



YORK COLLEGE
THE CITY UNIVERSITY OF NEW YORK
PA PROGRAM

STUDENT HANDBOOK 2024

Revised 8/2024

TABLE OF CONTENTS

	Page
Welcome	3
PA Program and York College Contact Information	3
York College and PA Program Mission and Goals	4
PA Program Overview	5
Purpose of Handbook	6
Curriculum Outline	6
Required Technology	7
PA Program Rules of Conduct	7
PA Program Faculty and Staff Contact Information	8
Attendance, Appearance & Communication	8
Professional Conduct & Behavior and Social Media Policy	10
Recording Policy/Surveys	12
CUNY Policy on Academic Integrity	12
Policy on Artificial Intelligence (AI)	13
Academic Regulations	14
Grading Policies	14
Good Academic Standing	15
Requirements for Progression in the Didactic and Clinical Phase	15
Requirements for Program Completion and Graduation	16
Requirements to be cleared for the PANCE	17
Remediation and Deceleration Policy	17
Academic Standing Committee (ASC)	18
Dismissal	19
Academic and Professional Probation	20
Leave of Absence and Withdrawal	21
Examination Policies and Failed Examinations	22
Summative Examinations	23
Advisement	24
Student Employment Policy	224
Student Appeals and Grievances	25
Appeal of a Grade	25
Appeal of an ASC decision	25
Student Grievance and Allegation	28
Technical Standards/Disability Policy	30
Impaired Student	31
NYS Infection Control/BLS/ACLS/NIH Stroke Certifications	31
Tuition & Fees	32
Student Health/Medical Insurance	32
Student Health Screening and Immunization Verification Form	33
Graduate Tasks	34
Student Services - Library / Educational Technology / Recreation	34
Facility Information - Student I.D./ Parking/Emergency Closing/Campus Access	35
Student & Professional Organizations	35
AAPA Ethical Guidelines	36
Handbook Attestation	37

WELCOME

Congratulations on your acceptance and welcome to the York College PA Program. This graduate-level professional training program requires an extraordinary commitment for successful completion and in return, you will be rewarded with a fulfilling career helping others. Program administration, faculty, and staff will work with you to help you realize your goal to be educated as a PA. This student handbook contains important information and should be read thoroughly and referred to often as you progress through the program. Students are also required to adhere to all applicable City University of New York and York College policies. Many problems can be avoided if you know the rules and procedures beforehand.

You are about to undergo an exciting transformation, which may be imperceptible at first but will become profound upon completion, as you become a healthcare professional! Start today with the proper mindset and determination to make our mutual goal a reality.

Sincerely,
Harrynauth Persaud, Ph.D., DrPH, PA-C
Program Director

PA PROGRAM AND YORK COLLEGE CONTACTS

	Website	Contact
PA Program	https://www.york.cuny.edu/health-professions/physician-assistant	Email: paprogram@york.cuny.edu Tel: 718-262-2823 Fax: 718-262-2504
York College	www.york.cuny.edu	718-262-2000
Public Safety	https://www.york.cuny.edu/public-safety	718-262-2222

The PA Program embraces the York College Mission and Values as published on the York College website:

York College Mission and Values:

Mission

York College enriches lives and enables students to grow as passionate, engaged learners with the confidence to realize their intellectual and human potential as individuals and global citizens.

Values

Integrity

York College/CUNY embraces integrity as a central value in all aspects of its engagement including teaching, learning, research, and service. Integrity will emerge from committed, continuing, and rigorous evaluation of all college policies, procedures and processes.

Diversity

York College values cultivating a climate of acceptance, mutual respect, and appreciation of unique differences across the human spectrum.

Intellectual Discovery & Creativity

York College values providing an intellectual environment where students and faculty will take ownership for and responsibility to excel in academic inquiry, creativity, scholarship, research, interdisciplinary collaboration, and professional growth.

Intentional Interactions

York College creates opportunities for productive and creative intentional interactions among the various groups of the college to foster a small college atmosphere.

Self-Reflection & Accountability

Each member of the York Community, on an ongoing basis, will reassess their effectiveness, identify challenges, create a plan to meet the challenges, and improve decision-making and institutional effectiveness.

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Each member of the York Community, on an ongoing basis, will reassess their effectiveness, identify challenges, and improve decision-making and institutional effectiveness.

Civic Engagement

Each member of the York College community assumes personal responsibility and awareness of our respective communities and strives to serve the common good.

PA Program Mission and Goals:

Mission

The York College PA program seeks to recruit and educate students from the diverse surrounding communities to become highly competent, compassionate, and culturally aware providers of excellent medical care to underserved urban areas. Incorporated in our mission is a priority on increasing access to medical professional education for racial and ethnic minorities, financially disadvantaged students, and first-generation college graduates. Our program is committed to providing strong support so that we may also expect high performance from our students.

Goals

1. Recruit applicants who reflect the diversity of the CUNY student population and communities surrounding York College, demonstrated by a level of ethnic, racial, and linguistic diversity exceeding national averages amongst PA programs.
2. Serve as an engine of social and economic mobility for financially disadvantaged and first-generation students by maintaining an affordable tuition and fee structure.
3. Provide strong support for all students through a combination of advisement, academic coaching, and electronic textbooks/resources.
4. Graduate PAs who have demonstrated professionalism, including good interpersonal and interprofessional collaboration skills, cultural competence, and self-reflective, systems-based practice.
5. Graduate PAs with a fund of medical knowledge and medical practice skill sets sufficient to assess, diagnose and manage patients (with physician supervision).
6. Graduate PAs who will help address the healthcare needs of the NYC metro communities (the five boroughs of NYC, Long Island, Westchester, and the surrounding cities of New Jersey and Connecticut).

YORK COLLEGE PA PROGRAM OVERVIEW

This handbook is written specifically for the PA Program class. The program is a graduate program, twenty-eight months in length. The first year, or didactic phase, consists primarily of classroom instruction that includes lectures, group discussions, role-playing, laboratory sessions, and hospital/clinic visits. The curriculum is organized to provide a focused basic science review followed by pre-clinical sciences as an introduction to and foundation for clinical practice. First and foremost, the curriculum is designed to encompass the fundamentals of primary care practice.

Urban health care is an important part of the program, as reflected in various parts of the curriculum and through the clinical setting. The final year, or clinical phase, involves assignments to clinical sites such as hospitals, clinics, long-term care facilities, and private practices. Students are assigned to a total of nine clinical rotations over the course of one calendar year and the clinical affiliates are mostly located in the metropolitan New York region. The degree awarded upon completion is Master of Science in PA Studies.

York College is accredited by the *Middle States Association of Colleges and Schools*.

The Accreditation Review Commission on Education for the PA (ARC-PA) has granted **Accreditation-Continued** status to the York College, CUNY PA Program sponsored by York College, CUNY. Accreditation-Continued is an accreditation status granted when a currently accredited program is in compliance with the ARC-PA *Standards*.

Further information regarding accreditation can be found at <http://www.arc-pa.org>

The program is registered by the New York State Education Department and is a member of the PA Education Association (PAEA) <https://paeonline.org>.

PURPOSE OF THIS HANDBOOK

This handbook is designed to be used by students in the PA Program in conjunction with the York College Graduate Bulletin and the York College website: <https://www.york.cuny.edu>

Together these resources provide students with information that will assist them in their academic endeavors at the college, including available resources, policies that pertain to students, an outline of the curriculum, and some guidelines to help students in preparation for this challenging academic experience.

This handbook was not designed to be all-inclusive. Some University, College or Affiliate policies may pertain to students that may not be covered. Students are required to adhere to all applicable City University of New York, York College, and affiliated institution policies in addition to the PA program policies and procedures outlined in this handbook. Any conflict in policies should be reported to the program director immediately. PA Program-specific policies are in addition to the City University of New York and York College policies, they do not substitute for those policies.

All program policies apply to all students, faculty, and administrators, regardless of location.

If you have any questions that cannot be answered from these sources, please feel free to discuss these with the Program Director or your academic advisor. Students are required to sign an attestation statement that they have read, understand, and agree to abide by the policies, rules, and regulations set forth in this handbook.

PROFESSIONAL CURRICULUM OUTLINE

DIDACTIC PHASE

Fall Semester (#1)	Course #	Credits
Introduction to ePortfolio/ Orientation (Hybrid)	HPPA 500	1
Clinical Anatomy (2hrs lecture/2hrs recitation/ 1hr laboratory)	HPPA 504	3
Applied Medical Sciences	HPPA 506	3
Interviewing and Counseling	HPPA 508	1
Health Promotion & Disease Prevention (Hybrid)	HPPA 512	2
Pharmacology I (2hrs lecture/1hr recitation)	HPPA 520	2
Clinical Medicine I (3hrs lecture/3hrs recitation)	HPPA 528	3
Diagnostic Studies (1hr lecture/1hr recitation/1hr laboratory)	HPPA 534	1
TOTAL SEMESTER CREDITS/HRS		16

Winter Semester (#2)	Course #	Credits
PA Profession (Hybrid)	HPPA 510	2
TOTAL SEMESTER CREDITS/HRS		2

Spring Semester (#3)	Course #	Credits
Physical Diagnosis I (2hrs lecture/3hrs laboratory)	HPPA 502	3
Pathophysiology	HPPA 524	3
Surgery	HPPA 532	4
Pediatrics	HPPA 526	2
Pharmacology II	HPPA 536	2
Obstetrics/Gynecology	HPPA 538	2
Clinical Medicine II (2hrs lecture/2hrs recitation)	HPPA 542	2
TOTAL SEMESTER CREDITS/HRS		18

Summer Semester (#4)	Course #	Credits
Biomedical Ethics (Hybrid)	HPPA 514	2
Public Health (Hybrid)	HPPA 516	2
Health Policy (Hybrid)	HPPA 518	2
Clinical Correlation Seminar I (2hrs lab)	HPPA 540	1
Psychiatry	HPPA 550	2
TOTAL SEMESTER CREDITS/HRS		9

Fall Semester (#5)	Course #	Credits
Physical Diagnosis II (2hrs lecture/3hrs laboratory)	HPPA 522	3
Evidence Based Medicine & Health Informatics (Hybrid)	HPPA 530	2
Primary Care	HPPA 544	3
Clinical Medicine III (2hrs lecture/2hrs recitation)	HPPA 546	2
Pharmacology III	HPPA 548	3
Clinical Correlation Seminar II (2hrs lab)	HPPA 552	1
Emergency Medicine	HPPA 554	3
Clinical Skills	HPPA 556	1
TOTAL SEMESTER CREDITS/HRS		18
TOTAL DIDACTIC PHASE CREDITS (16 Months)		63

CLINICAL PHASE- Spring, Summer, Fall Semesters (#6,7,8,9)		
PA- Portfolio I (Online)	HPPA 600	2
PA- Portfolio II (Online)	HPPA 610	2
PA- Portfolio III (Online)	HPPA 620	2
Surgery Clinical Rotation	HPPA 650	2
Internal Medicine Clinical Rotation	HPPA 652	2
Pediatric Medicine Clinical Rotation	HPPA 654	2
Emergency Medicine Clinical Rotation	HPPA 656	2
Long Term Care Clinical Rotation	HPPA 658	2
Psychiatry Clinical rotation	HPPA 660	2
Obstetrics/Gynecology Clinical Rotation	HPPA 662	2
Ambulatory Care Clinical Rotation	HPPA 664	2
Family Practice Clinical Rotation	HPPA 668	2
TOTAL CLINICAL PHASE CREDITS (12 Months)		24
TOTAL CREDITS (28 Months)		87

REQUIRED TECHNOLOGY

Coursework may be presented as in-person sessions, online sessions, or as a hybrid option. Therefore, it is required that all students **MUST** have access to a working computer with reliable internet service, a microphone, and a webcam. Any student having difficulties acquiring this essential equipment must notify the PA Program and their advisor by the first day of classes. Students are strongly encouraged to contact York IT services for any technical help. The help desk can be accessed from: <https://www.york.cuny.edu/it/service-delivery-unit/service-desk>

PA PROGRAM RULES OF CONDUCT

Students must immediately inform the program in writing of any change in address or telephone number. Since there may be changes in class schedules and/or rotation schedules, e-mail is often used as the quickest way to notify students and program staff. All students must have a York College e-mail account which is provided to students free of charge. The York email address must be activated and updated in Brightspace by the first day of beginning classes. This will be the primary means of communication between students, faculty, and staff. The use of a non-York email address is strictly prohibited.

In addition, Internet access is available at several computer stations on campus, in the Computer Lab, and via wi-fi throughout the campus. Students are responsible for all information sent by the PA program faculty and staff through e-mail, which must be checked **DAILY** while school is in session. Students are strongly encouraged to set up their York email account on their mobile devices, use email forwarding services, and obtain an answering machine or voicemail account, to ensure timely communication.

York IT Help desk can be accessed at: <https://www.york.cuny.edu/it/service-delivery-unit/service-desk>

Telephone numbers and e-mail addresses for all York College staff and faculty are listed on the York College website and can also be found below.

PA PROGRAM FACULTY AND STAFF CONTACT INFORMATION

Faculty/Staff	Role	Email	Phone Number
Manuel Saint Martin	Medical Director	msaintmartin@york.cuny.edu	718-262-2823
Harrynauth Persaud, Ph.D., DrPH, PA-C	Program Director	hpersaud@york.cuny.edu	718-262-2839
Jason Herel, DMSc, PA-C	Academic Coordinator	jherel1@york.cuny.edu	718-262-2848
Jeanetta Yuan, MS, PA-C	Clinical Coordinator	jyuan1@york.cuny.edu	718-262-3793
Lorraine Sanassi, DHSc, PA-C	Simulation Coordinator	lsanassi@york.cuny.edu	718-262-2578
Robert Brugna, PhD, MBA, PA-C	Core Faculty	rbrugna@york.cuny.edu	718-262-2460
Benjamin Rispoli, MS, PA-C	Core Faculty	brispoli@york.cuny.edu	718-262-5318
Lennart Olsson	Administrative Specialist	Lolsson@york.cuny.edu	718-262-2847
Tenesha Spain	Admissions Coordinator	tspain@york.cuny.edu	718-262-2821

Attendance

Class attendance is **mandatory** for all program courses and clinical rotations. Students are expected to attend all lectures, laboratories, fieldwork assignments, and rotations on time. In the event of an illness or emergency during the didactic phase of the program, students are instructed to contact the PA Program the morning of the day of absence - or earlier if possible - but ALWAYS prior to the start of the first scheduled class via the PA Program email (paprogram@york.cuny.edu). To ensure that your email reaches all the core faculty members, at least one of the following keywords **MUST** be used in the subject line followed by your name: **“Request Off, Absence, Sick, or Lateness.”** Any illness-related absence for examinations (see paragraph below) for at least two consecutive days will require a clinician’s note. Students should also make every attempt to contact the program in the same fashion if they are going to be late for a class.

Any non-urgent requests for days off must also use the same email address and keywords. If any of your instructors are not one of the core faculty members for the class that you will be missing - please "CC" them on the email, using the email address provided to you by that instructor. Students are NOT to contact their classmates to report their absence. Please see the Clinical Year Addendum for instructions regarding illness/emergency absence while on rotations.

Due to occasional unforeseen circumstances, course activities and exams are subject to change; therefore, students are advised to have as flexible a schedule as possible during the academic semester. Please refer to the York College Bulletin for additional regulations regarding attendance, leave of absence, and withdrawal policies. The rules apply to remote synchronous sessions.

Excessive absences, unexcused absences, or excessive lateness may be grounds for sanctions and eventual dismissal from the Program.

Students are expected to be present for all scheduled examinations. Any unexcused absence from an examination requires a written explanation to be submitted by the student within 48 hours to the Program Director, the Academic Coordinator, and the Course Instructor. Absence on the day prior to an examination will be viewed as unprofessional behavior unless there are exceptional circumstances. If the absence is due to an illness, a clinician’s note will be required. Patterns of absences prior to examinations are grounds for sanctions or dismissal.

Absences will be considered excused if the student has provided a written request in advance which was subsequently approved or if the student notifies the program within a reasonable time of an unanticipated event resulting in absence or lateness. If a student calls the program, it must be followed by a request in writing.

Students with excessive absences, greater than two (2) in a semester or more than five (5) in the didactic year, may be called before the ASC to assess the problem and decide on possible sanctions or dismissal. Absences due to religious observances will not negatively impact the student. It is disruptive and disrespectful to come in late, frequently leave and return, or leave early from the classroom. Excessive lateness (for any amount of time) or unexcused early departures may be grounds for sanctions and eventual dismissal from the program. Unexcused lateness of more than 15 minutes to a class, scheduled activities, or rotations will be deemed as an unexcused absence.

Clinical rotation schedules are set by the assigned preceptor or designee. All students attending a clinical rotation must notify both the program and the assigned preceptor of any lateness or absence. Further delineation of attendance regulations pertaining to the clinical phase of the program is contained in the Clinical Year Manual. The timing and location of all “make-up” clinical work **MUST** be pre-approved by **BOTH** the preceptor and the PA Program faculty.

Absences will be considered unexcused if the above notification policy has not been followed.

Students with an unexcused absence will be required to provide a written explanation within 48 hours to the program director.

Observance of religious holidays should be communicated to PA Program Faculty in advance and in writing to avoid any unexcused absences. At the discretion of the instructor, additional coursework may be assigned.

Appearance

Acceptable personal appearance is important in facilitating acceptance by other health professionals and patients. A professional appearance is always expected from all students, whether on campus or at clinical sites, and especially during activities with patient interactions. PA students represent the PA profession, and students should consider the image projected to instructors, other York College faculty, and other students regarding personal appearance.

Some examples of good practices for personal appearance include:

- Appropriate business casual or clean scrubs are good options for all students and should be worn for all laboratory and simulation sessions
- Shirts with conservative slacks are considered appropriate dress for male students.
- Students must wear a short, clean, white lab coat with a York College PA program logo affixed to the left shoulder and a nametag affixed to the front of the lab coat when evaluating patients in clinical settings.
- Hair should be neat and controlled.
- Makeup and jewelry should not be worn to excess
- Nails must be trimmed and cleaned, particularly during laboratory and simulation sessions.

Communication

Students are required to respond to communications from the PA Program faculty and staff within 24 hours during the normal semester or during clinical rotations. Failure to do so may result in the student being called before the ASC.

Professional Conduct and Behavior

Students are professional trainees and representatives of York College. Students will interact with other students, faculty, patients, families, and a variety of health professionals during their education. Each student should be cognizant that their behavior reflects upon York College, the PA Program, and the PA profession. The faculty monitors the professional behavior of all students as well as their academic development. In addition, students are expected to conform to the American Academy of PA's statement of values for the PA Profession (last page of this handbook) and to maintain patient confidentiality, safety, and dignity at all times.

Personal cell phones, tablets, and other electronic devices must be disabled while in the classroom, laboratory, or at clinical sites (other than for purposes of taking notes). Answering or talking on the phone while class is in session is considered disrespectful to the instructor and classmates. Answering or making a call during an examination may result in termination of the examination, whether it is completed or not.

Excessive excused absences, unexcused absences or early departures, frequent early departures or lateness's (of any amount of time) may result in sanctions or dismissal as outlined in the "Attendance" section of this handbook.

Patients' privacy: All data gathered about the patient and his/her illness, including all items within a patient's medical history, is privileged and confidential information. Students should not discuss patients' records in a public place and should adhere to all specific confidentiality policies of the particular clinical site. Medical records must not be removed from the clinical site. Photocopies of work to be submitted to the Program for evaluation must have all patient-specific identifiers (i.e. name, address, and identification number) obscured or deleted.

Any unprofessional or inappropriate behavior will be referred to the Program Director. The Program Director or its designee may call the student before the ASC without any advance notice if disciplinary action is contemplated. Unprofessional or inappropriate behaviors, whether conducted on-campus, off-campus, or in an online format, include, but are not limited to:

- Dishonesty, plagiarism, cheating, false reporting, falsifying records, or failure to maintain patient confidentiality.
- Violating the drug and alcohol policies of York College.
- Abusive or threatening language, or profanity which could be interpreted as such.
- Placing patients or fellow students in danger (for example: not following universal precautions when handling contaminated devices).
- Engaging in activities that could be viewed as egregious.
- Exhibiting hostile, disrespectful, or uncooperative behavior towards faculty, staff, students, or patients.
- Conviction of a felony.
- Failure to adhere to the stated program or CUNY rules and regulations.

Social Media Policy

Social Media platforms provide a fast and simple way to share information, communicate with each other, foster creativity, and have your voice heard. These platforms include but are not limited to: Facebook, Twitter/X, Instagram, Threads, Snapchat, LinkedIn, Pinterest, YouTube, TikTok, Vimeo, Tumblr, Reddit, personal blogs, podcasts, or other public forums. The program does not actively monitor students' online activities. However, if any complaints are brought to the program or York College's attention, the institution will investigate and take appropriate action. It is advised that when engaging in any online activities, please keep the following in mind:

Students are not authorized to speak on behalf of the program, department, York College, or CUNY. If, for any reason, you make mention of the program, department, college, or CUNY, including any of its faculty, staff, students, or affiliates, you must identify yourself as a student and that the views expressed on the platform are yours alone, and do not represent the views of the institution.

Your institutional email address must only be used for official college communications and should not be used for other personal or business activities.

York PA faculty and staff are not permitted to accept or extend invitations to follow or connect with current students of the program.

Privacy: Health Insurance Portability and Accountability Act of 1996 (HIPAA) laws apply to social media and could have negative consequences if violated. The following social media HIPAA rules located at <https://www.hipaajournal.com/hipaa-social-media> are also applicable to this program.

Students must use good judgment and take personal, professional, and legal responsibilities for any material they post online. Disciplinary action can be for many reasons, including but not limited to comments or images that are offensive, pornographic, proprietary, harassing, or slanderous, that depict irresponsible utilization of alcohol or other illicit substances, that threaten anyone, or that can create a hostile environment.

Students should communicate respectfully about the program, department, college, or CUNY, including any of its faculty, staff, students, affiliates, or the general public. Using derogatory statements, misrepresentations, sharing protected materials, or posting false information is prohibited.

Any violation of this social media policy will be subject to disciplinary action, which may include dismissal from the program and legal actions. Students subject to lawsuits for violating this policy will be solely responsible for all liabilities.

Additionally, violations of the National Commission on Certification of PAs (NCCPA) code of conduct <https://www.nccpa.net/wp-content/uploads/2022/09/Aug.-2022-Code-of-Conduct.pdf> could be a reportable event and may lead to further sanctions from this agency. The NCCPA's Policies and Procedures for PA regarding Disciplinary Matters can be accessed here: <https://www.nccpa.net/wp-content/uploads/2022/06/2022-Policies-and-Procedure-for-PA-Disciplinary-Matters-6-2-22.pdf>

In summary, be smart, be respectful, think responsibly, and exercise good judgment. Social media usage has potential benefits, but also consequences if not used correctly, which could result in academic, professional, and legal actions.

For additional information and guidelines on professionalism on social media designed just for medical professionals, please see the following resources:

- American Medical Association's: [Professionalism in the Use of Social Media](#)
- American Student Medical Association's: [Social Media Guidelines for Medical Students and Physicians](#)
- HIPAA Journal's: [HIPAA Social Media Rules](#)
- PAEA guidance on posting online content: <https://paeaonline.org/resources/member-resources/professional-learning-communities/paea-learning-community-standards>

Recording Policy

York College PA program will follow CUNY's policy regarding the recording of lectures and class activities. The recording of any portion of class activities may only be made with the permission of the instructor. Video recording is strictly prohibited unless specifically approved by the instructor.

Surveys

In order to comply with ARC-PA requirements, all surveys, evaluations, or assessment measures for the York PA program must be completed in a timely manner. Failure to comply may result in being called before the ASC.

CUNY POLICY ON ACADEMIC INTEGRITY

Academic dishonesty is prohibited in The City University of New York. Penalties for academic dishonesty include academic sanctions, such as failing or otherwise reduced grades, and/or disciplinary sanctions, including suspension or expulsion from the College. The PA program follows York College and CUNY's policy on Academic Integrity which can be found at:

<https://www.york.cuny.edu/academics/integrity> and <https://www.cuny.edu/about/administration/offices/legal-affairs/policies-resources/academic-integrity-policy/>

Definitions and Examples of Academic Dishonesty

Cheating is the unauthorized use or attempted use of material, information, notes, study aids, devices, artificial intelligence (AI) systems, or communication during an academic exercise.

Examples of cheating include:

- Copying from another person or from a generative AI system or allowing others to copy work submitted for credit or a grade. This includes uploading work or submitting class assignments or exams to third party platforms and websites beyond those assigned for the class, such as commercial homework aggregators, without the proper authorization of a professor. Any use of generative AI tools must be in line with the usage policy for specific assignments as defined in the course of the syllabus and/or communicated by the course instructor.
- Using artificial intelligence tools to generate content for assignments or exams, including but not limited to language models or code generators, without written authorization from the instructor.
- Unauthorized collaboration on assignments or examinations.
- Taking an examination or completing an assignment for another person or asking or allowing someone else to take an examination or complete an assignment for you, including exams taken on a home computer.
- Submitting content generated by another person or an AI tool or any other source as solely your own work as your own, including, but not limited to, material obtained in whole or in part from commercial study or homework help websites, or content generated or altered by AI or digital paraphrasing tools without proper citation.

- Fabricating and/or falsifying data (in whole or in part).
- Giving assistance to acts of academic misconduct/dishonesty.
- Altering a response on a previously graded exam or assignment and then attempting to return it for more credit or a higher grade without permission from the instructor.
- Submitting substantial portions of a paper or assignment to more than one course for credit without permission from each instructor.
- Unauthorized use during an examination of notes, prepared answers, or any electronic devices such as cell phones, computers, smart watches, or other technologies to copy, retrieve, generate or send information.

Plagiarism is the act of presenting ideas, research or writing that is not your own as your own.

Examples of plagiarism include:

- Copying another person's or an AI tool's actual words or images without the use of quotation marks and citations attributing the words to their source.
- Presenting another person's ideas or theories in your own words without acknowledging the source.
- Failing to acknowledge collaborators on homework and laboratory assignments.
- Internet plagiarism, including submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, or "cutting & pasting" from various sources without proper attribution.
- Unauthorized use of AI-generated content; or use of AI-generated content, whether in whole or in part, even when paraphrased, without citing the AI as the source.

• **Obtaining Unfair Advantage** is any action taken by a student that gives that student an unfair advantage in his/her academic work over another student, or an action taken by a student through which a student attempts to gain an unfair advantage in his or her academic work over another student.

Examples of obtaining unfair advantage include:

- Stealing, reproducing, circulating or otherwise gaining advance access to examination materials.
- Depriving other students of access to library materials by stealing, destroying, defacing, or concealing them.
- Retaining, using or circulating examination materials which clearly indicate that they should be returned at the end of the exam.
- Intentionally obstructing or interfering with another student's work.

Falsification of Records and Official Documents

Examples of falsification include:

- Forging signatures of authorization.
- Falsifying information on an official academic record.
- Falsifying information on an official document such as a grade report, letter of permission, drop/add form, ID card, or other college document.
- Falsifying medical documentation that has a bearing on campus access or the excuse of absences or missed examinations and assignments.

POLICY ON ARTIFICIAL INTELLIGENCE (AI)

The increasing use and rapidly advancing pace of AI in academia have resulted in concerns surrounding legal and integrity issues. Therefore, the program has developed the following guidance. The use of any generative AI platform (including but not limited to ChatGPT) may not be used for any assignments or in any situation where the AI product (in part or whole) may be interpreted as being the student's work. Students may use generative AI platforms as explicitly permitted by the respective PA faculty member or preceptor. This policy will be reviewed on a continuous basis to align with the College and University's policies.

ACADEMIC REGULATIONS

Grading Policies

During the didactic phase of the program, students are evaluated by multiple-choice examinations, written exams in other formats, case presentations, graded written assignments, graded lab work, and practical examinations. Evaluations may also be based on class presentations, class participation, and other written assignments. Grading criteria and policies are determined by the York College PA program and the course instructor (or lead instructor) and are indicated in the course syllabus. Course syllabi are available on the course on Brightspace and are reviewed with students at the commencement of each course. Students are responsible for all items listed in the syllabus, even if the items are not covered in class.

Information pertaining to content that may appear on the Physician Assistant National Certification Examination (PANCE) may be obtained from the National Commission on Certification of Physician Assistants at www.nccpa.net

To access the NCCPA Examination Blueprint and Sample Questions, click on:
<http://www.nccpa.net/ExamsContentBlueprint?mID=129>

While on clinical rotations during the clinical phase, students are evaluated on learning outcomes defined as their oral and written communication skills, interpersonal skills, inter-professional collaboration, professional behavior, clinical and technical skills, medical knowledge, clinical reasoning, and problem-solving abilities. Students are evaluated by their preceptor (person responsible for supervising and evaluating the student at the clinical rotation site), program faculty, and by written examinations. An online course component of each rotation is facilitated and graded by the program faculty. Information is provided in more detail in the “Clinical Addendum” manual.

Each student is evaluated comprehensively through both written and practical cumulative examinations to ensure students meet established program standards regarding knowledge, patient care skills, technical competency, interpersonal skills, and professionalism. Students must perform satisfactorily on these summative, comprehensive examinations to graduate from the program. Policies regarding summative examinations are listed in the “Summative Examinations” section of this handbook.

All credit-bearing HPPA courses are graded with the following scale:

Letter Grade	Numerical Value	Quality Point Value
A+	97.0 – 100	4.00
A	93.0 - 96.9	4.00
A-	90.0 – 92.9	3.70
B+	87.0 – 89.9	3.30
B	83.0 – 86.9	3.00
B-	80.0 – 82.9	2.70
C+	77.0 – 79.9	2.30
C	70.0 – 76.9	2.00
F	00.0 – 69.9	0

There are no grades between “C” and “F” in the PA program. The minimum passing grade for each *didactic* course is indicated in the respective syllabus.

The minimum passing grade for each *clinical* course (including the PA Portfolio courses and Clinical Rotations) is indicated in the respective course syllabus.

The typical minimum passing grade is 70%, with the exception of HPPA 502 Physical Diagnosis I and HPPA 522 Physical Diagnosis II; those two courses require a grade of at least 80% to pass.

P Grade: Satisfactory completion, used only for courses specifically designated in the syllabus under the “Grading Criteria” section as P/F.

INC Grade: A student who, because of extenuating circumstances or because of an incomplete clinical fieldwork component, has not taken the final examination and/or completed the work for the course and has a passing average may receive an INC grade. The student has up to 10 weeks in the subsequent semester to complete the work and have the grade resolved.

W Grade: Official withdrawal (without prejudice).

WU Grade: Unofficial withdrawal (counts as failure).

WA Grade: Administrative withdrawal.

Good Academic Standing

Students enrolled in the PA program must maintain a minimum cumulative GPA (CUM GPA) of 3.0 to remain in the program. At the end of each semester, the student’s semester GPA (SGPA) and cumulative GPA are calculated. If a student’s CUM GPA falls below 3.0, the student is placed on Academic Probation for at least the subsequent semester. Probationary students have until the end of that semester to raise their cumulative GPA to above 3.0, failure to raise the GPA (or in the case that it would not be possible) will result in dismissal. A student may be dismissed from the program if SGPA falls below 3.0 for more than one non-consecutive semester.

The PA Program requests grades to be submitted from the course instructor or lead instructor to the PA office within one week of the administration of an exam or two weeks from the submission of a paper or project. Final examination grades are due no later than 72 hours after the administration of the final examination as designated by the registrar. Grades are posted via Brightspace, distributed by the staff, or posted in CUNYFirst. Although not expected, it is possible that grades may be delayed, on rare occasions, for many reasons.

Requirements for Progression in the Didactic Phase (ARC Standard A3.15b)

Students enrolled in the didactic phase of the PA program must complete the following requirements in order to progress to the Clinical year:

- Maintain a cumulative grade point average (CUM GPA) of at least 3.0 (Refer to the York College Bulletin for an explanation of how to calculate grade-point average).
- Achieve a minimum passing grade in each didactic course, as indicated in the course syllabi (typically 70%, with the exception of HPPA 502 and HPPA 522 which are 80%).
- Pass the Didactic Summative and Didactic PACKRAT, given in the final semester of the didactic phase.
- Complete BLS/ACLS training by the end of the didactic phase (training to be offered by the program.)
- Maintain acceptable professional conduct (see “Professionalism & Behavior” and “Appearance” sections of this handbook).
- Demonstrate the required skills necessary for clinical practice, as determined by the program
- Comply with all policies of York College and the PA program

- **Deadlines** for completion of all Didactic Phase requirements are the end of the semester in which they occur. Failure to meet these deadlines may result in delayed progression, dismissal from the program, or the need to take a leave of absence (if applicable – see the corresponding section of the PA Student Handbook).

Requirements for Progression in the Clinical Phase (A3.15b)

For students enrolled in the clinical phase of the program, the following requirements must be met in order to progress:

- Maintain a minimum semester grade point average (SGPA) of 3.0 or above each semester.
- Maintain a cumulative program GPA (Cum GPA) of **3.00** or above
- Receive a grade of “C” (70.0) or above in all clinical rotations.
- Demonstrate proficiency in all required skills necessary for clinical practice as determined by the PA program
- Pass all summative examinations, including the End of Curriculum exam in 2 attempts and the Objective Simulated Clinical Exam (OSCE) in 2 attempts.
- Comply with all the “Standards of Conduct” and “Responsibilities of the Students” outlined in this Manual and the Clinical addendum.
- Comply with all policies of York College and the PA program
- Receive satisfactory reports and evaluations from all clinical preceptors.
- **Deadlines** for completion of all Clinical Phase requirements are the end of the semester in which they occur. Failure to meet these deadlines may result in delayed graduation, dismissal from the program, or need to take a leave of absence (if applicable – see the corresponding section of the PA Student Handbook).

Requirements for Program Completion and Graduation (A3.15b)

The PA program and the University will review all student records prior to graduation. Students must fulfill all PA department and university requirements before being awarded a diploma and becoming eligible for the PANCE examination. Specific requirements include:

- Complete all required assignments, rotations, and seminars.
- Receive a grade of “C” (70.0) or above in all clinical rotations and clinical assignments.
- Comply with behavioral and professional performance standards.
- Pass all components of summary testing, including the End-of-Curriculum exam, Objective Structured Clinical Evaluation (OSCE), and the clinical PA Clinical Knowledge Rating and Assessment Tool (PACKRAT).
- Maintain at least a 3.0 cumulative grade point average.
- Complete the Application for Graduation according to the York College Bulletin.
- Meet all financial obligations to the college.
- Comply with all procedures and meet all requirements of the college as defined in the Student Handbook and the college’s Bulletin.
- **Deadlines** for completing all requirements for program completion and graduation are the end of the semester in which they occur. Failure to meet these deadlines may result in delayed graduation, dismissal from the program, or the need to take a leave of absence (if applicable – see the corresponding section of the PA Student Handbook).

Requirements to be Cleared for the Boards (PANCE)

During the final weeks of the PA program, each student's End of Rotation (EOR) exams, End of Curriculum (EOC) exams, and PACKRAT exams will be reviewed by the PA Academic Standing Committee. Students who score below the national average on nationally administered examinations or below the PA class average for other examinations may be required to undergo a remediation process. Remediation will include taking a full-length practice PANCE exam and scoring at least 70%, the national average, or another passing score as determined by the program.

Students will receive an incomplete grade for the PA Portfolio III course and be prevented from taking the PANCE until all requirements are met.

Remediation and Deceleration Policy (A3.15c)

The PA program continuously monitors students' progress and determines whether remediation, deceleration, or both are warranted. Deceleration is closely linked to remediation and academic performance but is unlikely during the didactic phase due to the program structure. However, deceleration may also occur in the clinical phase due to unforeseen medical or personal student needs.

The following are examples of circumstances that would require some form of remediation:

- Students who fail any course exam (excluding quizzes)
- Students whose cumulative exam average falls into the bottom 27th percentile of the class at designated points in the program (see below for further details).
- Students who fail one or more EOR exams in the clinical year
- Students who perform below one standard deviation from the national average on a PACKRAT or End-of-Curriculum exam (EOC)
- Students receiving a grade below 70% on the didactic summative exam
- Students placed on academic probation

Professionalism violations and interpersonal conflicts could also lead to remediation, deceleration, or both, depending on the infraction. They are handled on a case-by-case basis.

Remediation Process

Students scoring below the passing grade for **individual exams** must meet with the course instructor to review areas of deficiency. They will also meet with their assigned academic advisor to discuss possible reasons for their underperformance. At that time, a remediation plan will be initiated, including reviewing class notes, textbooks, and related content using Osmosis Software (or similar). After a minimum period of one week of focused review, students will then be required to take, at minimum, a 30-question self-generated exam on the deficient content using Osmosis or Rosh Review before being formally retested for a grade. Continuous underperformance (less than a passing grade, below 70% or equivalent) from the remediation assignments or retesting will be referred to the ASC for further discussion.

Students falling into the lowest 27th percentile on exams compared with their class average will automatically trigger a review for remediation. This review is conducted at the mid-point of the first semester (generally around November 1st), and students must review their performance with their assigned academic advisor. A remediation plan will be implemented based on each student's deficiency, and they will be required to utilize class notes, textbooks, and related content using Osmosis Software (or similar) for the remedial work. After a minimum period of one week of focused review, students will then be required to take, at minimum, a 60-question self-generated exam on the deficient content using Osmosis or a similar product. Continuing underperformance (less than a passing grade, below 70% or equivalent) from the remediation assignments will be referred to the ASC for further discussion. Class results and progress will be reassessed at the end of the first semester and periodically thereafter.

Students scoring less than the passing grade (70%) on the **Didactic Summative** must meet with their academic advisor. Before the meeting, students will self-assess their areas of deficiencies, including other reasons for their underperformance. Students will utilize class notes, textbooks, and item banks for their review, which will last a minimum of one month. Each week, the student will take a 60-question self-generated exam on Rosh Review, U-World, Exam Master, Kaplan (or similar) and submit the report to their advisor. The recommended distribution is 70% from areas of deficiency and 30% from all other areas. Students undergoing this remediation must retest using a faculty-generated exam on Rosh Review, U-World, Exam Master, Kaplan (or similar) only after completing the four (4) weeks of remediation and approval from their academic advisor. After retesting, students who continue to score below passing grade (70%) on the weekly exams or the faculty-generated exam will be referred to the ASC for further discussion.

Students receiving a failing grade on their **End-of-Rotation Exam (EORE)** must meet with their academic advisor. A remediation plan will be developed and implemented. This would include a one-week minimum period of focused review based on deficiencies, using various resources. Students must take, at minimum, a 60-question self-generated exam on content related to the rotation using Rosh Review, U-World, Exam Master, Kaplan (or similar) before being formally retested for a grade. Students' progress will be reviewed by the academic advisor before they can retake the exam. Students who score below the passing grade on the formative exam or receive a failing grade on the second attempt on the EOR will be referred to the ASC for further discussion.

Students scoring more than one standard deviation on the **PACKRAT or End-of-Curriculum Exam (EOC)** must meet with their academic advisor. Before the meeting, students will self-assess their areas of deficiencies, including other reasons for their underperformance. Students will utilize class notes, textbooks, and item banks for their review, which will last a minimum of one month. Each week, the student will take a 60-question self-generated exam on Rosh Review, U-World, Exam Master, Kaplan (or similar) and submit the report to their advisor. The recommended distribution is 70% from areas of deficiency and 30% from all other areas. Students undergoing this remediation must retest using a similar exam (PACKRAT or EOC) only after completing the 4 weeks of remediation and approval from their academic advisor. After retesting, students who continue to score below passing grade (70%) on the weekly exams or below one standard deviation from the national mean will be referred to the ASC for further discussion.

ACADEMIC STANDING COMMITTEE (ASC)

The ASC is comprised of PA Program faculty and college representatives and is chaired by the PA Program Director or its designee. The Chairperson of the Department of Health Professions is a member of the committee. Students can be called to the ASC for any reason, without advance notice, to discuss matters that are of concern. The ASC functions are:

- To review the academic record of every student to determine academic standing at the end of each semester.
- To review the academic performance of any student experiencing academic difficulty such as test failures.
- To establish and apply PA program rules and regulations with appropriate notice to students.
- To determine specific academic support actions; to determine specific disciplinary actions.
- To review student behavior and professionalism.

Determinations such as academic probation, professional probation, dismissal, or other alternatives as may be deemed appropriate, are made by the ASC in the name of the Program Director. The ASC

has the right to determine a student's status in the program based on academics and/or attendance, and/or professional conduct.

The ASC's decision is conveyed to the student in writing via email (or letter) within two weeks (ten business days) by the Program Director or his/her designee. A confirmed read-receipt email will be considered acknowledgment of receipt of said notification.

The student may appeal the ASC's decision, as stated in the "Student Appeals and Grievance" section of this handbook.

Any of the following will result in the student being called before the ASC:

- A grade of "F" in any course
- Semester or CUM GPA is lower than 3.0
- Failure of 3 or more individual examinations
- Failure of a make-up examination
- Any unprofessional behavior

The ASC will decide on a course of action, which may be:

- Specific warnings with the stipulation of potential disciplinary actions
- Academic Probation, Professional Probation, Dismissal, and/or Suspension
- Requiring completion of an academic remediation program (to be clearly outlined by the ASC)
- Deceleration and repeating coursework (possibly re-starting the program or repeating whole semesters or clinical rotations with additional tuition charge)
- Dismissal from the program.

Dismissal (A3.15d)

The ASC will consider the dismissal of a student from the program in any of the following instances:

- The student fails to maintain a cumulative GPA of 3.0 over two consecutive semesters.
- The student fails any PA program course or rotation.
- The student fails the same course or rotation twice.
- Failure of a make-up exam
- The student fails more than one course and/or rotation.
- The student fails more than 2 End-of-Rotation exams during the clinical phase
- The student fails four or more individual examinations, irrespective of passing all make-up examinations and subsequently passing all courses.

- The student is placed on academic probation or professional probation for more than one semester.
- The student fails to earn a grade of “C” (70.0) or better on a summative written examination in two attempts.
- The student fails to earn a grade of 70.0 or better on the cumulative practical examination after two attempts
- The student on academic probation continues to fail individual examinations or other course assignments.
- The student fails to maintain good professional conduct while on professional probation, irrespective of academic performance.
- The student acts in a manner dangerous to colleagues or patients at any time, irrespective of academic performance.
- Any other valid reason(s) not specifically listed above as deemed appropriate by the Academic Standing Committee.

Students dismissed from the Professional Phase of the PA Program for failing a course may reapply and be readmitted to the Program in the next academic year. Students readmitted to the Program would most likely be required to take all, or most, of the courses again. Readmission is not guaranteed and is based on the Admissions Committee’s evaluation of the student’s academic record, and their assessment of the student’s ability to successfully complete the training. Students dismissed for conduct violations or failing two or more courses will not be readmitted to the Program under ordinary circumstances. In very unusual circumstances, students dismissed for these issues would be considered for readmission. These students must notify the PA Program Director prior to application and then reapply to the Office of Admissions following the usual admission procedures. All dismissal appeals must be in writing and submitted within five business days of written dismissal notification.

Academic Probation

Academic probation is a status designated by the ASC when a student fails to achieve one or more of the conditions set forth in this section on Academic Regulations.

Students on academic probation are notified of any unsatisfactory performance by program faculty and given the opportunity to discuss the situation with their assigned faculty advisor. Students with unsatisfactory academic or professional performance are invited to come before the ASC to discuss the situation. The ASC will consider any factors the student believes to have affected his/her performance in arriving at any remedial or disciplinary action.

If a student's CUM GPA falls below 3.0 during any semester, the student is placed on academic probation for at least the subsequent semester. Probationary students have until the end of the subsequent semester to raise their CUM GPA to the required level. A student may be dismissed from the program if academic probation would apply for more than one semester during the entire program.

If a student fails any PA program course or rotation the student will either be placed on academic probation or be dismissed from the program, even if the cumulative GPA is 3.0 or better. If placed on

probation, the student must repeat the failed course or rotation and upon successful completion, the highest grade earned will be the minimum passing grade as outlined in the syllabus. If the student is already on academic probation, the option to repeat a failure will only be considered if the new grade will result in a cumulative GPA of 3.0 or greater. Otherwise, the student will be dismissed from the program.

All failing grades will be considered in the calculation for any honors.

At the end of each semester, the performance of the student on academic probation will be reviewed for the removal or continuation of the probationary status if not otherwise stipulated. Any further infraction, whether academic or professional, will be grounds for dismissal from the Program.

Any student placed on probation will be advised of that action in writing by the Program Director. The deficiencies will be clearly outlined, and the student will be required to attest to his or her knowledge of the deficiencies noted. In addition, the student will be advised as to what course of action will be available to him or her to remedy those deficiencies.

Professional Probation

Professional probation is an ongoing status designated by the ASC when a student violates one or more of the conditions set forth in the Sections on "Professional Conduct & Behavior" in this handbook. A student placed on professional probation will be advised in writing (letter and/or email) of that action by the Program Director within two weeks (ten business days) of the decision. Any further infraction, whether academic or professional, will be grounds for dismissal from the Program.

Leave of Absence (A3.15d)

Students can request a Leave of Absence for medical or personal reasons or withdrawal from the Program according to policies outlined in the College Bulletin.

Students on a Leave of Absence will be required to complete and pass competency written examinations, practical examinations, and H&P assignments as a prerequisite for readmission into the Program. They may also be asked to audit certain classes and/or labs. This will be outlined in a contract that must be signed by the student. These measures are designed to assure that the student has sufficient current mastery of previously presented material.

Students granted Leave of Absence for medical reasons are required to provide a statement from their medical provider clearing them for return to class and patient care duties. Students returning from a medical Leave of Absence must be able to meet the Program's Technical and Professional Standards.

Withdrawal (A3.15d)

Students contemplating withdrawal from the PA program for personal or academic reasons should be aware of withdrawal policies and procedures.

Withdrawal policies and procedures are available in the York College Graduate Bulletin. Important points include the impact of withdrawal upon the transcript and also upon tuition liability.

Withdrawal during the first three weeks of any semester will not appear on the student's transcript; between the fourth and tenth week will result in a grade of "W", and after the tenth week will ultimately result in a grade of "F".

The tuition refund schedule follows, the date on which the Withdrawal form is filed with the college will be the date used to calculate any refund.

Refund Schedule	Fall & Spring Session	Summer Session
Withdrawal before the scheduled opening date of the session	100 %	100 %
Withdrawal in order to register at another unit of The City University during that semester	100 %	100 %
Withdrawal within one week after the scheduled opening date of the session	75 %	50 %
Withdrawal during the second week after the scheduled opening date of the session	50 %	25 %
Withdrawal during the third week after the scheduled opening date of the session	25 %	None
Withdrawal after the completion of the third week of the session	None	None

Note: Students who take a leave of absence after the first day of classes are liable for tuition and fees in accordance with the above schedule of refunds.

Please refer to the York College Bulletin for further information.

Examination Policies & Failed Examinations

Most written examinations during the didactic phase of the program are administered electronically in a computer lab. Exams do have a time limit, typically one minute per multiple-choice format question. Electronic exams may also contain a hand-written component for essay/short answer questions, which may be completed on paper. All books, papers, notebooks, and other study materials, as well as cell phones, laptops, and electronic equipment of any kind, including smartwatches, are prohibited in the exam room. No talking, looking around the room, passing notes, or any other behavior that may be construed as communication between students (and possible academic dishonesty) during an exam will be tolerated. Any such suspicious behavior may result in the student being called before the Academic Standing Committee (ASC); possible sanctions include being placed on professional probation and/or dismissal from the program. No questions for clarification of exam questions/answer selections may be posed to the exam proctor during the administration of the exam. If an exam question or its answer selection seems ambiguous or unclear, the student should select the BEST POSSIBLE answer from the choices given, and bring the ambiguous/unclear exam question/answer selection to the attention of the administrating instructor either via the testing software or at a later time.

Exams are reviewed by the course/administrating instructor prior to final grading. Exam grades will be posted on Brightspace only after this review process has been completed. Exam scores are not rounded off to the next integer (i.e. 69.8 is not a 70). Students who fail an exam must contact the course instructor within five class days after receiving the grade to review the failed exam, which must be completed within ten class days. All students are welcome to review their exams within seven class days of receiving their exam score, even if they achieve a passing score, but only those who fail an exam are required to meet with the instructor. For the benefit of the entire class, instructors may choose to review only the questions/concepts that were found to be challenging for most students. Points are not awarded in this review process; this is for learning purposes only. If a student feels they have received a failing grade on an exam unjustly and wishes to challenge (appeal) one or more exam questions/answer selections, they must submit this appeal in writing, along with supporting documentation from textbooks, course hand-outs and/or peer-reviewed literature (including references) within seven class days after a review of the failed examination (see student appeals on page 19).

The program's Academic Standing Committee (ASC) monitors student performance on individual examinations on a regular basis to identify those students experiencing academic difficulties. Students failing any examination must meet with the course instructor to identify problems and to schedule a make-up examination. Students must also meet with their assigned advisor for any individual examination failure. Students with multiple examination failures are called before the ASC and are subject to disciplinary actions as outlined in the "Academic Standing Committee" section of this handbook.

Make-up exams are offered for all failed examinations and may be in an examination format different from the original examination and apply only to active PA students. This option does not apply to students dismissed or no longer with the program. The highest score that can be assigned for a make-up exam is the minimum passing grade for the test as listed in the course syllabus, typically either 70% or 80%.

Upon failing any examination, the student must meet with his/her assigned academic advisor within five class days to discuss the failure and identify contributing factors. It is the student's responsibility to schedule this meeting. Additional remedial assignments may be assigned by either the advisor or the course instructor if deemed necessary. In such instances, a remediation "contract" will clearly define required activities and criteria for successful completion, including due dates.

Summative Examinations

Each student will be evaluated in a comprehensive manner by both written and practical summative examinations to assure students meet established program standards regarding knowledge, patient care skills, technical competency, interpersonal skills, and professionalism. The first summative (Didactic Summative) examination is administered near the conclusion of the didactic phase of the program and is a written examination. The student must pass this exam (70.0% or better) to progress to the clinical phase. If the student fails this exam, one opportunity to make up the exam will be given, with the final score awarded being no higher than 70%, regardless of the actual score achieved on the make-up exam. If the student is unable to successfully pass the make-up examination with a score of 70% or higher, a review by the ASC will be required.

The Didactic PACKRAT is a diagnostic test that is also administered near the end of the didactic year. Students not achieving a score at or above the national average, or a score determined by the program and conveyed to students, may be required to undergo a remediation process which may also include a delay in starting clinical rotations.

Students must pass the summative examinations in the clinical phase as a requirement for graduation. This consists of both a practical examination and a written examination. For the Clinical PACKRAT and the End of Curriculum Exam, students must score at or above the national average or a score determined by the program and conveyed to students, to pass this exam. For the OSCE Practical Examination, students must pass each section of the exam.

In the event of a failing grade, the student will be given an opportunity to take one make-up examination for both the written and practical examinations. A review by the ASC is required if the student also fails the make-up examination.

Passing scores of any nationally administered examinations used that are not reported in percentages will be clearly conveyed to students.

ADVISEMENT (A3.10)

Each didactic student will be individually counseled and advised at least once each semester. The student must take responsibility to make sure this session occurs each semester. Students must see their advisors upon the failure of any exam and additional sessions will be scheduled upon student request. All principal faculty members will serve as advisors and will document all advisory sessions. If problems exist, specific strategies to address them will be identified, documented, and the student will be referred to the appropriate services in a timely manner. Follow-up sessions are scheduled for any student with unresolved problems. Advisory sessions are mandatory, and students and advisors are encouraged to discuss any academic or personal issues, which may be affecting the student's performance. Students will be assigned an advisor but may request a change of advisor.

Each student in the clinical phase of the program retains the faculty advisor assigned during the didactic phase. Advisement sessions are scheduled if a student fails an examination or upon the student or advisor's request.

York College provides many student services, including general counseling, veterans counseling, career services, student support services (for low-income or first-generation college students), and services for students with disabilities. Visit <https://www.york.cuny.edu/student> for more info.

STUDENT EMPLOYMENT POLICY (A3.15e)

Applicants to the PA Program must assess their ability to pay tuition, equipment expenses, book expenses, malpractice and health insurance expenses, travel expenses, and other living expenses for themselves and their dependents for the full two years of the program. The program is rigorous, and students need to be aware of the reasons why **outside employment is strongly discouraged while attending the PA Program:**

- Class and rotation schedules are subject to change on short notice
- Classes and most rotations are typically scheduled between 8 AM and 6 PM but may be scheduled earlier or later
- Clinical rotations may require weekend or evening/overnight work
- The small amount of free time PA students have is usually sorely needed for study, rest or recreation
- No accommodation is made in schedules or attendance policy for outside employment
- Students will not be allowed to rotate at a clinical site where they are employed to avoid any conflict of interest
- No consideration will be made for academic difficulties secondary to deficient preparation because of outside employment

If a student feels that it is absolutely necessary to work while in the Program, it is advisable that the student inform their faculty advisor of this.

Students are not required to work for the program. (A3.04)

Students do not substitute for or function as instructional faculty, clinical faculty/staff, or administrative staff. (A3.05 a,b)

Students are not required to solicit clinical sites or preceptors for the program. (A3.03)

STUDENT APPEALS (A3.15g)

All appeals and/or grievances should be formally typed, double-spaced, dated, and signed with contact information including email and telephone number.

Appealing a Grade

Step 1: If a student wishes to appeal a grade that has been received, the student is asked to initially consult the instructor or clinical preceptor.

Step 2: If the student wishes to pursue the matter further, an appeal may be made, in writing (formally typed, double spaced), to the Academic or Clinical Coordinator (for didactic and clinical phase courses, respectively) within seven class days after a review of the failed examination. The Academic or Clinical Coordinator will either attempt to mediate a resolution with the instructor or refer the matter to the ASC.

Step 3: The ASC will consider the grade appeal, and the student will be invited to present the appeal to the committee. If the course instructor is also a member of the ASC, the instructor will be excluded. The ASC will come to a consensus and submit a recommendation to the instructor.

Step 4: Upon receiving the ASC recommendation, the instructor may decide to:

- Hold the original grade
- Submit a Change of Grade Request

The student will be informed of the instructor's decision in writing.

Step 5: If the outcome of the grade appeal is not to the student's satisfaction, he/she may proceed with an appeal to the York College [Committee on Academic Policy and Standards](#) (CAPS). Information regarding policies on how to submit an appeal to this committee may be obtained from the [Office of Student Academic Services](#) (OSAS), Telephone number 718–262–2770.

Appealing an ASC Decision

Step 1: If the outcome of any decision by the ASC or the PA Program Director is not to the student's satisfaction, be it regarding academic standing, professional conduct, or any other issue that may impact the student's good standing in the PA Program, he/she may proceed with an Appeal to the School of Health Sciences and Professional Programs (SHSPP) Student Progression and Retention Committee.

Step 2: SHSPP Student Appeal Procedure

Please follow these guidelines:

- Within **five business days** of receiving an email with confirmed read receipt, or a certified letter of a departmental action such as dismissal or probation to file an appeal.
- The appeal is made in writing: formally typed, double-spaced, and dated with contact information including e-mail address and telephone number. The letter requesting an appeal should include any supporting documents and be submitted to the Office Assistant for the School of Health Sciences and Professional Programs (AC 2H07) (addressed to the attention of the Chair for SHSPP Student Progression and Retention Committee) or sent via email to SHSPPAppeals@york.cuny.edu.
- **Within 10 days** the student will be notified by the SHSPP Committee Chairperson via e-mail

and two mailings via postal and certified mail of the hearing date and time.

- Students will have an opportunity to present in person (or remotely) all supporting materials at the scheduled SHSPP Appeal hearing.
- After the meeting, the student will be notified within five business days of the Committee's decision. The Committee's decision is final.
- The form can be found on the following page and is also located online: [Click Here](#)

York College, City University of New York
School of Health Sciences and Professional Programs
Student Progression and Retention Committee Appeals

Cover Sheet

Student's Last Name: _____ First Name: _____

CUNYfirst ID Number: _____ Major: _____ Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: Home _____ Work: _____

Cell Phone: _____

All requests are made in writing (formally typed, double spaced, dated, and signed and include CUNYfirst ID number) and attach any supporting documents. Attach this cover sheet to the appeal letter and supporting documentation.

Student signature: _____ **Date:** _____

Supporting Documents:

Check (✓) all that apply: Personal Statement Documentation of Extenuating Circumstances Transcript Other: _____

I am NOT submitting Supporting Documentation

STUDENT GRIEVANCE, ALLEGATIONS, and/or MISTREATMENT (A3.15f&g)

General: Students are encouraged to bring any suggestions or complaints regarding any aspect of the program made as a group through student government channels (PA Program Class Officers).

Grievances of a more personal nature may be brought to the student's assigned advisor, who will then outline appropriate choices of action. Students may choose to bring a grievance directly to the Program Director via the program's **Student Grievance Reporting Form** (the form follows this section of the handbook). A written response will be generated within ten working days. Grievances should be submitted in a proactive, timely fashion.

Sexual Discrimination: Title IX of the Education Amendments of 1972, Public Law 92-318 prohibits sex discrimination in federally assisted education programs. Title IX grievance procedures have been established by York College to provide for the resolution of student complaints in relation to Title IX regulations. A complaint may be submitted in writing or presented orally to the York College Title IX coordinator in room 2H01D. Additional information is available from the student's assigned advisor, the program director, the York College Bulletin, or the York College website (www.york.cuny.edu, search for "Title IX grievance").

Sexual Harassment: It is a violation of University policy for any member of the University Community to engage in sexual harassment or to retaliate against any member of the university community for raising an allegation of sexual harassment. Additional information, including the definition of sexual harassment, is available in the "Policies" section of the York College Bulletin. Students may report sexual harassment via their advisor, the program's grievance form, or through any member of the Sexual Harassment Panel as listed in the York College Bulletin.

Religious Discrimination: Any student who is aggrieved by the alleged failure of any faculty or administrative officials to comply with Education Law – Section 224-a, which sets forth regulations requiring accommodations for students who cannot attend classes/examinations/study/fieldwork requirements on certain day(s) due to religious beliefs can file a grievance via the appended grievance form. Additional information is available in the "Policies" section of the York College Bulletin.

Correction of Educational Records: Student access to their own folders is governed by the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment). A student can challenge the contents of the educational record as outlined in the "Policies" section of the York College Bulletin.

Discrimination Based on a Disability: Section 504 of the Rehabilitation Act of 1973 prohibits discrimination based upon a handicap. Any student wishing to file a complaint may make a such complaint to the Coordinator in room 1G02. Additional information is available in the "Policies" section of the York College Bulletin.

York College of the City University of New York

PA Program

Student Grievance Reporting Form

**Students may use this form as an outline to report a grievance to the program director
All appeals and/or grievances should be formally typed and double-spaced.**

1. Please describe, in detail, the nature of the complaint:

2. Describe any steps taken to remedy the problem:

3. Include any relevant background information or documentation to clarify this complaint:

Date: _____

Student Name: _____

Signature: _____

TECHNICAL STANDARDS AND DISABILITY POLICY

The following technical standards for admission establish the mental and physical abilities students need for successful completion of the PA Program and eventual PA practice. York College offers a variety of services, activities, and accommodations to students with disabilities, mainly through two offices – the Coordinator of Disability Services and the York Enrichment Services (Y.E.S.) for Students with Disabilities. All students admitted to the York College PA Program are expected to be able to perform the listed tasks, with or without reasonable accommodations. Every effort will be made to provide reasonable accommodations to students with documented disabilities.

- PA students must be able to sustain attention, reason, analyze, assimilate and learn a large amount of information. Information from various disciplines and sources must be correlated and concepts applied to develop therapeutic plans and solve clinical problems in a timely fashion. The ability to extract valid, useful, and relevant information from the medical literature is also required.
- PA students must be able to observe in lecture, laboratory, and clinical patient care settings. PA students must have adequate sensory skills to elicit medical histories and to perform complete physical examinations utilizing inspection, percussion, palpation, and auscultation including adequate vision, hearing, and tactile sensation.
- PA students must be able to communicate with patients in a sensitive manner and also record and communicate patient information in a timely and effective manner to other members of the health care team.
- PA students must have adequate neuromuscular control to perform therapeutic and diagnostic procedures (such as blood drawing, suturing, casting, etc.), to respond to emergency situations, and to move about various healthcare environments. The didactic phase of the program requires extended sitting, in contrast to the clinical phase which requires extended standing and moving about various clinical facilities.
- PA students must be able to relate to and develop good professional rapport with other members of the health care team. PA students must also maintain composure during periods of stress and respond appropriately to emergency situations. Recognizing limitations, demonstrating concern for patients, and exercising good judgment are also required attributes.

All students with a documented disability are encouraged to sign up in Room 1G02 (Tel. 262-2272) and take advantage of services provided by the Coordinator of Disability Services. These services include individual and group counseling; individual orientation and registration assistance; readers & interpreters; modified instruction and examination procedures; textbook loan program; assistance in use of adaptive equipment and technology and coordination of disability-related accommodations.

Questions about the program's technical standards may be directed to the program director or the Coordinator of Disability Services. All information regarding disabilities is handled in a confidential manner. All requests for accommodations are voluntary and must be made in writing prior to beginning coursework.

IMPAIRED STUDENT

PA students have the responsibility of patient care in addition to the usual academic responsibilities of a college student. The college has a responsibility to ensure that students are functionally capable of handling these duties in a competent, appropriate manner.

The PA educational process can be highly demanding and stressful. Many PA students have significant outside responsibilities such as family duties. These stresses, along with other factors, sometimes leave people vulnerable to a wide variety of psychological, social, health, and substance abuse problems.

Students should keep their faculty advisor aware of any problems or stresses that may affect their academic and/or patient care responsibilities in the Program. Program faculty and staff will try to be attuned to signs of psychosocial problems in students. They will then refer the student, initially, to their faculty advisor for assistance. The faculty advisor or Program Director may advise a student to seek further help from the College Counseling Center, Student Affairs, Student Health Center, or outside resources. The Counseling Center can provide counseling and referral to students for psychosocial problems.

If a faculty member believes that a problem may be impairing a student's ability to safely and effectively carry out their responsibilities, the Program may remove the student from classes or a clinical site.

All people have problems at some point in their life and our goal is to have joint responsibility between the faculty and students for early recognition and intervention. The Program encourages students to maintain outside activities such as hobbies, exercise, spiritual endeavors, and meditation as methods for stress reduction. We would also advise students not to isolate themselves in their studies, as outside support systems are crucial to a healthy, balanced life.

NYS INFECTION CONTROL CERTIFICATION

PA Students are required by New York State to complete the Infection Control course for healthcare providers prior to any patient contact. This certification is valid for a period of four years from the date of completion. All approved NYS providers can be found here:

https://www.health.ny.gov/professionals/diseases/reporting/communicable/infection/training/provider_list/providers.htm and <http://www.op.nysed.gov/training/icproviders.htm>

BLS/ACLS CERTIFICATION

Students are required to obtain and maintain current BCLS/CPR certification from the American Red Cross or American Heart Association at the Healthcare Provider level. Copies of BCLS/CPR certification cards must be submitted to the Clinical Coordinator at least one week prior to starting clinical rotations. Students not submitting these documents will not be permitted to participate in clinical training.

NATIONAL INSTITUTES OF HEALTH (NIH) STROKE SCALE CERTIFICATION

Students are required to complete the NIH stroke scale (NIHSS) certification prior to starting clinical rotations. This training can be completed from the American Heart Association Website at <https://learn.heart.org/lms/nihss>.

A free version of this training, which is acceptable, can be found here: <https://www.nihstrokescale.org>
Since this would be the first time completing this training for most of you, the version you would choose would be NIH Stroke Scale – Test Group A.

TUITION AND FEES

PA Program Tuition and Fees are equivalent to the Graduate Tuition and Fees schedule as published in the York College Bulletin. *Tuition and Fees are subject to change by action of the Board of Trustees of The City University of New York at any time.* The tuition and fees schedule for the PA Program can be found here: <https://www.york.cuny.edu/health-professions/physician-assistant/tuition-fees>

STUDENT HEALTH (A3.07)

York College requires that each student show proof of immunization. The PA program requires that each student have a medical history and physical examination on file in the Health Services Center. In addition to medical clearance, all students are required to have proof of immunity to measles, mumps, and rubella; PPD; hepatitis B series or signed declination; varicella titer or vaccine; and COVID-19 vaccine series and booster.

The PA program immunization policies follow current Centers for Disease Control Recommendations and any state-specific mandates.

The Health Services Center maintains all health information confidentially on-site at the Health Services Office and provides verification of health screening and immunization to the program via the form that follows. It is the student's responsibility to obtain this verification for the program. See the "student health screening and immunization verification form" on the following page. Clinical training sites may have additional health clearance requirements to be fulfilled prior to beginning a clinical rotation.

The Health Services Center provides first aid and/or emergency triage/referral to off-campus medical facilities for all students. The PA program principal faculty members, the program director, and the medical director are prohibited from acting as healthcare providers for PA students, except in an emergency situation. (A3.09)

MEDICAL INSURANCE

Students are strongly encouraged to maintain medical insurance which may be needed to cover costs associated with prophylaxis if exposed to blood or body fluids.

NOTE: All costs associated with injuries or illnesses acquired during clinical training including physician visits, diagnostic tests, treatment, and prophylactic medications or immunization must be incurred by the student. It is for this reason that the Program and all clinical sites advise that students have current health care insurance while in the Program. Students should evaluate their health care insurance coverage as hospital treatment and prophylactic medications can be costly.

PA Program

Student Health Screening and Immunization Verification

York College CUNY PA Program requires that all students maintain immunizations as recommended by the Center for Disease Control (CDC) for healthcare professionals and state-specific mandates (ARC-PA Standards A3.07). <https://www.cdc.gov/vaccines/adults/rec-vac/hcw.html>

Student Name: _____

	YES	NO*	COMMENTS
Medical History & Physical Examination			
TB Screening (PPD/QuantiFERON)			
Tetanus, Diphtheria, Pertussis (TDAP)			
Varicella (Chicken Pox)			
MMR (2 vaccinations)			
Influenza			
Hepatitis B Series			
Meningococcal (recommended – not required)			
Covid-19 Vaccine Series (NY State mandate)			
Covid-19 Booster (NY State mandate)			

Note: Place a checkmark in the appropriate column to indicate medical and immunization status. Physical and vaccinations must be dated within the last 12 months.

* If “NO” is checked-off, please provide a reason.

This form can be verified by your personal Clinician or by the York College Student Health Services Center and must be returned to the PA Program.

Signature: _____

Date: _____

Print Name: _____

Office Stamp with address or contact info here:

GRADUATE TASKS

The PA is generally responsible for the following duties:

1. Eliciting a detailed and accurate medical history, performing a complete physical examination, and recording all pertinent data.
2. Performing and/or interpreting routine diagnostic studies, including routine laboratory procedures, common radiologic studies, electrocardiographic tracings, and Pap smears.
3. Performing therapeutic procedures, including injections, immunizations, wound care, suturing, incision and drainage of superficial infections, insertion of nasogastric and bladder catheters, cast application and providing follow-up care for simple fractures.
4. Counseling patients regarding physical and mental health, as well as providing patient information on diet, health promotion, disease prevention, normal growth and development, and family planning.
5. Assisting the physician in inpatient settings by performing patient rounds, recording patients' progress notes, and determining and implementing therapeutic plans.
6. Assisting in the delivery of services to patients requiring continuing care, i.e., at home, in skilled nursing homes, and in extended care facilities.
7. Facilitating the appropriate referral of patients and maintaining awareness of existing health delivery systems and social welfare resources.

STUDENT SERVICES

Student Affairs

The mission of the Division of Student Development is to integrate, engage, involve, and validate students at York College. They serve as the main hub for all student services offered at York College. Their office is located at AC-2F01A, and they can be contacted via email at SAEM@york.cuny.edu or phone number at 718-262-2331. More information can be found on their website at: <https://www.york.cuny.edu/student-development>

Counseling Center

The counseling center offers free, confidential services to all students, faculty and staff of York College. Their office is located at 1G03, and they can be contacted via email at counseling@york.cuny.edu or phone number at 718-262-2272. More information can be found on their website at: <https://www.york.cuny.edu/counseling-center>

Library

Information regarding library services is available on the York College website. The Library has about 170,000 volumes in book stock and bound periodicals in addition to multiple electronic resources. The librarian designated as the Subject Liaison for the Health Professions Department can assist students in the utilization of library resources. Visit their website at <https://www.york.cuny.edu/library>
Students on clinical rotations have access to the medical libraries of the clinical affiliates.

Educational Technology

Information regarding academic computing is published in the York College Bulletin. There are over 550 computers on campus reserved for academic purposes. Students will receive information regarding accessing educational technology resources during orientation.

Recreation

A "Recreation Schedule" is printed and distributed college-wide each semester listing facilities and hours. The schedule can be obtained in the Health and Physical Education complex. York College recreation facilities include a gymnasium, indoor walking/jogging track, swimming pool, fitness center, weight room, aerobics room, outdoor track, tennis courts, handball courts, and a soccer field.

FACILITY INFORMATION

YORK COLLEGE STUDENT IDENTIFICATION CARDS

York College Student Identification Cards are available at the security office (AC-1H02). Dates and times for the taking of I.D. pictures are posted and announced to all students. The card is required for entering the premises of the college and for all college library transactions. Visit <https://www.york.cuny.edu/public-safety/id-card-1> for more information.

PARKING

Students may purchase a parking pass at the security office. Visit <https://www.york.cuny.edu/public-safety/parking-1> for more information.

EMERGENCY CLOSING PROCEDURES

In case of severe weather conditions or other emergencies, information about the closing of the college will be broadcast on 1010 WINS-AM, 770 WABC-AM, and 106.1 WBLI-FM. Information can also be obtained from the York College website or by calling the Public Safety department at 718-262-2222.

CAMPUS ACCESS PROCEDURE

In addition to a valid I.D., the college may have additional policies regarding campus access. Visit <https://www.york.cuny.edu/it/service-delivery-unit/y-connect/first-day-on-campus---what-you-need> for more information.

STUDENT AND PROFESSIONAL ORGANIZATIONS

Students are encouraged to join the national organization representing PAs, The American Academy of Physician Associates (AAPA), and the New York State Chapter, the New York State Society of PAs (NYSSPA). Student membership is offered at a deep discount and offers many benefits, including publications and networking opportunities at various conferences and meetings. Students are encouraged to establish and maintain membership in the Student Academy of the American Academy of PAs (SAAAPA).

AAPA - <https://www.aapa.org/member-central/student-membership>

SAAAPA - <https://www.aapa.org/about/aapa-governance-leadership/student-academy>

NYSSPA - <https://www.nysspa.org>

AMERICAN ACADEMY OF PAs ETHICS GUIDELINES

Statement of Values of the PA Profession

- PAs hold as their primary responsibility the health, safety, welfare, and dignity of all human beings.
- PAs uphold the tenets of patient autonomy, beneficence, nonmaleficence, and justice.
- PAs recognize and promote the value of diversity.
- PAs treat equally all persons who seek their care.
- PAs hold in confidence the information shared in the course of practicing medicine.
- PAs assess their personal capabilities and limitations, striving always to improve their medical practice.
- PAs actively seek to expand their knowledge and skills, keeping abreast of advances in medicine.
- PAs work with other members of the healthcare team to provide compassionate and effective care to patients.
- PAs use their knowledge and experience to contribute to an improved community.
- PAs respect their professional relationship with physicians.
- PAs share and expand knowledge within the profession.

The complete set of Guidelines for Ethical Conduct for the PA Profession can be accessed at <https://www.aapa.org/download/56983>

CLINICAL YEAR REGULATIONS

Please refer to the clinical manual addendum for additional policies pertaining to the clinical year. All policies/regulations outlined in the PA handbook, clinical addendum, and York College student handbook will remain in effect.

STUDENT ATTESTATION

I, _____, attest that I have received, read, and fully understood the York College PA Program 2024 Student Handbook (revision date 8/2024) and agree to comply with its provisions. I was also able to access all the additional information provided via web links, read and understand these materials, and save a copy for future use.

Signature

Date