

These policies must be made readily available to

Current or Enrolled and Prospective Students as per the ARC PA Standards Listed

NEW Policies and Competencies Button

1. **A3.08** The program publishes, makes readily available to current and prospective students, and consistently applies a policy stating that PA students are not required to provide or solicit clinical sites or preceptors. ***(this is in the admission requirement section that is already hyperlinked in the below section)***
2. **A3.09** The program publishes, makes readily available to current and prospective students, and consistently applies policies based on current CDC health professionals' recommendations and applicable state or country mandates for
 - a) a minimum immunization and health screening of students

Section 8.9 Immunization Requirements

- Physician Assistants are at risk for exposure to and transmission of vaccine-preventable diseases due to their contact with patients or infectious material from patients. The Centers for Disease Control (CDC) strongly recommends that all health care workers (including students in medical disciplines) be vaccinated against (or have documented immunity to) COVID-19, hepatitis B, seasonal influenza, measles, mumps, rubella, pertussis, and varicella. Additionally, the CDC recommends that
- health care workers receive Tdap/Td, consider the meningococcal vaccine, and undergo annual tuberculosis screening
- Upon admission to the PA Program, students must provide documented evidence, as defined below, that they are compliant with the immunization requirements of the CSM PA Program. The student is responsible for the associated costs. The student must also sign a record release form so that immunization and screening records may be forwarded to clinical sites for supervised clinical practice experiences (SCPEs). Failure to comply with this requirement may result in the revocation of the student's admission status in the PA Program. The inability to comply may prompt the PA Program Director to determine the course of action.
- Some clinical sites may require that students receive additional vaccinations and/or have their antibody titers assessed for specific conditions to meet varying state and/or institutional regulations. Moreover, the CDC's Advisory Committee on Immunization Practices may revise its guidelines without prior notice. In these instances, the

student will be expected to comply with the new guidelines and is responsible for the associated costs. The student immunization and screening record is not considered part of the health record and may be viewed by appropriate program faculty and staff when necessary.

Hepatitis B

- Documented 2-dose or 3-dose series with dates and positive hepatitis B surface antibody (anti-HBs).
- If the student is negative for anti-HBs, they must repeat the 2-dose or 3-dose series and undergo anti-HBs serological testing 1–2 months after completing the series.

Measles, mumps, and rubella

- Documented measles, mumps, and rubella 2-dose vaccination series with dates or documented serologic evidence of immunity (titers) to measles, mumps, and rubella.
- Documented serologic evidence of immunity (titers) to measles, mumps, and rubella is highly recommended even if the student had a prior vaccination series.
- If serologic immunity is not adequate, students must follow the CDC guidelines to become compliant.

Varicella (Chickenpox)

- Documented serologic evidence of immunity (titers) to varicella.
- If serologic immunity is not adequate, students must follow the CDC guidelines to become compliant.

Diphtheria/Tetanus/Pertussis

- Documented 3-dose primary vaccination series with dates.
- Students must receive a one-time dose of Tdap as soon as possible if they have not previously received Tdap (regardless of when the last dose of Td was received).
- Td boosters are required every 10 years thereafter.

COVID-19 Vaccine

- Documented receipt of COVID-19 vaccine with date(s). Boosters may be required by specific clinical sites.

Meningococcal Vaccine

- Students must sign to indicate that they have received information related to meningococcal vaccination and have either decided to decline at this time or opt to receive a single dose of the meningococcal vaccine.

Tuberculosis (TB) screening

- An intradermal skin test for tuberculosis (PPD) or TB blood test is required prior to matriculation and annually thereafter, except in cases of a documented positive reading. Additional screening may be required, depending on the clinical site's policies.
- If a student has a history of a positive PPD reading, they must submit the PA Program's TB screening form, signed by a listed provider, which requires a chest radiograph report from within the past 12 months that is negative for active TB and documentation of completed therapy recommended by the CDC for a positive PPD screening. Students who are PPD positive will need an annual chest x-ray and evaluation by a health care provider to ensure that they are free of tuberculosis.
- Failure to comply with this requirement will prevent students from beginning the next semester, result in their removal from supervised clinical practice experiences (SCPEs) and may affect progression and graduation.

Seasonal influenza

- Students must receive 1 dose of influenza vaccine annually and submit evidence of vaccination before October 15th each year in the program (if there is an adequate supply of the vaccine in the community). If the clinical rotation site requires the influenza vaccine earlier than October 15, the student will be required to comply with the site's deadline.
- Many clinical sites require influenza vaccination; therefore, students may not waive influenza vaccination without a documented circumstance approved by the PA Program Director.
- Failure to comply will prevent students from beginning the next semester, result in instant removal from a supervised clinical practice experience (SCPE) and affect their progression and graduation.

- b) international travel (for programs offering international curricular components) - N/A

3. **A3.14** The program publishes, consistently applies, and makes readily available to enrolled and prospective students:

- a) any required academic standards to maintain enrollment and progress in the curriculum

Section 5.3 Academic Progression

- Every student must meet all four of the following Standards of Academic Progress each semester and/or enrollment period to be designated as making satisfactory academic progress in the program and to be considered in good standing in the program. Failure to meet two or more of the following

Standards in any semester will result in termination of enrollment.

- A student will be allowed one academic probationary period in the didactic year or one academic probationary period in the clinical year. Once a student is placed on probation and successfully completes all the requirements for the probationary period, they are returned to “good standing” status in the program. Any occasion for a second probationary period (academic or professional) will result in dismissal from the PA program.
- **Standard I**
- Every student must maintain a cumulative grade point average (GPA) of 2.50 or higher on a 4.00 scale throughout their entire enrollment in the program.
- If a student achieves a GPA below 2.50 on a 4.00 scale, they will be placed on automatic academic probation for the following semester. If a student is unable to raise their GPA above 2.50, they will be dismissed from the program.

Standard II

- Student performance in each didactic course is represented by a letter grade (A, B,
- C, or F). Every student must attain a letter grade of “C” or higher in each didactic course to progress to the clinical year. Student performance in each clinical rotation course is represented by a rating of Satisfactory or Unsatisfactory (U/S). Every student must attain a rating of “Satisfactory” in all clinical rotation courses to meet the clinical phase requirements for graduation.
- If a student fails a course, her/his progression will be delayed until the course is offered again. Should the course failure occur during the didactic year, this will result in the student being decelerated to the next cohort.
- If a student does not successfully complete a clinical course, her/his graduation will be delayed until all clinical phase requirements are met.

Standard III

- Every student must maintain a “Satisfactory” rating in all categories of the Professional Evaluation Form on a continuing basis throughout the student’s enrollment in the program.

Standard IV

- Every student must achieve a “Pass” or “Satisfactory” evaluation on all non-letter graded coursework. If a student does not complete all non-letter-graded coursework, they will not pass the course.
- b) requirements and deadlines for completion of the program

Section 4.6 Completion Timeline

- All PA Program requirements must be completed within 5 years of the date of matriculation, not including any period of service in the Armed Forces

- c) policies and procedures for remediation

Section 5.4 Remediation Policy

Students with identified deficiencies are required to complete a remediation plan, developed in collaboration with the course instructor, DDE, DCE, and/or SSC. Students are responsible for actively engaging in the remediation process and seeking additional support if needed.

Remediation methods may include, but are not limited to:

- Focused reading or written topic reviews
- Exam or course material reviews
- Written self-evaluation
- Clinical skills practice
- Reassessment

Didactic Phase

- Students are limited to three remediations per course.
- Upon a third remediation, the student is referred to the Program Director for consideration of academic probation.
- If a course has fewer than three assessments, the course instructor determines when remediation should occur.
- Failure to successfully complete a remediation plan will result in course failure.

Clinical Phase

- Students must score $\geq 73\%$ on End of Rotation Exams (EORs) to pass.
- Students who fail an EOR must meet with the DCE to develop a remediation plan and retake the exam within two weeks.

- Failure of the remediation exam results in clinical course failure, requiring the student to repeat the course and potentially delaying graduation at their expense.
- Students are limited to two clinical exam remediations during the clinical year. A third remediation results in a referral to the PD for discussion of academic probation.

d) policies and procedures for deceleration

Section 5.11 Deceleration

- Deceleration is defined by the ARC-PA as “the loss of a student from the entering cohort, who remains matriculated in the physician assistant program.” Deceleration may occur when a student fails a course, necessitating an extension of the time required for the student’s program completion, which in turn affects the student’s cohort and graduation date. An approved leave of absence may also cause the student to become decelerated.
- A student who has been decelerated is expected to participate in all program requirements along with their new cohort. Delayed graduation is when a student takes more than 24 months to complete the program but successfully completes the program before the next graduating class.

e) policies and procedures for withdrawal

Section 5.6 Voluntary Withdrawal Process

- Student to notify PA Program Director.
- The student is required to schedule an appointment with the Express Center to discuss the impact on their financial record and financial aid.

f) policies and procedures for dismissal

Section 5.7 Academic Dismissal Process

- Student meets with PA Program Director.
- An official letter of Dismissal Was sent to the student via email.
- Copy of Dismissal Letter sent to Assistant Dean of Graduate Health and Professional Studies, Vice President of Academic Affairs, and the Registrar.
- Student meets with the Financial Aid officer inside the Express Center to discuss the effects on the financial record and financial aid.

g) policies and procedures for student grievances

<https://www.csm.edu/complaint-processes>

h) policies and procedures for student appeals

5.8 Academic Appeal Policy

An academic appeal exists to provide students with a means to appeal a specific academic decision that they consider unwarranted, unjust, or capricious. If the matter is related to grades, only final course grades are subject to appeal.

The pre-appeal process for an Academic Appeal is as follows:

1. Discuss the appeal matter with the instructor.
 2. Discuss the matter of the appeal with the appropriate Program Director.
 3. Discuss the matter of appeal with the appropriate Assistant Dean.
- If the matter of the appeal is not resolved to the student's satisfaction in the pre-appeal process, the student must submit an electronic appeal to the Office of Academic Affairs within seven (7) days of receiving the grade or rating. Submission forms are available on myCSM, Resources, the Division of Academic Affairs, and in the Academic Forms section.
 - It is the responsibility of the College of Saint Mary Appeals Committee to evaluate each case confidentially and fairly and to develop a course of action that will resolve the matter. The College of Saint Mary Appeals Committee will notify the party whose decision/action is being appealed and schedule a hearing in which both parties have an opportunity to state their side of the case. The committee may ask either or both parties to return for additional questions if necessary. The committee will decide within two weeks of the hearing date. The Appeals Committee will make a recommendation to the Dean of Students, who will implement the decision.

Section 5.9 Academic Appeals for Dismissal

To contest a dismissal from a graduate program or College of Saint Mary, a student who has been dismissed from a graduate program and College of Saint Mary must file an appeal through the formal appeal process to request that the dismissal be overturned. An appeal for a dismissal must be filed within seven days (7) of the Dismissal. As part of the appeal process, students must submit a letter (electronic submissions are required) outlining the rationale for the appeal to the Office of Academic Affairs. The College of Saint Mary's Appeals Committee will consider the appeal and make a recommendation to the Vice President for Academic Affairs (VPAA). The VPAA will make the final decision and communicate with the student.

- i) policy for student employment while enrolled in the program (*already in the link on admission requirements below*)
- j) policy for student travel to required rotation sites

Section 6.6 Transportation and Housing

- All students will be expected to travel throughout their clinical year. Students are responsible for arranging and paying for their own transportation and housing costs for clinical rotations. Students must also cover all costs incurred for returning to campus for exams, workshops, and graduation requirements.
- Since CSM's PA Program is in Nebraska, many of its clinical sites are also in Nebraska and the surrounding states. The clinical team will request information on where students will reside during the clinical year. Every effort will be made to secure placements in areas where students have housing. Local placements are considered anything within a 65-mile radius of an area where a student has designated housing availability.

NEW Admissions Button

1. **A3.12** The program publishes, consistently applies, and makes readily available to enrolled and prospective students any admission and enrollment practices that address:
 - a. Favored or preferred characteristics, individuals, or groups (if applicable)
 - b. prior education
 - c. awarding or granting advanced placement
 - d. required work experience -
 - e. required technical standards for enrollment.
 - i. You can create hyperlink to the admission requirements section:
 - ii. <https://www.csm.edu/academics/health-human-services/master-science-physician-assistant-studies>

Program Details

1. **A3.11** The program publishes and makes available to enrolled and prospective students current program information, including:
 - a. Add the following hyperlinks to address this concern

- i. the program's ARC-PA accreditation status as provided to the program by the ARC-PA
 - 1. <https://www.csm.edu/academics/health-human-services/master-science-physician-assistant-studies>
- ii. evidence of its effectiveness in meeting its goals
 - 1. <https://www.csm.edu/academics/pa-program-goals>
- iii. NCCPA EXAAM PANCE pass rate
 - 1. [Pass Rate Results](#)
- iv. all required curricular components and the delivery method
 - 1. https://catalog.csm.edu/physician-assistant-studies/masters/master-of-science-in-physician-assistant-studies-mspas?_gl=1*17ol05f*_gcl_au*OTU1NzUxMTQyLjE3NTYzOTU3MjY.
- v. academic credit offered by the program
 - 1. <https://www.csm.edu/academics/health-human-services/master-science-physician-assistant-studies>
- vi. estimates of the total cost of enrollment
 - 1. [*College of Saint Mary Estimated Net Tuition for the Physician Assistant Program*](#)
- vii. program-defined competencies for entry-level practice
 - 1. PATIENT-CENTERED KNOWLEDGE FOR PRACTICE: Recognize healthy versus ill patients in the context of the patients' lives and determine the stage of illness — preventive, emergent, acute, chronic, rehabilitative, palliative, and end of life. Graduates will demonstrate the ability to utilize up-to-date scientific evidence to inform clinical reasoning and clinical judgement.
 - 2. SOCIETY AND POPULATION HEALTH: Recognize and understand that the influences of the larger community may affect the health of patients and integrate the knowledge of social determinants of health into care decisions.
 - 3. HEALTH LITERACY AND COMMUNICATION: Communicate with patients as partners engaging in shared decision-making and who communicate, interpret, and express themselves as individuals with unique personal, cultural, and social values.
 - 4. LEADERSHIP AND INTERPROFESSIONAL COLLABORATIVE PRACTICE: Demonstrate the ability to collaborate in interprofessional teams. Deliver quality health care that is safe, multidisciplinary, and complementary to the provider-patient partnership, and acknowledge the patient at the center of all healthcare goals.

5. HEALTHCARE: PROFESSIONAL AND LEGAL ASPECTS -
Demonstrate a commitment to practicing medicine ethically and legally, emphasizing professional maturity and accountability for delivering safe and quality care to patients and populations.
6. HEALTHCARE: SYSTEMS AND FINANCE Articulate the essential aspects of value-based health care and apply this understanding to delivering safe and quality care.

b. current annual student graduation rate information, on the table provided by the ARC-PA, no later than April 1st (4/1) of each year

	2021	2022	2023	2024	2025
Max Class	40	40	40	40	40
Entering Class	35	32	30	16	25
Graduates	30	26	28	12	24
Attrition Rate*	14.3	18.7	6.7	2.5	.04
Graduation Rate**	85.7	81.3	93.3	75	96

*Attrition rate calculation: Number of students who attritted from cohort divided by the entering class size.

**Graduate rate: Number of cohort graduates divided by the entering class size.