
**University of Mary Hardin-Baylor
Mayborn College of Health Sciences**

**MASTER OF SCIENCE IN
PHYSICIAN ASSISTANT PROGRAM**

**Student Handbook
2022-2023**



**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 which will require more than you have ever been asked to give in an educational setting. Our aim is 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

The University of Mary Hardin-Baylor's Master of Science in Physician Assistant Program (MSPA) informs students of its policies and practices through this student handbook, the MSPA program website, course syllabi, and other sources. In addition, this handbook serves as a supplement to other university rules, policies, and guidelines found in the UMHB Graduate Catalog, UMHB Student Handbook, and other documents.

This handbook has been published for your benefit. Please read it in its entirety. Clarification and explanation should be sought from the MSPA program director if needed.

Scope of Policies (A3.01-A3.02)

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.

The handbook is available online from any computer with access to the university's website. It is the responsibility of the MSPA student to obtain, read, and comprehend the purpose, policies, and procedures of the MSPA program and UMHB.

UMHB and the MSPA program reserve the right at any time to create additional policies or modify existing ones, as needs may dictate. Therefore, it is expected that information in this book will be altered from time to time as is necessary, and further information may be added periodically.

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

Policies Disclaimer

The course offerings, regulations, and other materials in this handbook are announcements. Nothing contained herein is to be construed as representing contractual obligations of the program, which reserves the right to change its courses of instruction, fees, and general academic regulations without notice, should circumstances warrant in the judgment of the university.

PROGRAM ACCREDITATION STATEMENT (A3.12a)

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

Accreditation-Provisional is an accreditation status granted when the plans and resource allocation, if fully implemented as planned, of a proposed program that has not yet enrolled students appear to demonstrate the program's ability to meet the ARC-PA Standards or when a program holding Accreditation-Provisional status appears to demonstrate continued progress in complying with the Standards as it prepares for the graduation of the first class (cohort) of students.

Accreditation-Provisional does not ensure any subsequent accreditation status. It is limited to no more than five years from matriculation of the first class.

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>.

STATEMENT OF NON-DISCRIMINATION

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, and 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 not to discriminate unlawfully on the basis of sex by Title IX of the Education Amendments Act of 1972 and its implementing regulations at 34 C.F.R. Part 106. This requirement extends to admission, except that the University may discriminate on the basis of sex in undergraduate admissions and is exempt from provisions of Title IX which conflict with the University's religious tenets.

The University has grievance procedures to provide students, employees, or applicants an opportunity to file a complaint of illegal discrimination of any kind. In order to file a grievance, contact the appropriate person below or see the grievance procedures published online.

A student or applicant with a question about the university's non-discrimination policies or who claims to have experienced unlawful discrimination in connection with any university program or activity should contact the designated coordinator for university compliance with nondiscrimination policies:

Susan Owens,

Vice President for Policy and Risk Management

Title IX Coordinator

Sanderford Administrative Complex

900 College Street, Belton Texas 76513

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MSPA PROGRAM FACULTY AND STAFF

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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 admissions 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 5th Edition Standards A2.02a, A2.05a-h, 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 5th Edition Standards A2.02a, 2.05a,c,d,f,g,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 5th Edition Standards A2.02b, A2.05 a,c,d,e,g,h)

The MSPA academic director is an 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 5th Edition Standards A2.02b, A2.05c-h)

The directors and principal faculty participate in the 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 5th 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 is composed of the academic director, clinical director, program director, and principal faculty. (ARC-PA 5th Edition Standards A2.05a,c,g,h)

Student Promotions Committee

The MSPA program Student Promotions Committee is charged with the responsibility of 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 5th 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 correlation 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 5th 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 5th Edition Standards A2.05b, A3.13, A3.14)

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 continued educational development, ingenuity, scholarship, and collaboration

ADMISSIONS

General Program Requirements

Academic Standards for Enrollment (A3.13b-d, A3.16)

- 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
- An overall GPA of 3.0 on a 4.0 scale as calculated by CASPA
- A last 60 hours GPA of 3.0 on a 4.0 scale as calculated by CASPA
- A science GPA of 3.0 on a 4.0 scale as calculated by CASPA (This GPA includes all college science courses taken at regionally accredited institutions.)
- Overall prerequisite GPA of 3.0 on a 4.0 scale as calculated by CASPA
 - 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
 - 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 courses completed within the last seven years are preferred, and all science courses 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.

Prerequisite Course Requirements (A3.13b.d)

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 (A3.13c, A3.16)

The MSPA program does not accept transfer credits from other physician assistant programs, nor is there an option for advanced placement in the physician assistant program.

Additional Requirements (3.13b)

- Original transcripts submitted to CASPA
- Completed essay portions on the CASPA
- Three professional letters of recommendation
 - 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:
 - Healthcare-related experience
 - 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.
 - Volunteer experiences
 - Leadership experiences

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 100 AND at least 25 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 submitted to www.umhb.edu/graddocs
- 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

Required Pre-Admission Tests and Experience (A3.13b)

- While clinical shadowing experience with a physician assistant and a physician is highly recommended, the UMHB MSPA program does NOT require a set number of shadowing or clinical medical experience hours for admission.
- The Graduate Record Exam (GRE), PA-CAT, and CASPer assessments are NOT required nor considered for UMHB MSPA program applicants.

Disclosure of Admission and Enrollment Practices (A3.13a)

- The UMHB MSPA program will grant a one-time interview to all applicants who are currently full-time students or graduates of UMHB who otherwise meet the minimum requirements for admission. If the applicant applies in a future admissions cycle, they are not guaranteed an interview. An interview does not guarantee admission into the program.
- Falsifying any application materials will be grounds for denial of admission to or expulsion from the MSPA program.

Application Process

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)

- Rolling admissions will occur with interviews and notification of acceptance as early as June.
- The UMHB MSPA program Admission Committee's decisions are based on a holistic review of the candidate's application. Areas of consideration for interview invitations include the following: (A3.14)
 - Intellectual Ability (increased points for higher GPA):
 - Overall GPA
 - Science GPA

- Prerequisite GPA
- Last 60 Hours GPA
- Holistic Factors
 - Demonstration of leadership on the CASPA (increased points based on number of leadership experiences)
 - Demonstration of healthcare experience on the CASPA (increased points based on number of healthcare experience hours)
 - Demonstration of volunteer experience on the CASPA (increased points based on number of volunteer hours)
 - Letters of reference ratings (increased points for higher ratings)
 - Essay (increased points for demonstrating fit with university mission)
- The interview will consist of a general program information session, tour of campus, and multiple mini interviews. 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

Notification

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

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-program immunization and/or titer requirements listed in Appendix G
- Completion of other requirements communicated in writing by the MSPA program

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 passing all criminal background checks.

The initial criminal background check must be completed through the 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) regulations.

Failure to comply with required criminal background checks will delay progression or render a student unable to complete the professional degree and 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.

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, 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 (A3.13e)

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 (A3.12d,e)

Didactic Course Name	Credit Hours	Clinical Course Name	Credit Hours
Physician Assistant Profession	1	Clinical Prep	1
Basic Fundamentals of Medical Science	2	Applied Research I, II	2
Human Anatomy I, II	6	Evidence-Based Medicine and Research I, II	2
Human Physiology I, II	4	Humanities, Ethics, Altruism, Leadership I-IV	4
Patient Assessment and Counseling I, II, III	9	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	1
		Total:	62

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 (A3.12f)

Graduate — currently \$1000 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

Replacement Vehicle Tag — \$15

Replacement Student ID — \$10

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 W, WP, WQ, 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 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

In order to earn a degree, students must complete clinical rotations at one or more health care 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 Texas 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 that it will be able to arrange 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 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

PROGRAM POLICIES

Faculty as Student Health Care Providers (A3.09)

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 (Appendix H).

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 in Appendix F, Student Services, and the [UMHB's Health Services webpage](#).

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, 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 or through 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 school property or property leased by the program and issued to the student. Loaned technology must be returned to the program upon withdrawal or deceleration.

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 training. In the event a student is unable to attend an offered training, he/she must schedule and pay for his/her 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 (A3.07a)

The Program requires that all students maintain immunizations as required by state law and recommended by the CDC for healthcare workers. Therefore, all MSPA students must submit proof of vaccinations or titers as applicable before the program orientation and must update verification (a) before participation in clinical components of the program and (b) as requested after that during enrollment in the program. Evidence of vaccinations and titers as applicable will be collected and verified by CastleBranch® (<https://mycb.castlebranch.com/>). Additionally, any student who is 21 years of age or younger at the time of program orientation must present proof of MPSV or MCV4 (MENACTRA/MENVEO) meningococcal vaccination directly to the campus nurse. The vaccination must have been completed no later than 10 days before program orientation. Students will receive a two-step tuberculosis screening test prior to starting clinical rotations.

The CDC recommended vaccinations for healthcare workers can be found [here](#).

Additionally, various clinical facilities affiliated with the MSPA program may have specific health and/or immunization requirements that must be met before students can care for patients within the given facility.

Appendix G provides more details regarding required vaccinations and screenings.

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

Student Confidentiality of Records (A3.18, A3.19)

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 his/her 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 (A3.19)

Student health records are confidential and will not be accessible to or reviewed by the program, principal, 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.

Attendance Expectations

Course attendance and punctuality are expected behaviors and contribute to determining readiness for clinical practice. Students are expected to attend all special and regularly scheduled lectures, labs, and clinical sessions and be on time. If a student must miss class or be tardy due to extenuating circumstances or a pre-planned significant event, the student must notify the instructor prior to the start of class or clinical time. The instructor may be notified through text, email, or voicemail. Notification to the instructor does not excuse an absence or tardy. Texting another student and asking him/her to notify the instructor is not acceptable professional behavior. For a pre-planned significant event that results in missing class and/or assessments, course directors in collaboration with the program director will determine approval of the absence on a case-by-case basis.

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 entire 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, and so on. 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 on clinical rotations should refer to the clinical manual for additional attendance expectations.

Absences due to Temporary Illness or Injury

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

Vacation and Holidays

Please refer to the UMHB academic calendar for observed holidays during the pre-clinical phase. The university holidays are not always observed during the clinical phase. Students must be at their clinical site during all appropriate preceptor hours. The MSPA program director and clinical director may implement additional vacation/holidays depending on the MSPA program curriculum and the university holidays. Clinical year students may be required to adhere to the schedule of their clinical site and work on days that the clinical site operates, even if the university and program are closed.

Employment While Participating in the Program (A3.15e)

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 (A3.04, A3.05a,b, A3.15e)

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. Acknowledgment of this policy will be demonstrated through the signed MSPA Program Student Acknowledgment and Agreement, Didactic Instructional Faculty Agreement, and Clinical Preceptor Visit forms.

Students Providing or Soliciting Clinical Sites and Preceptors (A3.03)

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 Code of Conduct

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 (A3.06)

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. 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 a university-approved anatomy lab coat. 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 dressed adequately 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, s/he 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 or 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) 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. Failure to exhibit classroom etiquette may result in a professional citation and a course grade decrease.

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 in using social media and respect the professional reputation of the student, 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; 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 will routinely be open from 7:30 a.m. until 5:30 p.m. Monday through Friday. Students may use classroom and lab space for study and practice during those hours when no class is scheduled. Students will have 24/7 badge access to IRMNEC and specific MSPA lab areas when the building is closed.

Students will have access to equipment for learning purposes. Students may not access or practice on any piece of equipment unless instructed in its use by a faculty member. Students are expected to return all equipment to storage and clean up the space used before leaving. Students may not remove any university/department equipment, supplies, or learning models without written permission from a faculty member. If equipment or models are checked out, they must be returned at the designated time and in the same condition; otherwise, the student is responsible for the cost of that equipment.

Students are responsible for maintaining a clean and orderly space in the classrooms and labs. Students should leave the classroom or lab ready for use by the next group of students. Faculty members will provide specific information for classrooms and labs regarding the placement of chairs, tables, stools, equipment, and other lab or classroom items.

Beverages may be consumed in class but must be in a spill-proof container. Students are not to eat/drink/chew gum while in clinical or laboratory settings.

Authorization by the university or the clinical facility housing the gross anatomy lab is required to enter the gross anatomy lab. No unauthorized visitors are allowed. No individual (faculty, student, lab assistant) will provide access to the lab to any unauthorized individual, including but not limited to high school students, undergraduate students, graduate students in other programs, and relatives or friends of students.

Students must observe all signage in classrooms, labs, or clinical settings, with emphasis on signage that pertains to safety, chemicals, radiation, and other warnings.

Students are not permitted in any faculty office or faculty designated space without a faculty member being 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 [here](#).

UMHB Smoking Policy

Smoking, the use of tobacco products and the use of electronic cigarettes (E-Cigarettes), or vaping devices are strictly prohibited:

- inside or within 50 feet of any university-owned building and residence
- while operating or riding in university-owned vehicles (including carts)
- in any other area designated by the university as tobacco/electronic cigarettes/smoke-free

Students must observe a clinical facility's rules regarding the use of tobacco products, electronic cigarettes, or vaping devices.

Student Services Addressing Personal Issues Policy (A3.09-A3.10)

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 (A3.15a)

Credit Hour

A semester credit hour is a unit by which an institution measures its course work. 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	89.95-100	Excellent
B	79.95-89.94	Average
C	69.95-79.94	Below Average
F	< 69.95	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.

MyCampus

The online portal for courses, grades, registration, and finances can be accessed [here](#).

Academic Progression (A3.15b)

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 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 grade point average (GPA) of 3.00 or above, semester and cumulative, is required of all graduate students enrolled at the University of Mary Hardin-Baylor. Students with a semester or cumulative GPA of less than 3.00 will be placed on probation. Two consecutive terms of enrollment with a semester or cumulative GPA of less than 3.00 will result in dismissal from the program.

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 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 semester GPA of 3.00 or better and improve the cumulative GPA to 3.00 or better to be removed from academic probation. Two consecutive terms of enrollment with a semester or 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 probation to a good standing status:

- Semester GPA of 3.0
- Overall GPA of 3.0

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 the student at any point during the student's enrollment. Reasons for academic warnings include but are not limited to academic probation (see below), the elevation of academic alert, failure to comply with a remediation plan, violation of program policies or procedures. Outcomes and specific action steps are included in the academic alert.

Remediation and Deceleration Policy (A3.15c)

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).

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.

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 (A3.15d)

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" will be posted to the student's transcript for all courses within the withdrawal semester.

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 Disability Services Office. If a student wishes to request a leave of absence for pregnancy accommodation, 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, he/she 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.

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. 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 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 consecutive 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 experience
- 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.

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 by following the Academic Appeal Process in the UMHB Graduate Catalog.

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 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 student will be re-admitted. To apply for readmission consideration, a student must reapply to the MSPA program through CASPA. The 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 student believes he/she will be successful when completing the course(s) for a second time. The MSPA Student Promotions Committee is responsible for advising the Admissions Committee when students are eligible for readmission to the program.

Graduation Requirements Policy (A3.15a,b)

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 PA 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 (A3.15f,g)

Academic Appeal Process

Students may appeal any academic decision believed to be arbitrary, capricious, or unfair. A student's mere dissatisfaction with a grade or decision is not grounds for an appeal. For an appeal to have merit, there must be some evidence that the student has been treated inappropriately with regard to the administration of the university's policies and procedures. The [academic appeal process](#) is published and readily available to students prior to and upon matriculation in [the UMHB Graduate Catalog](#).

Reporting Discrimination (including harassment) to University Authorities (A3.15g)

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:

1. In the Non-Discrimination Statement located in this handbook
2. On the university's [Title IX webpage](#).
3. In the university's [Student Handbook](#).
4. On the university's online [REPORT IT](#) website

Reporting Allegations of Student Mistreatment to University Authorities (A3.15f)

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 here - <https://www.umhb.edu/students/report-it>. Students may select their concern and it will direct them to the appropriate resource for reporting. Concerns involving unprofessional relationships, abuse of authority, and abusive and/or intimidating behavior should be reported in the "Other Concerns" category.

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

All cellular devices must be powered off (not on silent) and placed in backpacks. All books and personal items must be placed in backpacks, including smartwatches. No caps, hats, or sweaters/jackets that open in the front will be permitted during the exam. At least 5 minutes before exam time, students will place backpacks and other items around the classroom walls. No items may be under desks during the exam. The only items allowed on the desktop during an exam are a laptop/tablet, a water bottle, and other test-taking items provided by the instructor.

To begin written exams on time, students must be in seats with laptops open and exams downloaded 5 minutes before exam time. Students may not leave the room during an exam.

If a student misses an exam due to illness or extenuating circumstances AND notifies the instructor ahead of time, a make-up exam must be scheduled as soon as possible. If a student misses an exam and does not notify the instructor ahead of time, the student will receive a grade of "0" on the exam and will not be allowed a make-up exam.

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 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, C2.01)

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

1. **MANDATORY PRE-PLACEMENT TRAINING:** Students are required to successfully complete training on universal precautions, bloodborne pathogens, and patient confidentiality/HIPAA regulations. This will be scheduled for MSPA students prior to clinical placements. 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 Health Sciences Drug and Alcohol policy for more details, located here .
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 1 st SCPE.
Immunization/Vaccinations Required & Documented Appropriately	Must be up to date and submitted through CastleBranch. See Appendix G for more details.

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

Annual Security and Fire Safety Reports (Clery Report)

In compliance with federal reporting requirements 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.

A copy of the University of Mary Hardin-Baylor Annual Campus Fire and Safety Report is available for your review. A printed copy of this report can be obtained by contacting the University of Mary Hardin-Baylor's Campus Police Department at (254) 295-5555 or [here](#).

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 Campus Security and Fire 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 opened. 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 also 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 that 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, must complete biennial reviews of their Alcohol and Other Drug (AOD) program to determine effectiveness and consistency of enforcement of sanctions 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 Harassment, Sexual Assault or Sexual Violence

The university strives to create a campus environment free from sexual violence, sexual assault, or sexual harassment, all of which are prohibited by university policy and federal law. Detailed information about reporting crimes, sex

offenses, or violations of the university's policies on sexual harassment can be found in the [UMHB Student Handbook](#), the university's [Title IX webpage](#), and [UMHB's Annual Campus Crime and Fire Safety Report](#).

University Police

The University of Mary Hardin-Baylor Police Department provides law enforcement, traffic enforcement, and security services for the university. As commissioned peace officers, UMHB officers have full authority to enforce the law and make arrests both on-campus and off-campus when acting within the scope of their assigned duties.

UMHB Officers work closely with their local, state, and federal counterparts and routinely share and receive information from these sources. [Learn more about campus police.](#)

Emergency Preparedness and Alert Systems

In the event of an emergency on campus, the university will activate its Mass Notification System to the best of its ability. This system uses various 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

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

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 notice 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.

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.

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

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 is also dispatched and responds to all alarm activations. Potential Health Risks and Standard Precautions (A3.08)

Inclement Weather and University Cancellation Notices

During inclement weather, university officials will contact local news media to disseminate information regarding university classes, office operations, and/or event cancellations or delays. 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.

Mass Notification System for Inclement Weather

The university's mass notification system is used to disseminate information by one or more of the following modes of communication: email, text messaging, and phone calls.

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

Learn more about the university's [CruAlert System](#).

Reporting a Crime or Emergency

First, call 911 directly:

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

In addition to dispatching medical and fire personnel, 911 dispatchers should also notify our campus police department.

Tell the 911 dispatcher your specific campus location (especially if you call from a cell phone).

Second, as time and circumstances allow:

- Call campus police at (254) 295-5555 immediately after disconnecting from 911.
- Send a reliable person outside to watch for the emergency vehicles and direct them 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 fire alarms, evacuate the area, and assist others
- For **CRIMES IN PROGRESS**: evacuate or shelter in place, as appropriate to the situation

“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

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, on the university's premises or in any building/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 any person who holds a valid Texas license to carry a handgun and lawfully possesses the firearm or ammunition in such vehicle while located on a street, driveway, parking lot, parking garage, or other parking areas on UMHB's campus.

Students are responsible for following the rules of each clinical facility regarding safety, security, weapons, and other contraband.

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 rules have been modified to exclude that offense. The university's parking regulations are in effect 24 hours a day, seven days a week, including holidays. Enforcement areas include all property owned and/or under the university's control.

- 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**

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 correctly displayed on their vehicle. Guests and vehicles driven temporarily are issued visitor passes.

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

The UMHB Police Department makes an effort to protect vehicles parked on campus. However, UMHB assumes no responsibility for losses or damage. When a vehicle is parked, it should be locked and valuables removed or locked in the glove compartment or trunk.

The operation of a motor vehicle on campus is a privilege granted by the university. The university establishes traffic and parking regulations 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 that motor vehicle, including the trunk and glove compartments, and to remove and dispose of, as appropriate, any items which are prohibited on campus including alcohol, drugs, or weapons.

Theft or Loss of Personal Property

The university is not liable for the theft or loss of personal items housed in campus facilities or taken from university property. Students are encouraged to take every precaution against theft, such as locking their doors, identifying personal property, and carrying private property insurance. Many students are covered for loss or theft by their parent's homeowner's insurance policy. If this is not the case, students are strongly encouraged to consider a renter's insurance policy for protection. Valuable property should be secured before leaving campus for holidays. All reports of lost or stolen property should be reported to the UMHB Police Department or other Campus Security Authority.

Public Access to UMHB Campus

The University of Mary Hardin-Baylor is considered private property, accessible to members of the public who have a legitimate need to visit campus. The times in which campus buildings as well as recreational areas are secured 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 (i.e., the dean, associate dean, etc.).

University buildings and facilities are open during regular 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.

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 (A1.02g, A3.08a-c, A3.09)

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 (A1.02g, A3.08a)

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 Disability Services will work with the student and the MSPA program to develop an individualized plan to prevent adverse exposures during their training. Contact: Susan Owens, Vice President for Policy and Risk Management, Title IX Coordinator and non-discrimination compliance officer, Sanderford Administrative Complex, 900 College Street, Belton, Texas 76513, Office (254) 295-4527, email to susan.owens@umhb.edu

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

- <https://www.cdc.gov/infectioncontrol/basics/standard-precautions.html>
- <https://www.cdc.gov/infectioncontrol/basics/transmission-based-precautions.html>

Procedures for Care and Treatment After Exposure (A1.02g, A3.08b, A3.09)

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 hbarrett@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/topics/bbp>.

Financial Responsibility (A3.08c)

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 (A3.08a)

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 (A3.08a,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 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
A3.03	Students <i>must</i> not be required to provide or solicit clinical sites or <i>preceptors</i> . The program <i>must</i> coordinate clinical sites and <i>preceptors</i> for the program-required rotations.	MSPA Student Handbook
A3.04	Students <i>must</i> not be required to work for the program.	MSPA Student Handbook
A3.05a	Students <i>must</i> not substitute for or function as <i>instructional faculty</i> .	MSPA Student Handbook
A3.05b	Students <i>must</i> not substitute for or function as clinical or administrative staff.	MSPA Student Handbook
A3.06	Students <i>must</i> be clearly identified in the clinical setting to distinguish them from other health profession students and practitioners.	MSPA Student Handbook
A3.07a	The program <i>must</i> have and implement a policy on immunization and health screening of students, and such policy <i>must</i> be based on current Centers for Disease Control and Prevention recommendations for health professionals and state-specific mandates.	MSPA Student Handbook
A3.08a-c	The program <i>must</i> 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
A3.09	Principal faculty, the MSPA program director, and the medical director <i>must</i> 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 UMHB and MSPA program policies and applicable ARC-PA Standards.

I understand that I am required to read the MSPA Student Handbook and other policies that may be furnished to me from time to time during my enrollment in the program. I understand that I may request a written copy of each manual or policy from the MSPA program director.

My signature further reflects my commitment to continuously comply with all policies and procedures of 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

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, hears, 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-one application
11. Enhance patient evaluation through an intact sense of smell

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, evaluation, 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. However, if I require any accommodation, I understand that it is my responsibility to contact the university's Disability Services Office and comply with its policy on requesting accommodations.

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 students 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 #:	

I understand that any grade or credit I receive relating to my participation in the MSPA program depends on my compliance with this agreement.

Confidentiality of Information _____ Initials

1. During 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 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.

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. I agree to follow program procedures and the verbal or written instructions of UMHB faculty/administrators and clinical facility supervisors.
6. 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.
7. I agree to complete my assignment on time as scheduled.
8. 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.
9. 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.
10. I agree to follow MSPA procedures and the verbal or written instructions of faculty and facility supervisors.

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 [here](#). 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 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 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_____Initials

I understand that participating in the MSPA program and activities is potentially hazardous and that I could suffer injury or death from risks which include, but are not limited to exposure to contagious illnesses in clinical facilities; contact with patients, blood or bodily fluids, radiation, chemicals; and the use of equipment provided by UMHB or clinical facilities. By participating in the MSPA program, I accept and assume 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 MSPA program. Neither I nor any personal representative, agent, or other representative acting on my behalf will make any claim or bring any suit or action against the Released Parties for any injuries to me or 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 strongly recommends that I maintain individual medical insurance.

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 that 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 in teams of two or three 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 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
University Police (Mabee Student Success, First Floor)	(254) 295-5555

Students With Special Needs (Disability Accommodations)

The University of Mary Hardin-Baylor does not discriminate based on disability in the recruitment and admission of students or in the operation of any of its programs and activities. The UMHB Disability Services Office assists students with disability-related issues, including reasonable accommodation under Section 504 of the Rehabilitation Act of 1973. However, it is the student's responsibility to request disability accommodations.

The [UMHB Student Handbook](#) and website provide specific information for students with special needs. 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 Director of Student Counseling, Testing & Health Services, UMHB Box 8437, 900 College Street, Belton, Texas 76513, Office: (254) 295-4696, Fax: (254) 295-4196.

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 that have been provided during the academic portion of the program.

It is the responsibility of a candidate or student with a disability or a candidate who develops a disability that requires accommodations to meet these technical standards and to self-disclose that disability to the Office of Disability Services and request accommodations.

Candidates or students who fail to register with the Office of Disability Services or who fail to provide the necessary documentation to the Office of Disability Services shall not be considered to be claiming the need for or receiving accommodations under the federal or state disability laws. Students are held to their performance, with or without accommodation. No candidate will be assumed to have a disability based on inadequate performance alone. Accommodations are not applied retroactively, and a disability-related explanation will not negate an unsatisfactory performance.

Requesting Disability Accommodations

Candidates or students are not obligated to self-disclose their disability to the Program's administration, other staff members, or faculty. Students with disabilities who wish to obtain accommodations, auxiliary aids, and/or services must, however, self-disclose that disability and direct their request(s) for accommodation(s) to the Office of Disability Services.

While students can disclose a disability to the Office of Disability Services and request an accommodation at any time during their enrollment, students are encouraged to disclose the need for accommodation(s) as soon as possible. Time for documentation review and accommodation arrangement (s) is necessary and may take several weeks. Accommodations are not retroactive.

While the program works in conjunction with the Office of Disability Services to coordinate reasonable accommodations, disability documentation and students' individual diagnoses remain confidential. For more information, visit the [UMHB Disability Services](#).

Resources for Pregnant Students

The University of Mary Hardin-Baylor provides equal access to its education programs to students during pregnancy and childbirth. Any student may meet with UMHB's Title IX Coordinator to learn how the university supports and encourages pregnant 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 to help students remain in school despite limitations that may be recommended by a health care provider.

Pregnant students who anticipate a need for assistance with their academic program are encouraged to contact the Title IX Coordinator rather than individual faculty members. The Title IX office will work with the student and with faculty as needed to develop an individualized education plan that will ensure equal access to the university's programs and provide pregnant students the best opportunity to complete their education. Contact: Susan Owens, Vice President for Human Resources, Title IX Coordinator and non-discrimination compliance officer, Sanderford Administrative Complex, 900 College Street, Belton, Texas 76513, Office (254) 295-4527, email to susan.owens@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 needed.

The Student Health Services Center is available at no cost to UMHB students during regular business hours, with or without an appointment. The Student Health Services Center is located in the Mabee Student Success Center.

UMHB assumes no responsibility for medical expenses incurred by students. For more information about obtaining health insurance, visit the UMHB Health Services webpage.

Various health insurance applications are available for the student's convenience at the health center. It is up to the individual student to choose which healthcare plan best meets their needs. A recommended site for resources when a student becomes ill after hours is found on the UMHB Health Center Website.

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 medical insurance cards with them while attending UMHB.

Student Counseling Services (A3.10)

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.

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.

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, Doctor of Physical Therapy, Master of Science in Physician Assistant, Nursing, the Cru Community Clinic, Exercise and Sport Science, or Athletic Training do not provide student counseling or health services and are not affiliated with the UMHB Student Counseling and Health Center. Learn more about Student Counseling Services [here](#).

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 CruCard Office, 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 card which must be carried at all times. Students will use this card in the following ways:

- as a library card
- for photo identification to cash 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 certain campus buildings after closing hours

APPENDIX G: HEALTH POLICIES

The purpose of the following health policies is to protect the student in the classroom and clinical setting as well as to protect the clients with whom the MSPA program student will be working.

FLU VACCINE: Students are required to receive 1 dose of influenza vaccine prior to program orientation and annually thereafter during the current flu season, and submitted according to program deadline.

OTHER IMMUNIZATIONS:

Measles (rubeola), Mumps, Rubella (German Measles)	Proof of 2 dose MMR vaccination OR positive antibody titer
Chicken Pox (Varicella)	Proof of 2 dose varicella vaccination OR positive antibody titer
Tetanus/Diphtheria (Tdap/Td)	Students are required to have documentation of the full Tdap (Td or Tetanus not accepted). Renewals are required 10 years from Tdap administration.
Hepatitis B	Students must provide a positive antibody titer to Hepatitis B. If a student does not have immunity, the student is required to obtain a two-dose or three-dose Hepatitis B vaccination series, with a repeat titer one to two months later.
Meningococcal	MPSV or MCV4 is required. As of January 1, 2014, the State of Texas requires all first-time students (or transfer students if 21 years or younger) to obtain the meningitis vaccine or booster within five years prior to a student's admission date.

Source: The provisions of this §97.64 adopted to be effective April 1, 2004, 29 TexReg 3188; amended to be effective May 5, 2009, 34 TexReg 1433; amended to be effective May 25, 2010, 35 TexReg 4178; amended to be effective July 28, 2016, 41 TexReg 5422.

Tuberculosis Screening:

Students must receive a two step tuberculosis Mantoux tuberculin skin test, serum QuantiFERON-TB test, or serum T-SPOT test within 60 days prior to the start of clinical rotations. While students may choose to receive any of the above TB tests through their healthcare provider of choice, the two step TB skin test will be provided by the UMHB campus nurse free of charge. Students will submit their TB test results through CastleBranch®.

If the TB screen is positive, the student will need to be evaluated by a healthcare provider for further workup at the student's expense. Students will need to provide a letter from the provider that all additional testing, including a chest x-ray, indicated the student does not have TB.

If a current UMHB PA student becomes TB positive during enrollment, they will be referred to the Bell County Health Department or his/her private physician for follow-up care. Evidence of a negative chest x-ray must be provided within one month. The student must keep the UMHB campus nurse informed of follow-up care during the prescribed regimen.

Students having a documented positive TB skin test upon admission or while enrolled in the program, must provide evidence of a negative chest x-ray taken within the last 2 years. Negative chest x-rays over 2 years old must be repeated. Students with a positive TB skin test must complete a Texas Department of State Health Services (TDSHS) symptom questionnaire annually stating they are symptom free, as well as physician clearance documented on letterhead in order to be cleared to return to campus and clinical sites.

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** _____

Original: Student's education record in the MSPA program

Copy: Student

APPENDIX H: STUDENT INFORMATION AND HEALTH INSURANCE ACKNOWLEDGMENT FORM

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

STUDENT INFORMATION				
Last Name:	First Name:	Middle Initial:	Preferred Name:	Title: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> 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.	
<u>UMHB will use your student email for notifications.</u>				
Do you wish to provide a personal Email Address as alternative contact:				

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

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) at wstewart@umhb.edu and/or the Clinical Director (clinical) at hbarrett@umhb.edu.

Student's Information	
Name:	Student ID #
Cell #:	Alternate #:
UMHB Student Email:	Date of this report:
Phase of training: <input type="checkbox"/> Pre-Clinical <input type="checkbox"/> 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: <input type="checkbox"/> Gloves <input type="checkbox"/> Mask <input type="checkbox"/> Face Shield <input type="checkbox"/> Eye Gear <input type="checkbox"/> 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: