to, automobiles, trucks, mopeds, motorcycles, etc. Off-road vehicles, other than those operated by the university, are prohibited on campus. Students, faculty, and staff who park a vehicle on campus are required to have a valid parking decal properly displayed on their vehicle. Guests and vehicles driven on a temporary basis are issued visitor passes.

All individuals operating a vehicle on campus are expected to know and obey all university regulations and state law regarding the operation of a motor vehicle. Information regarding university parking regulations is available.

The UMHB Police Department provides some protection for vehicles parked on campus. However, UMHB assumes no responsibility for losses or damage. When a vehicle is parked, it should be locked. Any valuables left within a locked vehicle should be locked in the glove compartment or trunk.

The operation of a motor vehicle on campus is a privilege granted by the university. Traffic and parking regulations are established by the university to assure university business is conducted in a safe and orderly manner, and to provide parking as conveniently as possible within the limits of space available.

By bringing a motor vehicle onto the university's private property, the operator of the vehicle consents for the university to inspect the motor vehicle, including the trunk and glove compartments, and to remove and dispose of, as appropriate, any items that are prohibited on campus including alcohol, drugs, or weapons, excluding firearms that are in a locked, privately owned or leased motor vehicle of a person who is authorized to possess the firearm.

Public Access to UMHB Campus
The University of Mary Hardin-Baylor private property, accessible to members of the public who have a legitimate need to visit the campus. The times in which campus buildings as well as recreational areas are closed will fluctuate throughout the year. Once a building is secured, access is restricted to authorized personnel only. Students needing access to "closed" buildings must provide the university police department with written authorization from their instructor

or other authorized university administrator.

University buildings and facilities are open during normal business hours Monday-Friday and for limited hours on Saturday and Sunday. The campus is considered closed during university approved holidays and at other times designated by the university. Any individual found in or trying to enter a "closed" building is subject to disciplinary action and/or criminal prosecution.

Information regarding student and visitor access to residential buildings may be found in the Guide to Campus Housing.

Students should notify the University Police Department for assistance regarding concerns about visitors on campus.

MSPA Program-Specific Safety Policies and Procedures

Students must observe all signage, with emphasis on signage that pertains to safety, chemicals, radiation, and other warnings. Horseplay during any element of program participation is strictly prohibited.

Student Exposure to Infectious and Environmental Hazards Policy (A1.02e,f, A3.05a-c)

The MSPA program utilizes guidelines from the Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA) to address student exposure to infectious and environmental hazards. The Program will provide appropriate training to students on infectious and environmental hazards before any educational activities that would place students at risk. This policy on infectious and environmental hazards will address methods of prevention, procedures for care and treatment after exposure, financial responsibility, and program participation following exposure.

Methods of Prevention (A1.02e,f, A3.05a)

Standard precaution practices are designed to protect healthcare professionals and reduce the risk of exposure to bloodborne pathogens and hazardous substances from recognized and unrecognized sources. These precautions apply to all laboratory and clinical training experiences. All faculty and students must utilize Standard Precautions in activities that present exposure to infectious pathogens and hazardous substances. Failure to do so may be grounds for disciplinary action.

Students must avoid direct contact with blood, bodily fluids, secretions, excretions, mucous membranes, non-intact skin, and possibly contaminated articles. Students should also avoid direct contact and injury from all sharps and dispose of them in designated puncture-resistant containers directly after use.

Methods of prevention include all of the following:

- Hand Hygiene – Hand hygiene is crucial in reducing the risk of transmitting infectious agents. Hand hygiene should occur after touching blood, bodily fluids, secretions, excretions, or contaminated articles; immediately after removing gloves or any personal protective equipment; before and after any patient contact; and before performing an aseptic task (e.g., placing an IV, preparing an injection).

  Hand hygiene includes the use of soap and water, as well as approved alcohol-based products for hand disinfection. CDC guidelines recommend using an alcohol-based hand rub for most hand hygiene. Soap and water should be used immediately if 1) hands are visibly soiled or 2) hands come in direct contact with blood, bodily fluids, secretions, excretions, contaminated articles, or after caring for patients with known or suspected infectious diarrhea. Practice hand hygiene frequently and thoroughly.

- Personal Protective Equipment – Personal protective equipment (PPE) includes exam gloves, face masks, face shields, protective eyewear, and protective clothing (e.g., reusable or disposable gown, jacket, laboratory coat, caps, shoe covers, and aprons). The use of this apparel and equipment is to protect skin and mucous membranes, especially the eyes, nose, and mouth. PPE should be worn whenever the risk of exposure is

present. Protective apparel should not be worn from one patient or activity to another and should be properly removed and disposed of after each use.

Gloves are to be removed and disposed of after each use. Gloves should be worn when handling blood, bodily fluids, secretions, or excretions; when touching mucous membranes, non-intact skin, and body orifices; or when touching contaminated articles or equipment.

Facial gear and protective clothing should be worn for procedures and patient-care activities likely to generate splashes or sprays of bodily fluids or other hazardous material exposures. Facial gear and protective clothing should also be worn when anticipated procedures and activities will cause contact of clothing and exposed skin with blood, bodily fluids, secretions, or excretions.

- Latex Sensitivity and Allergies – Students with a history of latex sensitivity or allergy should notify the program director upon matriculation or soon thereafter. Current students who develop symptoms of latex sensitivity should notify the program director as soon as possible. Students will complete the Student Exposure to Infectious and Environmental Form (Appendix I) and be referred to the UMHB Disability Services for assessment. The MSPA program will work with Disability Services to provide a latex-safe learning environment (those areas which minimize exposure to materials containing latex) to students with latex sensitivity and allergies.

- Needles and Other Sharps – All needles and sharps should be handled with extreme care to avoid exposure. Needles should not be recapped, bent, or hand-manipulated. If possible, self-sheathing needles and/or needleless systems should be utilized to minimize risk. Immediately after use, all needles and other sharps must be safely placed in a puncture-resistant container.

- Safe Handling of Possible Contaminated Articles or Surfaces – All patient-care equipment, textiles, and laundry should be handled to prevent the transfer of microorganisms to others and the environment. All contaminated articles, equipment, and materials should be disposed of or cleaned safely as prescribed. In all areas where patient care is performed, cleaning and disinfection should occur after every activity and between patients. Anyone handling possibly contaminated articles or surfaces must perform hand hygiene immediately.

- Respiratory Hygiene/Cough Etiquette – Many strategies can be employed to prevent or minimize the spread of respiratory infections. The mouth and nose should always be covered with a tissue or the crook of the elbow when coughing or sneezing. Tissues should be used and disposed of properly. Hand hygiene should be performed directly after hands have contact with respiratory secretions. Maintaining a considerable distance and wearing a face mask can also help minimize or prevent the spread of respiratory pathogens.

- Pregnancy - Students who become pregnant while enrolled in the program are advised to notify the UMHB Title IX Coordinator and program director as soon as possible. Because there is always the risk of exposure to infectious diseases and environmental hazards, it is important that the student take the necessary precautions to avoid any harm. The Title IX office and Student Disability Services will work with the student and the MSPA program to develop an individualized plan to prevent adverse exposures during their training. Contact: Kasey Blomquist, Dean of Student Services and Title IX Coordinator, Bawcom Student Union, 2nd floor, 900 College Street, Belton, Texas 76513, (254)-295-4870, **kblomquist@umhb.edu**.

The Standard Precautions outlined above are based on CDC and OSHA guidelines:

- https://www.cdc.gov/infection-control/hcp/basics/standard-precautions.html?CDC_AAref_Val=https://www.cdc.gov/infectioncontrol/basics/standard-precautions.html
- https://www.cdc.gov/infection-control/hcp/basics/transmission-based-precautions.html?CDC_AAref_Val=https://www.cdc.gov/infectioncontrol/basics/transmission-based-precautions.html

Procedures for Care and Treatment After Exposure (A1.02e,f, A3.05b,)
If exposure to blood and/or other bodily fluid or a needle stick injury occurs, the following protocol should be followed:

- Immediately Following Exposure or Injury – The student should remove any soiled clothing. Wounds and skin sites that have been in contact with blood or bodily fluids should be immediately washed with soap and water. If mucous membranes received potential exposure, they should be flushed with water (e.g., nose, mouth, skin, etc.). Eyes should be irrigated with clean water, saline, or sterile irrigation. Antiseptics could be used, but caustic agents (e.g., bleach) are not recommended.

- Faculty and Program Notification – The student should immediately notify the course director (pre-clinical) and Program Director or clinical preceptors and Clinical Director (if during the clinical phase). After medical care has been addressed, the student must complete the Student Exposure to Infectious and Environmental Hazards Form (Appendix I) for the MSPA Program and a similar form for the clinical site where the incident occurred (if applicable). Students will submit the completed form to the MSPA Program Director (pre-clinical) at wstewart@umhb.edu and/or the Clinical Director (clinical) at joliver@umhb.edu. The Student Exposure to Infectious and Environmental Hazards Form will be placed in the student's record. Principal faculty, the Program Director, and the Medical Director WILL NOT participate as healthcare providers for students enrolled in the Program, except in an emergency situation.

- Medical Evaluation and Care – Medical evaluation and care should occur immediately after exposure, as some treatments should be initiated within as little as 2 hours following exposure. If able, it is also imperative to evaluate the donor's risk status immediately.

- Exposed individuals should go directly to an emergency room or urgent care for assessment and initial prophylactic treatment (if needed). If the exposure occurs at an off-campus clinical site during normal business hours, the student should follow the Infection Control Policy of the clinical site. Outside of business hours, the student should go for evaluation IMMEDIATELY to the nearest emergency room associated with the clinical site where the incident occurred.

For additional resources, please refer to the CDC's most current guidelines at https://www.cdc.gov/niosh/healthcare/risk-factors/infectious-agents.html?CDC_AAref_Val=https://www.cdc.gov/niosh/topics/bbp

Financial Responsibility (A3.05c)
For any exposure or injuries that may occur during the MSPA program, please note that the payment for medical evaluation, treatment, and care is the sole responsibility of the student and their insurance carrier. Free and confidential student counseling services are available through the UMHB Student Counseling Center.

Laboratory Safety (A1.02e,f, A3.05a)
Students in the MSPA program must participate in a Gross Anatomy Lab and a Clinical Skills Lab during the pre-clinical phase of training. As appropriate, lab safety and methods to prevent exposure to infectious and environmental hazards also apply to those pre-clinical courses. Laboratory safety training occurs during course orientation prior to students entering the lab for the first time.

The program's intention is to make laboratory-based learning safe and applicable. The safety of students, staff, and faculty in laboratory environments is considered paramount.

- For all emergencies, CALL 911.
- Students and faculty must follow safety directives at all times. Students and faculty may be removed from the lab for failure to follow these directives.

- Students will use professional conduct consistently during labs.
- Irresponsible or unsafe behavior is strictly prohibited in any element of program participation, but particularly in laboratory settings. Unsafe or irresponsible behaviors are to be reported to the course director immediately.
- All accidents, injuries, and exposure to infectious and environmental hazards should immediately be reported to the course director followed by the program director. Students will follow the Procedures for Care and Treatment After Exposure described in the MSPA Student Handbook.
- Students are required to complete the Exposure to Infectious and Environmental Hazards Form found in Appendix I.
- Doubt about any procedure or technique must be raised and resolved BEFORE the procedure or technique is initiated.

Adverse Reactions to Laboratory Chemicals (A3.05a,b)

Students with a history of formaldehyde sensitivity or allergy should notify the program director upon matriculation or soon thereafter. Current students who develop symptoms of formaldehyde sensitivity should notify the program director as soon as possible. Students will complete the Student Exposure to Infectious and Environmental Hazards Form (Appendix I) and be referred to the UMHB Student Disability Services for assessment. The MSPA program will work with Disability Services to develop a plan to provide prevention strategies and reasonable accommodations.

APPENDIX A: MSPA STUDENT HANDBOOK ACKNOWLEDGMENT AND AGREEMENT

Master of Science in Physician Assistant Program
POLICIES AND PROCEDURES STUDENT ACKNOWLEDGMENT FORM

In addition to the university and college policies, students are expected to read and comply with all MSPA program policies. Because many of these policies are student-centric, you must read the MSPA Student Handbook. Of particular importance are policies regarding the following ARC-PA 5th Edition Standards.

Standard No.	Standard Description	Policy Location
A3.08	Students *must* not be required to provide or solicit clinical sites or *preceptors*. The program *must* coordinate clinical sites and *preceptors* for the program-*required rotations*.	MSPA Student Handbook
A3.03	Students *must* not be required to work for the program.	MSPA Student Handbook
A3.03a	Students *must* not substitute for or function as *instructional faculty*.	MSPA Student Handbook
A3.03b	Students *must* not substitute for or function as clinical or administrative staff.	MSPA Student Handbook
A3.04	Students *must* be clearly identified in the clinical setting to distinguish them from other health profession students and practitioners.	MSPA Student Handbook
A3.09	The program *must* have and implement a policy on immunization and health screening of students, and such policy *must* be based on current Centers for Disease Control and Prevention recommendations for health professionals and state-specific mandates.	MSPA Student Handbook
A3.05	The program *must* inform students of written policies addressing student exposure to infectious and environmental hazards before students undertake any educational activities that would place them at risk.	MSPA Student Handbook
A3.06	Principal faculty, the MSPA program director, and the medical director *must* not participate as health care providers for students in the program, except in an emergency situation.	MSPA Student Handbook

By signing below, I acknowledge that I have received information regarding the University of Mary Hardin-Baylor's MSPA program policies and applicable ARC-PA Standards.

1. I understand that I am required to read the MSPA Student Handbook and the University's Student Handbook (https://www.umhb.edu/students/student-handbook) in their entirety.
2. I understand the University's Graduate Catalog contains policies, rules and procedures that I must follow: https://www.umhb.edu/resources/registrar/catalog#1845.
3. I understand that I am required to read other policies that may be furnished to me from time to time during my enrollment in the program.
4. I understand that I may request a written copy of each manual or policy from the MSPA program director.
5. I understand that the MSPA program assigns students to all clinical rotations and that there is no guarantee I will be assigned to a specific location or preceptor. I also understand that clinical rotation sites are subject to change, sometimes without advanced notice. I understand that I must provide my own transportation and housing.

My signature further reflects my commitment to continuously comply with all policies and procedures of the MSPA program and the university.

Print Name _____ **UMHB Student ID #** _____

Student Signature _____ **Date** _____

Original: Student's education record in the PA Program Copy: Student

APPENDIX B: TECHNICAL STANDARDS ACKNOWLEDGMENT (A3.12e)

Master of Science in Physician Assistant Program

TECHNICAL STANDARDS FOR ADMISSION, CONTINUATION, AND GRADUATION

Individuals admitted to the University of Mary Hardin-Baylor's Master of Science in Physician Assistant Program must possess the physical and mental capabilities to complete the entire curriculum to graduate and achieve a Master of Science Degree. This curriculum requires demonstrated proficiency in various cognitive, problem-solving, manipulative, communicative, and interpersonal skills. The following is a list of technical standards that specify the attributes and behaviors considered essential for the successful completion of UMHB MSPA training. In addition, students must have the physical and emotional stamina and capacity to function competently in the classroom, laboratory, and clinical setting. These settings may include heavy workloads, long hours, and stressful situations. The following list of skills is illustrative and does not represent an all-inclusive listing of the functions to be a successful UMHB MSPA student.

The UMHB MSPA student must possess:

Observational Skills to include functional use of vision, hearing, olfaction, and tactile sensations sufficient to perceive all information during educational delivery and evaluation and treatment of patients

1. Observe lecture and laboratory demonstrations
2. Read and interpret lecture, laboratory, and professional literature
3. Read and interpret patient charts, equipment, and medical reports
4. View video, graphics, and written word on a computer screen
5. Observe patients accurately at a distance and close at hand
6. Monitor and assess physical, emotional, and psychological responses of other individuals
7. Hear verbal instructions, audio, video, or computer media in the classroom, laboratory, and clinical setting
8. Perform effective auditory assessment of the lungs, heart, abdomen, pulses, and blood pressure
9. Hear and react appropriately to alarms, emergency signals, times, and cries for help
10. Evaluate temperature, texture, moisture, vibration, muscle tone, and anatomical structures through hands- on application

Communication Skills to communicate in verbal, nonverbal, and written formats effectively and sensitively with patients, family, faculty, and other students

1. Receive, write, and interpret written and verbal communication in a timely manner
2. Demonstrate interpersonal skills as needed for productive classroom discussion, respectful interactions with classmates and faculty, and development of appropriate provider-patient relationships
3. Describe changes in mood, activity, and posture of patients
4. Perceive nonverbal communications
5. Effectively communicate with other individuals

Motor Skills required to sufficiently and safely perform the physical functions of a physician assistant student

1. Coordination of gross and fine muscular movements, equilibrium, and sensation
2. Motor function to elicit information from patients by palpation, auscultation, percussion, movement of limbs, and other diagnostic maneuvers
3. Perform intervention techniques with proper positioning, hand placement, direction, and amount of force
4. Manipulation of tools and equipment commonly used for patient screening and testing

5. Move within rooms and from room to room, including maneuvering in small spaces and around equipment and other individuals
6. Participate in lecture, lab, and other learning activities for 30+ hours per week, including but not limited to maintaining an upright posture for prolonged periods
7. Legibly record information related to written assignments, exams, evaluations, progress notes, and medical record documentation
8. Execute motor movements reasonably required to provide general medical care and emergency treatments to patients. Examples: Cardiopulmonary resuscitation, administration of intravenous medication, application of pressure to stop bleeding, the opening of obstructed airways, suturing wounds, and obstetrical maneuvers

Intellectual, Conceptual, Integrative, and Quantitative Abilities required to complete the entire curriculum and achieve the level of competence delineated by the UMHB MSPA Program

1. Ability to apply a critical thinking process to his/her work in the classroom and clinical settings
2. Ability to measure, calculate, synthesize, and analyze a large and complex volume of medical and surgical information
3. Ability to learn, retrieve, reason, analyze, sequence, organize, synthesize, and integrate information efficiently
4. Ability to comprehend three-dimensional relationships and the spatial relationships of structures

Behavioral and Social Attributes to meet responsibilities related to the academic and clinical requirements of the UMHB MSPA Program

1. Emotional health to fully use his/her intellectual ability, exercise good judgment, complete all responsibilities, and attend to the diagnosis and care of patients
2. Possess qualities of adaptability, flexibility, and ability to function in the face of uncertainty
3. Possess a high level of compassion for others, motivation to serve, integrity, ethical value, and consciousness of social values
4. Ability to develop mature, sensitive, and effective relationships with patients and colleagues
5. Interact appropriately with individuals from all areas of society, cultures, norms, ethnic backgrounds, and belief systems
6. Accurately self-assess abilities to accept criticism; assume responsibility for maintaining professional behavior
7. Ability to cope with the mental and emotional rigors of a demanding educational program within the set time constraints
8. Cope with the stress of heavy workloads, demanding patients, and critical clinical situations while continuing to function effectively and competently

Technical Standards Accommodations

Reasonable accommodations may be requested to enable individuals with disabilities to meet these technical standards. However, an accommodation is not reasonable if it poses a direct threat to the health or safety of self and/or other, if making it requires a substantial modification in an essential element of the curriculum, if it lowers academic standards, or if it poses an undue administrative or financial burden. Requests from applicants for reasonable accommodations in meeting the technical standards should be submitted to the Disability Services Office. More information about the University of Mary Hardin-Baylor's procedures for students with disabilities can be found here.

ACKNOWLEDGMENT AND AGREEMENT

I acknowledge that I can perform the technical standards identified above with or without reasonable accommodations. If I require any accommodation, I understand that it is my responsibility to contact the university's Student Disability Services Office and comply with the University's policy on requesting accommodations. I further understand that such accommodations, if granted, are not applied retroactively.

Print Name _____ **UMHB Student ID #** _____

Student Signature _____ **Date** _____

Original: Student's education record in the PA program
Copy: Student

APPENDIX C: THE PHYSICIAN ASSISTANT CODE OF ETHICS AND PROFESSIONAL BEHAVIOR

Physician assistants are specially trained to extend the health care capabilities of doctors. They work under the direct supervision of a physician. PAs are trained to order and interpret tests, examine patients, treat minor injuries, counsel patients, and prescribe medication. PAs do not work alone but as part of a team. Although they work under the supervision of licensed physicians, physician assistants perform many of the same tasks as their supervisors. They examine patients, order lab tests, write prescriptions, and offer a preliminary diagnosis. The American Academy of Physician Assistants, or AAPA, is a professional organization for physician assistants. Along with other activities, the AAPA maintains a code of ethics for physician assistants, adopted in whole or used as the framework for additional statements of ethical duties established by universities, state physician-assistant associations, and other groups.

Patient Independence: Physician assistants must respect the autonomy of their patients. Patients are entitled to make their own decisions regarding their health care, and physician assistants must respect their choices. This may include finding another medical provider, in which physician assistants should allow patients appropriate access to their medical records. A patient needs information to make proper decisions, so physician assistants ethically ensure that patients receive all information related to their conditions and that they understand the diagnosis, treatment options, prognosis, and risks.

Goodwill: Physician assistants must always act in the patient's best interests. All actions must be directed toward healing their patients, not causing unnecessary suffering. In addition, they must provide patients with the best care possible, which may involve continuing education, keeping abreast of new technology, and remaining current on new medications or treatment options, recognizing their limitations, and seeking help from other health care providers when needed.

Fair Treatment: All patients are entitled to fair treatment. Physician Assistants cannot discriminate against patients due to race, gender, national origin, sexual orientation, age, illness, economic status, religion, or political affiliation. Each patient is entitled to receive similar care under similar conditions. If physician assistants cannot treat a patient due to religious or ethical conflicts, such as providing contraceptives, they have an obligation to refer the patient to a medical provider who can assist. Fair treatment also means that physician assistants respect and safeguard patients' privacy, maintain confidentiality, and release health information only to those authorized to receive such information.

Nonmaleficence: Nonmaleficence means that physician assistants cannot act with bad intentions. They must follow the creed, "First, do no harm." Physician assistants must not impose needless burdens or pain on their patients. Nor can they refuse to treat a patient who needs immediate emergency care. Physician assistants cannot misrepresent their credentials, training or skills, through either omission or direct statements. They must obey the law and not offer forbidden services or exceed the scope of their training and experience. Physician assistants should not treat patients if a conflict of interest exists. They are required to place patient care ahead of personal gain.

Print Name _____ **UMHB Student ID #** _____

Student Signature _____ **Date** _____

Original: Student's education record in the MSPA program
Copy: Student

APPENDIX D: STUDENT PARTICIPATION AGREEMENT

Master of Science in Physician Assistant Program
STUDENT ACKNOWLEDGMENT AND AGREEMENT

PRINT STUDENT NAME:	
STUDENT UMHB ID #:	
AREA CODE & CELL PHONE #:	

Confidentiality of Information_____Initials

1. During the course of my participation in the MSPA program, I understand that I will have access to, and be provided with, certain confidential information for educational purposes, including but not limited to: patient information obtained in a simulation or actual clinical experience.
2. I agree to maintain strict confidentiality about the details of simulated clinical experiences, including patient identification, the simulation scenarios, and the performance of any participant(s). I will not discuss my assignments, findings, or experiences in the simulation center or debriefing room until all students have completed the assignment. Doing so may compromise the learning experience for my peers.
3. During the course of my participation in this program, I may have access to medical information which UMHB may have a duty to treat as confidential. I agree that I will maintain strict confidentiality of records, documents, and all other information I have access to during and after my student participation in the MSPA program. I understand that the intentional disclosure of the data to any unauthorized person could result in disciplinary action, including expulsion from the university and/or criminal or civil penalties.
4. I will not permit myself or any other person to copy or reproduce the MSPA program or clinical facility documents other than what is required/allowed in the regular course of my academic studies. Furthermore, I will immediately report to the faculty or other university administrator any unauthorized use, alteration, duplication, or disclosure of information.

Use of Equipment and Supplies____Initials

1. I acknowledge that MSPA student clinical supplies are intended for educational purposes only and are not intended for general consumer, personal, clinical, or diagnostic use. I will follow all instructions regarding the utilization and return of clinical lab supplies.
2. I acknowledge that the use of student clinical supplies involves potentially hazardous activities. Universal precautions are required to prevent contact with blood or other potentially infectious body fluids. Under circumstances in which differentiation between fluid body types is difficult or impossible, all body fluids shall be considered potentially infectious. Any syringes or needles must be kept in a contained location and must be disposed of in a biohazard container after use.
3. I acknowledge that I am solely responsible for the appropriate utilization and security of student clinical supplies issued by the University of Mary Hardin-Baylor. The university strongly recommends that students keep their supplies in a secure place.

Participation in Class, Simulation Lab, Clinical and Other Educational Activities_____Initials

1. I agree to conduct myself in a professional manner at all times.
2. I agree to comply with all university policies, including but not limited to standards of conduct, the use of alcohol and drugs, safety rules, the use of personal protective equipment, dress code, and emergency procedures.
3. I acknowledge that my participation in class or clinical assignments while impaired by alcohol or drugs, horseplay, and other unsafe behaviors are strictly prohibited.

4. I agree that I will immediately report to my supervisor or other university administrators any injury, accident, exposure to blood or bodily fluids, or other serious incidents that I incur or witness.
5. In addition to my duty to self-report to the Dean of Students (or to submit the report by another legitimate source such as spouse or legal counsel) any charge or indictment or information filed in connection with an alleged violation by the student of any Federal, state, or local statute, rule, or regulation punishable as a crime within three (3) calendar days of charges being filed, I agree to self-report to the MSPA Program Director within the same timeframe.
6. I agree to follow MSPA program procedures and the verbal or written instructions of UMHB faculty/administrators and clinical facility supervisors.
7. I acknowledge that I will be participating in dissection of human cadavers, which is potentially hazardous. Some of the risks include, but are not limited to, injury from scalpels or other tools, exposure to chemicals such as formaldehyde, and exposure to contagious illnesses. I agree that I will abide by all safety procedures in the cadaver lab as outlined during orientation.
8. I will remain current on all procedures and rules related to the MSPA program and attend all mandatory training or orientation sessions. In addition, I understand that I am required to successfully complete training provided by the university or clinical facilities to which I am assigned and abide by all rules regarding emergency response procedures, bloodborne pathogens, and general safety procedures.
9. I agree to attend classes/clinicals as scheduled and complete my assignment in a timely manner. If I am unable to attend classes/clinicals, I will report my absence as outlined in the MSPA Student Handbook.
10. I understand that I must stay within my assigned student scope of responsibility. I know that I am not allowed to make a diagnosis or recommendation for treatment of any patient, and I am not allowed to assess/critique a current diagnosis or recommendation for treatment of any patient.
11. If I need a short break, I will leave the environment quietly without disturbing my peers. I will speak at the volume and tone appropriate to the setting.
12. I understand that participating in simulation-based training is part of my clinical learning experience. Therefore, I will fully participate in the simulation as a professional and treat it as a realistic patient care experience. I will remain current on all procedures and rules related to the MSPA program and attend all mandatory training or orientation sessions.

Authorization to Audiovisual Record and Display of Coursework_____Initials

1. I understand that all classrooms, labs, and simulated clinical experiences may be audio and video recorded to be used for debriefing and educational purposes.
2. Photographs may be taken of any activity in the MSPA program. In addition, these photographs may be used for the UMHB website and/or promotional purposes. I understand that I will not be compensated in any way for the use of my image or coursework.
3. The university may also photograph, video, and/or audio record me during examinations. These recordings may be used as evidence for any cases of expected violation of any university, college, or program policies.
4. I agree to allow the University of Mary Hardin-Baylor to use any of my work produced for any UMHB course to be displayed, available to accrediting agencies, or be used in recruitment. I understand and agree that I shall not have any rights or claims of any kind against UMHB, or its students or employees, arising out of this use.

Consent for Drug Testing_____Initials

1. As a participating student attending UMHB, I hereby acknowledge that I have received information about and have been allowed an opportunity to discuss the Drug and Alcohol Testing policy with representatives of UMHB. The policy is also available on Canvas. I understand the meaning, goals, and provisions of this policy, as well as sanctions and interventions that will be administered if I am found to have tested positive for prohibited substances.
2. I understand that my participation in drug testing is a condition for my participation in this program. I agree to participate, and I accept the conditions of the policy as interpreted by designated representatives of UMHB. I understand that I may revoke

this consent form at any time. However, if I withdraw this consent form or refuse to participate in drug testing, I understand that I surrender the privilege to participate in the program at UMHB.

3. I agree that employees, agents, or drug testing vendors designated by UMHB will: oversee my participation in drug testing and related activities; obtain urine or other specimens from me; test and analyze such specimens; maintain records and results of such tests and use those records for the purposes of the policy, and take other actions as provided in the policy. I agree to provide any specimens as requested. I understand that my selection to participate in testing may or may not be a result of random selection.
4. I agree to disclose all medications that I may take during my participation in the program to the drug testing facility as required per the UMHB's Drug and Alcohol Policy. I understand that taking nutrition supplements may result in a positive drug test and that I take supplements at my own risk.
5. I understand that a violation of UMHB's Drug and Alcohol Policy or my failure to report for testing at the date, time, and place designated or any attempt I make to alter, mask or substitute my specimen will result in sanctions, including temporary or permanent suspension from participation in the program, and that professional counseling and/or follow-up testing may be required as terms for reinstatement. If I am selected to participate in a drug test, the contact information above will be used as the primary means to contact me. I attest that it is current, and if it changes, I agree to notify the MSPA program director and the Registrar's Office immediately.

Consent to Release Information_____Initials

1. I authorize the MSPA program director, or designee, to release information regarding my compliance with the drug and alcohol policy, including my drug testing results, counseling reports, or other information relevant to my continuation in the Program. This release of information shall include the UMHB administration, referring physicians, UMHB counselors, my parent/legal guardian or spouse, another institution for which I have applied for admission, and any designee of the foregoing.
2. I authorize the MSPA program director, or designee, to release information to clinical facilities (preceptor and administrative personnel) on the results of my background check and my required vaccination/immunization status as stated within the rules, regulations, and contractual affiliation agreement of the facility and UMHB.
3. I understand that this consent and the results of my drug testing shall only be disclosed in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974, as amended (Buckley Amendment), including my right to obtain copies of my records related to the Program.

Release of Liability and Indemnity Agreement _____Initials

I understand that participating in the Master of Science in Physician Assistant (MSPA) program and related activities, including clinical facilities/patient settings, is potentially hazardous. The risks include exposure to contagious illnesses, such as MRSA, influenza, and COVID-19, in clinical facilities; contact with other sick patients; contact with blood or bodily fluids; exposure to radiation and chemicals; the use of tools or equipment provided by UMHB or clinical facilities; and other risks which are too numerous for an exhaustive list. While particular health and safety protocols, rules and personal discipline may reduce these risks, the possibility of serious illness or death will still exist. In consideration of the opportunity to participate in the MSPA program, I am accepting and assuming full responsibility for any risk of death or injury arising from my participation.

I forever discharge, waive, and release any claim to recover from UMHB or its employees or agents (the "Released Parties") any damages, costs, attorneys' fees, expenses, or obligations of any kind which I or any person acting on my behalf might otherwise have for injuries, illnesses, disabilities, death, or property loss which I may sustain arising out of my participation in the MSPA program. Neither I nor any representative acting on my behalf will make any claim or bring any suit or action against the Released Parties for injuries to me or damage to my property arising out of the MSPA program even if it is caused by the negligence of the Released Parties, excepting only harm intentionally caused by the Released

Parties.

If I bring a lawsuit or action against one or more of the Released Parties in connection with a claim I have undertaken to waive and release with this Agreement, I will indemnify and hold the Released Parties harmless from all damages, costs, and expenses, including but not limited to attorneys' fees and court costs, which any of the Released Parties might incur in defending such an action.

I understand that UMHB assumes no responsibility for medical expenses incurred by students, and it is required that I maintain individual medical insurance for the duration of my participation in the MSPA program.

I affirm that I am at least 18 years of age. I have read this document carefully, and I understand that it is a binding commitment which waives and releases legal rights which I might otherwise have.

Print Name _____ **UMHB Student ID #** _____

Student Signature _____ **Date** _____

Original: Student's education record in the MSPA program
Copy: Student

APPENDIX E: PARTICIPATION OF MSPA STUDENTS AS HUMAN SUBJECTS

Functional anatomy and physical diagnosis are best learned through the study of living subjects. Firm foundations laid early in physical diagnosis will prevent uncomfortable floundering and error in clinical areas involving actual patients. For this reason, students in the program are required to participate as living subjects, as well as examiners (in an interchangeable fashion), during selected courses during the pre-clinical and clinical phases.

Generally, students learn these examination techniques and skills with the guidance of an experienced instructor. Students are required to come to these laboratory sessions prepared to partially disrobe. Students also agree to practice comprehensive examinations on both genders to successfully complete the program. Failure to practice skills on both genders may result in dismissal from the program.

Thus, when working on the lower extremities, both male and female students must come prepared by wearing athletic shorts. With the upper limb, thorax and abdomen, male students may simply shed their shirts; women must wear a sports bra, halter, or other appropriate tops beneath easily shed shirts.

It must be understood that this participation does not include genitalia and breast examinations. Instead, the students learn to examine and evaluate these anatomical areas using simulators and/or with professional patients.

It must also be understood that all students are expected to participate in these learning activities by dressing as outlined above and by submitting to inspection and palpation by their classmates.

Students will practice various therapeutic techniques in the required lab and, occasionally, lecture or classroom courses. In addition, to provide students both a complete perspective on various therapies and the opportunity to practice, students are expected to practice obtaining medical histories and performing physical exam techniques on one another. Any required participation in such exercises will be under the supervision of university faculty, instructors, or clinicians.

Any student who is uncomfortable signing this acknowledgment or has concerns about participating in these classroom or lab exercises should discuss these concerns with the MSPA program director. In addition, any student who believes that they have been subjected to inappropriate conduct in the course of a classroom or lab exercise should promptly discuss these concerns with the MSPA program director or Title IX Coordinator.

By signing below, I hereby affirm that I understand this policy and agree to abide by it. I affirm that I am at least 18 years of age.

Print Name _____ **UMHB Student ID #** _____

Student Signature _____ **Date** _____

Original: Student's education record in the MSPA program
Copy: Student

APPENDIX F: STUDENT SERVICES

As part of the University fees students pay when registering for graduate courses at UMHB, many resources, services, and facilities are available. These include counseling services, disability services, Student Health Services Center, spiritual life services, Mayborn Campus Center, Dining Services, and Townsend Memorial Library. We invite you to participate in and take advantage of these opportunities. More information can be found in the UMHB Graduate Catalog.

UMHB Campus

Information regarding academic, administrative, and other buildings, as well as athletic facilities and points of interest, can be found in the UMHB Graduate Catalog.

Student Service	Contact Info
Bookstore (Bawcom Student Union)	**(254) 295-4628**
Bursar (Sanderford Administrative Complex.)	**(254) 295-4533**
Career Services (Mabee Student Success Ctr., Second Floor)	**(254) 295-4691**
Center for Academic Excellence (Mabee Student Success Ctr., Second Floor)	**(254) 295-4475**
Cru Card and Copy Services (Mabee Student Success Ctr., First Floor)	**(254) 295-4218**
Financial Aid (Sanderford Administrative Complex.)	**(254) 295-4517**
IT Help Desk	**(254) 295-4658**
Mayborn Campus Center	**(254) 295-5576**
Post Office (Mabee Student Success Ctr., First Floor)	**(254) 295-5665**
Registrar (Sanderford Administrative Complex)	**(254) 295-4272**
Spiritual Life (Bawcom Student Union)	**(254) 295-4234**
Student Counseling Health Services (Mabee Student Success Ctr., Third Floor)	**(254) 295-4696**
Student Disability and Testing Services (Mabee Student Success Ctr., Third Floor)	**(254) 295-4731**
Townsend Memorial Library	**(254) 295-4637**
Title IX Coordinator and Non -Discrimination Compliance Officer	**(254) 295-4870**
University Police (Mabee Student Success, First Floor)	**(254) 295-5555**

Students Disability Services

The UMHB Student Handbook and website provide specific information for students with disability-related issues. Students who are otherwise qualified for a university program or course and who desire accommodation(s) for a disabling condition are responsible for providing acceptable documentation in a timely manner prior to the period of stated need. Contact:

Student Disability Services
UMHB Box 8437
900 College Street
Belton, Texas 76513
Office: (254) 295-4731
Email: disabilityservices@umhb.edu

Students are encouraged to submit requests for accommodations in a timely manner, preferably before a class begins. A student may request an accommodation at any time, but an accommodation cannot be granted by the Student Disability Services Office until the request is processed and the disability is documented. Accommodations, if approved, cannot be applied retroactively.

Students who have been granted disability accommodations by UMHB that are also needed for a clinical setting must present an approved UMHB Letter of Accommodation to the clinical facility. Students should be aware that many clinical facilities may not be able to provide the same accommodations for student clinical experiences that have been provided by UMHB for the academic portion of the MSPA program. Students should promptly contact the Student Disability Services office **directly** to discuss any issues or concerns with a clinical facilities' ability to implement student accommodations granted by UMHB or if a student requires different accommodations for the clinical experience.

While the program works in conjunction with the Student Disability Services office to coordinate reasonable accommodations, disability documentation and students' individual diagnoses remain confidential. For more information, visit the UMHB Disability Services.

Resources for Students During Pregnancy, Childbirth, or a Related Condition

The University of Mary Hardin-Baylor continues to provide access to its education programs to students who are affected by pregnancy, childbirth, or a related condition, including lactation. Any student may meet with UMHB's Title IX Coordinator to learn how the university supports and encourages students in continuing their education. Depending on the circumstances, the university may be able to help students with excused absences, a leave of absence from school, or other reasonable alterations to academic programs in order to help students remain in school in spite of limitations which may be recommended by a health care provider.

Students who anticipate a need for assistance with their academic program because of pregnancy, childbirth, or a related condition are encouraged to contact the Title IX Coordinator rather than individual faculty or staff members. The Title IX office will work with the student and with faculty /staff as needed to develop an individualized plan that will ensure access to the university's programs and provide affected students the best opportunity to complete their education. Contact: Kasey Blomquist, Dean of Student Services and Title IX Coordinator, Bawcom Student Union, 2nd floor, 900 College Street, Belton, Texas 76513, (254)-295-4870, **kblomquist@umhb.edu**.

Student Health Services

A vital component of the university experience for UMHB students is a healthy lifestyle. The goal of the Student Health Services Center is to educate students on health issues and encourage healthy lifestyles. Health fairs, wellness screenings, and health topic presentations are examples of UMHB's effort to educate and empower students to make informed decisions about their health.

A full-time Registered Nurse serves as Coordinator of the Student Health Services Center and provides a range of student health services, including first aid, nursing assessment for wellness and illness, immunizations, patient education, and referrals to local healthcare providers and community health resources as needed.

The Student Health Services Center is available to UMHB students during regular business hours, with or without an appointment. Tele-health options are available as well. The Student Health Services Center is located in the Mabee Student Center on the third (3rd) floor.

UMHB assumes no responsibility for medical expenses incurred by students, and requires all students enrolled in the MSPA program maintain individual medical insurance. Students may be required to show proof of individual medical insurance acceptable to UMHB as a condition of participation at some clinical facilities.

Various health insurance applications are available for the student's convenience at the health center. It is up to the

individual student/parent to choose which healthcare plan would best meet their needs. A recommended site for resources if a student becomes ill after hours is found here.

Some medical insurance policies require students to use an approved network of doctors, hospitals, and clinics. Students should contact their insurance carrier for details and if applicable, obtain a list of approved healthcare providers in the Belton/Temple area and determine what steps, if any, are necessary to change their point of service (POS) to this area. Belton's zip code is 76513.

Students should have their insurance card for medical, dental or other health coverage with them while attending UMHB, or a copy of the front and back of the insurance card(s).

Student Counseling Services

Professional and confidential clinical counseling services are available to students in need of assistance with a wide variety of issues. Crisis counseling, stress management, and a range of other emotional issues are addressed, as appropriate, on an individual and support group basis. In person or video counseling options are available to currently enrolled students.

Free counseling services are offered to currently enrolled students on a short-term basis by appointment only. When appropriate, referrals are made to mental health providers in the local area. Confidentiality is maintained according to state regulations, and disclosure of the information is made only with the student's written consent unless required by law.

Learn more about Student Counseling Services here.

Please note: Due to ethical conflicts of interest, faculty and staff from the university departments of Psychology, Social Work, Master of Arts in Counseling program, Master of Science in Occupational Therapy program, Doctor of Physical Therapy program, Master of Science in Physician Assistant program, Scott & White School of Nursing programs, the Cru Community Clinic, or Exercise and Sport Science programs do not provide student counseling or health services and are not affiliated with the UMHB Student Counseling or Health Centers.

Help Desk

For assistance with any UMHB Information Technology services, contact the help desk at (254) 295-4658 or infotech@umhb.edu.

Network Access

The UMHB Information Technology department strives to provide students with the technology needed to succeed. Info-Tech offers wired and wireless internet in the residential and academic buildings, plus online access to registration, grades, and finances.

MyCampus

The online portal for courses, grades, registration, and finances can be accessed at MyCampus.

Identification Cards (CruCard Services)

The University Police Department, located on the first floor of the Mabee Student Success Center, issues identification (ID)cards (CruCard) for all members of the campus community.

Each student is required to have a CruCard , which must be carried at all times. Students will use this card in the following ways:

- as a library card
- as the meal card
- to record attendance at chapel
- for photo identification to cash checks or receive student work checks
- to gain admission to free activities on campus, most athletic events, and campus concerts
- to get student discounts to events
- to gain access to residence halls and certain apartments after closing hours.
- to gain access to certain academic and support facilities after closing hours.

Students are strictly prohibited from allowing another person to use their CruCard.

If a student loses his/her CruCard, he/she must immediately report it lost here (online) to disable the lost card and then visit the University Police Department as soon as possible to obtain a replacement card. The replacement fee is $10. All funds and privileges are automatically transferred to the new CruCard.

If a student withdraws during the year, he/she must surrender his/her identification card to the Registrar.

A student ID may be credited with CruCash, a university and participating local merchant student cash account system. A wide range of local merchants accept a student's ID for payment of goods and services.

The university is not responsible for lost funds due to loss or theft of a student's CruCard.

Learn more about Cru Card

APPENDIX G: HEALTH POLICIES

Vaccinations/Immunizations Requirements (A3.09a-b)

The University of Mary Hardin-Baylor (UMHB) complies with Texas state law and follows the Centers for Disease Control and Prevention (CDC) guidelines for age-appropriate immunizations recommended for healthcare providers. Accordingly, all MSPA students must provide documentation of required vaccinations or serologic immunity (titers) before program orientation.

Students are responsible for maintaining up-to-date immunization records and must submit verification:

1. Prior to participation in clinical components of the program and
2. As requested throughout enrollment.

Immunization records and titers, as applicable, will be collected and verified through **CastleBranch©** (https://mycb.castlebranch.com/).

VACCINES & TITERS	DETAILS	REQUIREMENT
Flu Vaccine	1 dose of influenza vaccine before program orientation and annually thereafter during the current flu season	Required
Measles (rubeola), Mumps, Rubella (German Measles)	Proof of 2-dose MMR vaccination OR positive antibody titer	Required
Chicken Pox (Varicella)	Proof of 2-dose varicella vaccination OR positive antibody titer	Required
Tetanus/Diphtheria	Proof of Tdap within the last 10 years (Td or Tetanus not accepted). Renewals are required 10 years from Tdap administration.	Required
Hepatitis B	Step 1: Obtain a Hep B antibody titer or provide proof of positive Hep B antibody titer. If antibody titer is positive, no further vaccines are needed. If antibody titer is negative, proceed to steps 2 and 3. Step 2: Obtain a two-dose or three-dose Hepatitis B vaccination series. Step 3: Repeat antibody titer one to two months after completion of vaccine series.	Required
COVID-19	The federal COVID-19 Public Health Emergency declaration ended effective May 11, 2023. UMHB's COVID reporting protocols are no longer active. If you test positive for COVID-19, follow instructions outlined by the CDC.	Clinical Facility Dependent

VACCINES & TITERS	DETAILS	REQUIREMENT
	The Center for Disease Control recommends COVID-19 vaccinations. Find more information here. Additionally, students enrolled in certain UMHB healthcare programs may be required by hospitals or other clinical facilities to be fully vaccinated against COVID-19 to participate in clinical rotations. If applicable, the UMHB program will provide students with further details.	
Meningococcal (21 years of age or younger)	The State of Texas requires all first-time students and/or transfer students who are **21 years or younger** to receive a vaccination for Bacterial Meningitis. The vaccine must have been administered within five (5) years prior to enrollment in college or a booster (another shot) is required. Meningitis B (Trubemba/Bexsero) is recommended but not required by the State of Texas. More information will be provided to students upon admission. Texas students can request an exemption from getting immunizations. There are three conditions for exemption: 1. If a licensed physician determines that it is not safe for them to get a certain vaccine 2. If they are in the United States military (active duty) 3. If they have a religious or personal belief that goes against getting immunized (reasons of conscience). Please provide appropriate documentation to request the exemption for medical or military-related reasons. To request an affidavit for reasons of conscience, students must use the official Texas Department of State Health Service (DSHS) form. The DSHS form may be ordered electronically, please visit **CO Request** to request the form ahead of time and it will be mailed to the student. The Texas DSHS form must be completed, notarized, and submitted to UMHB at least 10 days prior to the first day of the first semester of a student's attendance. This exemption will be good for 2 years. The student is responsible for submitting a new affidavit before it expires if student continues to study at UMHB and is under the age of 22. More information about the meningitis vaccine and the importance of consulting a physician can be found **here** and also	Required

VACCINES & TITERS	DETAILS	REQUIREMENT
	in the university's Student Handbook.: https://www.umhb.edu/students/student-handbook	
Meningococcal (22 years of age or older)	For students 22 years of age or older, the UMHB Master of Science in Physician Assistant (MSPA) Program encourages adherence to CDC recommendations to protect individual health and well-being. However, the meningococcal vaccine is not required for enrollment or participation in the MSPA Program. Students with questions regarding their immunization status or the need for additional vaccinations should consult their healthcare provider.	Recommended
Polio Vaccine	According to CDC recommendations, most adults in the United States who were fully vaccinated against polio as children do not require additional doses. However, unvaccinated or only partially vaccinated adults may need a catch-up series. The UMHB MSPA Program encourages students to follow CDC recommendations to protect their health and well-being. However, the polio vaccine is not required for enrollment or participation in the MSPA Program. Students with questions regarding their immunization status or the need for additional vaccinations should consult their healthcare provider.	Recommended

This policy complies with Texas state law and adheres to CDC guidelines for age-appropriate immunizations recommended for healthcare providers.

Tuberculosis Screening: All students must complete tuberculosis (TB) screening within 60 days before starting clinical rotations. Acceptable TB tests include:

• A two-step Mantoux tuberculin skin test, serum QuantiFERON-TB test, or serum T-SPOT test.

Students may obtain testing through their preferred healthcare provider. However, the two-step TB skin test is available free of charge through the UMHB Health Services Center. Test results must be submitted through CastleBranch©.

If a TB screening result is positive upon admission or at any time during enrollment, the student must undergo further evaluation by a healthcare provider at their own expense. A medical clearance letter from the provider must confirm that all additional testing, including a chest X-ray, shows no evidence of active TB and that the student is cleared to return to campus and clinical sites. The provider's medical clearance letter must be presented to the UMHB Health Services Center. In addition, the student must keep the UMHB Health Services Center informed of any follow-up care throughout the prescribed treatment plan. Additionally, if the student needs disability accommodations during the course of treatment period (including absences) or upon approved return to campus and clinical sites, it is the student's responsibility to contact the Student Disability Services office.

The university assumes no responsibility for the required vaccinations' effectiveness, contraindications, or adverse effects. Always consult with your healthcare provider if you have questions about vaccinations.

Affiliated Clinical Facility Requirements: Various clinical facilities affiliated with the MSPA program may have specific health and/or immunization requirements that must be met before students are permitted to care for clients within the given facility, including COVID-19 vaccines. Because requirements are site-specific and subject to frequent change, more detailed information will be provided in individual course syllabi, specific student notices, and/or by the clinical facility as it is made available to the university by the facility. The University cannot make exceptions to health and safety policies adopted by a clinical facility.

By signing below, I acknowledge that I have received information regarding MSPA program student health policies and agree to comply.

Print Name _____ **UMHB Student ID #** _____

Student Signature _____ **Date** _____

APPENDIX H: STUDENT INFORMATION FORM

It is the student's responsibility to maintain current information with the UMHB Registrar's Office AND with the MSPA Program.

STUDENT INFORMATION				
Last Name:	**First Name:**	**Middle Initial:**	**Preferred Name:**	**Title:** ☐ Mr. ☐ Ms. ☐ Other
Physical Street Address:		**Apt/Unit Number:**	**City/State/Zip:**	
Mailing Address (ONLY if different from physical address):		**Apt/Unit Number:**	**City/State/Zip:**	
Home Phone (including area code):	**Cell Phone (including area code):**	*PLEASE NOTE: There must always be at least ONE current phone number on file with your MCHS Program.*		

EMERGENCY CONTACT			
Last Name:	**First Name:**	**Relationship:**	
Street Address:	**Apt/Unit Number:**	**City/State/Zip:**	
Home Phone (including area code):	**Cell Phone (including area code):**	**Work Phone (including area code):**	

APPENDIX I: STUDENT EXPOSURE TO INFECTIOUS AND ENVIRONMENTAL HAZARDS FORM

Master of Science in Physician Assistant Program

STUDENT EXPOSURE TO INFECTIOUS AND ENVIRONMENTAL HAZARDS FORM

The MSPA Program utilizes guidelines from the Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA) to address student exposure to infectious and environmental hazards. The procedures for prevention, reporting, and treating exposures are found in the MSPA Student Handbook Student Exposure to Infectious and Environmental Hazards Policy. Students are required to complete this form documenting exposures to infectious and environmental hazards. In addition, this form documents sensitivity/allergies to latex and other environmental factors that inhibit student learning. Students will submit the completed form to the MSPA Program Director (pre-clinical) and/or the Clinical Director (clinical)

Student's Information	
Name:	Student ID #
Cell #:	Alternate #:
UMHB Student Email:	Date of this report:
Phase of training: □ Pre-Clinical □ Clinical	Instructor / Preceptor:
Incident Details	
Date of Exposure:	Time of Exposure:
Where did the exposure occur (i.e. classroom/lab/clinic)?	
City and State	Who was the exposure incident reported to at the facility?
Details of the exposure: Include the type of infectious or environmental hazard, areas of the body affected, and mechanism of injury:	
Personal Protective Equipment (PPE) worn at the time of exposure: □ Gloves □ Mask □ Face Shield □ Eye Gear □ Other PPE (describe)_____	
Types of sensitivities/allergies to latex and other environmental factors that inhibit the student's learning:	

Outcomes:
This information is collected for continuous quality purposes. This incident may be reviewed to determine if any environmental controls, remediation, or other appropriate follow-up is needed to prevent future incidents.

Student Signature:	Date:
MSPA Program Director or Clinical Director Signature:	Date:

APPENDIX J: ISABELLE RUTHERFORD MEYER NURSING EDUCATION CENTER EMERGENCY RESPONSE PLAN

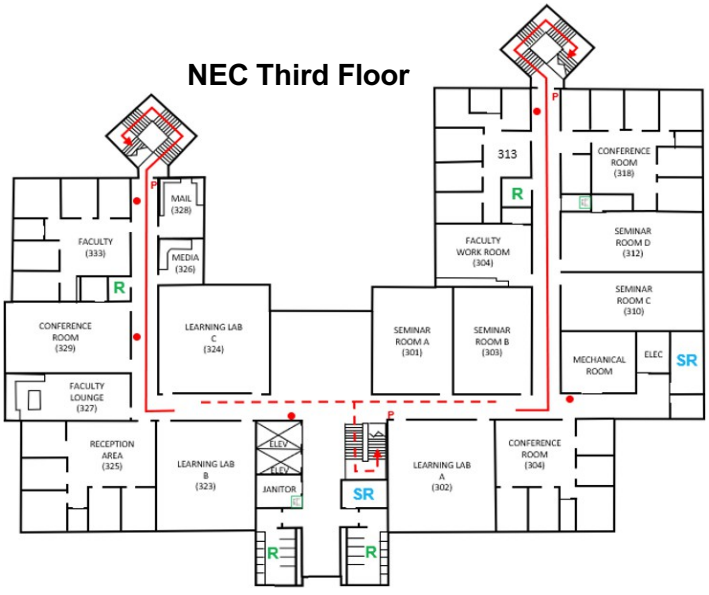
R.A.C.E. Fire Response Procedure

You must follow the R.A.C.E. fire procedure before attempting to extinguish any fire.

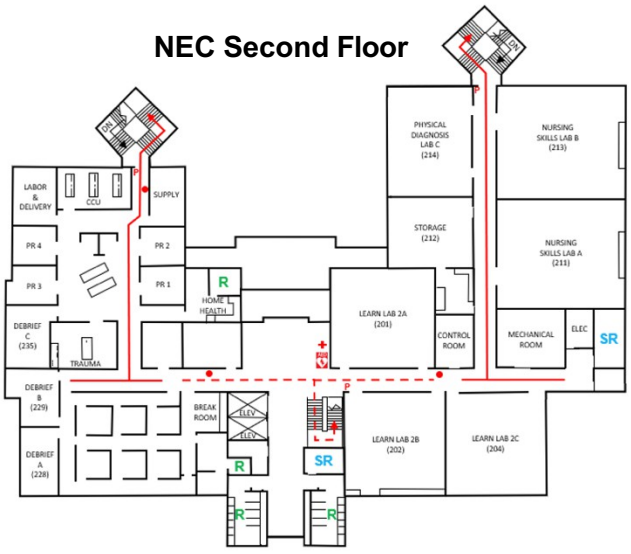
R	**Rescue/Remove** Rescue or remove any persons from the immediate scene
A	**Alert/Activate** Pull the nearest alarm and call 911, then the following numbers: University Police: 254-295-5555
C	**Confine** Close all doors to the hazard or fire area
E	**Extinguish/Evacuate** Extinguish using the closest fire extinguisher if the fire impedes your evacuation. Evacuate to the Quad and remain until accounted for.

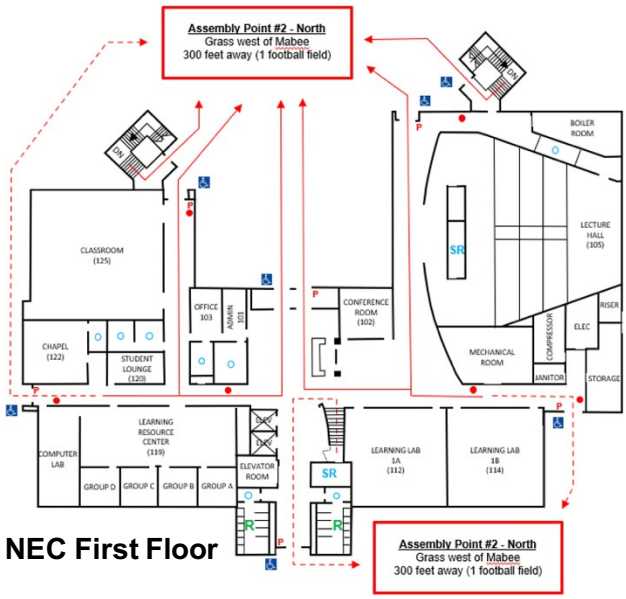
Evacuation Routes

NEC Third Floor



NEC Second Floor





Assembly Points

After evacuating a building, all occupants are required to report to the facility's primary assembly location. Reporting to the primary assembly point aids in the accountability process.

1. Assembly Point #1 – West: Field West of Baugh – 300 feet away (1 football field)
2. Assembly Point #2 - North: Grass West of Mabee – 300 feet away (1 football field)
3. Assembly Point #3 - Northeast: Grass South of Townsend Building – 300 feet away (1 football field)
4. Assembly Point #4 - South: Grass SE of NEC – 300 feet away (1 football field)

APPENDIX K: DIDACTIC REMEDIATION PLAN

Master of Science in Physician Assistant Program

DIDACTIC REMEDIATION PLAN

Date:_____ Course: _____

Student Name:_____ Student ID #: _____

Reason for Referral:

- ☐ Examination Score <70%
- ☐ Practical Examination <70%
- ☐ Observed Structured Clinical Examination (OSCE) Score <80%
- ☐ Clinical Skills Exam <80%
- ☐ Professional Performance Evaluation
- ☐ Academic Warning
- ☐ Other: _____

Remediation Plan	
Remediation Protocol: ***Directions:*** Specify areas for remediation with related learning outcomes and instructional objectives. Optional Methods: Review assessments, identify missed concepts or skills, discuss errors, offer resources, and address study/test-taking strategies. Consider time management coaching or mentorship.	**Date**
Details of Remediation*: (Attach additional sheets as needed)*	

Action & Efforts	**Date**
Examination Review with Instructor Method(s): Use test item analysis report to compare answers to rest of cohort. Discuss high missed items, topics, and content. For practical examinations, review skills that are weak and need improvement.	

Other (i.e. review test-taking skills or study habits)	

Course Director: _____ Date: _____

Program or Academic Director: _____ Date: _____

I have reviewed and discussed the remediation plan in detail with the assigned faculty. I understand the expectations, requirements, and deadlines outlined above. I acknowledge that failure to complete this plan successfully may result in further action, including possible dismissal from the program.

Received by Student: _____ **Date:** _____

Remediation Outcomes and Reassessment	
Outcome Details: *Description of the actions taken by the student during the remediation process, including assignments completed, readings reviewed, instructional videos watched, and any other relevant activities, as well as their performance.(Attach additional sheets as needed)*	**Date**
Reassessment: Use an objective, documented method (e.g., written exam, oral case, OSCE) to determine if outcomes and objectives are met.	**Date**
Reassessment Used:	
Reassessment Results: ☐ Student demonstrated achievement of knowledge or skills deficiency ☐ Student **DID NOT** demonstrate achievement of knowledge or skills deficiency	
Conclusions: Description of next steps, including conclusion of this remediation, continuation of the remediation, and/or referral to Student Promotions Committee	

Outcomes noted from the above Action Plan & Efforts:	Date (must be dated post action plan completion):

The student ___has met ____has not met the expectations, requirements, and due dates of the outlined and agreed upon remediation.

Course Director:_____ Date: _____

Program or Academic Director:_____ Date: _____

Student Signature: _____ Date: _____