



**ROWAN-VIRTUA**  
**School of**  
**Osteopathic Medicine**

# **Physician Assistant Program**

## **Student Handbook**

**Academic Year**  
**2026-2027**

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## The PA Student Handbook

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The faculty and administration of the Rowan-Virtua School of Osteopathic Medicine (“Rowan-Virtua SOM” or “School”) Physician Assistant (PA) Program (the “Program”) have developed this PA Student Handbook (the “Handbook”) to provide specific guidelines, rights, expectations, and responsibilities regarding the PA Program. This Handbook is designed to supplement existing [Rowan University \(“University”\) policies](#) and Rowan-Virtua SOM policies and procedures. Wherever policies between the University and program differ, or are non-existing at the university level, the policies held within this Handbook shall supersede all others. We encourage every student to become familiar with, and refer to, those and other University and Rowan-Virtua SOM publications for further information.

Many of the policies in this Handbook are derived from the ARC-PA [Accreditation Standards for PA Education, 5<sup>th</sup> Edition](#) (the “ARC-PA Standards”). Where policies are related to specific ARC-PA Standards, they will be notated with a reference to the corresponding Standard (e.g., (A1.01)). All policies and procedures in this Handbook apply to the following individuals in the Program: all students, principal faculty, instructional faculty, the Medical Director, and the Program Director, regardless of the instruction or work location, throughout the curriculum, during both the Didactic and Clinical Phases (A3.01). A Clinical Education Affiliation Agreement or memorandum of understanding between Rowan-Virtua SOM and a clinical site may specify that certain Program policies will be superseded by those at the clinical site (A3.01).

The Program has the right to update and amend this Handbook at any time in its sole discretion. New policies or procedures approved after publication of this Handbook may add to or supersede those contained herein. As updated policies or procedures are available, they are effective immediately, and the students will be notified in writing at that time.

Any questions regarding policies contained within this Handbook should be directed to the PA Program Director.

## Program Accreditation Status

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The [Accreditation Review Commission on Education for the Physician Assistant, Inc. \(ARC-PA\)](#) is the accrediting body for Program. ARC-PA has granted Accreditation-Provisional status to the Program.

*The Rowan-Virtua School of Osteopathic Medicine has applied for Accreditation - Provisional from the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA). The Rowan-Virtua School of Osteopathic Medicine anticipates matriculating its first class in August 2026, pending achieving Accreditation - Provisional status at the March 2026 agenda, ARC-PA meeting. 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.*

## University Accreditation

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Rowan University is accredited by the [Middle States Commission on Higher Education](#). The [University's accreditation](#) was most recently reaffirmed in 2019.

## History of Rowan University

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<http://www.alumni.rowan.edu/s/1653/02-alumni/index.aspx?sid=1653&gid=2&pgid=379>

## History of Rowan-Virtua School of Osteopathic Medicine

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<https://som.rowan.edu/oursom/leadership/history.html>

## Mission Statement

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### **Rowan-Virtua SOM Physician Assistant Program Mission Statement:**

The Rowan-Virtua SOM Physician Assistant Program's mission is to develop clinically competent and compassionate physician assistants who are prepared to excel in the evolving interprofessional team-based healthcare landscape by practicing evidence-based medicine.

### **Rowan University Mission Statement**

### **Rowan-Virtua School of Osteopathic Medicine Mission**

## Program Values and Goals

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The Rowan-Virtua SOM PA Program's Values and Goals can be found here:

<https://som.rowan.edu/physician-assistant/about/mission-values-goals.html>

## Administration of the Program

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The program director, faculty, and the administrative staff conduct the day-to-day operations of the Program. The Program faculty are responsible for class selection, curriculum design and development, student and course evaluation, student advising, and other matters relevant to the program.

The Program supports continual and open communication between students, faculty and staff. It is our intention, therefore, that all department personnel be available for student consultation.

The PA faculty is responsible for:

- Developing the mission statement for the program.
- Selecting applicants for admission to the PA Program.
- Providing student instruction.
- Evaluating PA student performance.
- Providing academic counseling to PA students.
- Assuring the availability of remedial instruction.
- Designing, implementing, coordinating and evaluating curriculum.
- Administrating and evaluating the program.

In addition to the core faculty of the program, and the full-time basic science and clinical faculty, the Program will engage a number of highly qualified part-time and adjunct faculty to provide their expertise to the students' education and experience. Using a highly collaborative and interdisciplinary approach to teaching serves to extend the benefit of their experience to the students in the PA Program.

## PA Program Faculty and Staff

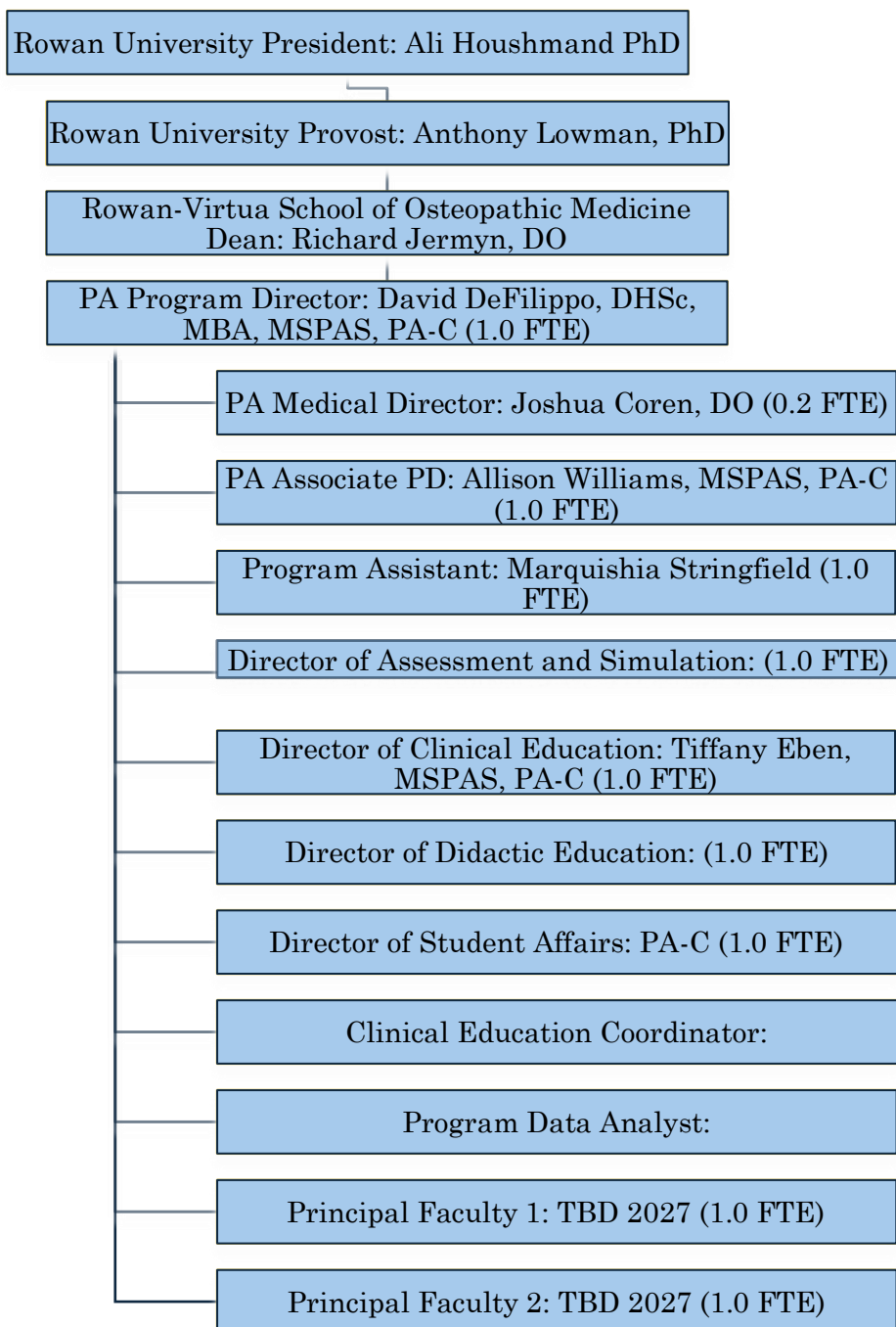
---

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Joshua Coren, DO	Medical Director	210	856-770-5727	corenjo@rowan.edu
Allison Williams, PA-C	Associate Program Director	209	856-566-6325	williamsam@rowan.edu

Tiffany Eben, PA-C	Director of Clinical Education	208	856-566-6055	eben@rowan.edu
	Director of Didactic Education			
	Director of Student Affairs			
	Director of Assessment and Simulation			
Marquishia Stringfield	Program Assistant	Suite 200	856-566-6303	stringfieldm@rowan.edu
	Clinical Education Coordinator			
	Program Data Analyst			

## Organizational Chart

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## Professional Organizations and Regulatory Bodies

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### ACCREDITATION REVIEW COMMISSION ON EDUCATION FOR THE PA, INC. (ARC-PA)

The Accreditation Review Commission on Education for the PA (ARC-PA) is the recognized accrediting agency that protects the interests of the public and PA profession by defining the standards for PA education and evaluating PA educational programs within the territorial United States to ensure their compliance with those standards. The ARC-PA encourages excellence in PA education through its accreditation process, by establishing and maintaining minimum standards of quality for educational programs. It awards accreditation to programs through a peer review process that includes documentation and periodic site visit evaluation to substantiate compliance with the Accreditation Standards for PA Education. The accreditation process is designed to encourage sound educational experimentation and innovation and to stimulate continuous self-study and improvement.

See <http://www.arc-pa.org> for additional information.

### AMERICAN ACADEMY OF PHYSICIAN ASSISTANTS (AAPA)

The AAPA is the national professional organization of PAs. Its membership includes graduate and student PAs as well as affiliate membership for physicians and PA educators. The AAPA provides a wide range of services for its members from representation before federal and state governments and health related organizations to public education, pamphlets and brochures, insurance and financial programs, and employment assistance.

AAPA members receive multiple publications, free record keeping and reporting of CME requirements, and are entitled to a membership discount for the annual spring conference. Student PA Societies are an integral part of the AAPA and make up a body referred to as the Student Academy of the American Academy of PAs (SAAAPA). The Student Academy meets yearly at the national spring conference to elect officers and representatives. The Program encourages all enrolled students to take an active interest in this process.

See [www.aapa.org](http://www.aapa.org) for more information.

### NATIONAL COMMISSION ON CERTIFICATION OF PHYSICIAN ASSISTANTS (NCCPA)

All graduates of PA Programs accredited by the ARC-PA are eligible to sit for the national certifying exam (PANCE) offered by the NCCPA.

Registration applications are completed during the second year of the PA Program. All states require graduates to take and successfully pass the national boards to continue employment.

Once certified by the NCCPA, each graduate must obtain and report 100 hours of Continuing Medical Education (CME) every two years. Recertification exams are also required every ten years.

See [www.nccpa.net](http://www.nccpa.net) for more information, including exam scheduling requirements.

## NEW JERSEY STATE SOCIETY FOR PHYSICIAN ASSISTANTS (NJSSPA)

NJSSPA is the only organization in New Jersey that promotes the interests of all physician assistants practicing in our state and is the official state chapter of the American Academy of Physician Assistants (AAPA). The executive board and sub-committees are composed of highly dedicated professionals, physician assistants, volunteering their efforts in expanding and supporting our profession.

See <https://njsspa.mypanetwork.com/> for more information.

## Professional Publications

<a href="#">Journal of the American Academy of Physician Associates (JAAPA)</a>	
<a href="#">Clinician Reviews</a>	<a href="#">The Clinical Advisor</a>

## State Licensure Disclosure

The [Rowan Professional Licensure Disclosure](#) reflects the University's reasonable assessment of whether its program meets the educational requirements for a professional license or certification in each state. Many states have additional requirements beyond the educational requirements, which may include, but are not limited to, work experience; passing one or more exams; demonstrating good moral character; completing satisfactory background checks; and submitting applications and payment of fees. ***Rowan-Virtua SOM PA Program cannot and does not guarantee that a professional licensing board/authority will approve a student's individual application for licensure in any field or in any jurisdiction.***

State licensing boards may change their requirements without advance notice to the Program. Students are strongly encouraged to review the requirements in the state(s) where they intend to work and consult with the appropriate licensing board(s). Please note that the Program does not make any representations or claims about whether its programs satisfy the requirements for professional licensure or certification in any country or jurisdiction outside of the United States.



## Campus Information A3.12h

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### Sewell Location

The PA Program's main campus is the Rowan Sewell campus and does not offer a program option at a geographically distant campus location. The Rowan-Virtua SOM PA Program is located on the Sewell SOM campus, all essential academic, administrative, and student support services and resources will be fully accessible to PA students and faculty at the Sewell campus.

Rowan-Virtua SOM Sewell is an extension of Rowan-Virtua School of Osteopathic Medicine.

The Sewell Campus is located on the second floor of the Rowan Medicine Building and features state-of-the-art medical education and research space, including an Osteopathic Manual Manipulation Lab, Auditorium, *Anatomage* Table, Library, and 18 PBL classrooms. The unique combination of a medical school located in the same building as a clinical care center creates a dynamic learning environment that provides students an opportunity.

Public Safety can be reached in the following ways:

- The security post located in the lobby of the Rowan-Virtua SOM building: Monday-Friday 7am-11pm
- **Emergency: call 856-256-4911 or 911**
- Non-Emergency or Escorts: call 856-256-4922

Call boxes are located outside of staircase B, Student Lounge, and staircase D.  
An AED is located in the atrium on the second floor.

### Rowan-Virtua SOM Health Sciences Library

Library resources can be obtained in person or online- <http://www.lib.rowan.edu/som>  
Academic Center, 1st Floor, One Medical Center Driver, Stratford, NJ 08084.  
(856) 566-6800

Rowan-Virtua SOM ID badges are to be presented each time an enrolled student enter the library.

For information on the library's hours, study rooms, quiet study spaces, and food policy, please visit the library's website at <https://www.lib.rowan.edu/som/about>

## Housing

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Rowan-Virtua SOM does not provide housing. Ample off-campus housing is available in surrounding communities. The University makes available maps, a listing of apartments available in the area, and other materials, for additional information please visit the [Residential Learning and University Housing](#) website. The Admissions Office maintains a current list of

apartments and other housing information. The School makes no referrals or endorsement of rental properties, relations with landlords, or types of leases offered. Students must conduct their own individual assessment of the rental listing.

## Public Safety and Security Policies A1.02g

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The following policies and procedures are the appropriate security and personal safety measures for PA Students and Faculty in all locations where instruction occurs.

For students on clinical rotations, clinical sites may have their own Public Safety and Security Policies that may supersede or be more specific than these. If a clinical site does not have their own Safety and Security policies, students are asked to refer to these. Clinical preceptors or designated personnel are asked to review these policies with you prior to the start of your Supervised Clinical Practice Experiences (SCPE, i.e. clinical rotations) or during day one orientation.

### Public Safety Department

<http://www.rowan.edu/safety/>

**ID Badges are to be worn by all Faculty, Staff and Students at all times while on campus or on clinical rotations.**

Replacement ID Badges are available from Public Safety office located on the 1st floor of the UEC between the hours of 8:00 a.m. to 4:00 p.m.

### Contact Numbers for Public Safety:

Rowan Univ. Police Emergency: 856-256-4911

Rowan Univ. Police/Security Non-Emergency: 856-256-4922

Rowan University Police Anonymous Crime Tip line: 856-256-7428

### *Emergency Telephone Call Boxes*

There are 21 emergency blue telephone call boxes are located throughout the exterior of the campus, including parking lots, sidewalks, etc. Placement of call boxes was determined by Rowan Emergency Management Services.

### *Automated External Defibrillators (AED)*

Automated External Defibrillators equipped with voice instructions and pediatric capable are located throughout Rowan-Virtua SOM campus as follows:

Academic Center (AC)

1st Floor lobby near Admissions

2nd Floor lobby, Wellness Center, behind check in-counter

3rd Floor lobby, by Dean's Office entrance

University Educational Center (UEC)

1st Floor lobby across from Logistical Services between doors leading to exit and stairs

2nd Floor lobby by stairwell #3

Science Center (SC)

1st Floor lobby near classroom 145

2nd Floor lobby near stairwell A

3rd Floor across from room 390

Rowan Medicine Building (RMB)

1st Floor lobby near public safety desk

2nd Floor lobby near family medicine across from elevators 3rd Floor lobby across from elevators

Rowan Medicine Building Sewell Campus

2<sup>nd</sup> Floor near large classroom atrium

Safety Tips from RUPD:

Safety precautions to reduce your chances of being a victim of burglary or theft:

- Report suspicious persons to Rowan Univ. Police at (856-256-4911) immediately or the Police Department (9-1-1).
- Be alert for persons "hanging around" on the floors or near entrances.
- Report any suspicious activity to either Rowan Univ. Police (856-256-4911) or the Police Department (9-1-1).
- Make sure that your vehicle is secure; do not leave valuables in your vehicle.

## General Evacuation Plan During an Emergency

In the event of an emergency on campus, the Rowan-Virtua SOM Office of Public Safety has the authority to evacuate campus buildings. An evacuation of a building does not automatically result in a cancellation of classes or the closing of all or part of the University. Only the University President or their designee has the authority to approve cancellation of classes or closing of the University.

In the event of an emergency off campus at a location where supervised clinical practice experiences (clinical rotations) occur, all students, faculty and staff must follow the recommendations and procedures as designated by the clinicians, staff of the clinical practice site and/or emergency personnel. In the event that a clinical site does not have defined safety and security measures the following general procedures should be followed.

### *What to Do*

At the sound of the alarm, remain calm, evacuate immediately through the nearest exit, alert others, proceed to assembly points (safe zones), move away from the building, and follow the instructions of the emergency responders.

Assist individuals with disabilities to the nearest fire exit/tower and wait for assistance. In the event that an individual with disabilities is in the fire exit/tower, notify a Public Safety Officer or first responder so rescue arrangements can be coordinated.

Do not return to an evacuated building until the “all clear” signal is given by the Office of Public Safety or an emergency services personnel. On campus, the Department of Public Safety will be working in conjunction with city, state, and federal support agencies to ensure that it is safe to resume normal operations.

Remember: Silencing of the alarm does not mean the emergency is over.

### *Shelter-in-Place*

You may be instructed to shelter-in-place due to an accidental release of chemical, biological, or radiological contaminants, the intentional release of chemical, biological, or radiological contaminants due to a terrorist incident, a natural disaster, or for personal protection because of a criminal incident. Normally evacuation is the most common protective action taken when an airborne hazard, such as smoke or noxious odor, is found in a building. In most cases, existing general evacuation plans apply to evacuation in response to these types of incidents.

However, a general evacuation may not be the best course of action for an external hazardous materials incident, particularly one that is widespread, such as a tanker car chemical explosion. Since a general evacuation will most likely expose individuals to the hazardous conditions and a rapid evacuation may not be possible, individuals are encouraged to shelter-in-place.

You can achieve a greater level of protection by sheltering-in-place rather than risking direct exposure to the hazardous conditions. You can also achieve a higher level of protection by taking shallow breaths and covering your nose and mouth with a damp cloth.

In all emergencies, follow the instructions provided through the Emergency Notification System and, if possible and safe to do so, use a computer to find out more information or turn on a TV or radio. Most importantly, remain calm.

### *Stay Put - Learn How to Shelter in Place*

Sometimes the best way to stay safe in an emergency is to get inside and stay put inside a building or vehicle. Where you should stay can be different for different types of emergencies.

Be informed about the different kinds of emergencies that could affect your area and ways officials share emergency information. Ask your local emergency management agency about the best places to take shelter during different types of emergencies.

### *Get Inside, Stay Inside*

If local officials tell you to “stay put,” act quickly. Listen carefully to local radio or television stations for instructions, because the exact directions will depend on the emergency situation. In general, you should:

Get inside. Bring your loved ones, your emergency supplies, and when possible, your pets,

- Find a safe spot in this location. The exact spot will depend on the type of emergency,
- Stay put in this location until officials say that it is safe to leave.

### *Stay in Touch*

Once you and your family are in place, let your emergency contact know what’s happening, and listen carefully for new information.

Once you’re inside and in a safe spot, let your emergency contact know where you are, if anyone is missing, and how everyone is doing.

- Call or text your emergency contact. Let them know where you are, if any family members are missing, and how you are doing.
- Use your phone only as necessary. Keep the phone handy in case you need to report a life-threatening emergency. Otherwise, do not use the phone, so that the lines will be available for emergency responders.
- Keep listening to your radio, television, or phone for updates. Do not leave your shelter unless authorities tell you it is safe to do so. If they tell you to evacuate the area, follow their instructions.

### *Sheltering with pets*

- Prepare a spot for your pets to poop and pee while inside the shelter. You will need plenty of plastic bags, newspapers, containers, and cleaning supplies to deal with the pet waste.
- Do not allow pets to go outside the shelter until the danger has passed.

### *Sealing a Room*

In some types of emergencies, you will need to stop outside air from coming in. If officials tell you to “seal the room,” you need to:

- Turn off things that move air, like fans and air conditioners,
- Get yourself and your loved ones inside the room,
- Bring your emergency supplies if they are clean and easy to get to
- Block air from entering the room, and
- Listen to officials for further instructions.

Once officials say the emergency is over, turn on fans and other things that circulate air. Everyone should go outside until the building's air has been exchanged with the now clean outdoor air. For more details, read [FEMA's Guidelines for Staying Put](#).

### *Staying Put in Your Vehicle*

In some emergencies it is safer to pull over and stay in your car than to keep driving. If you are very close to home, your workplace, or a public building, go there immediately and go inside. Follow the "shelter-in-place" recommendations for that location. If you can't get indoors quickly and safely:

It may be safer to pull your car over and stay put than to keep driving. Listen to local officials to know what to do.

- Pull over to the side of the road.
- Stop your vehicle in the safest place possible and turn off the engine.
- If it is warm outside, it is better to stop under a bridge or in a shady spot so you don't get overheated.
- Stay where you are until officials say it is safe to get back on the road.
- Listen to the radio for updates and additional instructions.
- Modern car radios do not use much battery power, so listening to the radio for an hour or two should not cause your car battery to die.
- Even after it is safe to get back on the road, keep listening to the radio and follow directions of law enforcement officials.

For more information see: <https://emergency.cdc.gov/shelterinplace.asp>

## **Fire Safety**

In the event of a fire, follow the directions of emergency personnel and any guidelines or procedures as indicated from the Office of Public Safety or Incident Command System. In the event that the procedures and guidelines for fire safety are not known for a specific instructional site, once the alarm is sounded evacuate the building in a calm orderly manner.

The following actions may be needed/followed for a fire or fire alarm in an off campus instructional setting:






- If you hear the fire alarm or see flashing lights, close all fire doors in your area.
- Ensure that egress corridors are clear to allow movement of patients and equipment.
- Ready evacuation transport equipment such as wheelchairs, blankets, and gurneys.
- Set in motion a system to move people to designated assembly points.
- Await further instructions.

### *How to Use Fire Extinguishers*

The following are important considerations before you attempt to fight a fire:

- Make sure that everyone else is leaving the area, someone has sounded the alarm, and someone has called the fire department.
- Ensure that you have an unobstructed escape route at your back.
- Verify that the fire is small, confined, and not spreading.
- Make sure that you know what is burning and that you have the appropriate type of extinguisher to fight the fire.
- You are knowledgeable regarding the use of the extinguisher.
- Make sure that you keep your back to a clear exit and stand 2 to 3 meters (6 to 8 feet) away from the fire.
- Your safety is paramount; if the fire is out of control, leave the area immediately.

The four steps in using a fire extinguisher can be remembered through a simple acronym: **PASS**.

		<b>P – Pull the pin</b> This unlocks the operating lever.
		<b>A – Aim low</b> Point the extinguisher nozzle or hose at the base of the fire.
		<b>S – Squeeze</b> Squeeze the lever above the handle to discharge the extinguishing agent. Release the lever to stop.
		<b>S – Sweep</b> Sweep the nozzle or hose from side to side. If the fire is going out, move toward the flames; keep the extinguisher aimed at the base of the fire and sweep back and forth. Watch the fire area once the fire is extinguished and be prepared to repeat the process if it reignites.

## Technical Standards - Essential Functions for Admissions, Matriculation, Promotion, and Graduation A3.13e

The Rowan-Virtua School of Osteopathic Medicine is committed to selecting candidates who can satisfy the academic and performative standards, meet the technical standards, and are well prepared for residency and licensure. We are also dedicated to fostering an inclusive, accessible environment, ensuring all students have equal access to necessary resources for success.

Because the Master of Physician Assistant Studies degree signifies that the holder of such a degree is prepared for entry into the practice of medicine within postgraduate training programs, it follows that graduates must have the knowledge and skills to function in a broad variety of



clinical situations and to render a wide spectrum of patient care. In order to carry out the activities described below, candidates for the PA degree must be able to consistently, quickly and accurately integrate all information received, and have the intellectual ability to learn, integrate, analyze, and synthesize data.

All students in the Program must meet the Program's technical standards for enrollment (A3.13e.) Students must possess the "physical, cognitive and behavioral abilities required for satisfactory completion of all aspects of the curriculum and for entry into the profession." (ARC-PA Standards, Fifth Edition, p. 23.) A candidate for the PA degree must have these technical skills, including: observation, communication, motor, conceptualization, integrative and quantitative, and behavioral and social. Accommodation is available to assist with a variety of disabilities. Under all circumstances, a candidate should be able to perform in a reasonably independent manner. The use of a trained intermediary means that a candidate's judgment must be mediated by someone else's power of selection and observation. Therefore, ordinarily, the use of an intermediary in the clinical setting is not permitted.

The PA Program Technical Standards are on the PA department website at <https://som.rowan.edu/documents/pa-technical-standards-essential-functions.pdf>. These technical standards are not intended to deter any prospective student for whom reasonable accommodation will allow access to the curriculum.

A student whose behavior or performance raises questions concerning his or her ability to fulfill the technical standards may be required to obtain evaluation and/or testing by a health care provider designated by the School, and to provide the results to the campus Student Health Service for the purpose of determining whether the student is fit to pursue the educational program. If the student is deemed fit to pursue the program, the School reserves the right to require actions recommended by the health care provider.

### **Observation**

Candidates and students must have sufficient vision to be able to observe demonstrations, experiments, and laboratory exercises in the basic sciences. This will require the candidate to observe material at a distance and close-at-hand (such as overhead projections and slides) and organisms and structures through a microscope. Candidates and students will be required to observe a patient accurately at a distance and close-at-hand and to interpret radiographs and other graphic images and digital or analog representations of physiological phenomena (such as EKG's). Consistent with being able to assess asymmetry, range of motion, and tissue texture changes, it is necessary to have adequate visual capabilities for proper evaluation and treatment integration. The observation and information acquisition will require candidates and students to have functional, visual, auditory, and somatic sensations, enhanced by the functional use of other sensory modalities.

### **Communication**



Candidates and students must be able to communicate effectively in English with faculty, other care workers, other students, and patients. They must be able to directly communicate effectively with patients in speech, writing and listening.

### **Motor**

Candidates and students should have sufficient motor function to execute movements reasonably required to provide patients with general care, emergency treatment, and osteopathic treatment. This requires proper posture, upper and lower extremity strength and adequate tactile sensory ability. Students should be able to assist patients in positioning for osteopathic procedures. Students must be able to maintain all physical, behavioral, and cognitive skills needed to become an osteopathic physician.

### **Professionalism**

Candidates and students must demonstrate the ability to exercise good judgment, promptly complete all responsibilities attendant to the diagnosis and care of patients, and develop mature, sensitive, and effective relationships with patients.

Compassion, integrity, ethical standards, concern for others, appropriate hygiene and appearance, interpersonal skills, interest, and motivation are all personal qualities that will be assessed during the admissions and educational processes.

Candidates and students must also be able to tolerate physically taxing workloads and schedules and to adapt to chaotic environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of many patients.

Additionally, Rowan-Virtua SOM maintains a curriculum that stresses the importance of the body as a unit and the applicability of palpation as an integral part of diagnosis and treatment for all patients. To acquire competencies in physical diagnosis and osteopathic manipulative medical diagnosis and treatment, as well as to maintain empathy for patients, all students are required to examine and practice clinical skills on others and serve as the “patient” who will be examined and have clinical skills performed on them by their classmates. Students are required to assume the role of the patient to develop an understanding of the patient’s experience throughout the curriculum. This includes but is not limited to permitting self and demonstrating on others physical exams such as abdominal, cardiac and musculoskeletal, osteopathic structural exams, osteopathic diagnosis, and osteopathic manipulative treatment. This is a core learning objective.

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

These abilities include measurement, calculation, reasoning, analysis, and synthesis. Problem solving, the critical skill demanded of physicians, requires all of these intellectual abilities.

Accommodations

All students, employees and applicants have equal opportunity at Rowan-Virtua SOM. Discrimination against applicants and students due to any category protected by applicable law,

including but not limited to disability and religion, is prohibited. Therefore, Rowan-Virtua SOM will, if requested, provide reasonable accommodations to otherwise qualified enrolled students and candidates with disabilities or religious restrictions unless: a) such accommodations impose an undue hardship to the institution, or b) direct threats of substantial harm to the health and safety of others due to the disability cannot be eliminated by any reasonable accommodations available that would allow the student to perform the technical standards, or c) such accommodations fundamentally alter the educational program or academic standards. Requests to be excused from the requirement to treat patients of another sex will not be considered a reasonable accommodation. Students will be judged during the course of study on their acquisition of the knowledge necessary for the practice of medicine, their ability to perform the aforementioned technical skills, and their physical and behavioral capacities to meet the full requirements of the school's curriculum.

Admitted and/or enrolled candidates with disabilities are encouraged to reach out to our Accessibility Service staff at 856-566-6980 to schedule a confidential consultation.

## Disability Services and Accommodation Requests

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The Americans with Disabilities Act gives civil rights protection to individuals with disabilities and guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, State and local government services, and telecommunications. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance.

The Center for Student Success office works in conjunction with the Assistant Dean of Academic Affairs to serve as a resource for students with disabilities and coordinates all disability services. The first step in the process of requesting accommodations is for students to voluntarily self-identify. Students wishing to pursue accommodations should complete the form at the link below or contact the office at 856-566-6980. In addition to the form, students will need to submit documentation of the disability and schedule a meeting with a Center for Student Success staff member to collaborate on what accommodations may be needed.

Requests should be submitted at least two weeks before the accommodations are needed.

Additional information on the application process can be found on the website:

[http://www.rowan.edu/som/education/CTL/student\\_service.html](http://www.rowan.edu/som/education/CTL/student_service.html)

<https://som.rowan.edu/documents/somdisabilityinfo.pdf>

If the student is denied accommodations after they have been deemed eligible by the Assistant Dean of Academic Affairs, they should contact the Center for Student Success' Staff. Students requesting accommodations who are dissatisfied with the decision of the Disability Services office may file a written grievance with the Dean of the School of Osteopathic Medicine within ten days of issuance of the original accommodations. All pertinent documentation supporting the grievance should be provided.

To contact or schedule an appointment with [Accessibility Services at ROWAN-VIRTUA SOM](https://som.rowan.edu/education/academic/disability.html) please visit the website: <https://som.rowan.edu/education/academic/disability.html>

## Rowan-Virtua SOM Student Code of Conduct

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The following code provides specific guidelines that all PA students are expected to review and to abide by. Students will be required to sign an agreement acknowledging that they have read and understood the following Student Code of Conduct. This Student Code of Conduct will be used by School administrators when evaluating a student's performance or any deviations from expected behavior.

### General Principles

1. Each student must demonstrate integrity and honesty in all academic and professional matters.
2. Each student must be aware of and abide by all applicable federal, state, and local civil and criminal laws and regulations.
3. Each student must be aware of and abide by all University and School policies, rules, procedures and standards, both general and academic.
4. Each student must truthfully represent their work and the work of others.
5. Each student must demonstrate respect in all interactions with faculty, staff, students, patients and other members of the health care team.
6. Each student must demonstrate respect for property at all times.
7. Each student must take responsibility to assess their own actions and the actions of others and report violations of this Student Code of Conduct to a member of the Disciplinary Hearing Board or the Director of Student Affairs.
8. In a situation where it is unclear whether an individual's conduct is unprofessional, it is a student's responsibility to seek clarification from a member of the Disciplinary Hearing Board or the Director of Student Affairs.

### Academic Integrity Policy

#### EXAMPLES OF VIOLATIONS OF ACADEMIC INTEGRITY

**CHEATING** occurs when an individual misrepresents their mastery of the subject matter or assists another to do the same. Instances of cheating include, but are not limited to:

1. Copying another's work and submitting it as one's own on an examination, paper or other assignment;
2. Allowing another to copy one's work;
3. Using unauthorized materials during an examination or evaluation such as a textbook, notes, or any electronic devices.

4. Collaborating with another individual by giving or receiving unauthorized information during an examination or evaluation.
5. Reproducing or distributing unauthorized information about an examination or evaluation.
6. Changing, altering, or falsifying a graded examination, completed evaluation, grade report form or transcript.
7. Taking an exam for another or allowing another to take an exam for oneself.

**PLAGIARISM** is an act whereby an individual represents someone else's words, ideas, or data, whether oral, in print or in electronic form as their own work. This includes internet and web-based resources. Examples include, but are not limited to:

1. Using the exact words of another source without quotations and appropriate referencing;
2. Using the ideas, opinions, data or theories of another without a reference, even if completely paraphrased;
3. Using artificial intelligence to generate assignments including but not limited to papers, presentations, and reflections
4. Using charts, diagrams, and/or any image from another source without revision, permission from the author and/or appropriate referencing.

**FABRICATION/FALSIFICATION** is the deliberate use of false information or withholding of information with the intent to deceive. Examples include, but are not limited to:

1. Using information from a source other than the one referenced;
2. Listing of references in a bibliography that were not used in a paper;
3. Falsifying or withholding data in experiments, research projects, notes, reports, or other academic exercises;
4. Falsifying or withholding data in patient charts, notes or records;
5. Submitting papers, reports or projects prepared in whole or part by another;
6. Falsifying records for the purposes of personal gain.

**EXAMPLES OF UNPROFESSIONAL BEHAVIOR** include, but are not limited to:

1. Failing to respectfully address the faculty, staff, and peers in both the academic and clinical settings.
2. Behaving or speaking in a manner which could be interpreted as demeaning or disrespectful regarding a patient.
3. Failure to adhere to HIPAA or FERPA policies.
4. Disruptive behavior which includes, but is not limited to, using foul language, yelling, mock fighting, threatening behavior or other forms of intimidation, public displays of affection, or other inappropriate actions.
5. Failing to attend required student/intern teaching sessions, i.e. morning report, grand rounds, and mandatory sessions without direct permission.
6. Failure to adhere to required rotation schedules, including assigned daily hours and after hour call responsibilities unless specifically excused.



7. Failure to adhere to dress code and standards set forth by the school and its clinical affiliates.
8. Professionalism extends not only to in-person interactions, but to written discussions including postings on internet forums and social networking sites. Statements made by students through online networks are public and are treated as if they were made verbally in public places.
  - Students are expected to monitor others' postings on their own profiles, including tagged photos, to ensure that content is appropriate
  - Relationships online among students, other professionals, and patients are subject to school policies regarding harassment, including sexual and racial offences. Cyberstalking and posting of explicit photographs are examples of harassment that are subject to review.
  - Online posts slandering the school, program, or colleagues - including faculty, staff, attendings & resident physicians, peers, and clinical staff -are unacceptable. Students should seek to maintain privacy of their colleagues unless given explicit consent to use their names or likenesses.
  - HIPAA measures extend to the online forum. Students should avoid commenting on or posting photographs of specific patients or their body parts. Written permission by patients to post this information must be obtained. Sharing private information obtained from patients' social networking sites should also be avoided.
  - Avoid accessing inappropriate or sexually explicit sites while in the academic and clinical settings.
  - Students should avoid giving specific medical advice online.

**OTHER ACTS OF MISCONDUCT** include, but are not limited to:

1. Forging an instructor's signature or initials on examinations, evaluations, lab reports or other academic materials, and forgery, alteration, or misuse of School documents, records or identification.
2. Misrepresenting attendance at a clinical rotations.
3. Unauthorized entry, or assisting another in unauthorized entry, into a University building, office or confidential computer file for any purpose.
4. Obtaining, distributing, accepting or reviewing examinations, lab reports or other confidential academic materials without prior and explicit consent of the instructor.
5. Submitting written or computer work to fulfill requirements of more than one course without the prior and explicit permission of both instructors.
6. Impeding the progress of another by sabotaging their work (written or computer data, laboratory experiments, etc.), deliberately providing false or misleading information, or withholding or hiding information, books or journals.
7. Obstruction or disruption of teaching, research, administration, procedures, or other School activities.
8. Theft, damage, or the threat of damage to another person's property.
9. Any action that harms, threatens bodily harm or presents an imminent danger to another person.

10. Possession or use of firearms, explosives, dangerous weapons on university property in violation of federal, state or local law or university regulations.
11. Use, possession, prescription, or distribution of drugs not pursuant to the laws of the state or federal statutes.
12. Violations of any established Rowan University policies or regulations.

## Standards of Professional Conduct for the PA Student

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As health care practitioners, PAs are required to conform to the highest standards of ethical and professional conduct. PA students are also expected to adhere to the same high ethical and professional standards required of PAs.

The American Academy of Physician Associates (AAPA) has identified four primary bioethical principles, i.e., autonomy, beneficence, nonmaleficence and justice, which form the foundation of the Statement of Values of The PA Profession. The Statement of Values provides a guideline for ethical conduct by PAs. The Guidelines for Ethical Conduct required of PAs can be found at the AAPA's website:

<https://www.aapa.org/wp-content/uploads/2017/02/16-EthicalConduct.pdf>

In addition to the AAPA's guidelines, The National Commission of Certification of PAs (NCCPA) adopted a code of conduct for certified PAs and certifying PA students. NCCPA's code of conduct "outlines the principles that all certified or certifying PAs are expected to uphold." A complete discussion can be found at: <http://www.nccpa.net/Code-Of-Conduct?mID=114>

Professionalism is taught throughout the entire curriculum, and the Program expects students to abide by professional standards ("Professional Standard(s)") that reflect the standards of the PA profession. Anyone who witnesses a potential violation of the Professional Standards can refer the incident to the [SPC](#). The SPC will review the reported incident, and, in its discretion (depending on the level of severity) choose to: (1) issue a verbal or written warning, (2) follow the procedures for Professional Probation (as set forth below), or (3) refer the report to the Disciplinary Hearing Board.

If referred directly to the Disciplinary Hearing Board, the SPC will take no further action until the matter has been concluded, including all appeals, under the Board's procedures. If the Disciplinary Hearing Boards finds that a [Student Code of Conduct](#) has been violated, the student will be automatically placed on Professional Probation, subject to the Professional Probation appeal policies in this Handbook.



## General Professional Standards

The following offenses are violations of the Program's Professional Standards (and may also be Student Code of Conduct violations, depending on their severity):

1. Professional honesty
  - Lying to Program faculty/staff or clinical preceptors.
  - Forgery, altering or misuse of Program and/or medical documents, or knowingly furnishing false information.
  - Violation of the Student Identification Policy, including by misrepresenting oneself as a graduate of the Program, or in a capacity other than that of a PA student.
2. Obstruction or disruption of the Program's educational process or other University or Program functions, while on or off campus or clinical site property.
3. Entry into an unauthorized area of the Program, Rowan College of South Jersey (RCSJ) campus, University, or clinical site
4. Theft, malicious, or non-accidental damage to Program, University, RCSJ, or clinical site property.
5. Repeated violations of the [Attendance Policy](#) or [Punctuality Policy](#).
6. Soliciting or assisting another person to perform any act which could subject the student to discipline as cited in program and university policies.
7. Behavior on clinical rotations or at clinical sites that is regarded as being a danger to patients, violation of HIPAA, unethical, or in violation of clinical site policies.

## Policy on Falsification or Misrepresentation in Admissions

1. The Rowan-Virtua School of Osteopathic Medicine Physician Assistant (PA) Program upholds the highest standards of integrity and professionalism. Any applicant who is found to have intentionally provided false, misleading, or incomplete information during the admissions process including, but not limited to, academic records, employment history, clinical experience, certifications, or personal statements, will be subject to serious consequences if admitted to the program.
2. If a current student is discovered to have falsified or misrepresented any part of their application after matriculation, the program will initiate a formal review. Consequences may include, but are not limited to, automatic placement on professional probation, loss of privileges (such as participation extra-curricular activities or travel to clinical rotations outside of the geographic region, etc.), and potential dismissal from the program. The severity of the sanction will be determined based on the nature and extent of the misrepresentation, as well as the student's overall academic and professional standing.
3. The PA Program reserves the right to refer cases of falsification to the Rowan-Virtua SOM Student Professionalism Committee and other appropriate institutional bodies. Students are expected to uphold honesty and integrity not only in their academic and clinical work but also in their representation of themselves as future healthcare professionals.

4. Honesty during the admissions process is a critical reflection of a candidate's suitability for the PA profession. Any breach of that trust undermines the values of the program and the profession and will be addressed accordingly.

## Student Accountability

PA students will be held accountable for their role in health care delivery as follows:

- Students shall perform only those procedures authorized and appropriately supervised by the Program, clinical site, supervisor, and/or preceptor.
- Students at clinical sites must always work under the supervision of a preceptor and are prohibited from assuming primary responsibility for a patient's care. For example, students shall not treat or discharge a patient without prior consultation with and approval of a clinical preceptor or a licensed medical practitioner assigned to the student by the preceptor.
- Students must complete all assignments and duties effectively and to the best of their ability.
- Students are responsible for identifying and reporting unprofessional, unethical, and/or illegal behavior by health care professionals and students, faculty, or staff of the Program. If a student has a reasonable belief that such conduct has occurred, they should report it to the Program Director, faculty advisor, preceptor, supervisor, or Director of Clinical Education, as may be appropriate under the circumstances. Retaliation against a student for reporting is prohibited and will be addressed according to University and Program policies.
- Students are expected to accept and apply constructive feedback.
- Students are required to exercise sound judgment.

## Respect

PA students are expected to treat all patients, faculty, staff, clinical preceptors, health care workers, and fellow students with dignity and respect. For example:

- PA students must recognize and embrace their role as a member of a team and interact with others on the team in a cooperative and considerate manner.
- PA students train closely with other students, including the physical examinations of fellow students, and discussion groups that may reveal personal information. Students must maintain and exhibit respect for the privacy and confidentiality of fellow students.
- Students should offer constructive criticism or suggestions in a thoughtful and reasoned manner that fosters respect and trust.
- When confronted with conduct by another member of the team that may be inappropriate, students are not to respond angrily; rather, they must remain calm and respectful and respond in accordance with the standards of professional conduct required of PA students.

## Flexibility



Although every effort is made to provide training activities at times and places scheduled in advance, PA students often will be required to be flexible due to changes in the schedule. For example, instructors who are also practicing clinicians may not have a regular schedule and, accordingly, flexibility is required of the PA student. Lectures or clinical sessions may, at times, need to be rescheduled with short notice. In addition, clinical sites create the student schedules for the clinical year and such schedules may require PA students to work weekends, overnights, and on-call.

## Concern for the Patient – Professional Standards

Students must, by their words and behavior, demonstrate concern for the patient. Concern for the patient is manifested in many ways including, but not limited to, the following:

- Students must treat all patients and their families with dignity and respect.
- At all times the physical and emotional comfort of the patient is of paramount importance.
- Students must use appropriate verbal and non-verbal communication to convey concern, pleasantness, and professionalism to the patient.
- The patient's safety, modesty, and privacy must be considered at all times.
- Students shall deliver health care services to patients without regard to their race, religion, national origin, age, sex, marital status, citizenship, sexual orientation or gender identity, disability, medical condition, socioeconomic status, political beliefs, or any status protected by law.
- Students may not accept gifts or gratuities from patients or their families.
- Students may not give gifts, money, etc. to patients.
- Sexual, romantic, and/or familial relationships with patients are prohibited and will not be tolerated.
- Students may not communicate with patients or patient families (e-mail, phone, text, social media sites) outside of the clinical site.

## Policy for Examinations and Other Assessments – Professional Standards

### In-Person Exams Policy

- Students are required to place all personal belongings in a designated area in the examination room prior to beginning the examination, including but not limited to backpacks, purses, hats, caps, hoodies, coats, jackets, blankets, cell phones, watches, and any other wearable technology.
- You must not have your phone or any other electronic device (smart watch, smart glasses, fit-bit, etc.) on your person. All electronic devices stowed away must be turned off, not just on vibrate/silenced. Test disruptions due to electronic devices will not be tolerated and will result in temporary confiscation of the electronic device until the completion of the exam/assessment.

- Students will receive one piece of scrap-paper from proctor. Students must write their full name on this paper and submit upon leaving the room.
- The only items allowed at your desk are your computer, one piece of blank note paper provided by the Program, a pen or pencil, and a drink in a clear container.
- Water bottles are permitted as long as they are clear (see through) and without labels.
- Students will fill rows of seats for the exams as directed upon entry into the classroom.
- On the day of the exam, the student must have an electronic device (laptop computer) that is compatible with ExamSoft and the lockdown browser.
- The student **must arrive at least 10 minutes prior** to the start of any exam, quiz, OSCE, Sim lab encounter, or other graded assessment with the exam already downloaded, and all devices charged and ready to go.
- Students who arrive late to any graded assessment will not be permitted to have additional time in which to complete the examination, quiz, OSCE, Sim lab encounter, or any other graded assessment.
- Unless authorized by the Course Director prior to the examination, students are not permitted to talk for any reason during an examination.
- Students are not permitted to approach the proctor with questions during the examination
- Unless authorized by the Course Director prior to the examination, students are not permitted to use personal electronic devices during an examination, except for their laptop.
- No food is permitted in the examination room.
- Students must include their names, ID number, and other required information on all examination materials, if applicable.
- Students are not permitted to leave the examination at any time, with the exception of an emergency or illness as determined by the proctor, in which case an escort may be required, and additional time will not be permitted.
- One student at a time is allowed to use the restroom during end of rotation exams, the comprehensive end of curriculum exam, and PACKRAT exams. The time allotted for these exams will not stop or be paused during a restroom break.
- Students who complete the examination early may leave the examination room.
- Students are required to vacate the immediate testing area and refrain from discussing exam material until after the conclusion of the exam for all students.
- Students are not permitted to write, photograph, record, discuss, or replicate examination/assessment/OSCE material in any form.
- Students are not permitted to access or review prior examination questions provided by others.
- All examination failures in both the didactic and clinical years will require meeting with the course director or student's faculty advisor.
- Students must not share passwords with other students once an examination has begun.

## Exam Reviews:

- During didactic courses, students will be sent electronically their wrong answer results by name and category (similar to the type of results students should expect on the End-of-Rotation Exams, PACKRATs, and the End-of-Curriculum exam.)
- Examinations will only be reviewed in the presence of a student's advisor or course director if and only if the student failed the exam and will be asked to remediate.
- During clinical rotations, students can access their strengths and weaknesses reports only, via the PAEA exam interface.

## Virtually Proctored Exams

All examinations, practicals, clinical skills, and OSCEs, must be performed and proctored in-person, within 24-hours return from any excused or unexcused absence. See the above section on missed exams.

## Open-Note Assessments

Throughout the program, students will be expected to compete synchronous and asynchronous assessments, sometimes with the assistance of resource materials. All academic work submitted is expected to be the result of the student's sole effort. Students may be expected to submit written work through Turnitin plagiarism software, and when applicable, will be prompted to do so through the assignment submission section of Canvas. Failure to comply with this policy will result in referral to the University Academic Integrity Review Board and PA Program Student Progress Committee as discussed in the Academic Integrity Policy of this Handbook and the University Handbook.

## Dress Code – Professional Standards

Both as a physician assistant student and practitioner, one encounters a variety of patients from diverse cultural, ethnic and socioeconomic backgrounds. In order to establish a professional and trusting relationship with those patients, and to decrease the potential for offense or discomfort to patients, a standard of professional grooming and clinical attire is required. A healthcare professional's dress and appearance are essential in establishing a relationship of trust and confidence, and attire is an important part of a student's recognition as a medical professional. In some cases, this requires a balance between an individual's personal preferences and the need for effective patient interaction.

At all times, every student must display a neat, well-kept appearance and good personal hygiene.

Every student must prominently display the student's official University ID card at all times while on campus and display their official name tag while in attendance at all affiliated training locations. During the didactic year of PA education, clinical or professional attire is expected during patient interviews, clinical laboratories, interprofessional activities, and when visiting facilities for further educational opportunities. Any student not dressed appropriately for clinical

encounters will not be allowed to participate in clinical experiences and will lose grade points appropriately.

Much of the first year of training is spent in lecture halls and classrooms where patients are not present. Attire during lecture and small group seminars may be comfortable but must not detract from the educational atmosphere. When in doubt, consult the faculty or your faculty advisor.

Students that demonstrate a pattern of poor attire choices in didactic and/or clinical settings will be at risk for being placed on Professional Probation.

Proper attire, including a white coat, should be worn for all patient encounters, events occurring in actual healthcare settings, volunteer activities in the community for health screening events, and activities involving simulated patients or patient instructors unless specifically told otherwise by supervising faculty.

#### General:

- Hair:
  - Long hair should be worn back, if necessary, to avoid interference with work or patient care.
  - Hair should be clean and appropriately groomed
  - Facial hair must be neatly trimmed (Note: for proper N95 fit and fit testing, facial hair should be cleanly shaven).
- Nails:
  - Nails must be clean and trimmed short for proper infection control and for patient/standardized patient comfort/safety; nails must not extend past the fingertips. Nails that are found to be too long must be trimmed prior to commencement of educational activities/patient encounters.
  - Nail polish should be muted tones.
  - No artificial nails, overlays, or extensions are allowed.
- Jewelry should be minimized as to allow for proper infection control and patient comfort/safety.
  - Avoid wearing any loose or dangling jewelry to avoid injury to self or patients.
- No offensive or inflammatory clothing, accessories, or materials are permitted.
  - Avoid revealing clothing or clothing not well suited for maneuverability.
- Piercings
  - Piercings, other than ear piercings, must be covered or removed in the hospital and during patient encounters.

#### Classroom Setting:

- Casual attire
- Name tag displayed and Student ID badge must be properly worn at all times.
- Students can wear sneakers and open-toed shoes.

#### Anatomy Lab:

- Old scrubs should be worn or clothing you don't mind throwing away.
- You must wear protective eye goggles, and a gown provided to you at the lab.
- Wear gloves at all times while in the Anatomy lab.
- You must wear non-slip rubber soled, closed toe shoes (sneakers).
  - Consider wearing an old pair. You may want to consider throwing these away after the semester.
- No shoes with holes in them (i.e., Crocs), no flip flops/sandals, or high heeled shoes.
- You must wash your hands prior to leaving the lab.
- Follow all lab specific rules, policies, and procedures.

#### Clinical Skills & Simulation Labs:

- For ALL Standardized Patient encounters- professional business attire or scrubs.
- Avoid wearing ties, dangling/excessive jewelry, dangling scarfs/neck/head coverings, perfume/cologne/body sprays, revealing clothing or clothing not well suited for maneuverability.
- White coat, name tag, and ID badge.
- Skills learning sessions- scrubs are recommended.
- Closed-toed, non-slip (rubber soled) shoes are required.

#### Clinical Year (Supervised Clinical Practice Experiences, SCPEs):

- Business attire appropriate for the setting or scrubs. - Students should confirm the dress code with their preceptor prior to the start of the rotation.
- Avoid wearing ties, dangling/excessive jewelry, dangling scarfs/neck/head coverings, perfume/cologne/body sprays, revealing clothing or clothing not well suited for maneuverability.
- White coat, name tag, and ID badge must be worn at all times, except in the Operating Room, or otherwise instructed by onsite preceptors.
- Closed-toed, non-slip (rubber soled) shoes are required.

Clinical supervisors, preceptors, and physician assistant faculty reserve the right to dismiss from a clinical or educational site any student who is not appropriately attired. That action may result in requiring further professional, developmental training for the student, and may also interfere with an on-time graduation or even completion of the program. While receiving instruction at Rowan-Virtua SOM it is expected that students should dress and comport themselves as PAs in training. As such, it is important to maintain a clean, well-kept, professional outward appearance. Poor student appearance to visiting lecturers, prospective students and other guests provides an unfavorable impression of our students and our School.

In some rotations, the local dress code of the hospital or office may be different than the overall Program dress code. In those cases, the local dress code should supersede. **Any PA student who**

**does not adhere to the dress code may be asked to leave the facility by a member of the medical staff, manager or administrator. They may be permitted to return to the facility when the attire meets acceptable standards.**

Rowan-Virtua SOM staff, faculty and administration may ask any student to go home and change for failing to comply with the above appropriate dress code. Repeat violators may be referred for a disciplinary action.

## **Classroom and Campus Etiquette Policy – Professional Standards**

1. Rowan University recognizes that students have a significant role in creating and supporting the educational environment. Similarly, students have a right to learn and a responsibility to participate in the learning process. While Rowan University is committed to the fundamental principles of freedom of speech, including controversial positions taken in the classroom, all types of speech and behavior must be balanced with principles of appropriate classroom behavior.
2. Furthermore, course instructors have a right to establish clear expectations regarding appropriate and orderly learning environments. Students share the responsibilities associated with maintaining a quality learning environment. Students who fail to adhere to the behavioral expectations outlined by the instructor (either in the syllabus or at the time the behavior occurs) may be subject to discipline in accordance with the procedures described in this classroom behavior policy.
3. Students and instructors are expected to follow the procedures described below when a concern about student behavior in the classroom arises. This policy does not replace or preclude any Rowan policies or local, state or federal laws concerning unlawful behaviors, whether inside or outside the classroom, including those concerning the health and safety of class members or the instructor.
4. What is Disruptive Behavior? Any action, behavior or speech in which the evidence demonstrates a finding is more likely than not, that the conduct exhibited interferes or compromises the learning environment and hampers the instructor's ability to teach and students to learn.
5. What Constitutes Disruption?
  1. Disruptive behavior can be classified as and include, but is not limited to:
    1. Persistent speaking without permission.
    2. Engaging in activities not related to the class.
    3. Inappropriate use of electronic devices.
    4. Sleeping in class that is unrelated to a documented medical or mental health diagnosis and/or accommodation.
    5. Chronically entering class late or leaving early that is unrelated to a medical or mental health diagnosis and/or accommodation.
    6. Eating/drinking in class without permission.



7. Verbally confronting a faculty member or another student using utterances that have the effect of insulting or demeaning them in such a way that it causes disruption or interference with the classroom environment.
8. Engaging in physical violence, threats, harassment, intimidation, bullying, coercion, and/or other conduct which threatens or endangers the health or safety of any person as described in the Student Code of Conduct.
2. Some students who engage in disruptive behavior may have health diagnoses or disabilities, not all diagnoses or disabilities are visible or readily shared with classmates. Students with ADA and/or documented needs for accommodations are encouraged to register with the Office of Accessibility Services which will provide faculty with documentation for appropriate accommodations before the beginning of a semester (or immediately when the accommodation is put into effect).

### In-person learning

The student should adhere to Professional Standards for behavior when communicating with faculty and fellow students in the classroom:

1. Always address the faculty member by the appropriate title: “Professor” or “Doctor”.
2. Be respectful in all communications to fellow students and faculty.
3. No talking once class starts.
4. No food in class.
5. No popping gum or other disruptive noise.
6. Beverage containers must be covered at all times.
7. Students are not permitted to bring guests or children to class, campus, or on Structured Clinical Practice Experiences (SCPEs) i.e. clinical rotation.
8. Please be courteous to your instructor and your fellow classmates and turn off all electronic devices and store them properly in your book bags or purses.
9. Laptops/tablets are for taking notes or other classroom-related use only.
10. Except for program-approved laptops, students are prohibited from having cell phones or other electronic devices with them during examinations. During examinations, all electronic devices should be properly stored in book bags or purses at the front of the room.

### Digital Etiquette in the Classroom – Professional Standards

The Rowan-Virtua SOM PA Program is committed to providing an optimal learning environment for all students. Electronic devices serve professional needs; however, they are also commonly used for personal needs. During formal learning experiences such as lectures, workshops, SP encounters, small groups, and SCPEs, students may only use electronic devices for specific professional learning purposes. In order to mitigate potential distractions, and to facilitate increased individual participation and overall class engagement, the use of electronic devices for the following purposes is prohibited during formal learning experiences:



- Conducting personal business (email, text messaging, banking)
- Engaging in social media and/or playing on-line games.
- Messaging others in a social/personal manner
- Any other activities that may serve to interfere or distract students in an optimal learning environment.

**Mobile Devices:**

Mobile devices should remain off or be placed on silent mode with vibrate turned off. Students should only use these devices with permission of the course director. For those rare occasions where phone access is necessary, students will advise the lecturer / faculty for permission to receive call(s). For more information see the Electronic Devices Policy below.

[Mobile Electronic Device Policy](#)**Computers/Tablets/iPads, etc.:**

These devices will be used in class, particularly during team-based learning experiences and for taking examinations and quizzes. Students should ensure these devices and internet connections are in good working order before each class. For more information see the social media policy below.

[Social Media Policy](#)

Social media offer unique opportunities to connect and communicate with people across the globe. Rowan-Virtua SOM supports the use of social media initiatives that seek to share and support its educational, research and clinical missions. Members of the Rowan-Virtua SOM community are asked to be professional, confidential and technically secure, and transparent of their identity in all communications on behalf of the PA Program and University.

PA students have a duty to represent the profession of medicine in all interactions with the public. Social media have become important aspects of that professional development: networking, gathering information, and public image. This document is intended to provide students with guidance in their use of social media. Such media, include but are not limited to YouTube, Vimeo, Facebook, iTunes, blogs, Reddit, Snapchat, TikTok, web feeds (such as RSS and Twitter), Instagram, MySpace, LinkedIn, Flickr, community forums, chat rooms, listservs, social bookmarking sites and any other forums.

These guidelines apply to all students of the PA Program when engaging in any online conversation, professional or otherwise. It is important to recognize that social media platforms are among new and evolving technologies and discretion should be used to adhere to professional behavior in all social media interactions if not explicitly stated in this policy.



## Clinical Site Electronic Use

During the Clinical Year, students are to use good judgement when using electronic devices at all clinical sites. Mobile electronics should not be used unless directed or approved by a preceptor, and even then, they should only be used for academic or clinical reasons.

Recommended mobile applications for clinical use:

- Epocrates (Pharmacological)
- Sanford Guide to Antimicrobial Therapy (Pharmacological)
- MDCalc (screening guidelines and rules)
- UpToDate (clinical resource)
- Rosh Review
- UWorld

### Lecture Recordings

Any recordings permitted in this class can only be used for the student's personal educational use. Students are not permitted to copy, publish, or redistribute audio or video recordings of any portion of the class session to individuals who are not students in the course or academic program without the express permission of the faculty member and of any students who are recorded. Distribution without permission may be a violation of educational privacy law, known as FERPA as well as certain copyright laws. Any recordings made by the instructor or university are the property of Rowan University.

## Attendance and Punctuality Policies

Attendance and timeliness are important aspects of PA Student Professional Standard. Students must report to all classes, labs, seminars, Call Back Days, clinical sites, and other scheduled activities on time. Timely return from designated breaks is required.

Students who are absent from any scheduled activities as mentioned above will be held responsible for the material they have missed.

For all virtual synchronous and asynchronous events held remotely throughout the program, attendance will be filed in the course record using an exported attendance report. These reports provide who was present, the number of minutes the student was present, their order of arrival, and statistics related to viewership of asynchronous recorded lectures. Virtual attendance will be noted for all events.

Students may request to be virtual for extenuating circumstances. These requests require submission of a Student Absence Form in accordance with the attendance policy.

Students are required to maintain professionalism standards as outlined in the section for remote/virtual instruction. Not complying with this virtual attendance policy will be marked as an unexcused absence.

## Punctuality Policy – Professional Standards

Tardiness disrupts the entire class and clinical site, and therefore will not be tolerated.

Students are strongly encouraged to arrive at least 10-minutes before the start of any class or assessment. Students are expected to be in their respective classes, labs, small groups, clinical rotation, etc. at the scheduled time ready to begin class participation

1. If the student is going to be late, they must notify the Program as soon as possible, by phone at 856-566-6303 or email at [stringfieldm@rowan.edu](mailto:stringfieldm@rowan.edu) and give an estimate as to when they will be arriving.
2. The student must also submit, as soon as reasonably possible, an email to the PA Course Director, and “cc” the PA Program Assistant with the reason for being late, and what time they actually arrived in class.
3. If a student is found to demonstrate a pattern of lateness, they will be referred to the Student Progress Committee. Depending on the severity, the student can be placed on Probation for deficiencies of professionalism, and ultimately, recommended for dismissal from the Program.
  - a. The faculty reserves the right to prevent students who are late from entering the class until the official class break.
  - b. To minimize disruption of a class already in progress, and distraction to other students and instructors, a student arriving after a class has begun is required to enter the lecture hall by the rear entrance and move promptly, quietly, and with minimal disruption to the closest available seating.
4. If a student does not notify the Program and respective Course Director of lateness, they may be recommended for probation for deficiencies of professionalism.
5. The student must arrive **at least 10 minutes** prior to the start of any exam, quiz, OSCE, Sim lab encounter, or other graded assessment with the exam already downloaded, and all devices charged and ready to go.
6. Students who arrive late to any graded assessment will not be permitted to have additional time in which to complete the examination, quiz, OSCE, Sim lab encounter, or any other graded assessment.

## Attendance Policy – Professional Standards

It is the responsibility of the student to obtain and complete the Student Absence Request Form whenever absent, whether the student believes it is excused or unexcused. This form must be submitted as soon as possible upon learning of the absence. It must be filled out for each missed course and must be emailed to the Program Assistant, the Director of Student Affairs, and the affected Course Director(s). An excused absence is granted on a case-by-case basis.

Physician assistant students are expected to meet all professional responsibilities as described in the PA Program competencies, which may be found in this Handbook. Professional students' full participation in the learning environment is important in nurturing professional development. Thus, students are expected to arrive punctually and participate in all educational activities in all

didactic, rotations, and clinical activities, including interactive workshops, conferences, laboratories, presentations, and examinations/assessments. In addition, the PA student is expected to submit all assignments on time as outlined by the Course Directors.

Given the importance of attendance, the following policy will be enforced:

- Attendance is mandatory in all classes, labs, seminars, small group discussions, field experiences, clinical rotations, and any other activities designed by the Program administration.
- Personal appointments, travel arrangements, and any other personal scheduling should be scheduled outside of routine class time (8:00 am to 5:00 pm, Monday thru Friday). Schedules frequently change due to clinical lecturer availability and students must be adaptable and flexible with their schedules.
- An unexcused absence is defined as any absence from a class or clinical rotation without prior approval from the Director of Student Affairs. An unexcused absence is considered unprofessional and may result in a formal evaluation of a student's professionalism and require remedial action.
- Unexcused absences in any course or activity may automatically lower the final letter grade in that course or rotation as outlined in the syllabus.
- If a student is determined to have more than one unexcused absence at any time during the Program, the student may be placed on Probation for deficiencies in professionalism. Any further unexcused absences during the Program may result in the recommendation of dismissal from the Program.
- If a student misses any examination/assessment due to an unexcused absence, the student will not be able to achieve a grade higher than 70% (didactic year) or 65% (clinical year) on that examination/assessment, no matter what their actual score is. Missed examinations due to an unexcused absence are ineligible for remediation.
- Any absence due to illness during the didactic phase or clinical phase must be reported to the Director of Student Affairs, Director of Clinical Education, and Program Assistant prior to the scheduled activity the student will be missing; this should not occur after the absence has occurred unless in the case of an emergency.
- No matter the reason for absence, it is the responsibility of the student to obtain any missed work, make up assignments, or make up missed clinical time. If notification is not made prior to the start of the activity, the absence will be considered unexcused.
- Any absences for any reason (excused or unexcused) may negatively impact your academic success and may require an action plan, as determined by the Director of Student Affairs, in consultation with Program Director or Associate Program Director, course director, and the student's PA Program faculty advisor. This action plan may include referral for probation or dismissal.
- If a student needs to request an excused absence, the student must submit a completed Student Absence Form to the Director of Student Affairs, the Program Assistant, and the affected Course Director(s) at least 4 weeks prior to the event. There is no guarantee that

the excuse will be granted; all requests are made on a case-by-case basis. It is the expectation of the Program that students will not request absences.

*Link to Absence Request form is under construction*

## Virtual Attendance Policy

For all virtual synchronous and asynchronous events held remotely throughout the program, attendance will be filed in the course record using an exported attendance report. These reports provide who was present, the number of minutes the student was present, their order of arrival, and statistics related to viewership of asynchronous recorded lectures. The student must use their first and last name for their display name in the Zoom box for all synchronous virtual learning sessions, students are strongly encouraged to have their camera on at all times and should be mindful to limit distractions behind them. Students must be available if called upon by an instructor to answer. Students attending lectures/labs/workshops, or any event virtually must be focused on the material being discussed and must not be performing other activities (i.e. the student should not be in a car, driving, making meals, communicating to others in any format, etc.). Virtual attendance will be noted for all events. Students not complying with this virtual attendance policy will be marked as an unexcused absence.

## Remote/Virtual Instruction, Telehealth/Telemedicine Etiquette – Professional Standards

As is expected in the physical classroom, students should adhere to similar behaviors during remote instruction, Telehealth and Telemedicine encounters:

1. Student should be dressed appropriately for the setting
  - a. Lectures/conferences/workshops etc. - Classroom attire (See the Dress Code Policy).
  - b. Telehealth/Telemedicine - Professional attire or scrubs with white coat (See the Dress Code Policy).
  - c. Students should not be wearing pajamas or other attire not suited for the classroom/professional setting.
2. Microphones should be muted except if asking/responding to questions, directly commenting, or called on by the instructor.
3. Video must be enabled during all lectures, conferences, workshops, meetings, etc. Students must be on-camera for all learning activities.
4. Adequate lighting for appropriate interaction with classmates and instructors is mandatory.
5. Be mindful of your surroundings/environment when your video is on, make every attempt to minimize visual and sound distractions to the lecturer and your classmates. Students should remain seated and not walk around and cause distracting movement within their display screen.

6. Student should not have external programs running and should be prepared to actively engage in polling, breakout groups, links, self-assessment, quizzes, and in-class assignments without delay.

It is the student's responsibility to ensure the internet, sound, and video capabilities are working properly before each class.

### School Closing/Inclement Weather Notices

Rowan University policy requires all employees and students to enroll a mobile phone number in the Rowan Alert mass notification system for emergency situations on or near our campuses. All weather-related information and campus closures, delayed openings or early dismissals are also disseminated through the Rowan Alert system. Visit

<https://today.rowan.edu/news/2024/09/rowansafe-app-release.html> to enroll your number in RowanSafe, the Rowan alert emergency notification system.

School closing information will also be published on the Rowan-Virtua SOM web page:

<http://www.rowan.edu/emergency/index.cfm>

The radio station Rowan-Virtua SOM school number is 615.

Students at clinical rotation sites should follow the hospital policy if the weather differs by region. For example, if an affiliate hospital is open, because the weather is not as extreme there, please report to rotation as scheduled. Students may contact the assigned clinical sites for further inclement weather procedures. In all cases, students are responsible for informing the clerkships of any absence or lateness.

### Jury Duty Exemption

A student who receives a summons for Jury Duty may bring the summons to the Program Assistant and Program Director for a letter requesting an exemption.

**Note:** This does not guarantee the student will be excused from jury duty; only a judicial official has the authority to excuse the student from serving on a jury.

### Missed/Late Assessments

Students who miss an assessment due to an absence are eligible to take the examination/assessment upon return. Make-up examinations/assessments will be scheduled at the discretion of the course director. The content and format of the make-up examination/assessment may differ from that of the original examination/assessment and will be determined by the Course Director. If the student is not present for the scheduled make-up, they will receive a grade of zero. A second make-up opportunity will not be provided.

If a student misses any examination/assessment due to an excused absence, they are eligible for full credit. If it is an unexcused absence, the student will not be able to achieve a grade higher than 69.45% (didactic year) or 65% (clinical year) on that examination/assessment.

Late submitted work is subject to 10% per day penalty in all courses.

## Immunization and Health Requirements A3.07

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Enrollment and continued enrollment of accepted students to the Rowan-Virtua School of Osteopathic Medicine is conditional, based on the results of certain laboratory tests and fulfillment of immunization and other health requirements. Students who do not comply with Student Health requirements may have their acceptance withdrawn or be subject to disciplinary action or dismissal.

All PA students are required to carry health insurance coverage through the University-sponsored plan or through an alternative plan (comparative in nature) while participating in the PA Program. A copy of verification of health insurance coverage is to be submitted to the Student Health Office. The University-sponsored health insurance plan, [Aetna Student Health \(PPO\)](#), can be waived if students provide proof of active health insurance and complete a Waiver of Insurance and Certification. For additional information, visit the Rowan-Virtua SOM [Health and Wellness Resources website](#).

If your health insurance is terminated for any reason, or if you are about to turn 26 years old soon, please contact Dean Micciche at [miccicda@rowan.edu](mailto:miccicda@rowan.edu) for health insurance options.

In order to ensure the safety of students, staff, clinical agency personnel, and patients, and to comply with clinical agency contract mandates, no student will be permitted to participate in PA courses, assignments or clinical rotations unless they have been medically cleared.

The following Immunizations or positive titers are required for all PA students as recommended by the [CDC's guideline for health care professionals](#):



## EXHIBIT A

### Summary of Student Immunization and Health Requirements\*

SUMMARY OF STUDENT IMMUNIZATION AND HEALTH REQUIREMENTS*	CLINICAL ACTIVITIES, WITH RISK OF EXPOSURE TO BLOOD OR POTENTIALLY INFECTIOUS BODY FLUIDS	CLINICAL ACTIVITIES, WITH NO RISK OF EXPOSURE TO BLOOD OR POTENTIALLY INFECTIOUS BODY FLUIDS	NO CLINICAL ACTIVITIES BUT RISK OF EXPOSURE TO BLOOD OR POTENTIALLY INFECTIOUS BODY FLUIDS (e.g., in labs or in research)	NO CLINICAL ACTIVITIES & NO RISK OF EXPOSURE TO BLOOD OR POTENTIALLY INFECTIOUS BODY FLUIDS
<b>Complete history and PE</b> <b>Hepatitis B</b> - serology; 3 doses of vaccine (at least one dose prior to any activities with any risk of exposure) AND serologic proof of immunity	REQUIRED SEROLOGY REQUIRED VACCINE OR PROOF OF IMMUNITY REQUIRED POST- VACCINATION SEROLOGY REQUIRED	REQUIRED VACCINE OR PROOF OF IMMUNITY REQUIRED	REQUIRED VACCINE OR PROOF OF IMMUNITY REQUIRED POST- VACCINATION SEROLOGY REQUIRED	REQUIRED VACCINE OR PROOF OF IMMUNITY REQUIRED
<b>TB testing</b> <b>Measles</b> - serologic proof of immunity	REQUIRED	REQUIRED	REQUIRED	REQUIRED
<b>Mumps</b> - serologic proof of immunity	REQUIRED	REQUIRED	REQUIRED	REQUIRED
<b>Rubella</b> - serologic proof of immunity	REQUIRED	REQUIRED	REQUIRED	REQUIRED
<b>Influenza</b> - annual dose of vaccine in the fall	REQUIRED	REQUIRED	REQUIRED IF LOCATED IN ANY PATIENT-CARE FACILITY RECOMMENDED FOR ALL OTHERS	REQUIRED IF LOCATED IN ANY PATIENT-CARE FACILITY RECOMMENDED FOR ALL OTHERS
<b>Varicella</b> - serologic proof of immunity	REQUIRED	REQUIRED	REQUIRED IF LOCATED IN ANY PATIENT-CARE FACILITY RECOMMENDED FOR ALL OTHERS	REQUIRED IF LOCATED IN ANY PATIENT-CARE FACILITY RECOMMENDED FOR ALL OTHERS
<b>Tetanus-diphtheria- pertussis</b> - primary series plus Tdap booster	REQUIRED	REQUIRED	REQUIRED IF LOCATED IN ANY PATIENT-CARE FACILITY RECOMMENDED FOR ALL OTHERS	REQUIRED IF LOCATED IN ANY PATIENT-CARE FACILITY RECOMMENDED FOR ALL OTHERS
<b>Polio</b> - Primary 3-dose series of vaccine or booster dose(s)	RECOMMENDED	RECOMMENDED	RECOMMENDED	RECOMMENDED
<b>Meningococcal meningitis</b> – 1 dose of vaccine	REQUIRED IF RESIDING IN UNIVERSITY STUDENT HOUSING	REQUIRED IF RESIDING IN UNIVERSITY STUDENT HOUSING	REQUIRED IF RESIDING IN UNIVERSITY STUDENT HOUSING	REQUIRED IF RESIDING IN UNIVERSITY STUDENT HOUSING
<b>COVID-19</b> – 3 dose series	REQUIRED*	REQUIRED*	REQUIRED*	REQUIRED*

\*See the below full policy for details and for exceptions/ exemptions.

[Immunizations and Health Requirements](#)



**Candidates and students are advised to contact the Office of Admissions for additional and/or specific advice**

In addition, certain states may have their own vaccination/immunization laws for healthcare workers. For more information please visit:

<https://www2a.cdc.gov/vaccines/statevaccsApp/default.asp>

**IMPORTANT NOTE:** Exemptions accepted by the University related to vaccination requirements do not transfer or otherwise apply to clinical placements. Each student must also comply with the vaccination requirements for all clinical sites to which such student is assigned, and students are hereby advised that many clinical sites will not accept or approve exemptions to their vaccination requirements for students. Questions about vaccination requirements for clinical placement sites should be directed to the Director of Clinical Education.

**Students not complying with clinical rotation site requirements regarding vaccinations for health care workers, drug testing, background checks, or providing necessary information may have their graduations delayed and/or may not be able to complete the program.** In addition to potential delays in graduation or dismissal for inability to fulfill curriculum progression requirements, students may also face a professionalism review.

Depending on the requirements of the affiliation agreement between the SCPE site and the University, the documentation requested may be coordinated by or at the training site or facilitated by the University using campus-based programs or by an external agency. In all cases, the student is ultimately responsible for ensuring the requirements have been satisfied.

Students without completed items/forms will not be permitted to participate in courses, assignments, or clinical rotations. This delay may disrupt the student's curriculum timeline and force them to sit out of the program's clinical curriculum until the following year or delay the completion of their clinical rotations. Students not complying with clinical rotation vaccination policies may have their graduation delayed and in some cases, may not be able to complete the curriculum resulting in dismissal. In addition to delays in graduation, students may face a professionalism review.

**University approved vaccination exemptions may not be accepted at clinical sites, each clinical site determines their exemptions independently and the process is outside the control of the PA Program, Rowan-Virtua SOM, or the University.**

## **Tuberculosis Screening**

For more information see the below policy:

[Tuberculosis Surveillance](#)



## Policy on Tuition and Fees

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Tuition and fees for each semester are payable in advance. There is a late fee of \$65.00 per month for unpaid balances. A student receiving financial aid is subject to loan conditions. A student may arrange with the Business Office for a deferred payment plan as follows:

- payment of all fees plus one-half of the tuition before or upon registration; or
- payment of one-quarter of the tuition 30 days after the registration date and one-quarter 60 days after enrollment.

Any student who elects to use the deferred payment plan and finds it impossible to meet this obligation must contact the Bursar's Office immediately to make alternate arrangements. Students may not continue enrollment, be awarded a degree or certificate, or receive documents including, but not limited to, transcripts and grades, until all financial accounts are fulfilled to the satisfaction of the Bursar's Office (see University Policy on Student Tuition and Fee

Obligations). <http://www.rowan.edu/adminfinance/bursar/index.html>

<http://www.rowan.edu/adminfinance/bursar/payment.html>

[http://www.rowan.edu/som/financialaid/publications/stu\\_aid.htm](http://www.rowan.edu/som/financialaid/publications/stu_aid.htm)

With the exception of military leave, students in Rowan-Virtua SOM who withdraw, take an official leave of absence, or are dismissed from the University during the first third of the semester will be granted a 75% tuition refund.

Upon notification by the Bursar's Office, the School's Registrar will be responsible for encumbering records of a student whose account is past due.

### Tuition and Fees, Direct and Indirect Costs

The following tuition and fees, as well as types of fees, are subject to change without notice.

Direct costs are those that will appear on your Rowan-Virtua SOM PA Program tuition bill, and are required to be paid to the University, such as tuition, fees, housing and meal plan costs.

Indirect costs include expenses for which you are not billed by Rowan University but are still necessary and will vary, such as books, supplies, transportation, personal costs, and possibly off-campus room and meal expenses.

<https://som.rowan.edu/physician-assistant/financial-aid/cost-of-program.html>

Tuition, fees, and costs are subject to change. Diagnostic instrument and supply costs are dependent on personal selection of equipment.

### Applicant Fees

Submission of PA Program Application (Class of 2030) - \$100.00 (nonrefundable)

Tuition Deposit \$1000.00 (Nonrefundable)

Each student selected for admission is given notice of favorable action on their application and is required to submit their acceptance deposit within 5 business days.

## Student Fees

Health Insurance is an annual payment for single student negotiated by the University in June of each year; cost for AY23-24 is \$6,548. Automatic enrollment in the student health plan offered through the University or completion of the online waiver indicating comparable coverage through an approved plan.

[https://www.universityhealthplans.com/letters/letter.cgi?group\\_id=559](https://www.universityhealthplans.com/letters/letter.cgi?group_id=559)

The University-sponsored health insurance plan, [Aetna Student Health \(PPO\)](#), can be waived if students provide proof of active health insurance and complete a Waiver of Insurance and Certification. For additional information, visit the ROWAN-VIRTUA SOM [Health and Wellness Resources website](#).

For the most up to date information regarding the fees incurred during PA School, please visit: [https://sites.rowan.edu/bursar/tuitionfees/medicalschoobiosciencesfeedescriptions/som\\_tbes\\_fee\\_descriptions.html](https://sites.rowan.edu/bursar/tuitionfees/medicalschoobiosciencesfeedescriptions/som_tbes_fee_descriptions.html)

The University Administration reserves the right to make changes in tuition, fees, and room and board charges.

## Financial Aid

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### Contact info:

113 East Laurel Road

P.O. Box 1011

Stratford, NJ 08084

Telephone: (856) 566-6044, (856) 566-6008

Fax: (856) 566-6015 | E-mail: [stratfinaid@rowan.edu](mailto:stratfinaid@rowan.edu)

Website: <https://som.rowan.edu/education/financialaid/contact.html>

The Office of Student Financial Aid is located at 113 East Laurel Road. Its purpose is to coordinate financial aid services for all students on the Stratford campus. Office hours are Monday, Tuesday, Thursday and Friday 8:30 am to 4:30 pm. On Wednesdays we can accommodate scheduled consultations only. Phone and email inquiries will still be addressed.

Rowan-Virtua SOM Residency Statement: <https://som.rowan.edu/documents/in-stateresidencypolicy.pdf>

## Financial Aid

Financial aid is any grant, scholarship, or loan offered for the express purpose of meeting educational expenses. Such aid can be based on academic merit, financial need, or both, and is

usually provided by or through Federal and/or State agencies, foundations, corporations, or Rowan University. Grants and scholarships are regarded as gift assistance and need not be repaid, although they may carry provisions to which one must adhere to remain eligible for the funding. Loans must be repaid over an extended period of time per lender regulations after the student borrower leaves the institution.

Financial aid can be awarded on the basis of need and/or enrollment certification. Need is the difference between the student's ability to contribute and the cost of attendance. Parental income tax and financial data may be requested by the Student Financial Aid Office to be considered for some Title VII loan and State grant programs. (If provided, this information cannot be used in determining Title IV eligibility.) Financial need is determined by subtracting the Student Aid Index (SAI) from the Cost of Attendance (COA). The SAI represents an estimate of one's ability to contribute to their educational costs and is determined through an analysis of the Free Application for Federal Student Aid (FAFSA), or renewal FAFSA. Rowan University expects that students will contribute to their fullest from income and assets in meeting expenses.

Financial aid award packages can be viewed in Self-Service Banner. Awards are prepared when a financial file is complete. A completed file consists of an official Free Application for Federal Student Aid (FAFSA) for the relative academic year. New borrowers are required to complete online Federal Entrance Counseling and a Master Promissory Note (MPN) as well. Occasionally, supplemental documents may be requested prior to awards being made and/or finalized. An award may consist of loans, scholarships, grants and Federal Work Study. Most financial need is met primarily through a combination of loan programs.

Any individual delinquent on or in default of a prior educational loan may not receive financial aid at Rowan University until that delinquency or default status is rectified. The Student Financial Aid Office will be able to counsel in the resolution of such problems.

Financial aid recipients who withdraw from courses for any reason, including medical withdrawal or Leave of Absence (LOA) may no longer be eligible for the full amount of federal financial aid funds received for the semester. The Financial Aid Office will calculate the amount of financial aid earned relative to the date of withdrawal. Based on this calculation, the student may be responsible for repaying a portion of the financial aid received.

## Sources of Financial Aid

### **Federal Programs**

1. Federal Direct Loan (Unsubsidized) - Department of Education Title IV Program. Interest is unsubsidized. Annual and lifetime aggregate loan limit amounts apply.
2. Federal Work Study Program - Department of Education Title IV Program. Must demonstrate financial need as defined by the Federal Government.
3. Direct Graduate PLUS Loan (Unsubsidized) – Department of Education Title IV Program. Maximum loan amount can be up to the cost of attendance for the relative class year, less any other aid awarded. A satisfactory credit history is required.

### State Programs

1. Educational Opportunity Fund (EOF) - A New Jersey grant program for students from disadvantaged backgrounds as defined by the State. The maximum grant is \$4,600.00 per year. Parental information may be required.

### PA Scholarship Information

For additional information, please visit: <https://som.rowan.edu/physician-assistant/financial-aid/scholarships.html>

### Loan Repayment Programs & National Health Service Corps

Federal loan repayment programs that target specific populations with inadequate medical care are also available to PA students. Information about these programs can be obtained through the University, the American Academy of Physician Assistants, the public library, or the [National Health Service Corps](#) web page.

### The Bursar's Office

Please visit the [Bursar Website](#), for the most up to date information.

## Refunds of Tuition and Fees Policies and Procedures A1.02k

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### Refunds of Tuition

Please refer to the link listed below for information on refunds.  
<https://sites.rowan.edu/bursar/refunds/>

#### Approved Refund Schedule

<https://confluence.rowan.edu/display/POLICY/Approved+Refund+Schedule>

### eRefunds

The Office of the Bursar *requires* students who expect to receive a refund to enroll in our eRefund service.

eRefund is the fastest, safest, and most convenient way of receiving your refund! Funds are sent electronically via direct deposit to a **designated personal checking or savings account**.

Click on the appropriate link below for more information on how to take advantage of our eRefund service.

<https://sites.rowan.edu/bursar/refunds/erefunds/>

## Fees

All student fees are non-refundable.

## Cost of Attendance Appeals

In some cases, a student's actual annual expenses exceed the estimated expenses included in the cost of attendance. In situations like this, a student may request a Cost of Attendance Appeal. Please review the [Cost of Attendance Increase Policy](#), complete a [COA Appeal Budget Worksheet](#), and [schedule an appointment](#) with a Financial Aid Counselor for more information.

## PA Curriculum

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The PA Program at Rowan-Virtua SOM is designed to provide a comprehensive, rigorous and well-rounded education over a 24-month period, culminating in the preparation of skilled, compassionate and versatile physician assistants. This innovative curriculum is structured into two distinct phases: the didactic phase and the clinical phase, each meticulously crafted to ensure that students gain the foundational knowledge and hands-on experience necessary for success in diverse medical settings.

Academic credit offered by the program and required for graduation: 105 credits

For additional information please visit: <https://som.rowan.edu/physician-assistant/curriculum/curricular-components.html>

## Program-Level Student Competencies B4.03

The Rowan-Virtua SOM PA Program level student competencies required to enter clinical practice were developed referencing the competencies from PAEA, AAPA, ARC-PA, and NCCPA, (collectively known as the Cross-Org Competencies Review Task Force) to address clinical and technical skills, clinical reasoning and problem-solving abilities, interpersonal and communication skills, medical knowledge, and professional behaviors; the NCCPA Content Blueprint for entry level medical content and tasks; the ARC-PA Standards and the most common diseases and skills used in medicine. These core competencies will be assessed within the final four months of the program to ensure and verify that each and every student meets the program requirements required to enter clinical practice.

The PA Program-Level Student Competencies can be found here:  
<https://som.rowan.edu/physician-assistant/curriculum/required-competencies.html>

## Academic Calendar

[Link to Academic Calendar](#) is under construction

## Required Curricular Components and Academic Credit

**Table 1. Required Curricular Components**

Course	Credits
Semester 1 – Fall	
Advanced Human Anatomy	5
Advanced Human Physiology/Pathophysiology	4
Foundations in Medical Science (genetics, microbiology, molecular mechanisms of health and disease, pharmacokinetics/dynamics)	3
History Taking and Physical Examination	5
Introduction to PA Practice	1
Introduction to Research and EBM	1
Total Credits	19
Semester 2 – Spring	
Clinical Medicine 1	4
Clinical Seminar 1	3
Patient Assessment 1	2
Pharmacology and Pharmacotherapeutics 1	3
Professional Practice 1	1
Research Methods 1	1
Foundations of Obstetrics and Gynecology	2
Total Credits	16
Semester 3 – Summer	
Clinical Medicine 2	4
Clinical Seminar 2	3
Patient Assessment 2	2
Pharmacology and Pharmacotherapeutics 2	3
Professional Practice 2	1
Foundations of Medical Care Across the Lifespan	3
Foundations of Surgery and Emergency Medicine	3
Research Methods 2	1
Total Credits	20
Semester 4* - Fall	
Family Medicine SCPE (5 weeks)	5
Internal Medicine SCPE (5 weeks)	5
Pediatrics SCPE (5 weeks)	5
Total Credits	15
Semester 5* - Spring	
Emergency Medicine SCPE (5 weeks)	5
Surgery SCPE (5 weeks)	5

Women's Health SCPE (5 weeks)	5
Total Credits	15
Semester 6* - Summer	
Behavioral Health SCPE (5 weeks)	5
Elective 1 SCPE (5 weeks)	5
Elective 2 SCPE (5 weeks)	5
PA Capstone course	5
Total Credits	20
<b>Total Credits</b>	<b>105</b>

\*All SCPEs will be scheduled as sites/preceptors are available. Each student will have a different order of completion.

## Course Descriptions

For descriptions of each curricular component and course, please visit:

<https://som.rowan.edu/physician-assistant/curriculum/curricular-components.html>

## Progression Requirements A3.15b

### Requirements for Progression within the Didactic Phase

A PA Program student must complete the following requirements by the end of each semester in which they occur in order to complete the PA Program:

1. All PA courses must be passed with a minimum grade of Pass (P) or Remediated Pass (RP).
2. Satisfactory completion of all written and/or practical Summative exams with a minimum grade of 69.45% Pass (P).
3. Successful remediation of any grade below a 69.44% Fail (F) on a written summative exam, H&P practical, or individual technical skill.
4. Successful remediation of any course failure (F) with a final grade of (RP).
5. Demonstration of proficiency of required clinical and technical skills necessary for clinical practice as determined by the program.
6. Satisfactory completion of BLS/ACLS.

**Deadline:** Completion of all Didactic Phase requirements must be completed by the end of each semester in which they occur. Failure to meet these deadlines may result in delayed graduation, dismissal from the program, or need to take leave of absence (if applicable – see corresponding section of the PA Student Handbook).



## Requirements for Progression within the Clinical Phase

In addition to the requirements for promotion within the didactic phase, a PA Program student must complete the following requirements by the end of each semester in which they occur in order to complete the PA Program:

1. All PA courses must be passed with a minimum grade of Pass (P) or Remediated Pass (RP).
2. Satisfactory completion of all PAEA end-of-rotation exams with a minimum grade of 65% (P) or greater.
3. Satisfactory remediation for a grade below 65% (scaled score, or below “Satisfactory Medical Knowledge” on any PAEA end-of-rotation examination.
4. Satisfactory remediation for a grade below 69.44% (Fail - F) on any other assessment as mandated by the course director.
5. Preceptor evaluations must be passed (graded) with a minimum grade of 80% (Pass).
  - a. If any item is below an 3/5 which is an 80% (Pass), or “not observed” students must complete a [Clinical and Technical Skills Gap Analysis Plan for SCPEs](#).
6. Demonstration of proficiency of all required clinical and technical skills necessary for clinical practice as determined by the PA Program.

**Deadline:** for completion of all Clinical Phase requirements must be completed by the end of each semester in which they occur. Failure to meet these deadlines may result in delayed graduation, dismissal from the program, or need to take leave of absence (if applicable – see corresponding section of the PA Student Handbook).

## Requirements for Graduation and PANCE Registration Eligibility

To graduate from the Rowan-Virtua SOM PA Program and be eligible to take the Physician Assistant National Certifying Exam (PANCE), students must meet the criteria listed below. The PA Program and the University will review all student records prior to graduation to ensure compliance with these requirements.

1. Academic Completion
  - Complete the Didactic Phase progression requirements
  - Complete the Clinical Phase progression requirements
  - Completion of all Performance Improvement Plans (if applicable)
2. PA Program Administrative and Financial Compliance
  - Resolution of all holds, including those placed by the registrar or student health services.
  - Submission of a completed application for graduation in compliance with the registrar’s requirements.
  - Resolution of any outstanding financial balances with the University.



**Deadline:** All requirements for graduation must be completed by the end of each semester in which they occur. Failure to meet these deadlines may result in delayed graduation, dismissal from the program, or need to take [leave of absence](#) (if applicable – see corresponding section of the PA Student Handbook).

## Performance Improvement Plan for At-Risk Students

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The Rowan-Virtua SOM PA Program is committed to ensuring that all students demonstrate the knowledge, skills, and competencies necessary to be successful on the Physician Assistant National Certifying Examination (PANCE) and in clinical practice. The program will work to identify at-risk students using the criteria listed below and support students meeting the criteria with additional assistance in the form of a required Performance Improvement Plan (PIP).

A PIP is a longitudinal process that is independent of an individual course. Students who are designated as at-risk based on the criteria below will be notified by the program. Students will meet with their advisor or designee to discuss, review, and collaborate on the development of the PIP.

Examples of required activities include tutoring, self-assessment, advisement from the Center for Student Success, additional assessments, and more frequent advising meetings. Please see the [Performance Improvement Plan](#) section of this handbook for more information.

All students must successfully complete their specific PIP to be eligible for graduation, if applicable. The terms of successful completion will be noted within the individual PIP and be in accordance with the policy below.

### Criteria for Entry into a Performance Improvement Plan

#### 1. Didactic Year

- Failure of three (3) or more exams in the same semester.
- Failure of two (2) or more practical physical exam clinical skills assessments.
- Failure of the summative practical physical exam clinical skills assessment.
- Failure of two (2) or more technical clinical skills assessments.
- Failure of the Clinical Medicine 1 Summative Exam or the Clinical Medicine 2 Summative Exam.
- Being placed on Academic Probation.
- Receiving a written warning for professionalism or being placed on Professional Probation.

#### 2. Clinical Year

- A score below 1450 on the PAEA End-of-Curriculum (EOC) Exam.
- Meeting eligibility requirements for PACKRAT Remediation.
- Failure of an End-of-Rotation Exam.
- SPC-determined need for addressing a professionalism-related skill(s).

- Failure of the Capstone Course.
- Being placed on Academic Probation.
- Receiving a written warning for professionalism or being placed on Professional Probation.

## PIP Requirements

Students who fail to meet one or more of the above benchmarks must complete a robust PIP, which will be individualized to address the specific deficiencies identified. PIP may include but is not limited to remediation efforts described elsewhere within this Handbook and course syllabi. In addition, other PIP components may include:

- Required participation in individualized study sessions and assessments.
- Required participation in program-sponsored tutoring services.
- Required evaluation and guidance from Center for Student Success staff.
- Required self-assessment, identifying self-realized areas of strength and areas in need of improvement.
- Completion of additional board preparation activities, potentially including a second PANCE board-prep course at the student's expense.
- A delay in graduation if remediation cannot be completed within the initially scheduled timeframe.
- A grade of "Incomplete" (I) in the capstone course or SCPE clinical rotation until all requirements of the improvement plan are successfully fulfilled.
- As a required resource for all clinical year courses, all students must purchase a subscription to **UWorld** for PANCE preparation. This subscription will be integrated into the remediation and improvement plan process to ensure students have access to high-quality study materials.
- [Capstone Course Remediation](#).
- Additional requirements as recommended by program faculty, faculty advisors, course directors, the SP, or institutional support service personnel if applicable (Office of Accessibility, Center for Student Success, Office of Student Health, etc.) tailored to the student's areas in need of improvement.

## PIP Exit

Students who successfully complete all requirements and goals of their PIP by demonstrating appropriate improvement will exit the PIP process and [progress](#) in the program as outlined elsewhere in this Handbook. If the program determines that the student has met all requirements, the student will be allowed to progress to graduation and will become eligible for PANCE registration.

## NCCPA Examination: PANCE (PA National Certification Examination)

Only those students who graduate in good standing from a program accredited by the ARC-PA may sit for the PANCE exam. Advanced registration is required and can be completed 3 months

prior to graduation. Registration is completed online at [www.nccpa.net](http://www.nccpa.net). Once the completed application is received from a candidate, and confirmation of graduation is received from the PA Program, a scheduling permit is created by the NCCPA and emailed directly to the candidate. The available testing dates for each candidate will begin seven days after the expected program completion date and end 180 days later. Registration may be withheld from students within the PA Program if students are on a PIP.

Graduation from the Rowan-Virtua SOM PA Program does not ensure that one can practice as a PA. Graduates must successfully pass the PANCE examination and meet state registration and licensing requirements in order to become licensed to practice as a PA.

## Orientation Attendance

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All students are required to attend the Physician Assistant (PA) program orientation as a mandatory prerequisite for starting the program. This requirement applies to all students, regardless of circumstances.

Students who decelerate to a different graduating cohort, whether due to academic, personal, or other reasons, and have previously attended orientation are still required to attend and participate in the orientation with their new graduating cohort. Attendance ensures that all students, regardless of their entry point, receive the most current information about program and university policies, procedures, and expectations. Failure to attend orientation may result in a professionalism review.

The orientation serves as a comprehensive introduction to the program and provides critical updates, including any changes to academic guidelines, clinical expectations, and institutional policies. It also facilitates a smooth transition into the program by fostering connections among students, faculty, and staff. Additionally, orientation offers an opportunity for students to familiarize themselves with available resources, clarify program expectations, and begin building a cohesive cohort experience that is vital for success in the rigorous PA curriculum.

## Advising Policy A2.05e

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Each student will be assigned to a faculty advisor. Advisors will conduct mandatory, once-per-semester advising meetings via video/telephone conference or in-person. During the meeting, progress in meeting the PA Program objectives/competencies/progression requirements, both academic and professional, will be discussed. These sessions provide an opportunity to assess strengths, identify areas for improvement, and to develop plans to capitalize on strengths and improve weaker areas.

The advising process is highly beneficial to the success of the student. Advisor meetings may also occur on an as-needed basis, which can be at the request of either the student or the advisor. Other mandatory meetings may include disciplinary meetings, remediation meetings, and research project planning meetings.

### **Advisor Responsibilities**

- Meet with the student at least once per semester in both the didactic and clinical phases of the program.
- Assess student using Professionalism Performance Evaluation Form and discuss this with the student (see below).
- Review the Advising Self-Assessment Form with the student.
- Discuss strengths and areas for improvement.
- Meet with students who are identified as “at-risk” (scoring trends below 80% but above passing - 70%).
- Create and guide program-level remediation for the following: PACKRAT, End of Curriculum Examination remediation, and specific course level remediations (Exams, OSCEs, Skills) when the course director is not available.
- Refer students to appropriate services in a timely manner, including but not limited to, the [Student Health and Wellness resources](#), [Center for Student Success](#), [Accessibility Services](#), etc., as needed.
- Suggest improvements in time management and study skills, as needed.
- Meet with the student if problems arise, e.g. academic or professional difficulties
- Know the student’s grades, skills, and professional conduct.
- Assist the student in meeting the instructional objectives, learning outcomes, and competencies of the program.
- Document once-per-semester meetings.
- Document all other meetings in the student’s file.
- Follow-up with the student regarding progress of any proposed plans, or PIPs if applicable.
- Report to the faculty at weekly faculty meeting any student related issues, failures, or trending grades in the at-risk zone (70-79%).
- Report students unable to meet progression in the program to the Student Progress Committee at each semester’s end.

### **Professional Performance Evaluation Form (graded on a 5-point Likert scale)**

P1a. Attendance & Punctuality  
P1c. Respect for Peers/Attentive Listening  
P1d. Respect for Topic & Subject of Study  
P1f. Maintains Professional Appearance and Hygiene  
P1g. Professional Communication  
P1h. Respects Programmatic Decisions  
P1i. Adheres to Institutional Policies & Procedures  
P1k. Conference (Classroom) Professionalism

P2c. Maintains Academic Integrity  
P2.d Following Directions  
PBL18a. Accepting Constructive Criticism  
PBL18c. Taking Responsibility for One's Own Learning  
PBL18d. Self-Assessment & Awareness  
SB19a. Ability to Work in a Team

### **Student Responsibilities**

- Timely reply to invitations to the once-per-semester advising meeting with a proposed date and time of their advising meeting.
  - Meetings should be held before the end of week six.
- Discuss areas of strengths and areas for improvement with the faculty advisor.
- Complete the Advising Self-Assessment Form prior to the start of the meeting.
- Complete the Remediation Self-Assessment (as appropriate) for any required remediations.
- Help plan a course of action to remediate deficiencies and capitalize on strengths.
- Meet with faculty advisor on an as-needed basis when problems arise.
- Make a good faith effort to follow the plans devised from the session.
- Follow up with the advisor if a specific action is required.
- Review, sign, date and return all forms in a timely manner.
- Have a familiarity with all University and Program policies and guidelines or know where to locate the appropriate policy or guideline.

Each student is assigned a faculty advisor who will serve as a guide throughout the student's tenure in the program. Because the student is frequently the first to know of academic difficulties or personal problems that are adversely affecting performance, the student is expected to communicate with the advisor promptly. Communication is an important aspect of professional development. Talking with an advisor maintains a channel of communication in the event that changes in the student's status must be made.

## **Professional Mentors and Memberships**

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The PA Program recognizes the importance of professional role-modeling. To this end, the program recommends and fosters relationships between its students and PAs working in the community. This relationship may take various forms, from a one-time professional advisement session, completion of master's capstone projects, to shadowing or participation during an elective rotation. The program conducts scheduled social events during which students may meet and network with a larger group of PAs. The PA Program encourages students to become a student member of the American Academy of Physician Assistants, <https://www.aapa.org/student-central/student-member-resources/> and the [New Jersey State Society of PAs](#). Students and faculty are also recommended to attend professional NJSSPA and

AAPA conferences, providing students with networking opportunities with other PAs and health care practitioners.

## Student Mentor Program

The Student Mentor Program utilizes upper class students to establish a relationship with incoming PA students. The goal of this program is to orient new students to the rigors and demands of PA education. This mentor relationship may help new students acclimate to appropriate study methods, helpful resources, information pertaining to professional organizations such as AAPA and NJSSPA, as well as information regarding rotations.

## PA Student Organizations

The PA students will be able to participate in and create their own student organizations as long as they follow all University Policies on student organization creation and maintenance. Each student organization must have a faculty advisor, and an executive board (e-board) comprised of minimally a President, Vice-President, Secretary, and Treasurer. All e-board members must maintain good standing in the PA Program. Any e-board member placed on either Academic or Professional probation, must step down from their elected role. If necessary, a special election will be held to replace the person who relinquishes their role.

All PA students are automatically eligible to partake in the PA Student Government Association (SGA). Nominations and elections of PA SGA e-board members will occur in the Fall 1 semester. The President of the PA SGA has a responsibility to provide regular reports to the assigned faculty advisor, at minimum once per semester. The Student Academy Representative (SAR) will be permitted to travel to the AAPA conference with the PA Program covering conference fees, hotel, flight, and associated transportation. All initial fees and transportation costs must be made in advance and through collaboration with PA Program Administrative Coordinator. Failure to follow instructions may result in the student being responsible for all costs. All receipts must be maintained and submitted in a timely manner, within 30 days. If the SAR is not able to attend or not in good standing, (i.e. on academic or professional probation) they may not be permitted to attend the AAPA conference. In that instance, the alternative SAR may attend with the same costs covered by the PA Program, under the same guidelines. If the alternative SAR is unable to attend or also not in good standing, the SGA may hold a special election to elect a new SAR in good standing.

No single PA student may be allowed to maintain any student organization bank account without PA Program faculty/staff oversight and full access. All funds raised by dues, fundraising, or any other means must be deposited in an account managed by the PA Program Assistant. PA Student Organizations will have access to the funds raised as long as they follow all policies and procedures. No single student should be the sole proprietor of any student organization account, any funds raised via a privately held cash sharing app (Venmo, Paypal, etc.) must be transferred to the official SGA account maintained by the PA Program Assistant within 72-hours of raising those funds. Dutiful records and budgeting should be maintained at all times.



## Liability Insurance Coverage for Physician Assistant Students

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Rowan-Virtua SOM administers its liability insurance program through the Office of General Counsel. The following addresses liability coverage for physician assistant students enrolled in the PA Program, as it relates to curricular and non-curricular activities.

### **Coverage during Curricular Program Activities**

Rowan-Virtua SOM University provides students with liability coverage for programs taken for curricular credit whether at an affiliated institution, or while on an external rotation if they are registered as a student. Liability coverage is also provided when an external rotation is taken for curricular credit at an institution that is not affiliated. Further questions regarding student activities, summer work projects or volunteer activities should be directed to Office of Student Affairs. Further questions about curricular issues should be directed to the PA Program office.

**Professional Liability (Malpractice) Insurance** – During clinical rotations, all students will be covered under a limited (claims-made only) professional liability policy provided by the University. It is expected that all incidents involving students and patients will be reported immediately by e-mail to the Director of Clinical Education and (at request) in writing to the Rowan-Virtua SOM PA Program. If the PA Student is involved in care of a patient and an incident occurs, it is expected the PA Program is notified within 24 hours. Examples of incidents involving patients include, but are not limited to the following:

- Fatality
- Major paralytic conditions, such as paraplegia or quadriplegia
- Second or third-degree burns to 25% or more of the body
- Amputation, permanent loss of use or permanent loss of sensation of a major extremity
- Head or brain injuries resulting in coma, behavioral disorders, personality changes, seizures, aphasia, or permanent disorientation
- Loss of sight in one or both eyes, and/or loss of hearing
- Injury resulting in incontinence of bowel or bladder
- Allegations of Sexual molestation, sexual assault, or rape
- Bodily injury resulting from patient care

## Clinical Incident Reporting

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<https://confluence.rowan.edu/display/POLICY/Clinical+Incident+Reporting+Policy>

### **Coverage during Student Organization Activities**

Rowan-Virtua SOM provides liability coverage to student organizations of a professional nature but not to social and/or sports organizations unless those social organizations are taking part in a

professionally related activity like health screenings. Examples of professional student organizations include Student Government Associations, Foundation of International Medical Relief of Children (FIMRC), DEI student group, etc.

Any student organization undertaking an activity in the community must first obtain approval from the PA Program. The student organization is asked to consult with the Office of Student Affairs about the need for a potential informed consent waiver form. In general, any activity undertaken with minors (under 18 years of age) needs an individual informed consent waiver form to be signed by the participant's parent or legal guardian. The signed forms will be kept on file in the Office of Student Affairs. A student organization undertaking an approved group program in the community (such as training on self-breast examination with a church group) is required to routinely communicate to the group that the information is presented as community service information and not prescribed medical treatment. Only approved community activities will have liability coverage provided by Rowan-Virtua SOM. Liability alleged to result from non-approved community activities is not covered.

### **Coverage during Research/Volunteer Work Activities**

Students working on research or as a medically related volunteer at Rowan-Virtua SOM, whether in a paid or volunteer capacity, are provided coverage under the University's liability insurance policy. Examples of this include students working on a research project in a clinical department at Rowan University.

## **Health Insurance Requirements**

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### **Personal Health Insurance**

Personal health insurance coverage is required for enrollment and completion of the PA Program. Students must maintain a valid health insurance policy throughout their course of study in this program. Failure to maintain a valid insurance policy will result in removal from clinical rotations until proof of compliance is provided, which in turn may result in delay of graduation from the program. At the initiation of and throughout the clinical year, students will be required to show proof of a valid health insurance policy. Any costs incurred through illness, injury (either on or off-site during the program), and/or a hospitalization during attendance at the PA Program is the students' sole financial responsibility.

**Please Note:** Medicaid medical insurance will not be sufficient during the clinical year as clinical rotations (SCPEs) may occur across state lines. A student's health insurance must be valid in the states which they are physically in. If a student's health insurance is not valid across state lines, it is recommended that the student purchase (not waive) the School Health Insurance Plan.

Link to Student Health Insurance policy:

<https://confluence.rowan.edu/display/POLICY/Student+Health+Insurance>



Student Health Insurance is an annual payment for single student negotiated by the University in June of each year.

Automatic enrollment in the student health plan offered through the University unless the student completes the online waiver indicating comparable coverage through an approved plan. Failure to waive the Rowan University Student Health Insurance (SHIP) online before the appropriate deadline will result in automatic enrollment in the SHIP, which will result in the assessment of a non-refundable student health insurance charge. Students will be fully responsible for the premium after this date, regardless of any present or future coverage.

[https://www.universityhealthplans.com/letters/letter.cgi?group\\_id=559](https://www.universityhealthplans.com/letters/letter.cgi?group_id=559)

## Waiver Criteria

For more information click here:

<https://sites.rowan.edu/bursar/healthinsurance/waivercriteriainstructions.html>

To opt out of the Rowan University Student Health Insurance Plan (SHIP), all domestic students and all full-time matriculated international students with an F-1 visa must have and agree to maintain a health insurance plan underwritten by a company based in the United States (U.S.) that is compliant with the Affordable Care Act (ACA). Additionally, the insurance plan must provide in-patient and out-patient coverage in and outside of the New Jersey region. Full-time matriculated international students with an F-1 visa may have and agree to maintain the international student insurance plan offered by ISI or ISO found [here](#). Travel or catastrophic insurance will not be accepted.

## Policies on Alcohol, Tobacco, and Other Drugs

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- [Smoke and Tobacco-free Environment](#)
- [Tobacco-Free Workplace](#)
- [Alcohol and Other Drugs Policy](#)

Additional Resources:

- [Narcotics Anonymous](#)
- [Alcoholics Anonymous](#)

## Urine Drug Screen

A urine drug screen will be required of each student before starting clinical rotations as many of our major clinical sites require this documentation to be on file at the University. Any unexpected results will be reviewed by a third-party company and the student will be contacted

to verify any prescriptions they may have. If the company cannot reach the student after 3 attempts, the report will be released to the School as a positive result. Student health will reach out to the student one final time to attempt to discuss the result and verify any prescriptions. If there is no valid prescription OR the student cannot be reached, it will be assumed that the positive result is secondary to recreational drug use. The student will then be referred to Student Health to determine a monitoring program and potentially to the Student Progress Committee for a professionalism review. In most cases, the student will be referred to the NJ Physician Health Program for drug monitoring and treatment.

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## HIPAA Training

All students will be required to complete online HIPAA training before being permitted to begin their didactic and clinical training.

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## University Email

All official announcements will be emailed to students' Rowan email accounts. This is the primary means of communication between the school and the students. Students are responsible for checking their University email regularly; at least daily. Staying current with requested information and deadlines is one of the professional expectations of PA students.

Students are not permitted to automatically forward or redirect messages from a Rowan email address to a non-Rowan email address. Also, under no circumstances may students transmit any patient information over a private email network, including from the student's Rowan email to another person's email.

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## Information Resources and Technology (IRT)

For more information about IRT, please visit [irt.rowan.edu](http://irt.rowan.edu)

### ***Rowan NetID***

Your Rowan NetID is your key to accessing online Rowan University services. With your Rowan NetID, you can log in to Canvas, RowanWiFi, Self-Service Banner, Google Drive, your Rowan email and Rowan-managed computers in computer labs and elsewhere.

To set up your Rowan NetID or make changes to your account, visit [netid.rowan.edu](http://netid.rowan.edu).

### ***RowanWiFi***

RowanWiFi is the easiest way to get online at Rowan University. You can access RowanWiFi by simply logging in with your Rowan NetID. For information, visit [go.rowan.edu/wifi](http://go.rowan.edu/wifi).

### ***Printing & Computer Labs***

Rowan's Mobile Print system gives students the flexibility to send a print job from their computer or mobile device no matter where they are, and then pick up that print job on campus up to 48 hours later. Visit [go.rowan.edu/printing](http://go.rowan.edu/printing) for printing locations.

Visit [go.rowan.edu/computerlabs](http://go.rowan.edu/computerlabs) for computer lab locations and hours.

## Learning Technologies & Media

### *Services*

Students may request the following services from IRT by emailing [support@rowan.edu](mailto:support@rowan.edu):

- Media production - including videography, photography (portrait and event), in-studio lecture capture
- Graphic Design and Printing Services - including design of digital and printed collateral, printing (large and small format, duplication, thesis) and presentation design consulting
- AV support - classroom/conference room AV training, event setup, loaner equipment (including dslr camera kits, portable sound system, voice recorders, etc.)
- Instructional design support

After submitting a request to [support@rowan.edu](mailto:support@rowan.edu), you will receive a link to our [LTM Job Request Form](#) where you will provide information about your request. If a Banner Org number is to be charged, the request must include that number and an administrative staff member's name and contact information who can authorize the charge. Please provide 72 business hours advance notice for requests.

### *Borrowing Loaner Equipment*

A limited stock of audiovisual equipment is available for loan on a first come, first served basis. Due to limited stock, it is recommended that equipment be reserved at least a week in advance. Pickup and return will be scheduled once equipment availability is confirmed. We ask that all borrowed equipment be returned as soon as possible after its use. Written approval must be obtained prior to pick up if equipment is to be borrowed for an extended period of time. Failure to follow these instructions may affect the future borrowing privileges. Pick up of equipment and/or other materials will be from Academic Center 258. An IRT staff member will let you know if pickup will be in-person or via our dropbox outside of the suite.

### *Connecting to Technology in Collaborative Spaces*

It is imperative that fixed cabling in technology-enhanced spaces not be adjusted. Please utilize user-provided cables with input plates on the wall. The input plate is usually located on the wall below the display or projector.

### *Other Student Resources*

Visit [go.rowan.edu/students](http://go.rowan.edu/students) for a list of other digital resources that can help you collaborate with your classmates, communicate with your instructors and reach your academic goals.

### ***Technology Help***

Students have multiple ways to request technology help. Visit [go.rowan.edu/techhelp](https://go.rowan.edu/techhelp) for a full list of options and current hours.

### ***Phone/Email Support***

Call: 856-256-4400 | Email: [support@rowan.edu](mailto:support@rowan.edu)

### ***In-Person Support by Appointment***

For current hours, [visit the IRT website](#).

### **Stratford – Current Hours**

Monday to Thursday 9am to 3pm; Friday 9am to 12noon

The Technology Assistance Center at Rowan-Virtua SOM is located in the Academic Center on the 2nd floor, 292 (off of the elevator or up the stairs to the right). While you are able to walk in to get assistance, you must first submit a request for assistance at one of the kiosks on campus or email [support@rowan.edu](mailto:support@rowan.edu).

### **Sewell**

There is no walk-in assistance on the Sewell campus. If you require assistance, submit a request at one of the kiosks on campus or email [support@rowan.edu](mailto:support@rowan.edu).

### ***Knowledge Base***

The Knowledge Base in the Rowan Support Portal contains hundreds of self-help articles about technology services at Rowan University. Visit [go.rowan.edu/knowledge](https://go.rowan.edu/knowledge) to access the Knowledge Base.

### ***Ask Susan***

Susan, Rowan's digital assistant, is available 24/7 at [go.rowan.edu/susan](https://go.rowan.edu/susan) to answer your questions about technology at Rowan University.

### ***Technology Policies***

Students are responsible for following University policies when accessing and using digital resources. Rowan University policies guide and protect your use of online resources and technology. For example, under the Acceptable Use Policy:

- You cannot distribute or collect copyrighted material without the expressed and written consent of the copyright owner or without lawful right to do so.
- You cannot share passwords or leave passwords unprotected.

Rowan University Policies are located [here](#). All Rowan University Information Resources & Technology Policies are located [here](#)

### ***Stay Safe Online***

Use our security checklist to protect your computer and your data.

[go.rowan.edu/securitychecklist](https://go.rowan.edu/securitychecklist)

### *Computer Resources*

The Library provides access to Windows-based desktop computers. Several computers are available in the Library's Computer Room. The Computer Room is open during regular Library hours. Software programs including general applications, tutorials, and computer assisted instruction are loaded on all computers, and all Library computers provide access to the Internet. Printers and scanners are also available for use, as are LCD projectors for group work or presentations. A librarian is located near the Computer Room during daytime and some evening hours to provide assistance.

### *Wireless Network and Laptops*

RowanWiFi gives students wireless access while in the library and throughout the campus. To connect your device to RowanWiFi, log in with your Rowan NetID and password. For more information, visit [go.rowan.edu/wifi](https://go.rowan.edu/wifi)

## Computer Laptop Program

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The PA Program provides each student with a high-quality enterprise laptop that is configured to access the school's wireless environment and is pre-loaded with the necessary curriculum- and production-based applications to meet all block/intersession/course (BIC) requirements. Students will receive their laptops during orientation and should bring a carrying case for their device on that day. This laptop is designed to deliver optimum computing power over the next two years and includes an on-site warranty and accidental damage warranty. Students will be able to use their laptops on Rowan's wireless network to access BIC handouts, grades, financial information, library services, Self-Service Banner, internet resources and most importantly, exams.

No systems are permitted on the Rowan University network until they have passed a compliance check. The program's goal is to provide a dedicated laptop throughout our students' medical education and give our students optimal tools to assist with learning, test taking and research.

## Registrar and Course Registration

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For the most up to date information please visit the Registrar website:  
<https://som.rowan.edu/education/academic/registrar.html>

The Registrar preserves and maintains permanent academic records for all students who have attended Rowan-Virtua School of Osteopathic Medicine. The records include those of currently enrolled students, graduates, and former students.

The Registrar ensures that the degree of Masters of Physician Assistant Studies is awarded only after all criteria for enrollment have been met and all requirements of academic performance have been successfully completed.

## Address Changes

The Office of the Registrar maintains student's mailing and permanent addresses on the University database. To change either address, complete the Address Change Form at: <https://som.rowan.edu/documents/addresschange.pdf>

## Course Rosters

Official course rosters will be found in the one45 learning management system. Students' current e-mail addresses may be obtained from the Registrar's office approximately two weeks after the start of the academic year.

## Grade Rosters

Official grade rosters are provided to Course Directors by the Registrar. Rosters are listed alphabetically with University issued numbers for proper identification. At no time are grades posted or transmitted by name, Social Security number, or other individually identifiable information. Final grades are submitted as official documents and are permanently stored. All grade rosters must be accurate, complete, and signed by Course Directors on every page. Changes must be submitted on the Grade Change Form and signed by the Course Director.

## International Experiences

Students who hope to travel abroad either for clerkship credit or as a non-credit experience must have school approval to travel internationally for those purposes. In order to leave enough time for the multi-step approval process, students should meet with the SOM Registrar a minimum of 4 months in advance of their desired travel date (but earlier is better) to learn the process. The required forms will be provided to the student at the meeting.

## Name Changes

A student who wants to change the name that was provided at admission must complete the Change of Data Request Form found at: <https://som.rowan.edu/documents/namechange.pdf>, and provide supporting legal documentation.

## Registration

All students are required to complete the registration form before they are permitted to start classes or clinical rotations. A late fee of \$100 per day will be charged to a student whose registration is incomplete on the first scheduled day without prior approval by the Office of the Registrar at SOM on the Stratford campus.

## Transcripts

Currently enrolled students are able to view their course grades and view and print an unofficial copy of a web version of their academic transcript in Self-Service Banner. A request for an

official transcript must be submitted to the Registrar's Office in writing, allowing up to ten days for the processing of each request. A \$5 fee is charged to graduates and former students for each official transcript. Transcripts for currently enrolled students are free. To access the form, go to: <https://som.rowan.edu/documents/transcriptreq.pdf>

Only Rowan University transcripts may be released to outside institutions or individuals. Non-Rowan University transcripts received as part of the Admissions process remain the property of Rowan University and are never released to the student or other outside institutions or individuals. Those seeking to send non-Rowan University transcripts to a third party must send their request to the original institution.

## **Verifications/ Letters of Good Standing**

The Office of the Registrar verifies enrollment, dates of attendance, academic status, graduation, professional liability insurance, personal health insurance, criminal background checks, and loan deferment certifications. These are sometimes referred to as "Letters of Good Standing." The Verification Request can be found at: <https://som.rowan.edu/documents/verificationrequest.pdf>

## **Student Registration**

No student will be considered registered for attendance at the School of Osteopathic Medicine unless they have fulfilled the registration requirements prescribed by the Admissions Committee for entering students and Student Progress Committee (SPC) for continuing students. These requirements are:

### **A. Entering Students**

1. Receipt by the Office of the Registrar of the final and complete transcript of record of attendance at all institutions attended for the completion of the entrance requirements to the School of Osteopathic Medicine;
2. Completion of the official registration form;
3. Completion of the required medical history and physical examination and all immunizations and testing as required by the Office of Student Health for all entering students and transfer students;
4. Completion of arrangements for the payment of the tuition charge, or payment made at the time of registration; and
5. Automatic enrollment in the student health plan offered through the University or completion of the online waiver indicating comparable coverage through an approved plan.
6. Satisfactory completion of all pre-matriculation prerequisites as identified by the admissions requirements and available online.

### **B. Continuing Students**

1. Satisfactory completion of all prior coursework or successful remediation.
2. Completion of the annual official registration form for the Office of the Registrar;



3. Completion of arrangements for the payment of tuition and fees, or receipt of advance payment;
4. Automatic enrollment in the student health plan offered through the University or completion of the online waiver indicating comparable coverage through an approved plan.

### **C. Late Registration**

A late fee of \$100.00 per day will be charged to students whose registration is incomplete on the first scheduled day without approved prior notice to the Office of the Registrar at SOM, Stratford Campus.

### **D. Good Standing**

A student who has registered and has active student status will be considered a student in good standing.

For additional information please visit: <https://som.rowan.edu/education/academic/registrar.html>

## **Center for Student Success**

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### **Academic Counseling and Retention**

The Center for Student Success was established to maximize the educational experience of the PA student and to support and enhance the instructional methods used by Rowan-Virtua SOM faculty. Workshops and resources provided for faculty include Item Writing and Clinical Teaching Strategies workshops, a variety of online webinars, and bi-weekly newsletters that provide continuous content and review.

For students, the Center focuses on strengthening academic skills relevant to basic science and clinical coursework and addressing challenges posed at crucial points in the curriculum. In this vein, the Center for Student Success staff provides a variety of supportive academic services, including 1) individual consultation on learning styles and learning/studying/time management issues, 2) group workshops on topics related to academic success, and 3) board preparation programs and support. For more information, please visit: <https://som.rowan.edu/education/academic/schedule.html>

## **Simulation Center**

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The Rowan-Virtua SOM Simulation Center is a teaching and testing facility designed to support the use of simulation for medical training.



In general, simulation activities call for the display of several learner abilities; this includes interpersonal communication, the ability to gather historical or physical data, recording of a medical record. However, depending on the activity there are also specific pre-designated performance measures which a learner is expected to demonstrate.

Simulation activities also provide structure for the provision of written and oral feedback from faculty, standardized patients, and peers. Most events are digitally recorded and archived where they remain accessible for teaching and research purposes.

Simulation activities on-campus fall within three categories: standardized patient (SP) encounters, procedure task training, and human patient simulator scenarios.

### **Scheduling and location**

A schedule for all SIM center events will be supplied online in each applicable course's folder for each session.

**The schedule will not be changed at a student's request.** No make-up sessions will be arranged except due to unavoidable emergencies.

All simulation events will take place at the Simulation Center on the Sewell Campus unless otherwise indicated. Please arrive at least 10 minutes in advance regardless of the activity or planned event and wait outside the facility until invited to enter. It is absolutely essential that you be ready to start at your scheduled time. Tardiness will not be tolerated, and points will be deducted from your final score if you are tardy. If you are late, in addition to the loss of points you will only have the remaining time, if any, during your scheduled block to complete the skills assessment.

If you arrive miss the entire assessment for any reason you will be given a zero grade for that assessment. Please see the unexcused absence policy for exams.

### **Standardized Patient Cases**

Standardized patient ("SP") cases will involve a typical patient complaint as often seen in a Primary Care Clinic, Emergency Department, and other out-patient clinical settings.

Prior to entering the room, you will be able to read on a sheet at the doorway basic information about the patient: their name, age, reason for visiting, and vital signs as taken by the clinic staff. Take a moment to consider this information and organize your thoughts before you enter before proceeding.

### **Timing and Procedures**

Each session will have a time limit, and the time may vary throughout the curriculum.

You may not bring in or refer to any external materials into any testing or assessment scenarios/encounters or skills assessment (including but not limited to books, papers, notes, phones, laptops, smart watches/glasses, etc.). You must bring your stethoscope, a watch and any other tools or instruments you wish. All backpacks/bags/coats/jackets/umbrellas must be left outside the room. At no point should any student bring food or drink into a simulation or exam room.

For clinical encounters with an SP, students will be provided with clipboards and one sheet of notepaper, and students are permitted to take notes during an SP encounter if they wish. When reading the doorway information, you may take notes and use them during the interview. No additional paper will be supplied to students. Students are not permitted to leave the SIM center with any notes written during an OSCE. Students are not permitted to use note paper (unless explicitly instructed to do so) during physical exam skills assessments.

Professional attire (professional dress or scrubs) and a white coat are required for all SP encounters and events. Please follow all instructions from proctors who will be assigned to keep the event moving smoothly. Professional conduct is expected at all times.

Students must stand in front of their assigned rooms and only begin to look at doorway information and enter the examination rooms after being given explicit instruction to do so by the SIM staff or faculty. Time starts for all timed events as soon as being told the students “may now begin”.

You may leave any SP encounter whenever you think you have finished. However, if you do leave early, you will not be able to return into the room, so make sure you have done everything you want to do before you leave. Once you leave the patient’s room, your encounter has concluded, you cannot go back in for any reason. Student’s will not be provided with more time than any of their classmates as these encounters are assessing clinical skills that all students must become proficient in to work clinically.

### **Confidentiality**

Once you have taken part in any SIM center assessment students must not discuss the case or assessment in any form with your colleagues. All students should be allowed the same opportunity to come to the case fresh, just as you did, as the best way to learn the most about their skills. The honor system is in effect for this purpose. Sharing of any information from these assessments will be a violation of the academic integrity policies.

### **How to Prepare for SIM Center Assessments**

Make sure you read any applicable chapters recommended in each course previously and review the videos on Bates, or other resources available on AccessMedicine and Aquifer. Review any materials covered in lectures.

### **Physical Exams and Skills Assessments:**

Each Physical Exam (PE) topic and system will be introduced in a lecture first and then a training session with practical application later in the SIM center. A handout of the specific maneuvers taught in each SIM session, along with page references in Bates, is supplied separately. All students will learn to perform physical examinations by practicing the examination techniques on their classmates. Students should choose who their physical examination partner is, but the PA faculty may assign partners. Students should come to all physical exam training sessions appropriately dressed as instructed by the course directors and PA faculty. Students should be prepared to have some level of undress, all women are encouraged to wear sports bras during physical exam trainings, otherwise tank tops and loose gym shorts should generally be considered for these events. Male students should be prepared to be shirtless for some exams. Students will be permitted as much privacy as possible and are encouraged to utilize the SIM center's curtains to provide that privacy. All physical exam skills will be assessed via timed Skills Assessments.

All skills assessments will be performed individually, recorded, and graded in the presence of a PA faculty member. Schedules for each skills assessment will be provided separately in each course folder online.

During a skills assessment the students will verbalize their actions/statements and perform the appropriate Physical Exam on a fellow classmate. Classmates acting as the "patient" in these scenarios must not speak, gesture/motion, or emote in any way that would provide a hint or help the student performing the assessment. If this behavior is detected both students will fail the assessment and be investigated by the university for breaching of the academic integrity policies. Students must demonstrate proficiency of each physical exam. Any failure of a skills assessment must be remediated. Please see the student Handbook/syllabus for more information.

### **Comprehensive History Sessions:**

These sessions are intended to provide you with an opportunity to interview a patient in a simulated clinical encounter, to receive feedback on your skills development, and to prepare you for the Objective Structured Clinical Examinations (OSCEs) in the Spring and Summer. As always with standardized patients (SPs) in teaching sessions, these are safe situations in which you can do no harm. Do not expect to do everything perfectly; simply do your best and learn from the experience.

### **Objective Structured Clinical Examinations (OSCEs) - Focused History and Physical Exam Sessions:**

Objective Structured Clinical Exams (OSCEs) will be utilized throughout the curriculum. Similar to the comprehensive history sessions, students will now be expected to complete a focused (directed) history and focused physical exam pertaining to the chief complaint. Instruction on a focused history vs. comprehensive history will be provided in lecture, and additional resources are available via recommended readings (see the applicable syllabi).

Students should use their clinical judgement to complete the relevant components of the physical exam. Generally, if you ask about a symptom within the body system during the ROS, you should perform that system's PE. You will only be expected to perform the relevant PE maneuvers you have already been taught prior to these sessions. Learning to use your clinical judgment will help prepare you for the clinical year and professional practice.

Immediately following your H&P session in the patient room, you will be directed into another room to complete a focused H&P note. Sheets of paper to complete your note will be provided to you, and you will have up to 45 minutes to complete your focused H&P SOAP note. These notes will be graded. See the appropriate rubrics posted in each course folder online.

Following the completion of the written note, students will have up to 15 minutes to record an oral presentation on their laptop using zoom. Students will be required to have their cameras turned on and must simultaneously screenshare their desktop prior to clicking record. Once the zoom recording is complete, students must upload their recording to the directed folder maintained on the google drive. Students should try to limit their oral presentations to 1-5 minutes, although ideally in the clinical world oral presentations are 1-2 minutes long. Once the time limit of 15 minutes is exhausted students must stop recording and upload their recording. No extended time will be given to students for this clinical skill. All students should test their zoom, microphone, and camera prior to these events to ensure it is updated and working. Students are encouraged to practice using zoom to record themselves while sharing their screen to ensure no technical problems on examination days. In the unlikely event of any technical difficulties that prevent recording, students must notify the instructor immediately and an alternative method of recording will be made available.

### **High Fidelity Mannequin:**

The program will utilize various high-fidelity mannequins throughout the curriculum. Students may dress in scrubs on these days, and students **must bring their stethoscopes to these events**. Schedules and any specific instructions for these events will be maintained online in the course folder(s).

### **Clinical Technical Skills Training:**

Students must come to all clinical technical skills trainings prepared, having read the appropriate assigned chapters/readings and watched all videos. Several clinical skills are also lectured on and students should review all lecture materials as well. Students will be given short written quizzes at the start of most clinical skills training sessions. Additional instruction and demonstration will occur in the SIM center, students will then also practice and be evaluated for proficiency during the clinical skills training sessions. Students must pay attention during the instruction and demonstration portions and are encouraged to be active participants. Students may not use laptops, phones or other electronic devices during these training sessions. No photography or videography or recording of any sort will be permitted without expressed permission by the PA faculty course director(s) or faculty present. Please see the [Electronic Devices](#) and [Social Media Policy](#) for more information.

**Clinical Technical Skills Assessments:**

At various points in the curriculum students will be required to complete an assessment of their clinical technical skills. Students must arrive to these sessions at least 10 minutes prior to their scheduled time. If students are late, they will receive a point deduction and will only be permitted whatever time is remaining to complete the clinical skills assessment. If students miss the entire time scheduled for them, they will automatically receive a zero grade. Please see the unexcused missed exam policy for more information.

Students will not be permitted to bring any materials into the SIM center during the clinical skills assessments. All backpacks, bags, jackets, etc. should be left outside the SIM center. Students are also not permitted to use their laptops, phones, nor are they permitted to wear smart watches/glasses during these assessments. Students are encouraged to wear scrubs for these assessments. Students will be tested on any combination of the listed clinical technical skills listed in the syllabus. Students must verbalize all components of the skills along with any instructions typically provided to patients undergoing these clinical technical skills. Students will be provided with rubrics prior to these assessments for their own learning, review, and practice. Students should not share any information about what skills they were tested on with any other student. Sharing such information is a breach of the academic honesty and integrity policies.

**Students found to have shared any information relating to any and all assessments in the simulation center will be considered in violation of the Academic Integrity policies and will be investigated and may face university and program sanctions.**

## Student Affairs and Alumni Engagement

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For the most up to date information please visit:  
<https://som.rowan.edu/education/studentlife/contact.html>

The Office of Student Affairs and Alumni Engagement serves as a focal point for non-academic/non-curricular matters pertaining to students and alumni. This includes student services, student publications, student health insurance, student governance, student clubs, student club programs, club finances, the student-mentors program, wellness programs, events for students, including the White Coat Ceremony, Orientation Week and Commencement, as well as all alumni engagement programs, outreach and fundraising efforts.

It is each student's responsibility to be familiar with University policy and practices, the Academic Rules and Regulations, the Rowan-Virtua SOM Student Code of Conduct, program and degree requirements.

Students are responsible to read and understand the Student Handbook and remain informed of rules, regulations and other requirements published in the Student Handbook or promulgated by the faculty, administration, or Board of Trustees of Rowan University.

Please note that official communications, including updates to this Handbook, will be communicated to Rowan-Virtua SOM students via their University e-mail account and/or by mail to a local address.

### **Dedicated Student Spaces and Student Room Reservations**

Students seeking to make room reservations for programs, events or meetings must submit their reservation request(s) using the on-line request form:

<https://som.rowan.edu/education/studentlife/reserve.html>

Those seeking room reservations with less than 72 hours' notice will need to check for open rooms at the date/time that you plan to hold your meeting or program.

## **Timely Access and Referral of Students to Services**

### **Addressing Personal Issues. A3.10**

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The Rowan-Virtua School of Osteopathic Medicine Physician Assistant (PA) Program is committed to supporting students who are experiencing personal issues that may impact their academic performance, professional development, or overall progress in the program. In accordance with ARC-PA Standard A3.10, the program provides and publishes written procedures to ensure timely access and/or referral to appropriate support services. These procedures are consistently applied and are intended to connect students with timely, confidential, and appropriate resources.

#### **Procedure**

**1. Initial Point of Contact:**

Students experiencing personal difficulties that may interfere with their academic or clinical responsibilities are encouraged to contact the PA Program Director, PA Faculty, or their Designated Academic Advisor as their initial point of contact. Faculty are trained to maintain confidentiality and facilitate access to appropriate resources.

**2. Available Support Services**

Students may be referred to one or more of the following resources, depending on the nature of the issue:

- **Rowan University Student Mental Health Services**
  - Offers mental health care services, including confidential medical consultation and support.
- **Office of Accessibility Services**



- For students requesting accommodations due to personal health or psychological conditions.
  - **Student Health and Wellness**
    - Offers health care services, including confidential medical consultation and support.
  - **Center for Student Success**
    - Offers academic support and coaching, assisting with improving studying skills, time management, Board preparation, and tutoring.
  - **Financial Aid**
    - Offers guidance regarding all aspects of financial concerns in coordination with the registrar and bursar offices.
    - Can assist with financial scholarship application and processing.
  - **Student Life and Housing**
    - Offering guidance and support regarding graduate housing
  - **Health Science Library**
    - Offers access to robust list of resources, lib-guides, journals and individualized support services.
  - **Public Safety**
    - Provides timely and ongoing commitment to campus safety.
3. **Timely Access**
- Students who report urgent concerns will be assisted in real time, or the opportunity to schedule same-day or next-business-day appointments with the appropriate resource, office, or personnel.
  - Non-urgent concerns will be referred with follow-up expected within three business days.
  - In cases of acute health, psychological crisis, or safety concerns, students are directed to call **911 or Rowan Public Safety at 856-681-6287**. Public Safety will be contacted immediately to ensure the student's safety.
4. **Follow-Up and Documentation**
- The PA Program Director, PA Faculty, or the student's Designated Academic Advisor will follow up with the student within one week of the referral to confirm access to services, unless the student requests otherwise.
  - Referrals are documented in a confidential, non-academic file accessible only to appropriate program leadership.
5. **Emergency Situations**
- Students experiencing personal emergencies outside of regular business hours should contact:
- **Rowan Public Safety and campus escort (Sewell): 856-681-6287**
  - **National Suicide & Crisis Lifeline: Dial 988**
  - **Local Emergency Services: 911**



## Student Health and Wellness Policies and Procedures

Website: <https://som.rowan.edu/education/studentlife/wellness.html>

The PA Program is committed to supporting our students both personally and professionally. In addition to assigned faculty advisors, an open-door policy within the department for walk-in student support, and weekly intradepartmental communication, the following resources and procedures are available for timely access to care for personal issues.

### 24/7 Emergency Support & Crisis Counseling

If you or someone you know is in crisis, the following services are available 24/7:

- Rowan Public Safety: [856-256-4911](tel:856-256-4911) and ask to speak with the Counselor on Call.
- Crisis Center Hotline/Oaks Integrated Care: [856-428-4357](tel:856-428-4357)
- National Suicide Prevention Lifeline: 988
- Call 9-1-1, or go to the nearest emergency room.

These services give students in significant distress immediate access to professionals specializing in suicide prevention.

## Student Mental Health Services

The [Rowan-Virtua Department of Psychiatry Outpatient Clinic](#) offers confidential access to psychiatric evaluation and medication management. Accepts most insurance/copays apply.

**Location:** 100 Century Parkway, Suite 350, Mount Laurel, NJ 08054

**Phone:** [856-482-9000](tel:856-482-9000) (Identify yourself as a Rowan-Virtua SOM student)

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Oaks Integrated Care has a Mental Health Urgent Care center and also offers Early Intervention Support Services (EISS) on-site and through telehealth. Early Intervention Support Services include:

- Individual counseling
- Medication treatment
- Psychiatric consultation
- Access to community resources
- Referral to follow-up services

**Location:** 2051 Springdale Rd, Cherry Hill, NJ 08003

**Phone:** [856-254-3800](tel:856-254-3800)

**Hours:** Office Hours: Monday-Friday, 9 a.m. – 5 p.m., Saturday, 9 a.m. - 12:00 p.m.

<https://som.rowan.edu/education/studentlife/wellness.html#tab40>

**If you or someone you know needs guidance or counseling:**

**Call Rowan-Virtua SOM Student Mental Health Office 856-482-9000**

**For Mental Health Emergencies call 988**

## For all other emergencies call 911

An individual may be self-referred or referred by the Office of Student Health or other departments of the School. Confidentiality of the student is respected, and no treating physician or clinician will have a role in the delivery of the student education. Services include evaluation and assessment, individual short-term dynamic psychotherapy, medication management, referral to appropriate resources, and stress management workshops.

Paul Furtaw, PhD, Psychologist  
100 Century Parkway, Suite 350  
Mount Laurel, NJ 08054  
(856) 482-9000

1. Students can also receive confidential services by calling the Counseling & Psychological Services Center (856-256-4333), which is located in the Wellness Center at Winans Hall. There are counselors available with specialized training to support Complainants of sexual violence. Counselors are available to help support students free of charge and can be seen on an emergency basis. The Student Health Center (856-256-4222) can also provide confidential consultation with victims and may offer treatment to prevent sexually transmitted infections or pregnancy. In circumstances where the Health Center is unable to offer these services, they will provide a referral to an appropriate medical resource. In addition, you may speak on and off campus with members of the clergy, who will also keep reports made to them confidential.
2. [TimelyCare](#) offers students 24/7 on-demand emotional support, scheduled counseling, and self-care content. To schedule free counseling sessions, [click here](#) and register/login with your Rowan-Virtua email or call [833-484-6359](#) for assistance. You will have the option to self-schedule appointments and select the day, time, and mental health provider of your choice.

## The following resources are additional sources of help:

Police Fire or Medical Emergencies	911
Mental Health Emergencies	988
<a href="#">New Jersey Mental Health Cares</a>	866-202-4357
<a href="#">Suicide Prevention Lifeline</a>	1-800-273-8255
<a href="#">Crisis Text Line</a>	Text START to 741-741
<a href="#">Addiction Hotline</a>	844-222-0553
AIDS Hotline	800-342-2437
<a href="#">Women Organized Against Rape</a>	215-985-3333
<a href="#">Domestic Violence Hotline</a>	866-723-3014
<a href="#">Center for Family Services</a>	877-922-2377

## Student Health Services

It is important to note that the University policy emphasizes the student's mental and physical well-being. Acceptance and matriculation at the School are contingent upon continued mental and physical well-being, sufficient to demonstrate ability to successfully complete the program of studies at this School. In order to determine standing, the School reserves the right to require a mental or physical examination after matriculation at the School to evaluate fitness for continued studies. Specific health and immunization requirements for matriculation can be found in the Admissions section of this Handbook.

[Rowan-Virtua SOM Student Health and Wellness](#), led by Dr. Todd Schachter, is staffed by a team of experienced and compassionate healthcare professionals to serve the physical and mental health needs of medical students at Rowan-Virtua SOM.

### Location

42 E. Laurel Rd. Suite 3200,  
Stratford, N.J. 08084-1501

### Hours of Operation

Monday 9 a.m. – 4:30 p.m.  
Tuesday 9 a.m. – 4:30 p.m.  
Wednesday 9 a.m. – 4:30 p.m.  
Thursday 12 p.m. – 7:30 p.m.  
Friday 8:30 a.m. – 4 p.m.

### Contact Information

Todd Schachter, DO, FAOCPr: [schachter@rowan.edu](mailto:schachter@rowan.edu)

Email: [ehsh@rowan.edu](mailto:ehsh@rowan.edu)

Phone: [856-566-6825](tel:856-566-6825)

For more information about health insurance coverage, waiving coverage and adjudication, contact the Office of Alumni and Student Affairs, 856-566-6482.

Students can also access the physicians through our primary care offices or through their own insurance plan:

- List of providers at [Rowan Medicine](#)
- List of providers for [AETNA](#) (School insurance)

## Students At Significant Risks To The Health And Safety Of Self Or Others

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If you, or a Rowan friend, or students, are in immediate crisis, please call Public Safety at: [856-256-4911](tel:856-256-4911). Students may also call the Wellness Center, after hours, including weekends, at [856-256-4333](tel:856-256-4333) and follow the prompts to be connect to the on-call counselor.

**National Crisis/Suicide Lifeline:** Text or Call [988](tel:988)

**If you are in Crisis and it is after normal business hours:**

- Call [856-256-4333](tel:856-256-4333) to speak with an on-call counselor who is available for emergent phone consultation and crisis intervention.
- Call Public Safety at [856-256-4911](tel:856-256-4911). Public Safety can connect you with an on-call counselor.
- Call 911

**Off Campus Resources:**

**Call any of the following 24/7 free and confidential crisis hotlines.**

- National Suicide Hotline: 988
- <https://988lifeline.org/>
- LGBTQ Trevor Lifeline: Text: START to 678-678 or call 1-866-488-7386
- National Eating Disorders Association Crisis Text Line 24/7: Text “NEDA” to 741741 to be connected to a Crisis Counselor.
- SERV (Services Empowering Rights of Victims): 1-866-295-7378
- Addictions Hotline: call 1-800-662-4357 crisis-text-line
- If you identify as a young person of color you can text the word STEVE at 741741 to connect with a trained crisis counselor 24/7.  
<https://stevefund.org/crisistextline/>
- If you identify as Muslim, you can text the word SALAM to 741741 or 1-855-95-AMALA to connect with a trained crisis counselor 24/7.

Rowan-Virtua SOM follows Rowan University policy for [Students-At-Significant Risks to the Health and Safety of Self or Others](#). Any person who becomes aware of a student that has expressed or is engaging in behavior that puts the health and safety of themselves or others at risk (ex. Suicidal ideation, plan, intent behavior or homicidal ideation plan or intent, or behavior) should contact the appropriate authorities immediately. If there is imminent and/or immediate danger, the Police should be contacted at 911. The [Office of Public Safety \(856-681-6287\)](#) should be contacted for emergency response and/or transport of the student to the nearest emergency room or to the Department of Public Safety & Emergency Management or the Police Department.

In any emergency situations requiring transportation to the emergency room for evaluation for hospitalization, the [Office of Public Safety](#) and the PA Program Director or PA Associate Program Director must be informed in a timely manner.

In emergency situations, the student's emergency contact(s) will be notified, and the identified significant concern over health and safety will be communicated to the emergency contact.

Please visit <https://sites.rowan.edu/wellness/counseling/concernedabout.html> for additional information.

If there is not an imminent and/or immediate danger, contact the on-call counselor (856-256-4333) at [Student Health & Wellness](#) and they will notify the Director of Student Health & Wellness. Afterwards, contact the PA Program Director or PA Associate Program Director immediately to report the situation.

The student will be evaluated by Student Health & Wellness Staff. The Student Health & Wellness staff will develop an appropriate disposition, including contacting the Department of Public Safety and Emergency Management for transport to the nearest emergency room for evaluation for admission into the hospital, if necessary.

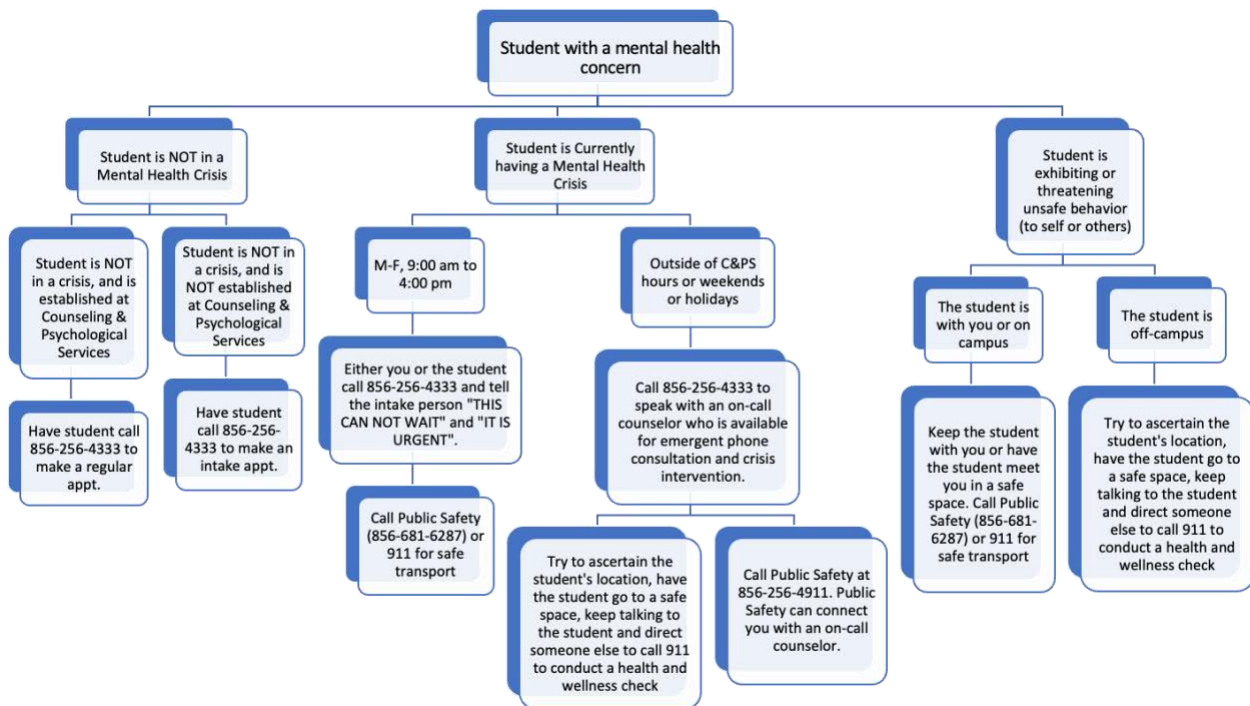
If the student is engaging in behavior or is threatening to engage in behavior that puts other students at risk, a Situation Threat Assessment will be considered, in accordance with the Rowan University [Situation Threat Assessment Policy and Protocol](#), in effort to ensure the health and safety of the student and campus. If the student is engaging in or is threatening to engage in behaviors that put themselves at risk, the student will be referred to Student Health & Wellness for evaluation with appropriate treatment recommendations communicated to the student. Treatment options range from counseling and/or medication management to referral to the nearest emergency room for evaluation for admission.

Student Health & Wellness will work with the [Office of Residential Learning & University Housing](#) and other departments on campus (with appropriate consent of the student) to ensure a safe and healthy living environment on campus for the student and others, in the case of concerns about an SOM student living in Rowan University housing.

Any actual behaviors that are threatening to the health and safety of self or others will also be evaluated by the PA Program Director or PA Associate Program Director as to whether they violate the Rowan-Virtua SOM Code of Conduct.

## Mental Health Emergencies

Please visit <https://sites.rowan.edu/wellness/counseling/concernedabout.html> for additional information.



Please call [856-256-4333](tel:856-256-4333). Students can schedule an appointment with a counselor by calling the Wellness Center during regular business hours.

### When helping someone in crisis, it is important to remember to:

- Clarify the problem
- Communicate your commitment to help
- Contact appropriate professional staff
- Talk in a calm, direct and reassuring manner
- Stay until assistance arrives

## Infectious, Environmental Hazards, and Universal Precautions Policy and Procedures A3.08

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### For More Information:

[Bloodborne Pathogens](#)

[HIV, HBV and HCV](#)

### PURPOSE OF THE POLICY

One of the major goals of the Occupational Safety and Health Administration (OSHA) is to regulate facilities where work is carried out to promote safe work practices in an effort to minimize the incidence of illness and injury experienced by employees and students. Relative to this goal, OSHA has enacted the Bloodborne Pathogens Standard, codified as [29 CFR 1910.1030](#). The purpose of the Bloodborne Pathogens Standard is to "reduce occupational exposure to Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV), Hepatitis C (HCV), and other bloodborne pathogens that employees may encounter in the workplace."

The University believes that there are a number of good general principles that should be followed when working with bloodborne pathogens. These include:

- That it is prudent to minimize all exposure to bloodborne pathogens.
- The risk of exposure to bloodborne pathogens should never be underestimated.
- Our facility should institute as many engineering and work practice controls as possible to eliminate or minimize employee exposure to bloodborne pathogens.

An Exposure Control Plan has been implemented to meet the letter and intent of the OSHA Bloodborne Pathogens Standard. The objective of this plan is twofold:

- To protect our employees and students from the health hazards associated with bloodborne pathogens.
- To provide appropriate treatment and counseling should an employee or student be exposed to bloodborne pathogens.

### Bloodborne Pathogen Training

In any situation involving possible exposure to blood or potentially infectious materials, students should always practice Universal Precautions and try to minimize exposure by wearing protective barrier devices (i.e., gloves, splash goggles/face shields, gowns, pocket mouth-to-mouth resuscitation masks, etc.).

All students will need to complete online video training on Bloodborne Pathogen Exposure prior to starting any educational activities, which can be accessed at the following site:



<https://www.redcross.org/take-a-class/classes/bloodborne-pathogens-training-online/05447631.html>

Students are required to pay for this training which is included in their mandatory student fees and is non-refundable.

## Methods of Prevention: Universal Precaution A3.08a

Students are responsible for following OSHA Guidelines for universal precautions at clinical rotation sites, including the use of protective gloves, eyewear, and clothing, the proper use and disposal of sharps, regular handwashing/hand sanitation, PPE use, and other precautionary measures. These guidelines will be presented in the Surgery and PA Professional Issues didactic modules and pre-clinical orientation activities prior to starting clinical rotations.

Any documented allergies to latex products should be reported to the preceptor and the Director of Clinical Education. Each student is responsible to supply any latex-free products they may need, if they are not otherwise available at a given clinical site.

### Universal Precautions Guidelines:

1. Avoid direct contact with blood, body fluids, secretions, excretions, mucous membranes, non-intact skin, and lesions
2. Avoid injuries from all “sharps”
3. Avoid direct contact with items, objects, and surfaces contaminated with blood, body fluids, secretions, and excretions
4. Dispose of all “sharps” promptly in special puncture-resistant containers
5. Dispose of all contaminated articles and materials in a safe manner, as prescribed by law

In practice, using Universal Precautions also requires:

- Students wash their hands immediately, or as soon as feasible, after removal of gloves or other personal protective equipment.
- Following any contact of body areas with blood or any other potentially infectious material, students wash their hands and any other exposed skin with soap and water as soon as possible. Students are to also flush any exposed mucous membranes with water.
- Depending on job duties and risk of exposure, use appropriate barriers, which may include gloves, gowns, aprons, hair covers, caps, shoe covers, hoods, lab/white coats, masks, goggles/safety glasses, N95 masks, and/or face shields
- Contaminated needles and other contaminated sharps are not to be bent, recapped, or removed. Recapping may only be done if:
  - It can be demonstrated that there is no feasible alternative.
  - The action is required by a specific medical or research procedure.
  - In the two situations above, the recapping or needle removal is accomplished using a mechanical device or is already designed with a one-handed safety device.

- Contaminated sharps are placed in appropriate containers immediately, or as soon as possible after use. Containers must be disposed of when approximately 3/4 full or earlier.
- Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses are prohibited in areas where there is potential for exposure to bloodborne pathogens.
- Mouth Pipetting/suctioning of blood or other infectious materials is prohibited.
- All procedures involving blood or other infectious materials will be conducted in a manner that will minimize splashing, spraying, or splattering and generation of droplets of these materials.
- Specimens of blood or other materials are placed in designated leak-proof containers, appropriately labeled, for handling and storage.
- If outside contamination of a primary specimen container occurs, that container is placed within a second leak-proof container, appropriately labeled, for handling and storage. (If the specimen can puncture the primary container, the secondary container must be puncture resistant as well).

### **Personal Protective Equipment (PPE)**

- PPE including gloves, are to be removed after each use and PROPERLY disposed of.
- Gloves and other PPE are NOT to be worn from one patient or activity to another.
- Reusable personal protective equipment (including white coats) is to be cleaned regularly and decontaminated as needed at the student's expense.
- Single use contaminated personal protective equipment (or equipment that cannot, for whatever reason, be decontaminated) should be disposed as biohazardous waste. Any garments penetrated by blood or other infectious materials are removed immediately, or as soon as feasible.
- All personal protective equipment is removed prior to leaving the patient room or clinical area.
- Gloves should be worn in the following circumstances:
  - Whenever students anticipate hand contact with potentially infectious materials, fluids, and/or upon instruction by instructional faculty or preceptors.
  - When performing vascular access procedures.
  - When handling or touching contaminated items or surfaces.
  - Examining a patient on any type of contact precautions
  - At the student's discretion
- Disposable gloves are replaced as soon as practical after contamination or if they are torn, punctured, or otherwise lose their ability to function as an exposure barrier.
- Masks and eye protection (such as goggles, face shields, etc.) are used whenever splashes or sprays may generate droplets of infectious material.
- NOTE: Current COVID-19 protection guidelines: Clinical year students should wear a N95 mask for all patients with confirmed or suspected COVID-19 and/or for any other patient placed on airborne precautions (TB, measles, etc.). Didactic and clinical students should wear a mask when feeling unwell.

- Protective clothing (such as lab coats, gowns and/or aprons) is to be worn whenever potential exposure to the body is anticipated.

## Needlestick and Bloodborne Pathogen Exposure Procedure A3.08b

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<https://som.rowan.edu/documents/needlesticks-and-bloodborne-pathogens-exposure-policy-5.23.2023.pdf>

The Needlestick and Bloodborne Pathogen Exposure Policy and Procedure is instituted to ensure appropriate action is taken to prevent, prepare, and protect SOM students from needlesticks and bloodborne pathogens exposure and provide protocols to follow in the event of these exposures.

All SOM students receive and must complete trainings on infectious hazard methods of prevention and safety, including protocols surrounding access to care and treatment after exposure. The protocols included in this policy must be followed whenever there is the potential for exposure. Students are expected to comply with recommended infection prevention precautions and procedures at the point of patient care at each clinical site.

### **PROCEDURE:**

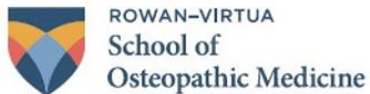
1. Each student is responsible for their own safety throughout their education at SOM.
  - a. SOM will provide students with education and information regarding appropriate policies and procedures to follow to protect themselves during their educational experience and when they are potentially exposed to blood-borne pathogens and communicable diseases. SOM students are expected to comply with all infection prevention policies and procedures.
2. Education and Training
  - a. All students receive training surrounding infection prevention and procedures to follow in the event of an exposure.
  - b. During first-year orientation, all students receive training and education regarding needle sticks, sharps, and body fluid procedures and the prevention of blood-borne pathogen transmission.
  - c. Prior to their first clinical experience, students receive online and in-person instruction regarding the prevention and understanding of all infectious diseases they may encounter in a clinical setting.
  - d. An exposure checklist (laminated card) detailing the steps to follow in the event of an exposure is provided to all SOM students.
3. Standard Precautions
  - a. Consider blood, body fluids and tissue from ALL PATIENTS to be potentially infectious.
  - b. Perform hand hygiene before/after all patient contacts.



- c. Wear gloves when exposure to blood and body fluids may occur, e.g., during phlebotomy. Change your gloves and perform hand hygiene after each procedure and before contact with another patient.
- d. Wear a gown, mask and goggles when blood or body fluids splashes may occur (e.g. during surgery, placing nasogastric tubes, etc.).
- e. Report immediately all incidents of blood and body fluid exposure of the following types:
  - f. Parenteral: needle stick, puncture or cut.
  - g. Mucous membrane: splash to eyes, nose, mouth.
  - h. Cutaneous: contact with blood and body fluids on ungloved hands or other skin surfaces that may be cut, chapped, abraded, or affected by active dermatitis.
- 4. Immediate Response-Time Matters!
  - a. Clean wounds or punctures with soap and water.
  - b. Flush mucous membranes or skin copiously with water or saline.
  - c. DO NOT “force bleed” the wound.
  - d. DO NOT apply caustics (e.g. bleach, organic solvents, hard surface disinfectants, etc.).
  - e. Notify the resident, attending physician, and/or the nursing supervisor who should request source-person clinical information and blood work (e.g. HBsAG, HCV, antibody, HIV) unless HIV, HBV & HCV status is known.
  - f. When HIV post-exposure prophylaxis (PEP) is indicated, early treatment (within hours) is recommended.
  - g. If you are not on or near Rowan-Virtua SOM Stratford campus, go to the nearest emergency department for evaluation or call 866-HIV-CHEC for advice and locate the nearest emergency center.
  - h. If you are on or near the Stratford campus, immediately contact the Department of Medicine - Division of Infectious Diseases, Rowan-Virtua Medicine Building, Stratford Campus at 856-566-7070 (press 6). Identify yourself as a SOM student with a potential bloodborne exposure and request an urgent appointment or further instructions.
  - i. Save copies of incident reports and ER visit for follow up incident documentation
- 5. Follow Up Incident Documentation
  - a. Complete the online [Rowan incident report](#), and email it to [PAClerkships@rowan.edu](mailto:PAClerkships@rowan.edu). It is your responsibility to obtain copies of your incident report from the hospital/facility, and return your completed Rowan-Virtua SOM incident report.
  - b. Carefully note the type of exposure, type of fluid/tissue involved and appropriate information about the source patient. (risk factors, lab data)
  - c. Submit all claims to your health insurance company. Please note, this is not a worker compensation claim.
  - d. Send outstanding bills and a copy of your Explanation of Benefits to [PAClerkships@rowan.edu](mailto:PAClerkships@rowan.edu).

- e. The Office of the Dean at SOM will reimburse any residual expenses for acute exposure or injury not covered by the medical student's health or disability insurance. The student will not be responsible for costs incurred as part of the treatment of an acute occupational exposure or injury.
- 6. Learning Environment
  - a. If a student has infection with a blood borne pathogen, they are required to confidentially discuss the matter with the Director of Student Health Services. The goals are to protect infected students from discrimination, protect student confidentiality, and protect patients during exposure prone procedures. The director will assess risk to patients, educate the student about their condition, review practices, and provide clinical care if the student does not want care from their own physician.
  - b. In order to allow a student to return to the clinical setting following contraction of a communicable disease or disability due to an exposure, the Director of Student Health Services will make a recommendation based on the safety of all involved. If the disease or disability of the student can be accommodated, the student should contact Academic Affairs to request appropriate accommodations. If approved, the accommodations would be reviewed and implemented. All information will be strictly confidential.
  - c. SOM is dedicated to ensuring that students with chronic conditions are not discriminated against and can continue in the educational program, despite the presence of a chronic condition, if at all possible, with or without accommodation.

All students are given the below card and should keep this on them alongside their ID badges.



## NEEDLESTICK/BLOODBORNE PATHOGEN EXPOSURE GUIDELINES

### Time is crucial! Act as follows:

- Wash exposure site thoroughly with soap and water.
- Notify the resident, rotation supervisor, or the nursing supervisor who should request source-person clinical information and blood work (e.g., HBsAG, HCV, antibody, HIV) unless HIV, HBV & HCV status is known.

### On campus/Near Rowan-Virtua SOM/During business hours:

Immediately contact the SOM Department of Medicine – Division of Infectious Diseases, Rowan Medicine building, Stratford Campus at 856-566-7070 (press 6). Identify yourself as a SOM student with a potential bloodborne exposure and request an urgent appointment or further instructions.

### Off campus/After business hours:

Go immediately to the nearest emergency department for evaluation or call 866-HIV-CHEC for advice and to locate the nearest emergency center.

Front of Needlestick/Bloodborne Pathogen Exposure Card

<b>Exposure Guidelines</b>	<ul style="list-style-type: none"> <li>• Receive appropriate tests, e.g., for HIV, HBV panel, HCV BUN, creatinine, U/A, LFTs, amylase, CBC with diff &amp; pit, electrolytes, glucose, and urine pregnancy test, when appropriate.</li> <li>• Receive risk-assessment counseling and chemoprophylaxis (if needed). If elected, chemoprophylaxis should begin as soon as possible after exposure, best within hours of exposure.</li> <li>• All exposures MUST be reported within 24-hours. Complete an Incident report form at the incident site as well as with Rowan-Virtua SOM. Scan the QR code to begin.</li> </ul>
<b>Submitting Claims</b>	<ul style="list-style-type: none"> <li>• Submit all claims to your health insurance company. <b>Please note, this is NOT a workers compensation claim.</b></li> <li>• Email Incident report, bills, receipts, and the explanation of benefits for each visit to PAClerkships@rowan.edu.</li> <li>• Copies of incident reports from the hospital/facility and Rowan-Virtua SOM are required to process these payments</li> </ul>



Revised 1/25

Back of Needlestick/exposure card.



## Financial Responsibility for Infectious or Environmental Exposures

### A3.08c

The Office of the Dean at SOM will reimburse any residual expenses for acute exposure or injury not covered by the medical student's health or disability insurance. The student will not be responsible for costs incurred as part of the treatment of an acute occupational exposure or injury.

Students are required to obtain and maintain adequate personal health insurance throughout their enrollment in the PA Program. Students are responsible for using their own personal health insurance to pay for any medical visits (including, but not limited to, risk evaluation; screenings; testing; and treatment) associated with the exposure or needlestick incident. Students are responsible for copayments, deductibles, coinsurances, or any other uncompensated healthcare costs.

1. All exposures **MUST** be reported. Complete an incident report at the site of the injury along with [Rowan-Virtua SOM](#).
2. Submit all claims to your health insurance company. Please note, this is NOT a workers compensation claim.
3. Email the incident report form, bills, receipts, and the explanation of benefits for each visit to [PAClerkships@rowan.edu](mailto:PAClerkships@rowan.edu)
4. Copies of incident reports from the hospital/facility and Rowan-Virtua SOM are required to process these claims.

## Medical Provider Policy A3.09

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Rowan-Virtua SOM students may seek care from the health professionals of their choosing. However, to ensure there is no conflict of interest between a student and their treating physician/health care professional, faculty members should not supervise or evaluate the academic performance of any student for whom they have provided health care, including psychiatric/psychological care.

If a faculty member discovers that they are assigned to an evaluative role of a student for whom they have provided health care, they must recuse themselves and confidentially notify the course / clerkship director immediately to reassign appropriate evaluators.

Students must also confidentially notify the Director of Clinical Education if they are paired with a health care professional who is or has treated them medically or psychiatrically; they will be reassigned to another faculty member.

Preceptors/module directors/clerkship directors who are involved in student assessment and evaluation will certify that they have not provided healthcare to the students they are evaluating. Additionally, all PA faculty members must certify that they have not, and will not, provide



healthcare to the students. Students will attest to their compliance with this policy annually during orientation.

At no point in time may principal faculty, the Program Director, or the Medical Director participate as health care providers for students in the program, except in an emergency situation. If a student has a medical problem, they should be evaluated by the nearest emergency department, or by their personal medical provider of their choice. If a student has problems that require counseling, and need the help of a professional counselor, they should visit the University Student Mental Health Services.

**For more information see the below policies:**

[Non-Academic Health Professionals](#)

[Access of Individuals to Protected Health Information \(PHI\)](#)

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## Student Medical Records A3.19

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Student health records are confidential and are not accessible or reviewed by the Program faculty, principal faculty, instructional faculty or staff. Immunization records and screening results are an exception to this and are maintained and released on an as-needed basis with written permission from the student. It is not permissible for students to send information to the PA Program in any other form, including but not limited to Rowan-Virtua SOM Student Health Requirements, Office of Accessibility Services paperwork, and health care provider excuse notes containing health information. Students must utilize the Student Health Portal for health information.

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## Student Identification Policy A3.06

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Student identification cards will be issued to all eligible members of the PA Program. The card must be carried at all times on campus and produced upon the request of a University employee. Identification cards are non-transferable and subject to confiscation, and disciplinary sanctions if used by any person other than the person to whom it was issued. If a card is lost or stolen, the Office of Public Safety & Security should be contacted immediately. A replacement card will be issued for a fee.

In order to be eligible to obtain a Rowan-Virtua SOM student identification card and the subsequent building access related to the card, a student must meet one or more of the following criteria:

- Student is active and registered for a current or future semester.
- Student has an active on-campus housing agreement.
- Student is in pending graduation status.

At all times, students must be clearly identified in the clinical setting to distinguish them from other health profession students and practitioners. All students are to wear and properly display their name tag, and student ID badge while on campus or while in attendance at all affiliated training locations.

It is mandatory for students to display and state that they are a physician assistant student during all patient encounters, SCPEs, clinical encounters, and volunteer activities. Students may not misrepresent their title at any time. Students **MUST** verbally introduce themselves as a “PA student” in all simulated or real patient encounters. Students must sign all medical documentation denoting their status as a student, with “PA-S” after their full name.

At no time should a student, either by virtue of their skills or knowledge attained while progressing through the program, misrepresent oneself as being other than a PA student. While in the program, students may not use previously earned titles/certificates/designations (i.e. EMT, RT, PT, OT, RN, MD, DO, PhD, etc.) Failure to identify oneself appropriately or purposely misrepresenting oneself in a clinical setting is considered medical fraud and will result in immediate referral to the Student Progress Committee for possible sanctions up to and including dismissal from the program.

### **Electronic Signatures**

All signature documents related to faculty, staff, students, adjuncts, and guest lecturers will be completed with virtual/ESignatures. Submission of a document from an individual’s listed email address with an ESignature form attached will be legally binding. By returning a document with an ESignature on the signature line, the student acknowledges and agrees that the electronic signature, whether digital or encrypted, is intended to authenticate, and indicate their agreement with and acceptance of this writing and have the same force and effect as handwritten signatures, for the purposes of validity, enforceability, and admissibility.

## **Student Role in the Classroom and Supervised Clinical Practical Experiences (SCPEs) Policy A3.05**

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Physician assistant students often bring knowledge and prior experiences and skills that are valuable to contribute to a learning environment. The following outlines the student’s role in the learning environment and establishes boundaries for how these contributions can be utilities.

The role of the PA student during the course of their studies is that of a learner. Therefore, students are not permitted to assume functions that should be fulfilled by Program faculty or staff. The Rowan-Virtua SOM PA Program:

- Does not permit students to substitute for or function as instructional faculty.

- Students are not permitted to be the primary instructor or instructor of record for any component of the curriculum.
- Does not permit students to substitute for clinical or administrative staff throughout their matriculation in the PA Program.

## **STUDENT RESPONSIBILITIES FOR ASSESSMENT**

### **Examinations**

Students will be tested on the content of the course as described in the course syllabus. The purpose of the examination is to allow the student to demonstrate competency of the instructional objectives listed in each syllabus. The basis of an examination includes information presented in synchronous sessions, asynchronous sessions, and required readings/provided ancillary materials. Not all material is reviewed during synchronous or asynchronous sessions. Students are responsible for reviewing all assigned materials, readings, and resources. The formats of examinations are varied and may include multiple choice, short answers, essays, oral presentations, practicals, simulated patient encounters, and/or a combination of formats. A proctor or faculty member will administer each examination, give the instructions for taking the examination, and keep track of the time permitted for taking the examination.

### **Submitted Work File Naming**

All submitted files/documents must be saved with the following template:

***Last Name\_First Name\_Assignment***

Example: **Doe\_Jane\_Assignment 1**

### **Participation**

Every student is expected to complete all requirements of every course. Required readings are expected to be completed prior to lectures in order to facilitate learning. Students are encouraged to come to lecture ready and prepared to answer questions or ask questions on the material covered in the readings. Successful PA students participate in active learning at all levels of their education. It is recommended that students take their own notes from lectures, either handwritten or typed, in short form. Word-for-word transcription is not a good utilization of one's time, not a good studying resource, and may be considered replication/recording of lectures that is not allowed by University Policy.

Students on SCPEs should actively engage with their patients, preceptors, and healthcare teams. Students on SCPEs who relegate themselves to the background or don't participate in question-and-answer sessions/rounds will be at risk of receiving poor marks on their preceptor's evaluations.

## Transportation and Parking

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Rowan-Virtua SOM PA Program maintains relationships with a number of clinical sites in the South Jersey and Philadelphia metropolitan region. Many clinical sites require travel, and some sites may not be easily accessible by public transportation. Students are responsible for arranging their own transportation to and from the clinical site, along with any associated costs (including, but not limited to, tolls and parking).

### Clinical Year Parking/Travel/Housing

All students admitted to the Rowan-Virtua SOM PA Program should expect that they will be placed at some remote, underserved, and/or rural clinical sites that are not local to Rowan-Virtua SOM PA Program campus. The program strives to afford all students the opportunity to work and receive training in a variety of clinical settings. The goal of this is to ensure that students will become well-rounded, culturally / demographically sensitive, and equitable providers to both the local community and population at large.

The Director of Clinical Education will attempt to place all students at clinical sites near the Rowan-Virtua SOM PA Program. Regardless of whether student placement is near the PA Program, students will be responsible for planning their own living arrangements. Students who attend required rotations and stay in nearby housing are responsible for all costs, risks, and liabilities involved in such housing arrangements. Travel expenses, parking, and housing are not covered by program tuition and will be the student's personal and financial responsibility to cover and/or arrange.

## PA Student Employment for Program Policy A3.04

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The Program does not allow or require that any student work for the PA Program, at any time.

## PA Students as Instructors of Staff Policy A3.05a & b

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The Program does not allow for any student to substitute for or function as instructional faculty, clinical staff, or administrative staff. Students may not be employed at a clinical site or accept payment for participation in any clinical rotation. Accepting payment as a student could result in the loss of malpractice liability coverage for the student, along with further disciplinary actions for the student.

## PA Student Employment Policy A3.15e

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The Program strongly advises against any employment while participating in the Program. Program obligations and schedules will not be altered due to a student's employment. It is further expected that employment obligations must not interfere with the student's progress or

responsibilities while enrolled in the Program. In addition, employment interferes with learning opportunities during clinical rotations. The schedule at the clinical site will not be amended for student employment.

Students who are involved in or commence volunteer or paid work during their PA training cannot use their affiliation with the Program in any aspect of that job.

Work outside the Program undertaken by the student, independent of the Program, is not covered by the liability offered for clinical work associated with the educational experience, and students may not represent themselves as PA students.

## Academic Standards and Grading Policy A3.15a

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### **Purpose**

The Academic Standards and Grading Policy of the Rowan-Virtua School of Osteopathic Medicine PA Program define the standards of academic and professional performance for students who are candidates for the degree Masters of Physician Assistant Studies. The academic standards have been developed by the PA faculty and members of both the Curriculum Committee and the Student Progress Committee (SPC) and have been approved by the Executive Council, and the Dean of the School of Osteopathic Medicine. Actions of the Student Progress Committee are recommendations to the Dean who may approve, disapprove, modify or return the recommendations to the SPC for further consideration. The decision of the Dean of the School of Osteopathic Medicine is final in all cases concerning student academic performance.

The SPC defines the procedures by which students are considered for promotion, graduation, remedial instruction, leaves of absence and dismissal. Students with problems in personal adjustment are also considered by the Committee. The members of the SPC, in consultation with faculty advisors and faculty members, will attempt to identify how students in academic difficulty may be helped to continue and complete their professional training within the policies forthwith. The welfare of the public, whom the graduates of the Program will serve, in addition to the welfare of the student and the institution, is paramount in reaching a recommendation in all cases before the SPC.

### **DEFINITIONS**

**Complete/Incomplete** – A grade that is used for individual course assignments that require accountability for completion but are not graded numerically or weighted toward the final course grade. This category of assignments is generally evaluated against specific criteria in a rubric or checklist rather than a percentage score and may include the option to revise/repeat the assignment to achieve minimum standards.

**Pass/Fail:** A grade assigned for overall pre-clerkship course performance (Pass=>69.45%) and for individual high-stakes assignments or assessments within a course for which students must achieve a minimum passing score or meet defined passing criteria. Failure of any P/F element will result in a failing grade (F) for the course regardless of the student's overall performance in the course.

Courses can include Pass/Fail (P/F) elements, Complete/Incomplete (C/INC) assignments, and graded elements as described below:

- Pass/Fail Elements can be used for **high-stakes assessments** designed to evaluate critical competencies and core requirements in the course. Students must achieve a **minimum passing score of 69.45%** or meet defined passing criteria to successfully complete these elements. Failure to pass any P/F element will result in a failing grade (F) for the course, regardless of the student's overall performance in the course. Students who fail a P/F element and therefore the course may have the opportunity to remediate the course failure and earn a **Remediated Pass (RP)** or may be required to repeat the course in accordance with clerkship standards and institutional policies.
- Complete/Incomplete Elements are used for coursework that requires accountability for completion and are commonly evaluated using a rubric or minimum competency criteria but are not weighted toward the final course grade. To pass a course, students must submit all required assignments designated as C/INC by the end of the course. Assignments submitted that do not meet the established criteria will be marked **Incomplete (INC)** and will be required to be revised/repeated and resubmitted within a timeframe set by the course director. A C/INC assignment not turned in by the deadline will result in an **Incomplete (INC)** grade and may lead to a professionalism concern report. If a student does not submit/resubmit the assignment that meets the established standards by the end of the course, the INC will convert to a **Failure (F)** for the course. Students who fail the course due to an unresolved INC assignment will have the opportunity to remediate and earn a **Remediated Pass (RP)** as per clerkship and institutional policies.
- Graded Elements are used for coursework and assessments that contribute to the student's final course grade based on numerical scores or percentage weight. These assessments must align with the Rowan-Virtua SOM grading policy and reflect the relative significance of the element within the course as defined within this policy. A student is considered to have passed a course if a final numeric grade of 69.45% or higher is achieved.

## Official Grades

The school will use the following grading scales in determining student grades:

P = Pass **69.45 – 100**

F = Fail **Below 69.44 or lower**

RP = Remediated Pass

INC = Incomplete

W = Withdrawal

### **Practical Exams**

The Practical Exams are formative assessments in which students are required to demonstrate adequate progress in each skill tested to Pass. The level of progress performance required for each skill is established by the program faculty and course directors. Students who do not perform at this level for any one of the skills tested will receive an Incomplete and be required to complete a self-review and attend coaching, feedback and/or practice sessions and subsequently retake the Practical until they demonstrate the required level of performance for each skill tested. Once the student is successful, the grade will be converted to a Pass.

### **Recording Grades**

A grade of Fail may only be changed to Remediated Pass (RP) and the notation of Incomplete (INC) to the earned grade upon receipt of a Grade Change Form from the Course or Clerkship Director to the SOM Registrar's Office once a student has satisfied their deficiencies. Students will only be required to repeat courses they failed. If a course is repeated, both the original grade of F and the grade earned when repeated will be seen on the transcript.

### **Leave of Absence Grading**

If a student takes a leave of absence, the following policies will apply regarding grading courses that are not complete at the time of the leave:

1. The student will receive a final grade for all courses for which they have met all requirements in the course syllabus.
2. For courses that have concluded and for which the student has not completed all requirements, the student will receive one of the following grades.
  - a. INC (Incomplete) if the student is completing the final requirements within 30 days of the last day of the term. After the remaining requirements have been completed, the INC will be replaced by the final course grade.
  - b. W (Withdrawn) if the student will not be completing the final requirements and had not completed enough work to determine performance at the time of the leave. The W grade remains permanently on the transcript.
  - c. No "credit" will be given for completion of a partial term's work. A student who leaves in the middle of a term without completing all course requirements will receive a W. The grade will remain permanently on the transcript. The student will be required to repeat and complete the course starting at the beginning of the course when the student returns from leave. The course will be listed a second time on the transcript with the final grade the student earns in that course.
  - d. The program will adhere to the tuition refund schedule as described in the Rowan-Virtua SOM tuition refund policy.



The Rowan-Virtua SOM PA Program does not participate in grade forgiveness. Once a course grade has been filed to the registrar there is no opportunity to retake that course for a higher grade. Students who decelerate due to a leave of absence from the university, MUST audit all previous course work, and complete all assignments and assessments leading up to the time a temporary separation occurred. Grades obtained during the audit period is for progression tracking only within the department and will not be recorded in the official transcript. For more information, please see the PA Program policy on deceleration in this Handbook.

The Course Director will make all final decisions regarding student grades. Failure to comply with all aspects of the course goals, learning objectives, and other attributes described in the course syllabus may adversely affect the student's grade.

### Rubric Grading

#### **SCALE FOR FACULTY EVALUATION OF STUDENT**

<u>Rubrics</u>	<u>% Possible Grade Range for Assignment</u>
5 (Expert)	100.00
4 (Advanced Proficient)	90.00
3 (Proficient)	80.00
2 (Below Average)	70.00
1 (Needs Improvement)	60.00
0 (No credit, not complete)	0.00

#### **SCALE FOR PRECEPTOR EVALUATION OF STUDENT**

<u>Rubrics</u>	<u>% Grade for Assignment</u>
5 (Expert)	100.00
4 (Advanced Proficient)	90.00
3 (Proficient)	80.00
2 (Below Average)	70.00
1 (Needs Improvement)	60.00

#### **GRADING SCALE FOR END-OF-ROTATION & END-OF-CURRICULUM EXAMS**

<u>PAEA Designation</u>	<u>% Grade for Course</u>	<u>Letter Grade for Course</u>
Advanced Medical Knowledge > 1555	95	P
Satisfactory Medical Knowledge = 1400-1554	85	P

Limited Medical Knowledge <1400	35	F
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## Written Exam, Practical Exam, and OSCE Reviewing Policy

Only students who fail an exam, may at the discretion of the course director, review with the student their wrong answers only. Any supervision of exam material must be done in the presence of the course director and done so without any note taking, recording of said materials, and done so in a secure manner. Reviewing exam materials can only be done in person and should not occur remotely. All requests from students who failed an exam to review their wrong answers must be made within five days from when grades are released.

Students will not be permitted to review exams, practical exams, or OSCEs with the course director or faculty advisor if they achieved a passing score. Students are encouraged to discuss test taking strategies with their faculty advisor in these instances.

Practical Exams and Objective Structured Clinical Exams (OSCEs) will similarly only be re-reviewed once by the faculty grader or course director if a student fails and makes a timely request for review. All requests for review of a practical exam or OSCE must be made within five days of when grades are released. All practical exams and OSCEs are recorded for grading and validation purposes only. Students who fail a practical exam may be asked to watch their recording of their practical exams in the presence of faculty member for learning and remediation purposes only.

## Grade Appeals A3.15g

### Written Exam Item Challenges

Faculty complete an examination review process using statistical analysis to determine if any grade adjustments are required. Exam item challenges outside of this process are not accepted.

### Academic Course Grade Appeals

Students and course directors occasionally disagree on final course grades. Sometimes this is the result of a mathematical error on the part of the course director; an issue that can readily be resolved by the student taking the relevant exam to the course director or otherwise pointing out the error. The course director then acts to correct the erroneous grade. Sometimes the student and the course director disagree on a substantive issue, such as the evaluation of an exam answer or the course letter grade. The student should first think through the grade and ensure that they can identify the nature of the disagreement clearly. The student should then make an appointment with the course director and discuss the issue. In this way almost all disagreements can be resolved.

The following procedure is for those more unusual cases in which further discussion cannot resolve the problem, and the student feels that their final grade was incorrectly awarded. The student should note that the formal academic appeal process is not an open review of all grades assigned within a course, nor is it the correct time or place to debate the relevance of course material/assessments as outlined in the syllabus or other course related documents. The formal academic appeal is an examination of whether proper procedures were followed in the awarding of the grade. These steps (listed below a-f) must be initiated by seven calendar days (excluding days when the university is closed) after the end of any semester in the MSPAS program.

- a. The student should provide a written appeal statement to the course director outlining the basis of the appeal, including all objective information within seven (7) calendar days after the end of any semester in the MSPAS program. This statement should contain all the pertinent information including steps already taken by the student. A copy should be submitted to the PA Program Director. The course director will consider the statement and respond in writing within seven (7) calendar days (excluding days when the university is closed) to the student with a copy forwarded to the PA Program Director.
- b. If the student is not satisfied with the decision of the course director, the student should submit in writing a request for review by the PA Program Director or designee within three (3) calendar days of the date of the response of the course director. At this time, the student may also submit any additional information for review by the Program Director or designee.
- c. The course director will be offered the opportunity to provide any additional written information regarding the appeal to the Program Director or designee.
- d. On the basis of the information provided, the Program Director or designee will make a decision on the following basis:
  1. Were the grading procedures used in the course clear and consistent for the course in general?
  2. Did the instructor fairly apply the grading procedures in the case of the student who has filed an appeal?
- e. The Program Director or designee will make a decision and notify the course director and the student of their decision. If the review finds that the procedures were clear and consistent and were applied fairly in the case of the student who has filed an appeal, this information will be given in writing to both the student and the instructor. If the review finds that the student was not fairly graded, the Program Director or designee will contact the faculty member in question to request that the student's work be re-graded in a way that eliminates the unfairness. A third possibility is that the review may show some ambiguity about fairness and the Program Director or designee may request further discussion between the student and instructor to resolve the issue. In the case where the Program Director is the course director, evaluation will be completed by the Associate Program Director.
- f. If the student is not satisfied with the results of the steps above, the student may file a final appeal with the Dean's office on procedural grounds only. This final appeal will

- review the above aforementioned steps, to determine whether or not all steps were completed appropriately by all parties.
- g. This final appeal, only on procedural grounds, would be determined by the Dean of the Rowan-Virtua SOM or designee, and submitted directly to the student and cc'd to the Program Director.
  - h. The entire process, as outlined in steps a-g must conclude within thirty (30) days from the end of the previous semester.

## Remediation Policy A2.05f, A3.15c

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### REMEDIATION FOR ASSESSMENTS

Students who fail to demonstrate the requisite knowledge or skills will be required to remediate those deficiencies. Remediation is a process intended to correct a student's academic deficiencies and may include such activities as written examinations, Objective Structured Clinical Exams (OSCEs), clinical skills training, practical assessments, and other assessments as deemed appropriate by each course director and corresponding syllabus. A student who requires remediation will be contacted by the Course Director who will work closely with the student and their faculty advisor or Associate Program Director to develop a strategy to successfully remediate the failed item. During the didactic year, failure is defined by a grade below 69.45%. During the clinical year, failure of an EOR is defined by a grade below 65% calculated score or 1400 for scaled scores or designated as "Limited Medical Knowledge" (P), a "Fail" from a pass/fail evaluation, or failure to achieve "Proficiency" (3/5) 80% on the Preceptor Evaluation or scoring less than a 1450 on the End of Curriculum (EOC) exam. Students are also required to remediate in accordance with the Clinical Year Gap Analysis Plan.

### Didactic Year Assessment Remediations

A student who fails a Summative exam, H&P Practical\*, or Technical Skill\*, (grade below a 69.45%) must comply with the following:

- Student will be contacted by the Course Director to discuss **MANDATORY** remediation
- Student will complete a self-assessment and turn it in to their course director.
- Prior to reassessment, the student will complete an assignment, study guide, practice questions, or other task to satisfy knowledge deficiencies. This assignment must be turned in before completing any reassessment. Students who fail to submit this assignment will be considered for a professionalism review and may be placed on professional probation.
- Student will demonstrate competency and proficiency through reassessment.
- Students who are remediating a written summative examination will be given **one attempt** to remediate deficiencies.
- The original grade achieved on the first attempt will stand for course grade calculations. Students who remediate successfully will not have a grade change.

- Students who are remediating a H&P Practical or Technical Skill must be able to **demonstrate proficiency** before moving on to the next semester.
- **Additional course specific remediations:**
  - History and Physical Exam – Summative H&P
    - Students will be given **ONE attempt** to remediate the summative history and physical practical at the end of History and Physical Exam. Students who fail the summative history and physical practical and its remediation **will automatically fail the course**.
  - Patient Assessment 1 and 2 – Technical Skills
    - Students will be given **ONE attempt** to remediate the summative technical skills. Students who fail the summative technical skills and its remediation **will automatically fail the course**.
  - Capstone Course
    - Students will be given **ONE attempt** to remediate each the comprehensive OSCEs, and/or Comprehensive technical skills. Students who fail the comprehensive OSCEs or comprehensive technical skills and its remediation **will automatically fail the course**.
    - Students will be given **ONE attempt** to remediate the End-of-Curriculum exam (EOC) delivered by the PAEA. Students who fail the EOC and its remediation **will automatically fail the course**.
- Original practical and skill grades will stand for course grade calculations, regardless of scores achieved upon remediation.
- Students will not be permitted to remediate quizzes in any course.
- Students may be permitted to remediate other written assignments dependent upon the course and at the discretion of the course director.
- Student will demonstrate successful remediation by achieving a passing grade on reassessment.

#### **\*Remediation of Technical Skills, and Practical Assessments**

Remediation of clinical skills or a H&P practical assessment is required of any student who scores below a 69.44% or lower on that individual assessment. The student will meet with the course director (or if the course director is not available, the proctor of the skills assessment, or their advisor, or the Associate Program Director) and they will identify the student's strengths and weaknesses for remediation. Any concerns of correct technique will be identified, students will be given opportunity to practice the deficient skill, and the correct technique will be confirmed. The student must then demonstrate proficiency of the learned skills and will retest to show competency on that skill or practical assessment. Students who remediate skills or a practical assessment will receive their original grade. There is no grade replacement after successful remediation. Students will be emailed by the course director within 24-hours of the release of grades for the need to remediate. Remediation is then set up with the course director, advisor, and/or Director of Student Affairs, Director of Assessment and Simulation, or Associate Program Director to develop a remediation plan and timeline. All skills and practical assessments

must be successfully remediated prior to the start of the next semester (see above for specific course related remediations and the number of attempts of remediations).

## Clinical Year Assessment Remediations

A student who fails an End of Rotation examination (grade below a 65%, or 1400 for scaled scores, or a score designated as “Limited Medical Knowledge”) will be given one attempt to remediate deficiencies, and must comply with the following:

- Student will be contacted by the Course Director to discuss MANDATORY remediation
- Student will complete an assignment, study guide, practice questions, or other task to satisfy knowledge deficiencies. This assignment must be turned in before completing any retest. Students who fail to submit this assignment will be considered for a professionalism review and may be placed on professional probation.
- Student will demonstrate competency through reassessment by taking another version of the End of Rotation examination.
- If a student successfully completes remediation, the student can progress forward and will receive a 65% for that specific EOR.
- Failure of the remediation examination (score of < 65%, <1400, or designated as “Limited Medical Knowledge”), results in automatic failed course and the student must repeat the entire course/rotation.\* The student will be referred to the Student Progress Committee, potentially placed on programmatic academic probation, and will be required to repeat the course in its entirety.

\*If a rotation/course needs to be repeated (see below), the student will be continue with their scheduled rotations and the required repeat rotation the will occur after all other curriculum components have been completed, **which will delay graduation and sitting for the PANCE**, as long as the student was in good academic standing prior to the course failure, otherwise if the student was already on academic probation they would be recommended for dismissal from the program.

## Remediation of Non-Examination Assessments\* within a Clinical Rotation Course

- Students will not be permitted to remediate quizzes or ROSH exams in any course.
- Students may be permitted to remediate other written assignments (SOAP, Progress notes, etc.) dependent upon the course and at the discretion of the course director.
- Student will demonstrate successful remediation by achieving a passing grade on reassessment.
- Student will be contacted by the Course Director to discuss MANDATORY remediation of the required assessment.
- Student will complete an assignment to satisfy knowledge deficiencies. This assignment must be turned in before completing any retest. Students who fail to submit this assignment will be considered for a professionalism review and may be placed on professional probation.
- Student will demonstrate competency through reassessment.



- Student will remediate until demonstrating competency by achieving a passing grade on reassessment.
- The original grade will stand for course grade calculations.

**\*Preceptor evaluations cannot be remediated.** Proficiency (passing) is demonstrated by a 3/5 (80%) average mark on the preceptor evaluation, which is the equivalent of a B. Students who fail the preceptor evaluation fail the course automatically and must repeat the course in its entirety. Students will also receive an automatic failure if the average total performance ratings related specifically to professionalism is < 3/5 (< 80%). In either case, the student will be referred to the Student Progress Committee, potentially placed on programmatic academic probation, and will be required to repeat the course in its entirety.

### Clinical and Technical Skill Gap Analysis Plan For SCPEs

A preceptor evaluation score of <3/5 (80%) will result in a failure of the Preceptor Evaluation of Student. Additionally, in order to successfully pass the course, each student must achieve a 3/5 (proficient/80%) for each preceptor evaluation line item.

If a preceptor indicates a marking of “N/A”, “Not Observed”, or a score marking of 1 = Strongly Disagree; 2 = Disagree; on the Preceptor Evaluation of Student, the student will need to complete remediation on the learning outcome deficiency during the designated gap analysis week as assigned by the DCE.

A gap analysis form must be completed if either of the two instances above occur.

**GAP ANALYSIS LAB:** For students not achieving the learning outcomes as marked by preceptors as either “not observed,” “somewhat disagree,” or “disagree,” a gap analysis is conducted. Students who are not making progress in meeting the learning outcomes are given alternate opportunities to demonstrate competence. The clinical year faculty records how the student will be given additional opportunities at an upcoming gap lab (held at return to campus dates) to demonstrate they are meeting the deficient instructional objective. This is recorded on the learning outcome deficiency document and curriculum is planned to address the gaps. These experiences are overseen by a board-certified PA.

## Remediation Policy for Courses

### Failure of a Course During the Didactic Year

Course remediation is offered to any student who earns a final grade in a didactic course or clerkship below “P” (69.45%). A student is only afforded the opportunity to remediate one course throughout the entire duration of the program. A course failure due to a serious student conduct violation or academic integrity violation is not eligible for remediation and will result in dismissal from the program. Remediation of a Failed course must be completed before the beginning of the next semester. Students who remediate a course can receive a final course grade no higher than the lowest Passing score “P” (69.45%). Students will work with the course



director, their academic advisor, the Director of Didactic Education, Director of Student Affairs, and/or the Associate Program Director to develop and execute a remediation plan. All students will be notified within 24 hours of final course grades being calculated that they scored below a “P” (69.45%). Remediation is then set up with the course director, advisor, Director of Didactic Education, Director of Student Affairs, and/or Associate Program Director to develop a remediation plan and timeline. All courses must be successfully remediated prior to the start of the next semester.

In the event that a student fails a didactic course (grade of < 69.45%), the student will be referred to the Student Progress Committee and be placed on programmatic academic probation. Note, if the student is already on academic probation at the time of a course failure, they will be recommended for dismissal from the program according to the dismissal policy.

#### **Course Remediation Plans will include:**

1. Implementation of a remediation plan, including assignment(s) to satisfy knowledge deficiencies. The assignment(s) must be turned in before completing any reassessment. Students who fail to submit the assignment(s) will be considered for a professionalism review and may be placed on professional probation.
  2. The student will be required to take a comprehensive remediation examination in order to demonstrate the requisite knowledge and skills required to successfully complete the course.
- This remediation must be completed, as determined by the Course Director, who will also design the format and content in collaboration with the Director of Didactic Education and/or Associate Program Director.
  - A student will be allowed one attempt of the designated course comprehensive exam.
  - If a student fails the designated comprehensive exam for the failed course, they will be recommended for academic dismissal from the PA Program.
  - The student will receive a final grade of a Remediated Pass “RP” if the course is successfully remediated.

#### **Failure of a Course During the Clinical Year**

In the event that a student fails a rotation (Total grade of “P” <69.45%, preceptor evaluation <80%, failure to remediate all assignments, lack of proficiency for Professional Standards, or a failed EOR and subsequent failed EOR remediation), the student will be referred to the Student Progress Committee and placed either on programmatic academic probation or be recommended for dismissal from the program depending on the student’s current standing. A course failure due to a student conduct violation or academic integrity violation is not eligible for remediation. If it is the Committee’s determination that the student has not met the rotation requirements, the following actions will take place:

- Implementation of a remediation plan, including assignment(s) to satisfy knowledge deficiencies. The assignment(s) must be turned in before completing any retest.

- Students who fail to submit the assignment(s) will be considered for a professionalism review and may be placed on professional probation.
- If this is the student's first course failure and has never been placed on academic probation previously, the student will be recommended to be placed on academic probation by the Student Progress Committee and the student will be required to repeat the course/rotation in the next academic year
  - **This will delay graduation and sitting for the PANCE.** Remediation of a failed rotation course will incur additional tuition/fees.\*
  - The student will receive a final grade of a Remediated Pass "RP" if the course is successfully remediated.

**\*Note: Repeating a rotation will cause a delay in graduation.** In many cases, this will have a negative impact on the student's ability to obtain/accept employment or obtain a license, and the student will incur additional cost. Depending on the state, it may also be required to be documented on the student's records when applying for licensure.

## PACKRAT Remediation Policy

PACKRAT examination is a required examination for students to be completed once during the end of the didactic year and once during the clinical year. This examination is designed as a self-assessment, but remediation can be required for students who do not meet certain requirements.

Requirements to mandate remediation are:

1. Score of <118 on the first PACKRAT examination
2. Score of <129 on the second PACKRAT examination
3. Less than 11-point difference on the score from first to second PACKRAT.

Students who score between a 129-145 on the second PACKRAT are encouraged to participate in the PACKRAT remediation but are not required. Those who score greater than 145 on either PACKRAT are not eligible to participate.

Students who are required or elect to participate in the PACKRAT remediation program must meet with their advisor and then submit a student/remediation plan to the advisor. The remediation plan must include regular reassessments in the UWorld platform and be approved by the advisor using the student's strengths and weaknesses report and the NCCPA blueprint. The student is then required to have regular check ins with their advisor to assess that the student is following the remediation plan. PACKRAT remediation is a graduation requirement for those are mandated to participate.

## End of Curriculum (EOC) Exam Remediation

No grade is associated with the EOC exam, but all students must demonstrate competency of the exam material to graduate from the PA Program. Students must possess at minimum a score of 1450 to progress in the program and graduate. Students who demonstrate to have below a 1450,

must remediate and will be eligible for one reassessment attempt after developing a robust remediation plan with their advisor. Failure of the remediation reassessment attempt will result in a failure of the Capstone course and require a mandatory Capstone Course Remediation.

As part of the EOC remediation policy and as a required resource for the clinical year courses, all students will be required to purchase a subscription of UWorld. UWorld will be a primary resource utilized for EOC remediation.

## Capstone Course Remediation

Capstone Course is a requirement for graduation from the Program. A student who fails to successfully complete the Capstone Course, but who has met all other Program graduation requirements, must remediate the Capstone Course.

Capstone Course Remediation requires a comprehensive plan to address deficiencies and demonstrate the competencies required for graduation. Therefore, Capstone Course remediation (i) will take place in a subsequent semester, delaying graduation and eligibility to register for the PANCE; and (ii) may result in additional tuition and/or fees charged to the student.

Students are eligible for Capstone course remediation regardless of current academic standing, such as placement on Academic Probation. Upon successful remediation of all identified deficiencies, the program will reassess the student's eligibility to graduate and take the PANCE.

The program will provide ongoing academic and professional support to students throughout the remediation process. This may include faculty mentorship, access to additional resources, or referrals for academic counseling.

## Clinical Year Policies

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### Requirements for Participation in Clinical Rotations

Students and the University must satisfy certain requirements imposed by training sites as a condition of student participation in experiential education. Additionally, prior to being permitted to begin or continue rotations at off-campus training sites, students may be required to:

- Provide a social security number.
- Provide a medical history including immunity to infectious diseases by documented history of infectious diseases (e.g., measles, mumps, rubella, varicella, influenza, covid, hepatitis B) or vaccination including titers for certain agents.
- Have a negative two-step PPD, or QuantiFERON gold, and/or chest x-ray (if indicated).
- Complete a physical examination.
- Complete all required immunizations/vaccinations or positive titers.
- Obtain and pass a N95 fit test.



- Submit to criminal background checks with disclosure to site of any convictions consistent with their criteria.
- Submit to drug screens with disclosure to site of any positive findings for drugs that are taken without medical supervision (See the University Handbook for more information).
- Provide evidence of and maintain personal medical insurance coverage at all times while at off-campus training sites.
- Provide BLS, ACLS, and any other clinical training certifications as required by site.
- Be responsible for transportation to experiential sites.
- Be responsible for housing at any experiential site or location.
- Provide & create an NPI number.
- Maintain a valid personal health insurance policy.
  - Failure to maintain health insurance throughout the didactic or clinical years will result in removal from course work or rotations until valid proof of insurance coverage is submitted. **Note:** Medicaid medical insurance will not be sufficient during the clinical year as rotations may occur across state lines.
- Maintain a functional mobile phone number and Rowan University email.
  - It is the students' responsibility to make sure the PA Program always has the most updated contact information to reach them throughout the entire clinical year.

Depending on the requirements of the affiliation agreement between the SCPE site and the University, the documentation requested may be coordinated by or at the training site or facilitated by the University using campus-based programs or by an external agency. In all cases, the student is ultimately responsible for ensuring the requirements have been satisfied.

## General Rules for Clinical Activity

1. PA students on clinical rotation must work under the direct supervision of a board-certified, licensed physician or PA-C.
2. Students must wear the embroidered Rowan-Virtua SOM PA Program patch on their program issued short white coat, and display their program issued name tag designating their student status and wear their university student ID badge and/or any other specific ID badge required of the site. Students must always identify themselves as PA students to patients, health care providers, staff, and family members.
3. Students may not function as a substitute for any employee or assume primary responsibility for a patient's care. They must not consult, examine, treat, or discharge a patient from care without consultation with a clinical preceptor or supervisor.
4. Students shall perform only those procedures authorized by the PA Program, clinical site, and preceptor. Students must adhere to all rules and regulations of the PA Program and the clinical sites.
5. Students cannot appear at the University or clinical sites under the influence of alcohol or drugs.
6. Students shall not exhibit any behavior that may jeopardize the health and safety of patients, staff, faculty, or fellow students.



7. Students will deliver health care services to patients without regard to their race, religion, national origin, age, sex, marital status, citizenship, sexual orientation, gender identity or expression, disability, veteran status, medical condition, socioeconomic status, religious or political beliefs, or any status protected by law.
8. In the event of the temporary absence of the assigned preceptor, the preceptor or his/her designee will identify an alternate preceptor. At no time will students work at a clinical site without having a preceptor clearly identified.
9. All charts and written orders must be signed (if applicable) with the student's name clearly written, followed by the designation "PA-S." At no time may PA students use other professional titles (e.g. RN, EMT, DPT, etc.) while on clinical rotations.
10. The preceptor must countersign all chart entries and written orders immediately.
11. Students must know their limits while in training. Students must not consent to assess any patient or perform any procedure that is beyond their ability or scope of practice.
12. The highest levels of patient confidentiality and privacy will always be observed, in compliance with HIPAA guidelines.

## General Considerations

### The Clinical Site

- The Clinical Site team (Preceptors, Director of Clinical Education) will notify you when you should contact your scheduled site for the next rotation.
- The contact may be your assigned preceptor or their designee.
- You will be informed where and when you are to report on your first day.
- Much of this information will be available via One45.

### The First Day

- Confirm your daily/weekly schedule with the appropriate site designee (daily schedule, on-call, rounds, weekend hours, etc.).
- Inquire about or obtain a site-specific ID card.
- Inquire regarding available educational experiences you may be able to attend while on rotation (grand rounds, daily/weekly conferences, CME presentations, etc.).
- Comply with mandatory dress code.
- Access to a Medical Library/Resource Center.
- Review site specific safety and security policies and procedures.
- Obtain WiFi access.
- Review expectations, patient and procedure logs, evaluations with your primary preceptor or designee.

### General Guidelines

- Be professional, respectful, flexible, helpful, and cooperative.
- Be intellectually curious, strive to be an active learner rather than passive.

- Accept constructive criticism.
- Be prepared to discuss and answer questions about any disease or procedure encountered during your rotations. Read ahead of time on expected or scheduled cases.
- If you do encounter any problems on a rotation, please notify the Director of Clinical Education as soon as possible.
- Students work entirely under the preceptor's supervision.
- Learning is best achieved by student participation under supervision.
- Learning by "trial and error" without supervision is unacceptable, as it jeopardizes patient care and threatens all health care professionals (physicians, PAs, nurses, administrators, etc.).
- Learning "under supervision" is defined in the following manner:
  - Eliciting a meaningful history (the preceptor is in the hospital or in office).
  - Performing a physical examination (the preceptor is in the hospital or in office).
  - Progress notes, written or electronic medical record (EMR) keeping (dependent upon the policies of the individual clinical site).
  - Charting of orders (dependent upon the policies of the individual clinical site).
  - Technical procedures (the appropriate professional will be at the student's side or within immediate proximity).

### **Responsibility of the Supervising Preceptor**

The student is assigned a primary preceptor, who provides a clinical environment for the student's training. The preceptor may be a licensed MD, DO, or PA who agrees to assume the responsibilities of instruction during the assigned rotation. The primary preceptor must be in good standing with their licensing board. Students may be given an assignment or may spend time with ancillary staff (x-ray, lab, physical therapy, etc.), as these experiences can be very valuable.

Formulate with the student basic goals and expectations such as:

- Schedule and hours.
- Attendance of educational activities.
- Documentation and oral presentation.
- Degree to which student will participate in care of the patients.
- Work with the student to improve H&Ps, documentation, oral presentations, clinical skills, etc.
- Indicate clearly to the medical staff, the administration, and nursing/office staff which practitioner will be responsible for the activities of the student.
- Respond to questions as to the scope of the activities of the student.
- Provide the student with an orientation to the site including a review of the site schedule, safety, security, policies, and procedures.
- Assist student in meeting the assigned objectives for the specific rotation.
- Incorporate teaching activities. This can be accomplished in a variety of ways such as structured teaching rounds or chart review periods, reading assignments, informal consultation between patient encounters, recommending specific conferences. The



preceptor should assign the student activities such as: patient care, rounds, H&Ps, surgical assisting, etc.

- Be responsible for the evaluation of student competence and performance at the middle and the end of the rotation.
- The preceptor will be asked to complete an interim (mid-rotation) student evaluation form with feedback given directly to the student. The preceptor of any student achieving a failing mid-rotation evaluation must contact the Director of Clinical Education to develop a mid-rotation remediation plan
- Students may not substitute for paid or volunteer clinical or administrative staff during supervised clinical practical experiences
- Attempt to handle minor problems directly with the student. Major or persistent problems with the student should be referred to the Director of Clinical Education
- Provide required documentation to the PA Program, proof of liability insurance, CVs, license verification, etc. for all preceptors and clinical instructional faculty.

### **Clinical Year Responsibility of the PA Student**

- Learn unobtrusively from all persons involved in the clinical rotation for the benefit of the patient.
- Do not pose as a primary medical provider or advisor-counselor to the patient except to relay information as directed by authorized professionals. Students must not misrepresent themselves as a physician, PA, or any other health care provider other than a PA student.
- Provide the site with all necessary records and perform any in-services required by the site.
- Report to clinical sites on time, well prepared, and appropriately dressed and groomed.
- Submit all required assignments and documents to the PA Program on or before their respective due date(s).
- Notify the Director of Clinical Education if the assigned preceptor will be off site (on vacation or absent) and a substitute preceptor is not assigned.
- Notify the Director of Clinical Education if the student will be away from their assigned clinical site for any reason (illness, reassignment, etc.).

### **Expected Progression of PA student**

PA students are trained to take detailed histories, perform physical examinations, give oral presentations of findings, and develop differential diagnoses. As the year continues, they should be able to more effectively formulate an assessment and plan collaboratively with the preceptor. If the preceptor deems it necessary, students initially may observe patient encounters. However, by the end of the first week, students should actively participate in evaluating patients. As the preceptor feels more comfortable with the student's skills and abilities, the student should be allowed progressively increasing supervised autonomy.

### **The Responsibility of the PA Program**

- Adequately prepare the student for the supervised clinical practice experience.
- Assign students to clinical sites that will provide a quality learning experience.



- Provide the preceptor with the respective syllabus and a set of instructional objectives and learning outcomes.
- Provide the preceptor with a fact sheet about the student.
- Ensure a current affiliation agreement is in place.
- Provide documentation of student malpractice insurance as requested.
- Provide the preceptor/site with health, criminal, child abuse clearances as requested for the students in the PA Program.
- Continuously monitor students throughout their clinical year.
- The Director of Clinical Education or designee will be responsible for assigning a final grade to each student for all rotations.
- The Director of Clinical Education or designee will meet with any student who fails an EOR or other component of a clinical rotation. The DCE will develop a remediation plan for students who fail an EOR. Students cannot remediate a failed clinical site preceptor evaluation.
- The Director of Clinical Education or designee will interact with preceptors on a regular basis and will be available to address any issues or concerns.
- The Director of Clinical Education or designee will arrange and coordinate call back day activities, including elective presentations, EOR exams, didactic sessions, etc.

## Patient Confidentiality and Protected Health Information

Protected health information (“PHI”) – defined as individually identifiable health information in any form or media, whether electronic, paper, or oral under the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) – is protected by the [HIPAA Privacy Rule](#). Students must follow HIPAA regulations, as well as site-specific privacy and confidentiality regulations, with respect to PHI at a clinical site. PHI may include (but is not limited to) information, including demographic data, that relates to (i) a patient's past, present, or future physical or mental health or condition or (ii) the provision of health care to the patient.

Charts, or contents within patient records such as lab reports or x-rays, are not to be removed from a clinical site. Permission from the preceptor and clinical site is needed to submit copies of work for evaluations or assignments, and all clinical site regulations must be followed (e.g., redacting identifying information such as names, addresses, ID numbers, etc.).

Taking any type of pictures, including selfies, at a clinical site is prohibited.

Referencing a patient in a dehumanizing or insensitive manner, at any time or in any context, is unprofessional and will not be tolerated and will be reviewed as a possible infraction of Professional Standards.

Medical ethics and federal laws forbid violation of patient confidentiality. Students and preceptors alike must be sensitive to this issue. Any discussion regarding a patient's identity, diagnosis, care, condition, or other medical information should be conducted with discretion, and preferably in a private setting. All current HIPAA Guidelines must be followed by every individual who works in a setting where exposure to protected patient information is present.

## Clinical Patient Encounter Documentation Guidelines

The Center for Medicare and Medicaid Services (CMS) guidelines only permit students to document a portion of the History and Physical Exam (the Past Medical History, Family History, Social History, and Review of Systems). The preceptor must personally document all other key elements of the visit.

## Patient Records, Preceptor Review, and Countersignature

- On each clinical rotation, it is the student's responsibility to ensure that the supervising preceptor also sees all their patients.
- The preceptor should review all PA student notes written in the medical record and countersign.
- If there is any doubt as to the correct format, students must consult with their preceptor.

## Charting Medical Records

Students are reminded that the medical record is a legal document. Whenever a student makes an entry into a patient's medical record (i.e., H&P, progress note, SOAP note etc.), the student must indicate they are a PA Student when signing the entry, as follows:

**Signature:** *John/Jane Doe, PA-S*

**Print:** John/Jane Doe, PA-S

**Time (Military) & Date:** 17:00, 09/01/2028

**Contact phone #:** (555) 867-5309

## Prescription Writing

PA Students are **NOT** permitted to prescribe medications. Students may assist in the writing of a prescription or assist the assigned preceptor or designee with transmission of a prescription, but the preceptor or assigned designee must sign all prescriptions. **MORE SPECIFICALLY, YOUR NAME IS NOT TO APPEAR ON THE PRESCRIPTION.** You may not sign a prescription for the preceptor and then write your initials after the preceptor's name. Any student violating the guidelines on prescription writing will have the case referred to the Student Progress Committee and result in possible dismissal from the PA Program. Should you have any further questions or need clarification while on rotations, please contact the Director of Clinical Education.

## Clinical Site Special Considerations

If a student has a concern about the professional, academic, or clinical training, the Director of Clinical Education must be made aware immediately. In rare cases, it may be necessary to remove the student from the rotation site. Students must provide written documentation of any issue for program review.

Changes to clinical rotation site assignments are rare and will only occur in extreme situations such as site cancellation, a serious issue that cannot be resolved satisfactorily for all parties, or an

emergency on the part of the student or preceptor. Any change to a clinical rotation site assignment will be made at the discretion of the PA Program.

Elective rotation preferred placement is not guaranteed, but the PA Program will make every effort to send students to one of their top three choices. However, the PA Program reserves the option to choose an elective rotation placement based on the student's strengths, weaknesses, or deficiencies in patient logging. Students are encouraged to pick an elective rotation based on their own self-assessment on their strengths and weaknesses. Students are encouraged to pick an elective rotation with the end goal of successfully passing the PANCE and choosing an elective that would help reinforce topic areas of weakness. Students may also want to consider picking an elective with the future goal of working after graduation in a similar area of medicine.

### *Clinical Rotation Site Meals*

Some clinical sites may provide meals to student providers at their own discretion. The program does not require nor request that any clinical site provide meals to student providers. Students should not assume that they are automatically welcome or invited into physician's lounges or other areas relegated to residents at hospital institutions and should enter these areas only if invited by a staff member or preceptor. Students should refrain from eating or drinking while in any patient care areas and only eat/drink in designated rest areas or break rooms.

## Clinical Year Attendance

Students are expected to follow all PA Program reporting instructions to comply with clinical year attendance expectations and must notify the program of any errors or changes. Students must follow the general attendance policy as previously outlined in this Handbook, in addition, clinical year students are expected the following:

An assigned clinical site schedule will be determined by the preceptor (or their designee) and should include a minimum of 36 hours per week. Students should anticipate working some evenings, weekends, holidays, or "on-call" shifts on various rotations and must not refuse to work during these times if it is deemed necessary by the preceptor. University holidays do not apply to students' schedules during the clinical year, and preceptors are not obligated to grant days off to students on holidays or weekends (but may do so at their discretion). Keep in mind that PA students only have one year to receive all of their clinical training prior to graduation, so it behooves them to make the most of the time and privilege granted to them of working at clinical sites; the more time spent at a given clinical site, the greater the opportunities available for enhancing one's learning, skills, and understanding of the overall practice of medicine.

Students must notify the Director of Clinical Education as to how they may best be reached during regular office hours, and of any mailing address or phone number changes (i.e., personal mobile number, emergency contact number(s), clinical site number, and/or student pager number if cellular service is weak or unavailable at some clinical sites, etc.).

## Students Participating in Educational Activities Outside Rowan-Virtua SOM or Any of its Affiliates

Students who are planning to travel within the United States as part of their professional development at Rowan-Virtua SOM (conferences, missions, presenting research, etc.) must complete a travel waiver with the Office of Student Affairs and Alumni Engagement thirty (30) days prior to travel. International travelers must consult with the Office of the Registrar a minimum of four (4) months prior to desired travel to complete a multi-step approval process (see policy statement on Registrar's page of this Student Handbook).

Additionally, students must verify their health insurance will provide adequate coverage for any injuries or illnesses experienced while participating in any outside program, not for credit clinical experience and/or travel outside of New Jersey and the US.

Please Note: All Rowan-Virtua SOM students are covered by Global Emergency Services provided by Assist America (part of the MedPlus Advantage Program). This program connects students to doctors, hospitals, pharmacies and other services in the event of a medical emergency while traveling 100 miles or more away from the school or home. Please click on the following link for specific coverage information and membership card for this program in advance of travel: <https://www.assistamerica.com/Member-Login.aspx> Reference number: 01-AA-STD-5201

**Rowan-Virtua SOM PA Program does not allow for elective international clinical rotations or didactic coursework. (A3.07b)**

## American College for Graduate Medical Education (ACGME) Duty Hour Regulations

### Duty Hour Federal Regulations 2011 ACGME Restrictions, revised 2017

By Federal law, here are the regulations regarding duty hours of any/all students in the hospital setting (residents, interns, medical students, and PA students):

- Maximum 80 hours/week (this may be averaged over a 4-week period. i.e. 100 hours one week, 60 hours the next week, etc., for an average of 80 hours/week).
- Not more than one in every 3rd day on-call.
- Continuous duty not to exceed 28 consecutive hours. 24 hours on-call, and an additional 4 hours for didactic activities, transfer care of patients, or work in the out-patient clinics. No new patient may be accepted for admission after 24 hours of continuous duty. This does not count pre-round time.

- 24 hours off per 7-day period. Can be averaged over 4 weeks. For example, students may work 14 days straight but then have two days off. Post-call days do NOT count as a day off. A day off is free of any clinical activities.
- Post-call: minimum of 12 hours off-duty before starting next shift.

If your clinical schedule does not follow these rules, advise your preceptor with whom you are working and the Director of Clinical Education immediately.

## On-Call Responsibilities

On-call responsibilities are an essential part of the clinical rotation. On-call assignments are intended to provide students with opportunities to be active participants in patient management, under the direct supervision of the affiliated site house staff. As part of the patient treatment team, students are responsible for collecting and interpreting patient data. Under the direction of the intern on call, students assist in the development of treatment plans for patients needing treatment during the evening and weekend hours.

Students on call are under the direct supervision of the intern/resident on duty for the service to which the student is assigned. Students may also be provided with the opportunity to work with an attending physician or one of the residents on duty. The supervising intern must, except in emergency situations, be notified of the student's activities. On-call responsibilities are designated by the various clinical departments as a component of each clinical rotation.

Students are responsible for reporting to the Intern or Resident on call in the hospital promptly at the time designated on their call schedule. Any student who has an emergency and cannot report for their on-call assignment must contact the Intern or Resident on duty, the Clerkship Director and the Director of Clinical Education.

The on-call assignment is considered part of the rotation. A student who does not report for call will be considered "incomplete" for the rotation. The Clerkship Director will determine the procedure for remediating a missed on-call assignment. Frequency of call varies by clerkship.

Students who receive instructions or requests for patient care from the nursing staff are to request politely and professionally that the nurse direct the request to the intern/resident on duty. It is not appropriate for a student on call to perform any patient care functions unless they are conducted under the direct supervision of the house staff officer on duty.

## Job Interviews

Job interviews are not considered valid reasons for absences. All attempts must be made to schedule an interview so that it does not interfere with the core clinical rotations (preferably during an elective rotation month). If this cannot be accomplished, students must first obtain permission from the Director of Clinical Education to attempt to arrange time off for the interview. Subsequently, the preceptor must grant permission for the absence, and students must make up the missed clinical time within the confines of that rotation. The PA Program must be

notified as outlined above. A maximum total of TWO (2) days per calendar year will be allowed for interviews.

### Inclement Weather During Clinical Year Policy

The PA student is responsible for contacting the preceptor and/or site in the event of inclement weather to confirm the facility is requiring them to report. If the student is directed not to report to the respective clinical site, the PA student must not report to the clinical site.

The PA student must e-mail the Director of Clinical Education if they are not to report to their assigned clinical site due to inclement weather immediately.

## Clinical Rotation Site Procurement Policy and Procedures

### A3.03

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Prospective and enrolled students are never required to provide or solicit clinical sites or preceptors. It is the responsibility of the Program to ensure that all students have access to all required clinical rotations and to have the ability to meet all Clinical Phase learning outcomes. The Program will allow students to volunteer to assist the Program in identifying new clinical site(s) where the student is interested in participating in a clinical rotation. These potential sites must undergo the same approval process as program-identified sites and be approved appropriate for use. Clinical sites not meeting Program standards will not be approved. Students interested in arranging their own clinical rotations should contact the Director of Clinical Education with all necessary information by May 1st of the Spring 1 semester.

### Policy on Preceptorship by Family Members

To maintain the integrity of the clinical education experience and to avoid any real or perceived conflicts of interest, students enrolled in the Rowan-Virtua School of Osteopathic Medicine Physician Assistant (PA) Program are prohibited from participating in any clinical rotation where a family member serves as the primary preceptor or has supervisory responsibilities for the student.

For the purpose of this policy, a *family member* is defined as a spouse, domestic partner, parent, child, sibling, grandparent, grandchild, aunt, uncle, cousin, in-law, or any individual residing in the same household as the student. Additionally, the program reserves the right to determine on a case-by-case basis whether other personal relationships may constitute a potential conflict of interest.

Students are required to disclose any potential conflicts when clinical placements are being arranged. Failure to disclose such relationships may result in disciplinary action and could jeopardize the student's standing in the program.



Clinical rotations are intended to provide objective, rigorous, and unbiased assessments of a student's performance in a professional environment. To ensure these standards are upheld, students must complete their rotations under the supervision of preceptors with whom no personal relationship exists.

## Policy on Away Rotations for Students on Probation

Students enrolled in the Rowan-Virtua School of Osteopathic Medicine Physician Assistant (PA) Program who are on academic probation or professional probation will generally not be approved to participate in away rotations, defined as clinical rotations located outside the program's designated geographic region of roughly 120 miles from campus.

The purpose of this policy is to ensure that students requiring additional academic or professional oversight remain within close proximity to program faculty and support services. This proximity facilitates more effective monitoring, timely intervention, and regular communication, all of which are essential to the student's progress and remediation.

Eligibility for away rotations will be determined at the time of clinical placement planning. Any student placed on academic or professional probation after away rotations have been scheduled may be reassigned to a local clinical site at the discretion of the program.

Requests for exceptions to this policy will not be considered. Students must be in good academic and professional standing to be eligible for clinical training experiences beyond the local geographic area.

## Elective Rotation Policy

The Rowan-Virtua School of Osteopathic Medicine Physician Assistant (PA) Program provides students with the opportunity to complete an elective rotation as part of their clinical education. While students are encouraged to indicate their preferences for specific medical or surgical specialties, geographic locations, or clinical sites, the program cannot guarantee placement in any particular elective rotation.

Elective rotation assignments are made based on site availability, preceptor capacity, accreditation requirements, and the overall needs of the program. Although every effort will be made to accommodate student interests when possible, the program prioritizes ensuring that all students receive high-quality, educationally appropriate clinical experiences.

Students are encouraged to approach the elective rotation as a strategic opportunity for professional development. Electives can serve as a valuable way to explore areas of medicine the student may be interested in pursuing after graduation or to strengthen clinical knowledge in disciplines where the student feels less confident. Thoughtful selection of elective rotations can



support both long-term career goals and preparation for the Physician Assistant National Certifying Examination (PANCE).

Students should be aware that not all specialties or geographic preferences can be met, and they may be assigned to elective rotations that differ from their initial selections. Flexibility and professionalism are expected throughout the placement process and during the completion of all clinical rotations, including electives.

## Clinical Site and Preceptor Onboarding Process

In order to ensure Program compliance with accreditation standards, all preceptors and clinical sites are evaluated carefully. The required components of establishing a clinical site are outlined below.

1. A preceptor or clinical site is recruited by the Program or contacts the Program directly regarding interest in preceptorship.
2. Program faculty conducts an initial clinical site evaluation.
3. The preceptor manual is given to any potential preceptor at the clinical site.
4. The Director of Clinical Education determines who at the clinical site can serve as a preceptor with a review of their board certification, licensing, and their ability to meet the course learning outcomes.
5. The Director of Clinical Education will provide the syllabus to each preceptor and preceptors will attest to being able to meet the course learning outcomes.
6. The Clinical Year Committee reviews the information gathered above regarding the clinical site and any potential preceptors and endorses the clinical site and/or preceptor for use.
7. A Clinical Education Affiliation Agreement is executed by both parties, and all supporting documentation is gathered (i.e. proof of medical malpractice insurance, general liability insurance, board certifications, and licenses of all preceptors involved).
8. If an approved clinical site has an approved preceptor available, this information is utilized by the Director of Clinical Education to schedule a student to complete a clinical rotation.

## Precepting Process

1. The student is assigned to the clinical site by the Director of Clinical Education.
2. The student information is forwarded to the preceptor (as well as associated clinical sites), and includes: student biography, photograph, immunization records, date of last TB testing, N95 fit test, background check, verification of health insurance coverage, certificate(s) of malpractice insurance coverage, HIPAA training certification, and ACLS/BLS certifications.
3. The student begins the clinical rotation, and the Director of Clinical Education provides the preceptor with the most updated version of the specialty-specific objectives and outcomes.

4. The student will evaluate the clinical site, learning experience, preceptor, and clinical site resources at the conclusion of the clinical rotation.
5. The preceptor will evaluate the student's performance at mid-rotation and at the end of the rotation and will send the appropriate documentation to the Program accordingly.

## Clinical Site and Preceptor Evaluation Process

The PA Program is committed to ensuring the quality and effectiveness of its clinical training sites through a structured evaluation process. Clinical sites and preceptors are continuously assessed to maintain high educational standards and to support student learning outcomes. The Clinical Year Committee (CYC), chaired by the Director of Clinical Education, oversees this evaluation process, reviewing all SCPE-related data and analysis as supplied by the Data and Assessment Committee (DAC). Evaluations of clinical sites are conducted through student site/preceptor/course evaluations, faculty site evaluations/visits/interviews, preceptor evaluations of students, and student assessment outcomes.

Each clinical site undergoes an initial evaluation by the Director of Clinical Education or a designated faculty member. Every clinical site is re-evaluated each year by the CYC. Student evaluations of clinical sites, courses, and preceptors are analyzed in aggregate and compared across similar rotation sites to identify trends in performance. Sites receiving an evaluation score below the program's established benchmark of 3.5/5.0 on a Likert scale are subject to intervention by the Director of Clinical Education, who will develop an action plan for improvement. If a site does not show measurable improvement within two years, it will no longer be utilized for student placements. The findings from clinical site evaluations are reviewed by the Clinical Year Committee and Curriculum Committee, ensuring that the program's clinical training experiences align with its educational objectives and accreditation standards.

The PA Program verifies preceptor credentials, certifications, and licenses through a formal review process conducted by the Director of Clinical Education, ensuring that all preceptors hold active, unrestricted professional licensure, appropriate board certification, and relevant clinical experience to serve as qualified instructors for PA students.

The program also conducts a formal evaluation of clinical preceptors to assess their effectiveness in mentoring and educating students. Preceptors are evaluated by students at the conclusion of each rotation, with feedback collected on their teaching ability, accessibility, clinical expertise, and professionalism. This data is analyzed alongside student performance metrics and site evaluations to identify patterns or concerns. Preceptors scoring below the established benchmark of 3.5/5.0 are provided with feedback and may be required to participate in faculty development initiatives. The Director of Clinical Education works closely with preceptors to address identified areas for improvement. Preceptors who consistently fail to meet program standards despite intervention may be removed from the program's preceptor network. Findings from the preceptor evaluation process are reported to the Clinical Year Committee to ensure continuous quality improvement and compliance with accreditation standards.

## **Clinical Preceptor Credentialing and Evaluation Policy**

To ensure the integrity and quality of clinical education, all clinical preceptors serving the Rowan-Virtua School of Osteopathic Medicine Physician Assistant (PA) Program must maintain appropriate licensure, credentials, and board certification in their respective disciplines (where applicable). The program is committed to maintaining a high standard of clinical instruction aligned with accreditation requirements and institutional policies.

All preceptors must provide documentation of their professional licensure and board certification(s) at the time of onboarding. These credentials will be verified by the PA program and re-verified **biannually** to ensure compliance. This credentialing review includes, but is not limited to, state professional licensure status, board certification (if applicable), and confirmation of good standing with relevant regulatory bodies.

Should a preceptor fail to maintain an active license, fall out of good standing, or allow their board certification (if required for practice or instructional credibility) to lapse, they will be immediately removed from the clinical preceptor roster. Such individuals will no longer be permitted to supervise students or serve in any instructional faculty capacity on behalf of the PA program.

This policy is in place to protect the educational experience of students, ensure patient safety, and uphold the regulatory standards set by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA). The program reserves the right to perform additional credential checks at any time should concerns arise regarding a preceptor's professional status.

## **Clinical Site Visits**

The Program will conduct periodic site visits to maintain relationships with clinical sites and providers. These site visits can be completed by faculty, alumni, adjunct faculty, or other personnel that the Program determines to be appropriate. Site visits can occur in person, by phone, or by video conferencing.

1. Site visits are mandated under any of the following conditions:
  - In reply to a preceptor request or complaint about a student.
  - In response to a student's concerns, whether communicated verbally or in conjunction with the mandatory student evaluation of the site/preceptor.
  - At the sole discretion of the Program.
2. Site visits can be requested for any reason by either the preceptor or the student by contacting the Director of Clinical Education. Under these circumstances the decision to conduct a site visit will be made by the Director of Clinical Education, in conjunction with the Program Director.
3. All sites have site visits conducted with the initial onboarding process, and then for any reason listed above. Site visits can be completed by faculty, alumni, adjunct faculty, or other

personnel that the program determines to be in appropriate standing. Each visit will have a secondary Clinical Site Evaluation form filled out.

## Call-Back Days

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All PA students on rotation are required to attend Call Back Days. All Call Back Day activities are mandatory. There are a number of activities that take place on Call Back Days. They may include any of the following:

- End of rotation examinations.
- Elective Presentations: Student presentations on medical topics/patient case(s) experienced on rotations.
- Didactic Sessions: Review sessions based on the student's collective areas of weakness as determined by analysis of PACKRAT, Didactic year, EOR, and EOC performance.
- Lecture Series: assorted lectures on medical topics, CV writing, PANCE prep, coding/billing, contract negotiations, etc.
- Practical assignments: problem oriented practical exams, OSCE preparation, Clinical and Technical Skills training.
- Call Back Days will take place on the last Thursday and Friday of each five-week block. Depending on the planned activities, students can expect to be dismissed no later than 6 p.m.

## Clinical Rotation Assessments

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### Preceptor Evaluations of Students

- **Preceptor Mid-Rotation Evaluations:** An interim evaluation will be submitted midway through the clinical rotation. This evaluation will not be graded but will provide the student, preceptor, and Program information on how the student is progressing through the clinical rotation. The Program's hope is to objectively measure how the students know their expectations. Any student receiving a score of less than "3" on any category will be required to meet with the Director of Clinical Education. Any preceptor who scores a student on any component less than "3" must contact the Director of Clinical Education to discuss a remediation plan. Students unable to improve these scores may fail the rotation.
- **Preceptor Final Evaluation:** The student will be evaluated on their ability to understand various roles in health care and working on the health care team, clinical skills, medical knowledge, evidence-based decision-making, preventive care and counseling, and professional behavior. Students must obtain an 80% in the professionalism section of the Preceptor Final Evaluation form, and an 80% overall on the Preceptor Final Evaluation to pass a clinical course.

## Mid-Rotation Student Self-Evaluation

The student must fill out a Mid-Clinical Rotation Self-Assessment Check-in prior to attending the mid-rotation preceptor meeting. This form, individualized for each rotation, allows the student to understand their progress towards demonstrating competency in the preceptor evaluation items and guides the student towards ensuring that they are meeting ARC-PA Standards for clinical rotations. A student must inform the Director of Clinical Education if a response indicates that required experiences are not being met. This will prompt a conversation between the Director of Clinical Education, the preceptor, and the student to ensure ample opportunity to meet the requirements before the end of the rotation.

## PAEA End of Rotation Exams

PAEA End of Rotation exams (“EOR exams”) are a set of objective, standardized evaluations intended to serve as one measure of the medical knowledge students gain during specific clinical rotations. More information on the [content for each of the exams is available here](#).

## Patient Logging

It is imperative for the student to log all of their patient encounters throughout the clinical phase. This tool is vital to ensure that every student is meeting all of the standards related to clinical rotations. This will allow the PA Program faculty to track student progress towards meeting competencies and will allow for intervention if needed.

Students are to submit logs during the Clinical Phase documenting the patient encounters, diagnoses, and procedures while on rotations. It is understood that the number of patients may vary at specific sites.

Logging must be done daily so that data is not lost. Faculty will review this data on a weekly basis. Any technical problems with the electronic logging system should be addressed to the Director of Clinical Education immediately. Patient logging is Pass/Fail and must be completed for every rotation. Failure to log patients or procedures during a rotation will result in a failure of the rotation.

Failure to log patients and procedures on a daily basis (logs will be checked weekly) and/or to submit the Student Self-Assessment Mid-Rotation Form by the due date will result in a 2-point per week deduction from your overall course grade.

It is imperative that all patient encounters and procedures be logged. This data is utilized by the Program to evaluate sites/preceptors and number and type of student/patient experiences. Procedure logging may also help with credentialing post-graduation. The following fields are mandatory: age group, diagnosis, chief complaint, procedure/procedure code, case type, visit type, minutes with patient and preceptor, and the box clicked for Prenatal Care or Psychiatric (mental or behavioral) Care, if appropriate.

## Course-Specific Assignments

Each rotational course has specific assignments related to the course-level learning outcomes. This information can be found in the individual course syllabus.

### PACKRAT

At the conclusion of the didactic year, and again during the Capstone Course, students will participate in a 225 question “board like” examination (PACKRAT and PACKRAT II) which are used by PA Programs to help students determine areas that need to be addressed while preparing for the PANCE. From the information gathered, the faculty will assist in the development of call back day activities, assessment of the program and the curriculum, and the evaluation of individual students. No grade is associated with either PACKRAT I or II. PACKRAT performance has been suggested to be a strong predictor of student performance on the PANCE. Therefore, students will be required to develop remediation guides with the help of their advisors if they meet the below PACKRAT remediation policy.

As part of the PACKRAT remediation policy and as a required resource for the clinical year courses, all students will be required to purchase a subscription of UWorld. UWorld will be a primary resource utilized for PACKRAT remediation.

### End-of-Curriculum (EOC) Exam

This 300-question exam is built using a blueprint and content area list developed by PA educators and national exam experts and is required to be delivered in the final four months of the PA Program. The EOC exam is developed by PAEA and given through ExamDriver. This exam will be given in the Spring II semester of the Clinical year. Students must demonstrate competency of the exam material to graduate from the PA Program. Students must score a 1450 or greater to progress in the program and graduate. Students who score below 1450 must remediate and will be eligible for one reassessment attempt after developing a robust remediation plan with their advisor. Failure of the remediation reassessment attempt will result in a failure of the Capstone course and placement on a Performance Improvement Plan.

As part of the EOC remediation and as a required resource for the clinical year courses, all students will be required to purchase a subscription of UWorld. UWorld will be a primary resource utilized for EOC remediation.

## Advanced Standing & Placement A3.13c, A3.16a

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The Rowan-Virtua PA Program does not offer or award advanced standing or placement to any student.



## The PA Student Progress Committee

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The Student Progress Committee (SPC) oversees the academic, professional, and personal growth of PA students, so that students graduate with the skills, knowledge, judgment, empathy, humility, and appropriate behavioral attributes to assume the responsibilities of a physician assistant. The SPC is composed of at least three faculty members from the Program and/or the other areas of the university and is chaired by the Director of Student Affairs or their designee.

The SPC reviews all students' academic progress for the purpose of tracking and supporting students at-risk of not meeting academic progression criteria. The SPC also reviews and determines sanctions for violations of the Program's academic requirements and Professional Standards policies. To perform its duties, the SPC may request information from Program faculty or students or cooperate with other Rowan-Virtua SOM offices or departments. Any member of the Rowan-Virtua SOM community may refer an issue concerning a student's academic or professional performance to the SPC.

The SPC generally meets as an ad-hoc basis and at least once a semester to review potential violations of the Program's academic and professional standards and student's progression requirements. The SPC may invite a student to appear before it for any reason. Generally, students are invited to appear before the SPC to discuss academic or professional circumstances of concern; if the Program recommends probation for a violation of the policies and procedures in this Handbook; or if Rowan University's Community Standards Board issues a sanction for a violation of the policies and procedures of the University. The SPC informs and updates the Program Director and relevant faculty and staff on its reviews and determinations as needed.

## Deceleration (Leave of Absence) Policy A3.15c

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Deceleration is the loss of a PA student from their entering cohort, who remains matriculated in the PA Program with a change in their graduating class. Only students who take a Leave of Absence are eligible for deceleration. **Under no other circumstances will a student be allowed to decelerate.** The Rowan-Virtua SOM PA Program curriculum is designed to be delivered and completed sequentially on a full-time basis. **The PA Program does not allow part-time status.**

Decelerated students must abide by any updated curriculum or policies as outlined their new graduating class, regardless of previous curriculum, policies or procedures.

### Leave of Absence

1. A leave of absence (LOA) is a pre-approved leave from the institution that suspends a student's course of study for a definite period of time. An LOA from the PA Program may be granted at the institution's discretion under extraordinary medical or life circumstances for up to a total of 52 weeks during a student's enrollment as a student at



SOM. An LOA is generally reserved for acute and/or time limited events or transitions that could significantly impact the student's ability to engage in academic responsibilities. Typical circumstances warranting an LOA include:

- Serious health condition or illness of the student or an immediate family member;
- Death of a family member;
- Military obligation;
- Childbirth or adoption.

## **2. Requesting a Leave of Absence**

A student must submit a written request for an LOA on Starfish. The request must describe the circumstances underlying the request and the period of leave sought. All medical records must be submitted to the Director of Student Health. Students should not include medical records or diagnoses or other protected health information as part of their initial written request.

The Director of Student Affairs will meet with the student to discuss the circumstances underlying the requested LOA and intended LOA period. It is within the discretion of the Director of Student Affairs to grant a student's request for an LOA if both of the following conditions are met: the requesting student is (1) in good academic standing, and (2) has demonstrated circumstances warranting an LOA. The Director of Student Affairs may consult with the Director of Student Health or other administrators as needed, and/or may request additional information or documentation from the student prior to making a determination.

Leaves of Absence cannot be requested if a student is expected to fail one or more courses (i.e. calculations of completed work demonstrate it numerically impossible for the student to pass the course) or to avoid dismissal for academic or disciplinary reasons. Students who are on Academic Probation, or who have failed one or more courses at the time of the requested LOA, will be required to have their record reviewed by the SPC to understand the implications of a LOA within 30 days of the request. Students who have appeared before the SPC prior to the request, but within 30 days may be considered to have fulfilled this requirement. This is to ensure academic progress is reviewed and considered prior to LOA determination by the Director of Student Affairs.

It is strongly recommended that the student meet in advance with the Registrar's office, to understand impact on student records and transcripts, and Financial Aid to understand the financial impact of taking an LOA, including the potential need to repay student loans.

Within 7 business days of the LOA request, the Director of Student Affairs will notify the student by email as to whether the LOA has been approved. If the LOA is approved, the

letter will detail the start and end dates, the reason for the LOA, as well as any requirements of return. The letter also details information on ID card, educational program, email, facilities and campus access during LOA. After this letter is received, the SOM Registrar changes the student registration status and provides notification to the student. This is the final notice that the LOA has been activated.

### **3. Additional Information on Military Leave from Academic Programs**

Rowan-Virtua SOM has established a policy regarding academic credit and tuition and fee refunds for students called to partial or full mobilization for state or federal active duty as a member of the National Guard or a Reserve component of the Armed Forces of the United States.

Students who suspend their enrollment in an academic program in response to a call to active military are provided options in consultation with the Student Affairs Dean or equivalent of the school.

It is the practice of Rowan-Virtua SOM Academic Affairs to provide maximum flexibility allowed to military students to allow them to engage in military rotations and military obligations, as needed and within reason.

### **4. Return from Leave of Absence\***

1. By thirty (30) days prior to returning from an LOA, the student must complete the Return from LOA Survey in the Starfish system, to confirm the intended date of return and begin the registration process.
2. Students returning from a medical LOA must also make an appointment with the Director of Student Health, School of Osteopathic Medicine, for evaluation of readiness to re-enter the program. As part of this evaluation for clearance to return, the student must submit documentation from a treating healthcare provider confirming that the student is cleared to return to the medical education environment, which is collected and reviewed by the Director of Student Health.
3. The Director of Student Health will present a report and recommendation to the Director of Student Affairs for review and approval prior to the return date.
4. A student's failure to provide confirmation of intent to return 30 days prior to the intended return date will result in delays in processing the return and will not guarantee return by the intended date. This may lead to delays in student curriculum, change of class year, academic progress, and graduation from SOM. The Director of Student Affairs will utilize Rowan email and the Starfish Access Network as the official modality of communication around LOA details and returns. If a student fails to submit the confirmation of intent to return, the Director of Student Affairs will make every effort to contact the student using email, phone, emergency contacts and wellness checks. Lack of contact and confirmation of return may result in administrative withdrawal from SOM.

**\*PLEASE NOTE:** Clinical-year students taking any LOA from clerkships may not be able to return to their original placement upon their return; if the original site cannot accommodate them, the student will be placed where there is availability.

## Deceleration (Leave of Absence) General Notes

1. Deceleration secondary to a university-approved temporary separation (leave of absence) request. Depending on the terms of the request, a student may be able to take a leave of absence. If the LOA is approved, the student will join the following cohort at the beginning of the Fall 1 semester. It is required that the student audit ALL coursework that precedes the point in time of when a student takes a leave of absence within the next academic calendar year.
  - a. **Of note, an audit of a semester may require additional tuition and fees. Please discuss all financial considerations with a representative from the financial aid office.**
2. During the semester audit, the student is required to participate in new student orientation and complete all course work, exams, practicals, skills, OSCEs, assignments, and other assessments. The student must follow all required due dates/times and submit original work. Failure to comply with this policy may result in a professionalism review and recommendation for professional probation.
3. It is important to note, during a course audit no new grades will be submitted to the registrar based on the outcome of any assignments/assessments during an audited semester. During a semester audit, the student is not permitted to retake any course for a new grade. The Rowan-Virtua SOM PA Program does not participate in grade forgiveness or replacement under these circumstances.
4. Immediately prior to the official re-entry into the curriculum and to be eligible to restart the curriculum from where the student took the leave of absence, the student must successfully complete a comprehensive semester examination which demonstrates competency in all preceding coursework of the entire audited semester. If required, the student will be provided one attempt to remediate an initial failure of the comprehensive semester examination to demonstrate competency.

## Interim Suspension

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An interim suspension is an emergency administrative response to actions caused by a student which poses risk of harm, or which threatens the integrity of the educational environment. A temporary suspension is activated by the institution to provide a specific period of time for a student to be removed from the educational environment while a review is conducted prior to the possible initiation of a disciplinary process.

A student may be temporarily suspended from continuing participation in coursework, being present on the campus, or participating in University-related activities for an interim period

pending a disciplinary hearing. An interim suspension is effective immediately without prior notice whenever there is evidence that the continued presence of the student in the educational environment may pose a substantial threat to others or to the stability and/or continuance of SOM or University functions. A student may be temporarily suspended from participating in clinical education activities upon evidence that the continued presence of the student in the clinical setting poses a risk to patient safety or healthcare functioning, or if the clinical education site removes the student from its clinical education program.

It is the responsibility of the Director of Student Affairs, or their designee to request and implement an interim suspension. The Director of Student Affairs or their designee will consult with other university leadership and administrators in deciding whether to impose an interim suspension. The Director of Student Affairs, or their designee will notify the student by email of the notice of interim suspension and detail its requirements, which may include but are not limited to:

1. Exclusion from attending or participating in academic classes or programs,
2. Prohibition from being present on university premises,
3. Prohibition from being present in or around clinical settings,
4. Prohibition from attending or participating in school activities, clubs, or events,
5. Prohibition from sending emails to university-supported email listservs or participation in virtual settings,
6. Prohibition from representing oneself as a current student of Rowan-Virtua SOM on any public media or social media platform.

A student may move directly from an interim suspension into a disciplinary procedure, during which the timelines and requirements of the disciplinary procedure apply. If the student does not move directly from an interim suspension into a disciplinary procedure, the interim suspension will be lifted and the Director of Student Affairs, or their designee will notify the student of the removal of the interim suspension.

Modifications to the interim suspension will be explicitly communicated by the Director of Student Affairs or their designee. Any communication with the student during the period of interim suspension must be managed or approved by the Director of Student Affairs, or their designee.

If a student wishes to return to the educational and/or clinical setting prior to a disciplinary hearing, the student is required to make an appointment to meet with the Director of Student Affairs, or their designee within five (5) business days from the effective date of the interim suspension. The purpose of the meeting is to determine: (1) the reliability of the information concerning the student's conduct; and (2) whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the educational and/or clinical setting likely poses a substantial threat to others or to the stability and/or continuance of normal University functions.

During the interim suspension, the student remains a registered student but university ID badge access may be removed. The student will be excused from academic requirements but may continue to study for classes or continue with academic progress in the medical school curriculum. The Dean of the School of Osteopathic Medicine, or their designee will notify the student's faculty and the student will be excused from academic requirements.

Any coursework or academic requirements missed during the interim suspension must be completed once the interim suspension is lifted in order to receive academic credit. An interim suspension does not replace or begin a formal disciplinary process. An interim suspension itself is not reported on a student's transcript nor is it considered a disciplinary sanction. Following a interim suspension, disciplinary processes proceed in accordance with the [Rowan-Virtua SOM Student Rights, Responsibilities, and Disciplinary Procedures](#) which uphold the Rowan-Virtua SOM Code of Conduct.

## Standards of Satisfactory Academic Progress for Title IV & NJ Financial Aid Program Eligibility

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### A. Purpose

This policy defines satisfactory academic progress for all School of Osteopathic Medicine (SOM) matriculating students.

### B. Accountability

The Vice Dean, the Registrar and the PA Student Progress Committee ("the Committee") are responsible for implementing this policy.

### C. Policy

Satisfactory Academic Progress is the successful completion of degree requirements according to published increments that leads to degree completion within published time limits. Sound academic principles require that students be required to maintain standards of satisfactory academic progress. In addition, federal regulations require the School to establish satisfactory academic progress standards. The following standards apply to all matriculating students, whether they are financial aid recipients or not.

Students who fail to maintain satisfactory academic progress during the established period of review must be informed of their academic status and may be placed on financial aid probation, suspended or dismissed, in accordance with the policies of the University. Satisfactory Academic Progress will be reviewed each academic semester. The standards of satisfactory academic progress measure a student's performance in four areas: completion rate and number of course failures, cumulative passing average, End-of-Curriculum exam, and maximum time frame.

### 1. Completion Rate and Course Failures

Each academic semester the Registrar in consultation with the Committee will evaluate all students' academic progress by comparing the number of attempted courses with the courses successfully completed during the academic semester.

Students must progress sequentially through the curriculum. Students must complete all current or previous semester requirements before moving on to the next semester. Students must remediate any failed courses during semester breaks, and prior to the start of the next semester.

If the student fails one course at any time during their matriculation, the student will not be considered making satisfactory academic progress and will go before the Student Progress Committee for guidance on navigating remaining coursework. If the student fails 2 or more courses throughout the entire curriculum, the student will not be considered making satisfactory academic progress and will appear before the Student Progress Committee for a dismissal hearing.

Courses will be considered as attempted or earned as follows:

Attempted and Completed

- Courses with a grade of P, RP
- Courses successfully repeated RP (counted once towards attempted in the calculation of the completion rate).

Attempted but Not Completed

- Courses with a grade of F, INC, W
- Not Attempted and Not Completed Courses with a grade of AUD or NC

## **2. Cumulative Passing Average**

Passing is considered any score  $\geq 69.45\%$ . Students must maintain a passing average for all courses. Each academic semester the Registrar in consultation with the Committee will evaluate whether each student has achieved the equivalent of a "C" average. SOM does not compute grade point average using letter grades. The grade of P (Pass) is considered equivalent to a "C."

When courses are repeated and passed, "RP", students will only obtain the lowest Passing score of 69.45% regardless of their earned score.

## **3. Maximum Time Frame for Completion**

Students in PA degree program at the Rowan-Virtua SOM are expected to complete program coursework and all other requirements including benchmarks and program exit requirements within **3 years**, or **10 semesters/terms**, from the original term of

matriculation. See the below Maximum Time Limit policy below for additional information.

## **9. Notification of Lack of Satisfactory Academic Progress**

Following the evaluations required by Sections A, B and C of this policy, the Committee will transmit written notification to all students who have not met the standards for Satisfactory Academic Progress, with copies to the Rowan University Office of Financial Aid, Dean, Director Student Affairs, Registrar and the Center for Student Success. The notification will indicate the nature of the deficiency, any methods that may be available for correcting the deficiency and any consequences that have resulted or may result, such as academic probation, placement on a Predictive PANCE Performance Improvement Plan (PPIP), or dismissal. A student may re-establish Satisfactory Academic Progress by demonstrating achievement of the required completion rate and/ or maintaining a passing average ("P" equivalent) and/or EOC remediation within the maximum time frame required.

## **10. Financial Aid Warning**

Students who have been determined not to be making satisfactory academic progress will automatically be placed on Financial Aid Warning. While on Financial Aid Warning the student is eligible for financial aid for a period of one semester. No appeal is necessary.

The student will be reviewed again at the end of the next semester of enrollment. The student must complete the following semester's courses successfully as well as complete any other requirements established by the Committee. If the student is still not making satisfactory academic progress, see section 7. Appeal for Reinstatement of Financial Aid Eligibility and section 8, Financial Aid Probation.

## **11. Appeal for Reinstatement of Financial Aid Eligibility**

Students who have been on Financial Aid Warning in the previous academic semester and are still not making satisfactory academic progress by the end of that semester are not eligible for financial aid. A student may appeal being designated ineligible for financial aid due to extenuating circumstances such as serious illness or death of a family member. The student must submit a written appeal to the Vice Dean or the Associate Dean for Student Affairs. If that appeal is approved the student will be placed on Financial Aid Probation (see section 8.) If the student's appeal is denied, then the student is not eligible for financial aid.

## **12. Financial Aid Probation**



If the student has been granted an appeal by the process described in Section 7, then the student is eligible to receive financial aid for one more semester while on Financial Aid Probation. If the student's appeal was denied, then the student is ineligible for financial aid while on Financial Aid Probation.

### **13. Academic Plan**

An Academic Plan is created for a student who will not be able to complete the necessary requirements to regain satisfactory academic progress status within the one semester of Financial Aid Probation. The Academic Plan includes requirements that must be successfully completed for each successive semester in order to continue on the plan and continue to be eligible for financial aid. At the end of each semester the student's progress will be reviewed. If the student does not meet the measures of the academic plan, then financial aid eligibility will end.

### **14. Dismissal or Withdrawal**

Students who are dismissed or withdrawn from the School are not making Satisfactory Academic Progress and are not eligible to receive financial aid.

### **15. Documentation**

Documentation of decisions concerning status of satisfactory academic progress, probation, dismissal, appeal, or re-establishment of Satisfactory Academic Progress shall be transmitted to the affected student and maintained in the student's academic file in the Office of the Registrar and the Committee file in accordance with Rowan University record retention requirements. All statistical data regarding Satisfactory Academic Progress and appeal actions will be maintained by the Committee.

## **Maximum Time Limit for Degree Completion Policy**

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### **Time Limits for Degree Programs**

1. Maximum time frame is defined by SOM as the maximum number of years after first enrollment that a student may complete SOM courses in the full-time pursuit of a degree. Each academic year the Registrar and the Student Performance Committee will evaluate whether each student can complete the program without exceeding the maximum years in which courses were attempted. A student must complete all requirements for their specific degree program within the maximum time frame specified below, including time for approved leave of absence (see Academic Standards and Grading Policy and or Leave of Absence Policy).

2. Students in MSPAS degree program at the Rowan-Virtua SOM are expected to complete program coursework and all other requirements including benchmarks and program exit requirements within **3 years** from the original term of matriculation.
3. The time limit begins with the original year of matriculation and there are no exceptions or pauses to this policy based on student standing, or status, or leave of absence.

## PROBATION POLICIES

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### Academic Probation

Any student who receives one course (other than the Capstone Course) grade below a 69.45% (the lowest Pass “P”) will be notified that they will be placed on programmatic academic probation and referred to the Student Progress Committee.

Note: Once a student is placed on programmatic academic probation, that student will maintain this probationary status until graduation. A student can only be on programmatic academic probation one time during the course of the program, a second failed course (other than the Capstone Course) for any reason, this includes failure of a clinical rotation, may result in dismissal from the program.

**Therefore, a student is only afforded the opportunity to remediate one course (other than the Capstone course) throughout the entire duration of the program.**

### Academic Probation for a Course Failure - Process:

In the event of a course failure, the Student Progress Committee, with assistance from the Course Director and the student’s faculty advisor, will review the student’s case and set forth the terms of probation. If the student files a grade appeal that would impact the terms of an academic probation and successfully appeals as outlined in the grade appeal policies/procedures within this Handbook, the academic probation will be rescinded. All grade appeals must be completed by the time limits included in this Handbook, please see [Grade Appeal Policy](#). The student will need to maintain compliance with the terms of probation to allow the student to demonstrate competency in all required areas, if applicable.

All didactic phase courses must be satisfactorily completed before the student is allowed to progress into the clinical phase.

- Students who fail to meet the terms of probation within the designated time frame will be dismissed from the program.
- Students who successfully remediate a course will earn a Remediated Pass “RP” on their transcript.
- Students who Fail and do not achieve a grade of “RP” on any remediation of a PA Program course will be dismissed from the program.

A student may appeal the placement on Academic Probation through the [Grade Appeal](#) process and procedures only, following all requirements and deadlines therein.

## Professional Probation

Students will be put on Professional Probation at any time during the Program if (1) they are found to have violated [Student Code of Conduct](#) or (2) the SPC finds them in violation of the [Program's Professional Standards](#).

Once on Professional Probation, a student remains on Professional Probation for the duration of the Program, including return from any University-approved temporary separation. A second violation of (1) the [Student Code of Conduct](#) (after the conclusion of all appeals), or (2) Program [Professional Standards](#), in the discretion of the SPC, will result in dismissal.

## Professional and Academic Probation Procedures

The SPC will follow the process below to determine if a student has violated the Program's Academic progression requirements or Professional Standards if referral to the [Disciplinary Hearing Board](#) is not indicated as determined by Student Code of Conduct policies.

1. The SPC will notify the student in writing.
2. The student must provide a letter to the SPC outlining the details of the Academic progression deficiency or Professional Standards violation, including objective information related to the violation and a plan to insure no further violations.
3. The SPC will convene to review the letter and any supporting information/documentation, any prior warnings, the student's academic and/or nonacademic performance, and any other relevant information.
4. At this point, the SPC will invite the student to meet with the SPC. If the student is invited to a meeting:
  - a. The student's attendance and/or participation is optional; not attending and/or not participating and will not be held against the student.
  - b. The student may bring one support person, who must be a Rowan University faculty or staff member. This support person cannot be a Program faculty or staff member. A support person is optional; not bringing a support person will not be held against the student. The support person will not be able to speak or answer questions on behalf of the student.
    - i. If the student intends to bring a support person, they must identify the support person to the SPC in advance.
    - ii. A support person may not attend the SPC meeting without the student, (i) barring exceptional circumstances, and (ii) without advance permission from the SPC well in advance of the meeting.
  - c. The SPC will vote on recommending Academic or Professional Probation. The terms and conditions of the Academic or Professional Probation, which may

include, but are not limited to, specific academic or behavioral requirements, or other conditions will be conveyed to the student by the chair of the SPC.

- d. If a student fails to comply with the Probation terms, the student will be dismissed from the Program.

## Professional and Academic Probation Appeals

1. The student may submit a written petition for appeal of the SPC's recommendation for probation to the School of Medicine Dean or their designee within five (5) business days from the date of notification of Professional or Academic Probation.
2. The petition must include the following information:
  - a. The student's letter to the SPC, including any supporting documentation.
  - b. The reason for the appeal, including any new information that was not presented to the SPC and was not reasonably available at the time of the SPC hearing.
3. The Dean or their designee will notify the student in writing of their decision, which is final and may not be appealed. The Dean or designee may meet with the student and/or confer with other SOM administrators prior to making their decision.

If a student is referred to the Disciplinary Hearing Board, and the student is found to have violated the Rowan-Virtua SOM Student Code of Conduct or University Policies, the student will be placed on professional probation. Appeals of Disciplinary Hearing Board decisions, including professional probation, will be handled pursuant to the [appeal options to the Disciplinary Hearing Board](#).

## Consequences of Professional or Academic Probation

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Students on Professional or Academic Probation may not participate in student club organizations in any capacity.

In some states, territories or districts, a student's Professional and/or Academic Probation status must be documented on applications for professional licensure. Professional licensure may be restricted due to the student's probation status and outcomes during the Rowan-Virtua SOM PA Program.

Certification by the NCCPA and/or credentialing for institutional privileges from certain employers also may be restricted or limited as a result of a Professional or Academic Probation.

Academic and Professional Probation requires:

- Possible ongoing appearances before the Student Progress Committee according to a schedule set out by the Committee members.
- Student compliance with all recommendations of the Committee.
- Prohibition against student holding any office in student government, clubs, etc.
- Prohibition against student serving on any committees.

- Prohibition against student travel to conventions, conferences, meetings, clinical rotations outside the geographic area, recruiting trips or other travel that will require time away from the classroom.
- Participation in an individualized remediation program designed with the Center for Student Success. The Committee may make other academic or professional requirements.

Students on Academic or Professional Probation who fail to meet all requirements of their Probation will be recommended for dismissal by the Student Progress Committee.

## Probation Terms

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When a student is placed on programmatic academic or professional probation the terms of probation will be used to set forth the conditions of probation. These terms may include, but are not limited to, specific academic and behavioral requirements, remedial sessions, as well as any other items deemed necessary by the Student Progress Committee and/or the Disciplinary Hearing Board to ensure program and University standards are met, as well ensuring the welfare of faculty, peers and, most importantly, patients. Terms may also include a psychological and/or medical evaluation, fitness for duty to continue in the PA Program, if warranted. The student will be required to meet with their assigned faculty advisor/designee as deemed necessary. All probations will be placed in the student's official record.

### Examples of Programmatic Probation Terms:

- A student placed on programmatic academic probation due to a course grade of less than 69.45% (P) must complete all course requirements (if incomplete) and must remediate the course according to the terms of the probation and achieve a remediated passing grade of 69.45% or higher for a Remediated Pass (RP). The highest grade the student can achieve will be 69.45% (P) after satisfying the conditions of their probation. The student will not be able to remediate any future courses (including clerkships), a second course failure will result in automatic dismissal from the program.

**Note:** All students placed on probation for academic and/or behavioral reasons must fulfill ALL requirements of the terms therein and within the designated time frame or face dismissal. Students may not take a Leave of Absence from the University to avoid an academic or professional probation. Once the academic or professional probation process has started it will resume either prior to the start or upon return of any Leave of Absence.

Students who are on probation will remain on probation even if they take a temporary separation from the university (leave of absence).

## Program Withdrawal and Dismissal Policies A3.15d

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### Withdrawal Policy

Students must advance sequentially within their cohort; therefore, individual course withdrawal is not allowed without automatically decelerating. Deceleration is only permitted in instances of a leave of absence. Please see the [Deceleration Policy and Leave of Absence](#) from the University Policies for more information. All other course withdrawals effectively end matriculation in the program.

Withdrawal from the School of Osteopathic Medicine is defined as permanent separation of an individual from the School of Osteopathic Medicine. A student may voluntarily withdraw or may be involuntarily withdrawn by administrative action.

The withdrawal mechanism cannot be used to avoid dismissal for academic or disciplinary reasons. Withdrawal is not permitted once a disciplinary hearing has started. A student wishing to withdraw must submit a written request to the Program Director, Associate Program Director, and Director of Student Affairs.

Based upon the status of the individual in each course at the time of voluntary or administrative withdrawal, the grade will be recorded on the transcript as W (Withdrawal).

### Dismissal Policy

Students dismissed from the Program for any reason may not reapply to and will not be readmitted into the Program.

#### Academic Dismissal

Students are subject to Academic Dismissal when they:

- Fail more than one course (not including Capstone course).
- Are on Academic Probation (previous course failure) and do not pass another course, or otherwise fail to meet the terms of their Academic Probation terms and conditions.
- Fail to successfully remediate a failed course (including Capstone course).

#### Professional Standards Dismissal

Students are subject to dismissal for violating the Program's [Standards of Professional Conduct](#) when:

- A student already on Professional Probation violates the Rowan-Virtua SOM Code of Conduct, Academic Rules and Regulations, University Community Standards, Student Conduct Policies or University conduct policies (after the conclusion of all appeals to the Disciplinary Hearing Board).

- a. **Note:** There is no separate appeal to the PA Program, SPC, or Program Director for any [Disciplinary Hearing Board](#) related issue. Once the appeal process of the Disciplinary Hearing Board is finalized there are no further avenues for appeal.
- A student already on Professional Probation who subsequently violates the Professional Standards contained within this student Handbook.
- A student fails to comply with any term of a Professional Probation.

## Dismissal Procedures

The SPC will follow the process below to determine if a student has violated the Program's Academic or Professional Standards leading to dismissal if referral to the Disciplinary Hearing Board is not indicated as determined by Student Code of Conduct policies.

1. The SPC will notify the student in writing.
2. The student must provide a letter to the SPC outlining the details of the violation that led to the recommendation for dismissal, including objective information related to the violation.
3. The SPC will convene to review the letter and any supporting information/documentation, any prior warnings, probation terms, the student's academic and/or nonacademic performance, and any other relevant information.
4. At this point, the SPC will invite the student to meet with the SPC.
  - a. The student's attendance and/or participation is optional; lack of attendance, or not participating in the meeting, will not be held against the student.
  - b. The student may bring one support person. The support person must be a Rowan University faculty or staff member who is not a Program faculty or staff member. A support person is optional; not bringing an advocate will not be held against the student. The role of the advocate is as a support person only; the support person will not be able to speak or answer questions on behalf of the student.
    - i. If the student intends to bring a support person, they must identify the advocate to the SPC in advance.
    - ii. A support person may not attend the SPC meeting without the student, (i) barring exceptional circumstances, and (ii) without advance permission from the SPC well in advance of the meeting.
  - c. At the meeting or a subsequent meeting, the SPC will determine, via majority vote, whether to dismiss. If dismissed, the student will be notified by the Program Director or their designee, in writing.

## Dismissal Appeals

A student may appeal a recommendation for dismissal by the Student Progress Committee, in writing, to the Dean of the School within ten (10) business days of their initial decision. The Dean's decision is final.

In cases where dismissal is being considered, the dismissal will not become final until the school's internal appeal process (if the student opts to appeal or the timeframe for appeal has been exhausted), has been completed and a final determination has been made by the Dean. The



effective date of dismissal will be the date of final action by the Dean. Pending the Dean's final decision and in accordance with school-specific policies governing student dismissals, the student is allowed to continue their participation in all academic activities for which they are enrolled and will continue to be bound by all school and university regulations and obligations, including those regarding the assessment and collection of tuition and fees.

## Student Responsibilities, Rights, and Disciplinary Procedures

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### Rights to Privacy A3.18

Student records are protected from unauthorized access and release by the Family Educational Rights and Privacy Act of 1974 (FERPA). For more information please visit:

<https://sites.rowan.edu/registrar/services-resources/ferpa.html>

Program faculty and the Rowan-Virtua SOM PA Program employees, preceptors, and administrative staff who have direct involvement with the education of the student are provided access and may review student records without written consent of the student and at the discretion of the Program Director or their designee.

### Student Responsibilities, Rights, and Disciplinary Procedures

For more information please visit:

<https://confluence.rowan.edu/display/POLICY/Student+Responsibilities%2C+Rights+and+Disciplinary+Procedures>

### Disciplinary Hearing Board

The Disciplinary Hearing Board is established to review alleged student infractions of Rowan-Virtua SOM policies, professional codes of conduct, and applicable laws or standards, in accordance with the Student Code of Conduct and institutional disciplinary procedures. The Board operates to ensure due process and fair resolution of complaints and provides recommendations for disciplinary action to the Dean of the School of Osteopathic Medicine. The Board is convened on a case-by-case basis and may be composed of faculty, administrators, and/or students appointed by the Dean, provided that members have no direct involvement in the matter under review. Students may not participate in hearings involving Title IX complaints. A minimum of three members must be present to convene a valid hearing. The Chair of the Board is designated by the Dean for each matter.

The Board is charged with:

- Hearing testimony from the complainant, accused, and relevant witnesses;
- Reviewing evidence and educational records, subject to FERPA protections;
- Ensuring that all allegations are fully heard, and procedural fairness is upheld;
- Rendering findings of fact and issuing recommendations to the Dean;

- Recommending disciplinary actions, which may include reprimand, probation, suspension, dismissal, or revocation of degree or certificate.

A quorum shall consist of three appointed members. Recommendations of the Board require a majority vote of members present. The standard of proof is a preponderance of the evidence. Hearings shall be conducted in accordance with established procedural requirements, and testimony shall be recorded. Legal counsel may not participate in the proceedings but may advise students outside of the hearing.

The Dean of Rowan-Virtua SOM retains authority to render a final decision based on the Board's recommendations. Board recommendations may be appealed to the Dean in accordance with the appeal procedures outlined in the student disciplinary policy.

The Disciplinary Hearing Board maintains confidentiality in accordance with FERPA and University policy and is empowered to conduct proceedings with respect for student rights, institutional standards, and the integrity of the academic and professional environment.

### Disciplinary Hearing Board Appeals

Students wishing to appeal a decision by the Disciplinary Hearing Board, must notify in writing the Director of Student Affairs (or their designee) and the Chair of the Disciplinary Hearing Board (or their designee) within seven (7) calendar days of the finding by the Board. Students must identify (i), reason for appeal, (ii) identification of information not considered by the Board that was not reasonably available at the time of the hearing, (iii) identify any lack of procedure in the initial hearing process (if applicable). Once the Chair or their designee receives the appeal, they will commission an appeal panel to review the appeal. Students will be notified of the findings by the appeal panel by the Chair of the Board (or their designee). The findings of the appeal panel are final and there are no further opportunities for appeal. While an appeal is pending, students may continue to attend course work.

## Student Grievances, and Allegations of Student Mistreatment and Harassment Policies and Procedures A1.02j, A3.15f, A3.15g

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### PA PROGRAM STUDENT GRIEVANCES POLICY

A grievance is a complaint or allegation of mistreatment made by a student who feels that an action (or lack of action) by the University is unfair; is arbitrary, capricious, or unjust; or does not comply with university policies. It is the policy of the University to provide a mechanism by which grievances can be openly and objectively reviewed, with a goal of reconciliation or

resolution of University-related issues. If an issue cannot be resolved informally, students may use the Student Grievance procedures without fear of reprimand or reprisal.

Prior to initiating a grievance process, the student should make every reasonable effort to resolve the complaint by discussing the situation with the person most directly involved (“respondent”) and/or the respondent’s supervisor. If a discussion between the student and the respondent does not resolve the issue, the student may initiate a grievance. This should be done in a timely manner, within 30-days of any allegation of mistreatment.

**Disciplinary Hearing Board Appeals** – [See the above section in this Handbook.](#)

**Academic Course Grade Appeals** – [See the above section in this Handbook.](#)

## **Student Mistreatment Policy**

Rowan-Virtua School of Osteopathic Medicine (Rowan-Virtua SOM) is committed to promoting student success in an atmosphere of mutual respect, collegiality, fairness, trust, and accountability within its respective community.

Mistreatment of students may occur in many forms and can seriously impair the educational experience. Student mistreatment, abuse, harassment, intimidation or bullying will not be tolerated. This policy applies to all members of the Rowan-Virtua SOM Community with whom students interact throughout all years and all aspects of the educational experience, including faculty, staff, residents, students, clinical and other affiliates. “Mistreatment” is defined as ‘intentional or unintentional behavior that demonstrates disrespect for the dignity of others or unreasonably interferes with the learning process.’ It can take the form of physical punishment, harassment, psychological cruelty, retaliation and discrimination based on race, religion, ethnicity, sex, age or sexual orientation or any other protected class. Allegations of sexual harassment, sexual assault and/or discrimination will be handled in accord with appropriate University policies, including Rowan University’s Title IX Policy; Student Sexual Misconduct Policy; and/or Policy Prohibiting Discrimination in the Workplace and Educational Environment.

Specific examples of mistreatment include, but are not limited to:

- Inappropriate or unprofessional criticism or verbal abuse that belittles, or causes embarrassment or humiliation to a student;
- Intentionally singling out a student for arbitrary treatment that is deemed punitive;
- Committing an act of physical abuse or violence of any kind; e.g., throwing objects, aggressive violation of personal space, hitting, slapping, kicking, or threats of the same nature;
- Requiring a student to perform inappropriate tasks intended to humiliate, control, or intimidate the student;
- Exploitation of students in any manner; e.g., unreasonable requests for a student to perform personal errands;

- Retaliatory behavior such as grading or assigning tasks to punish a student rather than evaluating or assessing a student's performance;
- Unreasonable exclusion from reasonable learning opportunities (i.e., being denied entrance to a lecture that other students are attending);
- Pressuring a student to perform medical procedures for which the student is insufficiently trained and does not have proper oversight (i.e., placing a student in a role that compromises the care of patients);
- Subjecting students to offensive remarks or names; or making unwelcome comments, jokes, or taunting remarks about a person;

“Retaliation” is defined as an adverse action taken against an individual in response to, motivated by, or in connection with an individual's complaint of mistreatment, participation in an investigation of such complaint and/or opposition to reported mistreatment in the educational or workplace setting.

**Student Reporting Procedure:** It is strongly suggested that students submit the Rowan-Virtua SOM electronic reporting form in real-time for all alleged mistreatment related events to ensure proper follow-up and resolution.

[https://rowan.co1.qualtrics.com/jfe/form/SV\\_7ZOynROqri5dvOS](https://rowan.co1.qualtrics.com/jfe/form/SV_7ZOynROqri5dvOS)

A student can also report an incident through any of the following methods or individuals with whom they feel comfortable reporting:

- [Discrimination/Harassment/Retaliation Reporting Form](#) (University online electronic form that can be submitted confidentially to OSEC in Glassboro)
- Office of Student Affairs – Sewell
- Dean of the School of Medicine

While there are several anonymous and confidential ways to report inappropriate treatment of students, full disclosure of the persons involved, and the behaviors witnessed can lead to more effective action to correct the problem. Therefore, Rowan-Virtua SOM encourages full reporting of incidents of inappropriate treatment of students and people involved in them. However, anonymous reports will also be investigated to the extent that specific information is provided\*.

A student can report anonymously by utilizing the Rowan University

[Discrimination/Harassment/Retaliation Reporting](#).

If a student chooses not to remain anonymous, Rowan-Virtua SOM will discuss with the reporting student whether they want their name shared with the mistreatment source, as well as the timing of contact (e.g., delay until relevant course/clerkship has been completed). Rowan-Virtua SOM will keep confidential all records of complaints and investigations to the extent permitted by law.

## **Discrimination**

[Policy Prohibiting Discrimination in the Workplace and Educational Environment](#)

## Reporting Harassment, Discrimination and Retaliation

<https://sites.rowan.edu/diversity-equity-inclusion/departments/osec/titlevi/vi-reporting.html>

We at Rowan-Virtua SOM commit to working actively to challenge and respond to bias, harassment, and discrimination. We are committed to a policy of equal opportunity for all persons and do not discriminate on the basis of race, ethnicity, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, veteran status and other protected categories.

If you feel you or someone you know is a victim of discrimination, harassment or retaliation on the basis of any of the protected categories such as disability, gender identity and expression, national origin, race or ethnicity, religion, sex, sexual orientation, age, color, veteran status, genetic information and other characteristics prohibited by law, report it! Use the link below to report.

### **Equal Opportunity (EEO)**

The Board of Trustees of Rowan University has committed itself, the University, and its component units to a policy of equal opportunity without regard to race, color, religion, gender, sexual orientation, national origin, disability, age, military status, marital status, veteran status, and any other category protected by applicable law. This is the governing principle in student admissions, other student services, and employment-related activities.

<http://www.rowan.edu/equity/documents/EqualEmploymentOpportunityPolicyStatement2.pdf>

## **Misconduct in Science**

Rowan-Virtua SOM faculty, administration, staff, students and volunteers have an important responsibility to maintain high ethical standards in scientific research that is conducted on University premises by University personnel. These standards, based upon well-established principles of scientific research, include validity, accuracy and honesty in proposing and performing research, in collecting, analyzing and reporting research results, and in reviewing the research of others. Failure to observe these principles results in misconduct in science damages the University's image, the general public trust and the entire scientific community. In addition, University personnel who commit research misconduct breach their obligations to the University.

# **Sexual Misconduct and Harassment Policy and Title IX Policy**

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Sexual Misconduct and Harassment Policy:

<https://confluence.rowan.edu/display/POLICY/Student+Sexual+Misconduct+and+Harassment+Policy>

Title IX Policy: <https://confluence.rowan.edu/pages/viewpage.action?pageId=132646706>

Student members of the University community have the right to access and benefit from the educational and other programs and services of the University free from any form of sexual violence, harassment or exploitation. Rowan University does not tolerate sexual misconduct or harassment of any kind. These policies have been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. All members of the community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

## Reporting Sexual Assault or Harassment (Title IX)

<https://sites.rowan.edu/diversity-equity-inclusion/departments/osec/titleix/ix-reporting.html>

Students who experience sexual misconduct and those who have knowledge of sexual misconduct or harassment are strongly encouraged to report this information as soon as possible. Prompt reporting of incidents greatly improves the ability of the University and law enforcement to provide support resources to students and to address the violations effectively. Although there is no time limit for reporting sexual harassment or misconduct offences, delays in reporting may reduce the ability of the University and law enforcement to investigate and respond to incidents. After an incident of sexual assault and domestic violence, the student should consider seeking medical attention as soon as possible. In New Jersey, evidence may be collected even if you chose not to make a report to law enforcement.

### Reporting to Law Enforcement

1. Where criminal behavior is involved, the University encourages, and will assist students with, reporting to law enforcement. However, students have the right to decline notifying law enforcement. For criminal offenses that occur on the University campus, students should immediately contact Rowan Public Safety, 856-256-4911. Rowan Public Safety can assist students in contacting and filing a complaint with any other agency when the incident did not occur on campus.
  - Glassboro campus - Glassboro Police Department, 1 South Main Street, Glassboro, NJ 856-881- 1500 <http://www.glassboropd.org/>
  - Camden campuses - Camden County Metro Police, 800 Federal Street, Camden, NJ 856-757- 7440 <http://camdencountypd.org/>
  - Rowan-Virtua SOM campus – Stratford Police Department, 315 Union Ave., Stratford, NJ 856-783- 8616 <https://som.rowan.edu/oursom/campus/safety.html>
1. LGBTQ (Lesbian, Gay, Bisexual, Transgender and Queer) students should know that every Rowan Public Safety Officer will assist them should they choose to report sexual misconduct. However, a LGBTQ student could speak directly with the Rowan University LGBTQ police liaison, Sgt. Rachel Baum.
2. Behavior that constitutes a violation of this policy may also be a crime under the laws of the State of New Jersey. The states defines the following criminal behavior:



- Sexual assault
- Domestic and dating violence N.J.S.A. Stalking
- Consent in relation to sexual activity

### **Reporting to the University**

1. A student may choose to report to the University before they have made a decision about whether or not to report to law enforcement. A student has the right to file a criminal complaint and a University complaint simultaneously.
2. Once a report has been received, the University will provide written notification to students about existing counseling, health, mental health, student advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services that are available at Rowan and in the surrounding communities. For more information on these services please see [click here](#) or visit [rowan.edu/equity/titleix](http://rowan.edu/equity/titleix).
3. Complaints of sexual misconduct or harassment may be made to any of the following University administrators:

In addition, prior to filing a Report or Formal Complaint, a person may reach out to the following individuals to discuss their reporting options. The below individuals are Responsible Employees under this policy and, therefore, will report the incident to the Title IX Coordinator. However, their knowledge of any incident does not constitute Actual Knowledge by the University. Thus, if a student/employee wishes to ensure a Report/Formal Complaint has been made, the individual should also reach out to the Title IX Coordinator.

#### **Title IX Coordinator:**

Brandy Bennett  
Office of Student Equity & Compliance  
Hawthorne Hall, Third Floor  
856-256-5440  
[bennettb@rowan.edu](mailto:bennettb@rowan.edu)

#### **Title IX Deputy Coordinator for Rowan-Virtua School of Osteopathic Medicine:**

Ms. Paula Watkins, Assistant Dean for Admissions  
1 Medical Center Drive, Stratford, NJ 08084  
856-566-7050, [fennerpa@rowan.edu](mailto:fennerpa@rowan.edu)

#### **Other Reporting Options**

Students may file a claim with the Office of Civil Rights, U.S. Department of Education. New Jersey, New York, Puerto Rico, Virgin Islands Office for Civil Rights  
New York Office U.S. Department of Education 32 Old Slip, 26th Floor, New York, NY 10005-2500  
Telephone: 646-428-3800 - Fax: 646-428-3843 - E-mail: [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov)



For complaints in which an employee is involved, in addition to filing a complaint with the University's Office of Equity and Compliance, victims have the right to file a complaint with the New Jersey Division of Civil Rights or the U.S. Equal Employment Opportunity Commission. A copy of the New Jersey Policy Prohibiting Discrimination in the Workplace and the corresponding Model Procedures is available in the Office of Equity and Compliance or at the website: [www.rowan.edu/equity](http://www.rowan.edu/equity).

### **If You Are the Victim of Sexual Violence**

There is never an excuse for using force, intimidation, or drugs/alcohol to induce someone to perform sexual acts of any kind. If you (or someone you know) have been the victim of sexual violence, on or off- campus, help is available, immediately and in the long-term. You are not alone – there are many sources of confidential help, and Rowan-Virtua SOM is committed to helping you secure the assistance you need.

Regardless of whether you wish to file a police report, it is important to seek medical assistance as soon as possible to receive preventive medication for possible sexually transmitted diseases and be eligible to receive emergency contraception.

### **GET IMMEDIATE HELP**

Get to a safe place as soon as you can.

If the assault has taken place recently, and you are able to do so comfortably, avoid the following activities before deciding whether you will participate in a forensic medical exam: eating or drinking, bathing, showering, douching, using the bathroom, or changing your clothes.

Contact Public Safety or the local police: **FOR A TRUE EMERGENCY: Call 911**

For a non-emergency (locked keys in car, etc.) 856-256-4922

Public Safety Department <http://www.rowan.edu/safety/>

Other Resources for Immediate Help:

- State-wide Sexual Assault Toll Free Hotline (800) 601-7200 – or online at <http://www.njcasa.org/>
- Sexual Violence Programs in NJ, by county <http://www.state.nj.us/dcf/news/publications/index.html>

### **KNOW YOUR RIGHTS**

Notifying the police does not require you to pursue criminal prosecution or Rowan-Virtua SOM disciplinary action. Your rights include:

- Contacting Public Safety to file criminal charges or report any issue regarding physical security, or contacting local police; and, or;
- Filing civil charges through the courts; and, or;
- Independent of filing criminal or civil charges, pursuing charges through University policies (see below), if the alleged assailant is part of the Rowan-Virtua SOM community.

- Deciding to file no charges;
- Rights as outlined in the Campus Sexual Assault Bill of Rights (see below).
- Contacting the University's Title IX Coordinator who is responsible for overseeing complaints regarding sexual assault. Contacts:
  - Brandy Bennett, Title IX Coordinator
    - 856-256-5440
    - [bennettb@rowan.edu](mailto:bennettb@rowan.edu)

## University Policies:

New Jersey State Policy Prohibiting Discrimination in the Workplace,  
<http://www.rowan.edu/equity/pdfs/StatePolicy2007.pdf>

## Summary of General Grievance and Complaint Policies and Procedures, A3.15f

There are various mechanisms students may use to file and resolve a complaint. For academic, course, or grade complaints, students can follow the steps above. For general complaints (other than Title VI or Title IX complaints), students may contact any of the Assistant / Associate Deans in either Academic Affairs or Student Affairs if they have witnessed or participated in something they believe violates any SOM policies. The Assistant/ Associate Dean will take immediate steps to try to resolve the issue by listening to the student, analyzing the facts, applying relevant policies, referring to the appropriate office and/or taking any other immediate action necessary. If a straightforward resolution is not possible, the Assistant/ Associate Dean may set up a meeting with relevant parties to resolve the issue. If this process fails to rectify the issue, the student may file a formal complaint in writing to the Dean.

General complaints may also be reported through the Rowan University Alert Program. An Ethics/Integrity hotline number is provided for students, faculty and staff to report issues and concerns regarding but not limited to unethical behavior, inappropriate conduct, bullying, harassment, and any other violation to Rowan University policies. There is also a website where a student, faculty or staff can report concerns electronically; both reporting mechanisms allow the person reporting to remain anonymous if they so choose.

Rowan University Integrity Line: 1-855-431-9967; Website access:  
<https://rowan.alertline.com/gcs/overview>

For Title VI discrimination, harassment, or retaliation complaints, students can report using the following form: <https://sites.rowan.edu/diversity-equity-inclusion/departments/osec/titlevi/vi-reporting.html>

This completed form will be sent to the Office of Student Equity and Compliance for further adjudication, advocacy, and support.

Students may report Title IX incidents of sexual misconduct or sexual harassment on this electronic form: [https://cm.maxient.com/reportingform.php?RowanUniv&layout\\_id=17](https://cm.maxient.com/reportingform.php?RowanUniv&layout_id=17)

This completed form is then sent directly to the Title IX Coordinator and may result in the university taking additional action.

## Supplemental Policies

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All Rowan University Policies are listed at:

<https://confluence.rowan.edu/display/POLICY/Home>

**AA / EEO Policies and to File a Complaint**

To file a complaint by phone via the 24 hour Alert Line: 855-431-9967 or via the web:

<https://rowan.edu/integrityline>

**Policy Prohibiting Discrimination**

<https://confluence.rowan.edu/display/POLICY/Policy+Prohibiting+Discrimination+in+the+Workplace+and+Educational+Environment?preview=%2F58654743%2F100901306%2FPolicy%2BProhibiting%2B+Discrimination%2Bin%2Bthe%2BWorkspace.pdf>

**Acceptable Use Policy**

<https://confluence.rowan.edu/display/POLICY/Acceptable+Use+Policy>

**Americans with Disabilities Act**

<https://confluence.rowan.edu/pages/viewpage.action?pageId=52297796>

**Accommodations Policy (ADA)**

<https://confluence.rowan.edu/display/POLICY/Accommodation+Policy>

**Anti-Bullying Bill of Rights Act**

<https://www.state.nj.us/education/students/safety/behavior/hib/>

**Preferred Names**

<https://confluence.rowan.edu/display/POLICY/Preferred+Name+Policy>

**Protection of Minors**

<https://confluence.rowan.edu/display/POLICY/Protection+of+Minors>

**Student Responsibilities, Rights and Disciplinary Procedures**

<https://confluence.rowan.edu/display/POLICY/Student+Responsibilities%2C+Rights+and+Disciplinary+Procedures>