



*Southern Nazarene University  
Physician Assistant Studies  
Student Handbook*



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## I. Welcome to the SNU PA Program

Welcome to the Southern Nazarene University Physician Assistant Program! We are truly honored that you have chosen to begin this journey with us, and we're excited to walk alongside you as you pursue your calling to become a physician assistant.

As a PA, you will have the opportunity to serve in meaningful ways, impacting lives for the good of others and for the glory of Christ. The road ahead will be challenging. PA education is rigorous by design, and our curriculum is fast-paced and demanding, but you are not doing this alone. Our faculty and staff are here to support, guide, and encourage you every step of the way.

This handbook is an important part of that support. It outlines the expectations, standards, and policies that will guide your time in the program. A large part of your success depends on knowing what to expect and what is expected of you. Please take time to read this handbook carefully and refer back to it often. We are always available if you have any questions about the contents of this handbook. We are grateful to have you with us and look forward to all that lies ahead.

## II. Purpose

This *PA Program Student Handbook* is intended to guide students through the policies, expectations, and procedures that govern their academic and professional journey in the program. It serves as a primary resource for information related to student responsibilities, policies and procedures, academic progression, professional standards, and support services.

The University and the PA program reserve the right to update or revise policies and procedures, schedules, tuition and fees, curriculum, and other academic or administrative requirements as needed. While the program will make every effort to avoid modifying the handbook during an ongoing cohort's enrollment, immediate changes may occasionally be necessary. If new policies or procedures are developed or existing policies are revised with immediate applicability to the cohort, students will be notified via email the same day, and the changes will be incorporated into the handbook.

## III. Program Policies and Procedures (A3.01, A3.02)

Program policies and procedures contained within the PA Program Student Handbook apply to all students and program faculty regardless of the instruction or work location. Clinical sites may have policies that supersede certain program policies. Students will be oriented to all program policies in this handbook during Didactic Orientation on the first day of class and to policies specific to the clinical phase during Clinical Orientation prior to the start of rotations. Students sign an attestation stating that they have received the handbook, have been oriented to program policies, and understand that policies and practices are consistently applied to all students. Preceptors will orient the student to the clinical site's policies and procedures at the beginning of the rotation.

In addition to the policies and procedures contained within the handbook, students are also responsible for adhering to the broader policies of Southern Nazarene University. Due to accreditation requirements, certain policies in the handbook may differ from those outlined in the [SNU Graduate Academic Catalog](#). Program policies that have been modified will be noted in each section. Any questions regarding policies and procedures should be referred to the PA Program Director.

## IV. Accreditation (A3.12a)

SNU has applied for Accreditation - Provisional from the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA). SNU anticipates matriculating its first class in January 2027, pending achieving Accreditation - Provisional status at the October 2026 ARC-PA meeting.

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

If the program does not receive Accreditation-Provisional status at the October 2026 ARC-PA commission meeting, SNU will not matriculate students. SNU will refund money received directly from the students, including seat deposit fees and tuition. SNU will not refund application fees, costs associated with onsite interviewing, or costs associated with matriculation requirements, including but not limited to background check, drug screening, health screening, and immunizations.

Pending accreditation provisional approval, SNU PA Program graduates will be eligible to take the Physician Assistant National Certifying Examination (PANCE) and subsequently qualify for application for licensure in all U.S. states and territories. Some states may have additional requirements for licensure separate from the PA education. Individual graduates are responsible for achieving state-specific requirements not specific to PA training.

## V. About the SNU PA Program

### Program Mission

The mission of the SNU PA Program is to provide a supportive environment that equips highly qualified physician assistants to practice medicine with excellence and a commitment to Christlike service.

### Program Goals

The goals of the SNU PA Program are to:

1. Admit and retain highly qualified students.
2. Deliver a comprehensive curriculum, integrating faith in learning, that prepares students for clinical practice.
3. Foster a culture that values volunteerism and Christlike service.
4. Cultivate a supportive learning environment that promotes collaboration and well-being.

### Program Competencies (A3.12d, A3.12g)

#### Medical Knowledge

- MK1: Demonstrate a foundational knowledge of biomedical and clinical sciences and their application to patient care across the lifespan.



## **Interpersonal Skills**

- IPS1: Demonstrate an accurate and succinct oral presentation of a clinical encounter.
- IPS2: Construct and deliver accurate patient education.
- IPS3: Demonstrate effective interpersonal skills to elicit and provide information to patients and the healthcare team.

## **Clinical and Technical Skills**

- CTS1: Integrate medical knowledge to elicit a medical history and perform a physical exam.
- CTS2: Select and interpret diagnostic and screening tests necessary for entry into PA practice.
- CTS3: Demonstrate the ability to write medical documentation that accurately reflects the patient encounter.
- CTS4: Perform accurately the procedures necessary for entry into PA practice.

## **Professional Behaviors**

- PB1: Demonstrate the application of ethical principles and legal standards relevant to PA practice.
- PB2: Demonstrate patient-centered care that reflects individual patient values, backgrounds, and healthcare needs.
- PB3: Demonstrate professional conduct, reliability, and the ability to receive constructive feedback.

## **Clinical Reasoning and Problem-Solving Abilities**

- CRPS1: Create a prioritized differential diagnosis following a clinical encounter.
- CRPS2: Synthesize information obtained in a clinical encounter to formulate an accurate diagnosis.
- CRPS3: Develop a patient-centered management plan integrating patient preferences, clinical judgment, and evidence-based practice.

## **Faculty Mentors**

Each student in the program is assigned a faculty mentor who serves as a consistent point of contact throughout the program. The faculty mentor's role is to support student success by monitoring academic and professional progress, and offering individualized guidance.

Faculty mentors also assist students in accessing available programmatic and institutional support resources when needed. Students are expected to meet with their assigned mentor at least once per term, and are encouraged to reach out more frequently if needed.

If concerns related to academic performance or professionalism are identified, the student may be required to meet with their faculty mentor more often to ensure appropriate support and follow-up. Students experiencing personal difficulties that may impact academic or clinical performance are encouraged to speak with their mentor, who can provide support and connect them with appropriate University services.



## Program Curriculum (A3.12d)

The SNU PA Program is divided into two 12-month phases: the didactic phase and the clinical phase. The didactic phase has four 12-week terms starting in January each year. The didactic phase is primarily taught using a systems-based approach, integrating biomedical and clinical sciences with their application to patient care. In the clinical phase, students complete eleven four-week clinical rotations in a variety of settings and participate in two didactic courses to prepare the student for clinical practice. All didactic courses must be completed in sequence. Sequences for clinical rotations will vary, and students should expect to work the schedule of the preceptor, including nights, weekends, and/or holidays.

## Course of Study (A3.12e)

<i>Term</i>	<i>Course Number</i>	<i>Course Title</i>	<i>Credit Hours</i>
Term 1A	PAS 5103	Physician Assistant Practice	3
Term 1A	PAS 5115	Patient Encounters	5
Term 1A	PAS 5126	Medical Anatomy	6
Term 1A	PAS 5132	Research Methods for Evidence Based Practice	2
Term 1B	PAS 5217	Medical Systems I	7
Term 1B	PAS 5222	Pharmacology I	2
Term 1B	PAS 5234	Foundations of Science I	4
Term 1B	PAS 5242	Clinical Correlations I	2
Term 1B	PAS 5253	Medical Lab and Imaging I	3
Term 2A	PAS 5301	Clinical Procedures and Skills I	1
Term 2A	PAS 5317	Medical Systems II	7
Term 2A	PAS 5322	Pharmacology II	2
Term 2A	PAS 5334	Foundations of Science II	4
Term 2A	PAS 5342	Clinical Correlations II	2
Term 2A	PAS 5353	Medical Lab and Imaging II	3
Term 2B	PAS 5401	Clinical Procedures and Skills II	1
Term 2B	PAS 5417	Medical Systems III	7
Term 2B	PAS 5422	Pharmacology III	2
Term 2B	PAS 5434	Foundations of Science III	4
Term 2B	PAS 5442	Clinical Correlations III	2
Term 2B	PAS 5453	Medical Lab and Imaging III	3
Term 3A	PAS 6501	Preparation for Practice I and Capstone	1
Term 3A	PAS 6504	Behavioral Medicine SCPE	4
Term 3A	PAS 6514	Clinical Elective I SCPE	4
Term 3A	PAS 6524	Clinical Elective II SCPE	4
Term 3B	PAS 6534	Inpatient Medicine SCPE	4
Term 3B	PAS 6544	Emergency Medicine SCPE	4
Term 3B	PAS 6554	Family Medicine I SCPE	4
Term 4A	PAS 6604	Family Medicine II SCPE	4
Term 4A	PAS 6614	Internal Medicine SCPE	4
Term 4A	PAS 6624	Pediatrics SCPE	4
Term 4B	PAS 6602	Preparation for Practice II and Summative	2
Term 4B	PAS 6634	Surgery SCPE	4
Term 4B	PAS 6644	Women's Health SCPE	4
Total Credits			119

## **Integration of Faith in Learning**

The SNU PA program is founded within a Christ-centered mission that shapes our approach to education, service, and community. As we pursue academic and clinical excellence together, we strive to cultivate a learning environment grounded in values such as compassion, integrity, humility, and Christlike service.

Within the PA program, faith and learning are not separate pursuits. We intentionally integrate Christian values and perspectives into every aspect of the curriculum—from the way we understand human dignity and compassion in patient care, to ethical decision-making, to how we respond to suffering and injustice in the world. Our educational environment is one in which spiritual formation is cultivated alongside professional development; where prayer, reflection, and service are woven into the fabric of learning. Our calling to healthcare is an expression of our call to live in the likeness of Christ—serving others with humility, healing, and grace.

## **Intercultural Learning and Engagement (A1.11)**

The PA program embraces SNU's mission to cultivate a Christ-centered, inclusive, and culturally responsive learning environment. As future healthcare providers, our students are trained to recognize the value of diverse perspectives and to deliver equitable, compassionate care to patients from all walks of life. We believe that honoring human dignity and promoting justice are essential expressions of our call to serve others in the likeness of Christ.

In alignment with the University's mission, the PA program integrates principles of diversity, equity, and inclusion throughout the curriculum. We intentionally prepare students to understand and address healthcare disparities, advocate for vulnerable populations, and reflect critically on the social determinants of health that impact patient outcomes. Through ongoing reflection and a posture of humility, we aim to cultivate clinicians who serve with cultural sensitivity, ethical integrity, and Christlike compassion.

## **Cost of Attendance (A3.12f)**

The SNU Office of Financial Services provides a detailed Cost of Attendance estimate that includes both direct and indirect educational expenses. Direct costs include tuition. The PA program does not charge fees.

Indirect costs include variable expenses such as room and board, transportation, technology, books, equipment, certifications, and miscellaneous personal items (including health insurance). This information is made available to assist students in planning and budgeting for their education. These values are estimates and are subject to change. Individual factors must be considered when estimating costs of attendance. Please contact [SNU Financial Services](#) to schedule an appointment to further discuss personal circumstances that may impact cost of attendance.

### Estimated Cost of Attendance for the 2027-2028 Cohort

Direct Program Costs (Billed by SNU)		
Tuition Rate: \$899/credit    Total Credits: 119		
Term	Credit Hours	Tuition
<b>Year One</b>		
Term 1A (Jan–Mar)	16	\$14,384
Term 1B (Apr–Jun)	18	\$16,182
Term 2A (Jul–Sep)	19	\$17,081
Term 2B (Oct–Dec)	19	\$17,081
<b>Year Two</b>		
Term 3 (Jan–June)	25	\$22,475
Term 4 (Jul–Dec)	22	\$19,778
<b>Total Direct Costs</b>		<b>\$106,981</b>

Estimated Indirect Costs (Not Billed by SNU)	
Category	Estimated (Total Program)
Technology Supplies (Computer and Smartphone)	\$2,000
Textbooks and Course Subscriptions	\$800
Certifications	\$350
Diagnostic Medical Equipment	\$1,100
Professional Organization Fees (OAPA/AAPA) (Optional)	\$100
Background Check and Drug Screenings	\$250
Scrubs	\$200
Room and Board	\$39,096
Transportation	\$6,720
Miscellaneous Personal Expenses/Health Insurance	\$7,344
Clinical Rotation Travel and Housing	\$7,284
Loan Fees	\$1,556
<b>Total Estimated Indirect Costs</b>	<b>\$66,800</b>

Estimated Total Cost of Attendance	
Direct Costs	\$106,981
Indirect Costs (Variable Costs)	\$66,800
<b>Total Program Related Costs</b>	<b>\$173,781</b>

## VI. Academic Support and Student Services (A1.04)

The University provides academic support and student services to PA students that are equivalent to services provided to other comparable students of the institution. SNU PA students are members of the College of Professional and Graduate Studies (CPGS). All academic support and student services that are available to CPGS students are also available to PA students for the duration of the program. Students away from the main campus during clinical rotations are also eligible to utilize student services. The following services are available to all graduate students, which will include PA students.

### Office of Disability Services

The mission of the Office of Disability Services is to provide and coordinate support services that enable students with disabilities to receive equitable access to all aspects of university life. Students needing assistance with a learning, physical or psychological disability that may affect their academic progress are encouraged to contact Disability Services. Students with temporary injuries (such as a broken limb, concussion, or surgery recovery) can receive services and accommodations through Disability Services on a temporary basis. The Office of Disability Services can be reached at (405) 717-6272 or [disabilityservices@mail.snu.edu](mailto:disabilityservices@mail.snu.edu). For further details please visit the [Disability Services](#) website.

### Veterans Services

SNU is committed to supporting U.S. veterans and active-duty service members in their pursuit of PA education. Veterans who are interested in or currently enrolled in the PA program are encouraged to contact the [Office of Veterans Services](#) for assistance in navigating educational benefits.

### Financial Services

SNU is committed to helping students obtain a quality education at an affordable cost. SNU understands education is an investment. An overview of SNU's financial aid programs are on the SNU [Financial Services](#) website.

What can Financial Services assist with?

- Receiving payments and helping you set up a payment plan
- All federal and state financial aid (loans, grants, scholarships, etc.)
- Helping to finance an SNU education
- Assistance with University and non-University scholarships

The Financial Services office is located on the 1st floor of the Bresee Administration Building. Office hours are Monday through Friday 8:00 am to 5:00 pm. They can be reached at 405-491-6310. Appointments are available in person or via telecommunication.

## Renew Counseling Center

Renew Psychological and Counseling Services is a comprehensive counseling center open to all SNU students. Renew is staffed by psychologists and licensed professional counselors at all levels of training (i.e., licensed, candidates for licensure, and graduate interns). Staff, prices, and extensive hours of availability can be found at <https://www.renewcounselingokc.com/>.

Renew works with individuals, couples, families, children, and at times offers specialized group sessions. Psychological testing is also available. Renew's staff is uniquely equipped to work with nearly every concern a client might have due to the specialized training of their licensed staff. Renew is located on the main SNU campus at 4116 N. College Ave. Bethany, OK 73008. Call (405) 717-6200 to initiate an appointment or visit the website to schedule an appointment.

The center offers a screening call within 1-2 business days, allowing students to quickly connect with a mental health professional who can assess urgency and assign appropriate care. Same day services during the week are available for students in crisis. Appointments are available in person or via telehealth.

## IT Support Services

The IT Support Services is maintained by Information Technology and offers support for:

- Campus licensed software
- Email and network problems
- Lab computers and printers
- Maintenance and work orders for campus equipment
- Approving, ordering and installing all computer equipment for the faculty, staff and campus
- Network connections for all offices and on-campus housing

The Helpdesk office is located in Herrick 143 on the southwest side of the campus. Office hours are from 8:00 am to 5:00 pm, Monday through Friday. Phone support is available by calling 405-491-6396 from 8:00 am to 5:00 pm, Monday through Friday in addition to 5:30 pm to 7:00 pm Monday through Thursday evenings. Email support is available at [support@snu.edu](mailto:support@snu.edu).

## Student Health Center (A3.19)

The Student Health Center provides primary care and health education to students. All graduate students can be seen for a small clinic fee plus the cost of medications/tests. The Student Health Center is located on the lower level of the Webster Commons Building, and hours are typically Monday through Friday 9:00 am to 4:00 pm. To contact the clinic call (405) 491-6605 or email [studenthealth@snu.edu](mailto:studenthealth@snu.edu). Students should review the [Student Health Center](#) website or contact the clinic for most up to date hours of operation.

The Student Health Center is available to all students throughout the duration of the program, including during clinical rotations. Students must maintain active [health insurance](#) for the entirety of the program. If a student on a clinical rotation requires medical care and is not within driving distance of the University, they are encouraged to seek care near their clinical site. The Student Health Center can assist students in identifying appropriate medical services if needed. In the event of an exposure to a bloodborne pathogen or other occupational hazard, students should follow the procedures outlined in the [Infectious and Environmental Hazards/Needlestick Injuries Policy](#).

## Library

The [R.T. Williams Library](#) provides physical and digital resources, research support, study spaces and reservable classroom spaces. In addition, the foyer to the library offers a coffee shop with snacks and a common area for study or visiting. Hours of operation vary by semester. Students can meet with a Research Librarian via online chat, email, or schedule a one-on-one appointment (in-person or via telecommunication). Students should visit the [library website](#) for the most current information.

## Tutoring Services

Every graduate student has access to five hours of pre-paid services from [Tutor.com](#). Students may also reach out to their faculty mentor for additional assistance in finding specific resources related to courses in which tutoring may be needed.

## SNU Virtual Writing Lab

The writing lab is available for graduate students who need assistance in their writing. Scheduling information can be found at <https://www.snu.edu/student-services> in the “Tutoring and Workshops” section of the site.

## Slingshot

As a convenience, upon enrollment students are automatically opted into Slingshot. This allows students to automatically receive all required textbooks before the first day of class from the SNU Campus Bookstore. Students can select text preferences including new books, used books, or digital copies if they are available. Books will be mailed to the students address of record approximately two weeks before the beginning of each semester. The PA program recommends students use Slingshot as this will ensure students receive accurate textbooks for each course prior to the first day of class. Please visit the SNU Campus Store Webpage to login and select preferences or to opt out of using the campus store. To login to your account, use your SNU campus email and enter your student ID for the password.

## Professional and Graduate Studies (PGS) Care Team

The PGS care team is available to all graduate students. It is a ministry that cares for the spiritual needs of adult students by providing Christ-centered support, resources, and services. Please visit <https://snufacultysupport.com/pgs-care-team/> for more information or to submit a request for prayer.

## Dining Services

SNU offers campus [dining services](#) provided through Sodexo Food Service\*. Dining locations on campus include the SNU Dining Hall, Coffee Shop, and Chick-fil-A. SNU offers meal plans and dining dollars that are available to purchase for all graduate students.

### SNU Dining Hall

The SNU Dining Hall is located on the 3rd Floor of the Webster Commons Building and features food stations including Comfort, Grill, Deli, Pizza and Classic. There is also a Bakery station and soft-serve ice cream bar. The Dining Hall is open daily and serves breakfast from 7:30 am to 9:30 am, lunch 11:00 am to 2:00 pm, and dinner 5:00 pm to 7:30 pm on Monday through Friday.

On weekends brunch is served from 11:30 am to 2:00 pm and dinner is served from 5:00 pm to 7:00 pm.

SNU Dining also offers custom menus and options for those with food allergies. To discuss custom menu options, visit the SNU Dining Office on the 3rd floor of the Webster Commons Building. SNU meal plans, dining dollars ("flex"), cash and credit cards are accepted forms of payment.

### Chick-fil-A

Chick-fil-A serves lunch and dinner Monday through Friday 10:30 am to 10:00pm. SNU meal plans allow students to use a meal exchange for selected meals. Dining dollars ("flex"), cash, credit cards, and meal plans are accepted.

### The Coffee Shop

Located on the first floor of the SNU Library, The Coffee Shop features Starbucks coffee drinks and freshly prepared pastries, along with retail candy and grab-and-go snacks. Relax in the Library's comfortable indoor or outdoor study spaces while overlooking the beautiful SNU fountains. The Coffee Shop is open Monday through Thursday from 7:00 am to 10:00 pm, and Friday from 7:00 am to 5:00 pm. Dining dollars ("flex"), cash, or credit cards are accepted.

\*Hours for campus dining are subject to change. Reduced hours or closures are possible during the summer (May through August) and during campus breaks.

## **VII. Technical and Non-Academic Standards**

### **Technical Standards** (A3.13e)

Physician assistant education requires the acquisition of medical knowledge, the demonstration of clinical reasoning and professional behaviors, and the performance of essential physical and interpersonal tasks. To ensure that students can meet these demands and become competent healthcare professionals, the program has established minimum technical standards for admission and continued enrollment. These standards are essential not only for academic success but also for ensuring patient safety, clinical readiness, and professional integrity.

A candidate for the Master of Science degree in Physician Assistant Studies (MS-PAS) must have abilities and skills in five essential areas: Observation, Communication, Motor and Tactile Function, Intellectual Abilities, and Behavioral and Social Attributes.

#### **Observation**

The student must be able to:

- Accurately process and interpret information using sensory (visual, auditory, tactile and olfactory) and cognitive abilities in the educational and clinical settings. This includes the ability to observe and interpret written and audiovisual materials, laboratory results, diagnostic images, microscopic and histologic findings, and patient findings during history-taking and physical examinations.
- Observe a patient accurately and completely, with and without medical equipment, both at a distance and close range (e.g., within a few feet)



- Discriminate changes in monitoring devices and alarms using visual and auditory senses

### **Communication**

The student must be able to:

- Communicate clearly, effectively, and sensitively in English, through oral, electronic, and written methods with other health care providers and patients of all ages in a timely manner
- Read and comprehend complex medical literature and convey this information in easy-to-understand terms
- Interpret non-verbal interpersonal communication, such as facial expressions, body language, mood and affect

### **Motor and Tactile Function**

The student must be able to:

- Use motor function to directly perform palpation, percussion, auscultation, and other diagnostic and therapeutic maneuvers
- Reasonably execute movements required to provide general and emergency medical care to patients; these skills require coordination of fine and gross motor skills, equilibrium, and functional sensation
- Adhere to universal precaution measures and meet safety standards applicable to inpatient and outpatient settings and other clinical activities
- Manipulate equipment and instruments for the performance of basic laboratory tests, procedures, and physical examinations
- Move themselves from one setting to another and physically negotiate the patient care environment in a timely fashion
- Sustain physical stamina required for classroom, lab, and clinical activities; this includes long periods of sitting, standing, and moving which are required for classroom, laboratory, and clinical experiences
- Lift and support over 50 pounds when assisting in patient transfers and emergency procedures

### **Intellectual Abilities**

The student must be able to:

- Demonstrate cognitive and problem-solving abilities in an efficient and timely manner in order to meet the program competencies
- Solve complex issues that require learning, measuring, calculating, retrieving, prioritizing, analyzing, organizing, assimilating, integrating, and synthesizing technically detailed and complex information
- Independently access and interpret medical histories or patient records
- Identify significant findings from history, physical examination, and laboratory data
- Provide a reasoned explanation for likely diagnosis and prescribed medications, therapies, and devices
- Interpret information derived from auditory, visual, written, and other visual data to determine appropriate patient management plans
- Recall and retain information in an efficient and timely manner

## **Behavioral and Social Attributes**

The student must be able to:

- Demonstrate emotional stability for full utilization of their intellectual abilities, exercise good judgement in decision-making, and timely completion of all responsibilities attendant to both didactic and clinical studies and patient care
- Develop mature, sensitive, and effective relationships with patients and their family members, staff, and colleagues
- Collaborate effectively within teams, including small groups and interdisciplinary teams
- Interact respectfully with individuals of diverse backgrounds, including differences in culture, gender, socioeconomic status, ability, and belief systems
- Show compassion and concern for others; interest in and motivation for service and integrity
- Demonstrate appropriate coping skills to function effectively under challenging and stressful situations
- Prioritize and complete multiple tasks within defined time constraints
- Adapt to changing environments, display flexibility, and function in the face of uncertainties inherent in the clinical problems of many patients
- Demonstrate ethical and moral conduct that is consistent with professional values
- Accept constructive feedback and appropriately respond

To be eligible for admission and continued enrollment in the SNU PA Program, students must be able to meet the program's technical standards, with or without reasonable accommodation. Applicants are required to attest to their ability to meet these standards upon accepting an offer of admission and must reaffirm their continued ability on an ongoing basis. If a student experiences a change in health status or functional ability that may impact their ability to meet the technical standards, they are responsible for notifying the Program Director as soon as possible.

These technical standards are not intended to exclude individuals who can fulfill program requirements with reasonable accommodations. However, students must be able to perform essential functions in a timely and, to a reasonable extent, independent manner, demonstrating the necessary skills and competencies with any approved accommodations.

Accommodations must not fundamentally alter the nature of the program, compromise academic or professional standards, or jeopardize the safety of students or patients. Students must complete all components of the entire curriculum as required by the program and the ARC-PA. The use of a surrogate or trained assistant is not permitted in clinical settings, as this would interfere with the student's independent judgement and decision-making. Extended time is generally not granted for timed clinical skills assessments.

Requests for accommodations are evaluated on an individual basis by the Office of Disability Services. Students should initiate this process by calling (405) 717-6272 or emailing [disabilityservices@mail.snu.edu](mailto:disabilityservices@mail.snu.edu).

## **Background Checks**

The PA profession requires a professional license that is regulated by individual states and medical boards. All applicants accepted to the program must submit to a background check at least twice. The first prior to admission and the second at the initiation of clinical preceptorships. Additional background

checks may be required by clinical rotation sites. Students must comply with background check requirements at clinical sites. Students are responsible for all associated costs.

Pre-matriculated students whose background check indicates ineligibility for licensure will be denied acceptance. Individuals whose background check suggests the potential for difficulty obtaining a license may or may not be considered for admission based on the findings and will be counseled accordingly to ensure the comprehension of risk of ineligibility for licensure.

Matriculated students whose background check indicates ineligibility for licensure or difficulty obtaining a license will be referred to the [Student Progress Committee \(SPC\)](#). The SPC may determine the student is ineligible to continue in the program. Failure to submit to a background check will result in dismissal from the program.

Applicants with the following findings on a background check will not be accepted to the program:

- DUI in the last 5 years - regardless of felony or misdemeanor conviction
- Sexual offense of any kind
- Assault of any kind
- Embezzlement/Fraud/Theft/Arson or any other felony
- Loss or sanctioning of any healthcare license

In the event a student is charged with a non-traffic violation crime, the student must report it to the Program Director within 48 hours. If a student fails to disclose this information to the Program Director, the matter will be referred to the [Student Progress Committee \(SPC\)](#) as a professionalism concern. The SPC may recommend corrective actions, up to and including dismissal from the program.

## **Drug Screening**

Use of any substance that impairs judgment, performance, or safety in the classroom, laboratory, or clinical setting is strictly prohibited. This includes, but is not limited to, illicit or illegal drugs (including marijuana), alcohol, and certain medications. Students may not be under the influence of any impairing substance during any educational activity, regardless of state law or medical authorization.

To ensure a safe and professional learning environment, the program requires urine drug and alcohol screening prior to matriculation, prior to clinical rotation placement, randomly as determined by the program or clinical site, and for cause when there is reasonable suspicion of impairment. Some clinical affiliates may require additional or site-specific drug screenings. Students must comply with all site requirements. Students are responsible for all associated costs.

If the laboratory detects a substance in the student's system, a licensed Medical Review Officer (MRO) will contact the student to verify prescriptions. Substances that cannot be verified by the MRO with a valid prescription, will be flagged as a positive result. Students should try to drink no more than 8 oz of water in the two hours prior to providing a drug screening specimen. Excess water in the urine sample can dilute the specimen, affecting the screening results. If the drug screening comes back with dilute results, the student will be required to order another drug screening and will be responsible for all associated costs.

Prior to matriculation, students with positive test results or refusal to test will not be eligible for admission. Matriculated students with a positive test result or refusal to test will be immediately referred to the [Student Progress Committee](#) for review, as this constitutes a professionalism concern. A positive

drug screening or refusal to test may result in disciplinary action, up to and including dismissal from the program and/or the University.

Drug screening results must align with the program's technical standards for admission and continued enrollment. If a student's use of any substance or medication impairs their ability to meet these standards, particularly with respect to safety, cognitive function, or clinical performance, they may be deemed ineligible for admission or continuation in the program.

## **Health Screening and Immunization Requirements** (A3.07a)

To protect the health and safety of patients, students, and clinical partners, the program follows CDC guidelines for healthcare personnel and Oklahoma state law. Students must provide proof of required immunizations and health screenings before matriculation and stay compliant throughout the program.

### Required Immunizations / Proof of Immunity

Students must submit documentation of vaccination or proof of immunity for:

- Hepatitis B – Complete vaccine series or positive titer
- Measles, Mumps, Rubella (MMR) – Vaccination or positive titers for all three
- Varicella (Chickenpox) – Vaccination or positive titer
- Tetanus, Diphtheria, Pertussis (Tdap) – Vaccination within the past ten years
- Seasonal Influenza – Annual vaccination required

### Recommended Immunizations

The following vaccines are strongly encouraged:

- Meningococcal – Required by the State of Oklahoma for students living in university housing
- COVID-19 – Recommended by the program; required by many clinical sites
- Poliovirus – Encouraged for all students

### Tuberculosis (TB) Screening

- Initial screening: Negative two-step TB skin test or negative IGRA titer within one year prior to matriculation
- Annual screening: Negative one-step TB test or negative IGRA titer each year thereafter
- Positive results: Students with positive results must submit documentation of prior treatment or evaluation, including a chest X-ray report, to the SNU Student Health Center for review and medical clearance.

### Vaccination Exemptions

Oklahoma law permits students to sign a certificate of exemption/waiver declaring that the administration of required vaccines are medically contraindicated or that it conflicts with the students moral or religious tenets. Declination of vaccination waivers are submitted to the SNU Student Health Center for review and approval.

While Oklahoma law does not allow universities to require the COVID-19 vaccination as a condition of admittance to or attendance of the school or institution, many clinical sites require the COVID-19

vaccination and other required immunizations as a condition of participation in clinical preceptorships. These requirements are determined by the clinical sites and are beyond the control of the PA program and institution. While the program will make every reasonable effort to accommodate students who have requested a vaccination exemption, such accommodations cannot be guaranteed and may delay clinical site placement. As a result, clinical rotations and/or graduation may be delayed, which could increase the student's cost of attendance and impact their ability to complete the program. The program will not guarantee that a student will satisfy requirements for completion of the degree without this and other vaccinations.

### Immunization Tracking and Compliance

The program uses Complio, an online platform for tracking immunizations and screenings.

- You'll receive instructions before matriculation to submit all required records through Complio and the Student Health Center. Immunizations are verified through Complio prior to matriculation.
- Complio will email reminders to the student and program when boosters or renewals are due. Compliance must be maintained for the duration of the program.
- Immunization records may only be shared with program faculty and clinical sites with the student's written consent. Consent forms are provided to students within the Complio system prior to matriculation.

The program does not require any additional health screenings or physical examinations; however, individual clinical sites may have their own requirements. In such cases, students are responsible for any associated costs.

Accepted students must submit proof of required immunizations and written consent prior to matriculation. Students who fail to submit this documentation will not be permitted to matriculate. Immunization noncompliance during enrollment will result in referral to the [Student Progress Committee](#) and may lead to disciplinary action, up to and including dismissal from the program.

### **Health Insurance**

All enrolled students are required to maintain personal health insurance coverage for the duration of the program, including both the didactic and clinical phases. Continuous coverage is essential to ensure access to appropriate medical care in the event of illness or injury and to comply with requirements of clinical education sites.

#### Proof of Coverage:

Students must provide documentation of active health insurance prior to matriculation and upon request by the program. Acceptable documentation includes a copy of the current insurance card and verification of policy dates. Students who do not submit documentation of current health insurance will not be permitted to matriculate.

#### Lapse in Coverage:

Failure to maintain active health insurance coverage at any time during enrollment may result in suspension from classes and/or clinical rotations until proof of reinstatement is provided. Lapses in coverage are considered unprofessional conduct and may lead to referral to the [Student Progress Committee \(SPC\)](#) for review and possible disciplinary action up to and including dismissal from the program.

#### Responsibility:

Students are responsible for all costs associated with their health insurance, including premiums, deductibles, and any out-of-pocket medical expenses incurred while enrolled. The program does not provide or arrange student health insurance coverage.

## **VIII. General PA Program Policies**

### **Attendance**

Regular and punctual attendance in class and clinical settings is essential for developing the critical thinking and hands-on skills required for patient care. Missed time cannot always be replicated through make-up work. Students are expected to attend all class sessions (e.g., lectures and laboratories) whether in person, or broadcasted via live platforms (e.g., Zoom), at the scheduled time listed on the PA student calendar. Students are also expected to attend all Supervised Clinical Practice Experiences (SCPEs) on the dates and times scheduled by the clinical site. The attendance policy has been modified from the SNU Graduate Academic Catalog.

#### Didactic Phase

Students should expect to be engaged in classroom or program-related activities Monday through Friday 8:00 am to 5:00 pm, with occasional evening or weekend requirements during the didactic phase.

A semester calendar will be provided at the beginning of each term to assist students with planning. Designated time is built into each term for personal appointments, including routine medical and dental care. While the program strives to adhere to the published schedule, changes may occur due to guest lecturer or adjunct availability or other unforeseen circumstances. Students are expected to remain flexible and responsive to such adjustments.

Absences may be excused under the following circumstances:

- Personal illness or injury
- Family emergencies
- Funeral service for an immediate family member
- Observance of a religious holiday

Students must email the Director of Didactic Education as soon as they are aware of an unexpected absence. Students are also responsible for contacting their course director(s) the same day to discuss requirements for make-up work. The course director will provide a due date for all make-up assessments. Students must submit all required coursework by the assigned deadline. All deadlines will be set to occur before the conclusion of the term.

For religious holidays not observed by the University, students must notify the Director of Didactic Education and course director(s) via email prior to the start of the term. Students are responsible for making up all missed work. See “Hospitality for Religious Observances” in the [Graduate Academic Catalog](#) full details of this policy.

Students may not exceed seven (7) excused absences in the didactic phase. Students are not permitted to have any unexcused absences. Absences beyond these limits will be referred to the [Student Progress Committee \(SPC\)](#) as a potential professionalism concern. Attendance violations may

result in consequences including, but not limited to, professionalism monitoring, professionalism warning, or dismissal from the program.

Students who are absent from the program for seven (7) consecutive class days will be required to take a [Leave of Absence](#).

### Clinical Phase

Attendance at clinical rotation sites on the dates and times scheduled by the preceptor is mandatory. Students must obtain a minimum of 130 clinical hours per rotation. Students are expected to work the schedule of the preceptor which may exceed this minimum.

Clinical sites may have additional attendance policies beyond program requirements regarding start/stop times, daily work hours, weekly hours, and shift work (including day, evening, overnight, weekend, and holiday shifts) that students are expected to meet. Students will meet with their clinical preceptor on the first day of the rotation to review the student's schedule. At any time during the rotation the student becomes aware they will not obtain 130 hours, they must notify the Director of Clinical Education as soon as possible via email.

Absences may be excused under the following circumstances:

- Personal illness or injury
- Family emergencies
- Funeral service for an immediate family member

Students must notify both their preceptor and the Director of Clinical Education by telephone and email as soon as an unexpected absence arises. Absences must be approved by both parties.

Students may not exceed five (5) excused absences and may not have any unexcused absences for the duration of the clinical year. All absences will require supporting documentation to be provided to the Director of Clinical Education upon return.

Students are required to make up all missed clinical hours. To pass the rotation, a student must obtain a minimum of 130 clinical hours, regardless of performance on other course components. The student will work with the Director of Clinical Education and the preceptor to develop a plan for making up insufficient hours.

Students who must repeat a SCPE will experience a delay in program completion and degree conferral equal to the length of the delayed SCPE. Additionally, students may incur additional tuition charges and costs related to housing, transportation, or other living expenses due to the revised SCPE schedule.

Absences beyond these limits will be referred to the [Student Progress Committee](#) as a potential professionalism concern. Attendance violations may result in consequences including, but not limited to, professionalism monitoring, professionalism warning, or dismissal from the program.

### Leaving a Rotation Site in the Middle of a Shift

Students may not leave a rotation site without prior approval from the preceptor and Director of Clinical Education unless there is immediate physical danger. Unapproved departures will be treated as rotation abandonment and may result in referral to the [Student Progress Committee](#) and possible dismissal from the program.



### Absence from Assessments

Examinations are an essential part of a student's academic progress. Students are expected to attend all scheduled examinations. Generally, only an acute illness or injury or death of an immediate family member may be considered an acceptable reason for absence from an examination.

Students must notify the Director of Didactic Education (for didactic-phase assessments) or the Director of Clinical Education (for clinical-phase assessments) at least 15 minutes before the scheduled start time via email. Failure to provide timely notification, as well as any unexcused absence, will result in a zero on the missed exam.

Students are also responsible for contacting the course director(s) on the same day to discuss requirements for make-up assessments related to excused absences. The course director will provide an alternative exam date, and all make-up deadlines will be scheduled to occur prior to the end of the term.

### Medical Clearance

Absences for illness or injury will require a medical clearance note from a licensed healthcare provider (MD, DO, PA, NP) upon return confirming that the student can fully resume all activities without restrictions. Students in the didactic phase should submit notes to the Director of Didactic Education. Students in the clinical phase should submit notes to the Director of Clinical Education.

Medical notes should not contain personal health information or diagnostic details. The clearance should state only whether the student is able to resume academic and clinical activities, and whether any functional restrictions are necessary. If restrictions are noted, the program will direct the student to the University's [Office of Disability Services](#) for evaluation of potential accommodations. Students are reminded that they are responsible for meeting all [Technical Standards](#), with or without reasonable accommodations, for the duration of the program to ensure they can safely and effectively participate in all required curricular activities.

### Jury Duty

Due to the rigorous and time-sensitive nature of the curriculum, it is highly recommended that students summoned for jury duty submit a request for postponement. If the postponement is not approved, students must provide documentation of all absences to the Program Director via email upon return. Prolonged absences will be reviewed on a case-by-case basis by the [Student Progress Committee](#).

### Leave of Absence

Any absences of more than seven (7) consecutive days will be addressed in the [Leave of Absence Policy](#).

### Conferences, Conventions, Meetings, and University Sponsored Activities

PA students are encouraged to participate locally, regionally, nationally, and internationally with student organizations and other medically related groups. However, academics must remain the priority and it is the student's responsibility to fulfill all course requirements.

Didactic students in good academic standing within the program (i.e., not with a monitoring or probation program designation) may submit a written request to the Program Director at least four weeks before

the planned event. The request should include event details, proposed dates, and a brief explanation of its educational benefit. If approved, students are responsible for coordinating make-up work with course directors.

Clinical phase students may participate in these activities during breaks or days they are not scheduled to be in the clinic. Attendance during the clinical year is imperative to meet SCPE requirements. Approved absences will only be granted by the Program Director on a limited basis for students holding national or state student offices. Students in good academic standing within the program (i.e., not with a monitoring or probation program designation) must submit a written request to the Program Director at least twelve weeks prior to the planned event. The request should include event details and proposed dates. The request will only be approved if a plan can be developed in collaboration with the student and Director of Clinical Education for the student to obtain necessary clinical hours to complete the SCPE.

### Inclement Weather

In the event of severe weather, official campus closures will be communicated via [SNU Alert](#). Any absences due to campus closures are considered excused.

Didactic students will follow the University's inclement weather policy. If SNU closes, the University may institute a virtual learning day. In this event, students should not report to campus, but should participate in broadcast class sessions via Zoom (or similar). If all classes are canceled by the University, students will not be required to attend class in-person. The faculty will work to reschedule missed course content.

Clinical year students at all other locations are expected to use sound judgment and follow local weather advisories regarding safe travel. If the assigned clinical site remains open during inclement weather, students are not expected to travel if conditions are unsafe. In such cases, the student must notify both their preceptor and the Director of Clinical Education as soon as possible. The student will be expected to return to the site if conditions improve. If the clinical site is closed due to weather conditions, the student should not report to the site and must inform the Director of Clinical Education of the closure.

### **Practices for Advanced Placement**

The PA program does not offer advanced placement. Prerequisite courses may not be used to substitute for any of the courses in the program's curriculum. All students are required to complete all curricular content in the PA program to meet graduation requirements.

### **Communication with Program and Faculty**

Upon admission to the SNU PA Program, an SNU email account will be assigned to each student. This email account becomes the primary means of communication between the PA program and the student. All department communication to the students will be directed to SNU email accounts. Students are responsible for checking email and responding to messages from the program regularly and frequently (at least once daily). Unless otherwise requested by the faculty, electronic communication should occur through email.

## **Faculty or Preceptors as Health Care Providers (A3.09)**

In accordance with ARC-PA Standards, the principal faculty, Program Director, Medical Director, and clinical instructional faculty (preceptors) are not allowed to provide any healthcare services to currently enrolled PA students except in an emergency situation where the student may be in imminent danger. In this circumstance the faculty member may provide life-saving care within their scope of practice until it is safe to transfer care. This policy applies to all settings in which faculty practice, including both on-campus and off-campus locations.

## **Personal Health Record/Confidentiality (A3.19)**

The PA program may require the disclosure of certain personal health information for matriculation and continuation in the program. This information is submitted directly to the SNU Student Health Center and is not accessible to or reviewed by PA program faculty or staff, including the Program Director, Medical Director, Principal Faculty, and Instructional Faculty. Immunization and tuberculosis screening results may be released to program faculty with written permission from the student. Immunization and tuberculosis screening consent forms are provided to the student in Complio prior to matriculation.

In accordance with the ARC-PA Standards, the program does not consider needlestick/sharps reports, results of drug screening, or criminal background checks to be part of the personal health record.

## **Leave of Absence**

The SNU PA program recognizes extenuating circumstances may arise that temporarily prevent a student from continuing as scheduled in the program. The PA program Leave of Absence (LOA) policy provides a structured process by which students may request a temporary leave from the program due to unforeseen significant personal, medical, or family-related situations. The LOA policy has been modified from the SNU Graduate Academic Catalog.

### Duration of Leave of Absence

A leave of absence (LOA) is defined by the SNU PA program as an absence from the program for seven (7) consecutive days or longer. PA students in good academic standing may apply for a leave of absence of up to one academic year (12 months) in the didactic phase and no more than six (6) months in the clinical year. Any leave of absence greater than this will require the student to reapply, and if they are accepted, restart the program. (See “Return from a Leave of Absence” below).

### Criteria for Leave of Absence

Students may encounter many extenuating circumstances that cause them to consider taking a leave of absence. Leave of absence requests are considered on a case-by-case basis. Serious illness or injuries of the learner or a family member, death of a family member, or military service are common examples of approved leave of absence requests.

To be approved for a LOA, there must also be reasonable expectations that the student will return from the LOA to continue his or her education. The PA program will not grant a leave of absence for academic or professionalism concerns including absenteeism, course failures, or the inability to maintain academic or professional standards.

### Process for Requesting a Leave of Absence

1. All requests for a leave of absence must be submitted in writing via an SNU student email to the PA Program Director. Requests should include the reason for the learner's request and the start date and the date of the anticipated return to the program.
2. The student must schedule a meeting with the PA Program Director and faculty mentor.
3. The PA Program Director and/or faculty mentor will assist the student in completing University required documentation if a LOA is approved.

### Return from a Leave of Absence

Students must return to their program at the same point academically where they left. The PA program is a cohort scheduled curriculum. If a student takes a LOA in the middle of a term in the didactic phase, they will be required to start at the beginning of that same 12 week term the following year.

If a student takes a LOA in the middle of a Supervised Clinical Practice Experience (SCPE) and does not complete the minimum 130 hour requirement, the student will repeat the SCPE. If the student takes a LOA after the completion of a SCPE, the student will resume their next four week SCPE when they return, however, they may have a different SCPE sequence.

The Program Director, in conjunction with the [Student Progress Committee](#), will make all final determinations where in the curriculum they are eligible to return. Students returning from a leave of absence due to medical concerns must provide medical clearance and attestation of meeting the PA program technical standards.

### Financial Implications

Students returning to the program with a subsequent class (cohort) will be charged the tuition rate of the class they join.

A programmatic leave of absence has financial aid implications, may exhaust the grace period, and may result in the initiation of loan repayment. Although the PA program may approve a LOA of up to one year, for financial aid purposes, the LOA will only extend through the end of the term in which the leave begins. Any scheduled disbursements during the LOA will be forfeited. Consultation with the student loan lender and Office of Financial Aid is required before taking a leave of absence to determine what, if any, funds will need to be returned to the U.S. Department of Education. Students should refer to the [Refund](#) policy to determine if they are eligible for a tuition refund.

### **Student Employment and Extracurricular Commitments** (A3.15e)

The SNU PA Program is a full-time program and has a mandatory attendance policy. Student employment and routine extracurricular commitments (clubs, teams, or positions that require regular practice and/or large amounts of dedicated time) are highly discouraged in order to support student success in the program.

Students are not permitted to volunteer, work, shadow, or observe in a health care environment outside of PA program requirements for the duration of the program. Students do not have liability coverage

from SNU for these activities. Students should not represent themselves as acting on behalf of their student status associated with the University.

### **Soliciting Clinical Sites or Preceptors** (A3.03)

All Supervised Clinical Practice Experiences (SCPEs) are developed and assigned solely by the PA program. Students are not required to provide or solicit clinical sites or preceptors at any time. If a student has a particular interest in a clinical site or preceptor, they may submit a recommendation to the Director of Clinical Education (DCE). However, the DCE remains fully responsible for evaluating, credentialing, and orienting all clinical sites and preceptors. Submission of a recommendation does not guarantee placement at a specific site or with a specific preceptor.

### **Student Travel to Required Clinical Rotation Sites**

Supervised Clinical Practice Experiences (SCPEs) occur at community-based clinical sites located away from the main campus. The majority of clinical sites are located within the State of Oklahoma, generally within 200 miles (about three hours driving distance) from Southern Nazarene University. The program does not offer any international rotations, including electives.

Students should anticipate that a typical rotation schedule will include up to five SCPEs located more than 50 miles from campus within the State of Oklahoma. These distant rotations may require temporary housing or extended travel. Students may also be assigned to one or two clinical sites outside of Oklahoma, but within the contiguous United States. Such placements may require additional travel arrangements, including potential airfare. Some clinical sites may offer limited housing options for students, however, such arrangements are not guaranteed and should not be expected. Students must also return to campus for required End-of-Rotation activities on the final scheduled day of each rotation.

Clinical site placements are based on educational requirements and site availability. The program cannot guarantee that all students will receive a clinical schedule composed entirely of local rotations. Students are responsible for arranging and financing all housing, transportation, and related expenses associated with clinical rotations. Estimated costs associated with travel and housing during clinical rotations are included in the program's published [Cost of Attendance](#).

### **Student Work for the PA Program and Clinical Sites** (A3.04, A3.05a-b)

Students enrolled in the PA program must not work for the program. Students must not substitute for or function as faculty, including instructional faculty, or staff, including clinical and administrative staff for the duration of the program. This policy applies to both didactic instruction on campus and clinical experiences. Students are not required to perform clerical, teaching, or other administrative functions on behalf of the program or clinical site.

### **Personal Issues Impacting Academic Progress and Referral to Student Services** (A3.10)

The SNU PA Program is committed to supporting the personal well-being of its students. Students experiencing personal issues that may affect their academic progress have access to [Renew Counseling Center](#), which provides timely and confidential mental health services. Students may self-refer to the counseling center at any time. The center offers a screening call within 1-2 business days, allowing students to quickly connect with a mental health professional who can assess urgency and assign appropriate care. Same day services during the week are available for students in crisis.

While counseling services are self-referral, faculty mentors can guide students to appropriate campus resources, including the counseling center, when needed. Students should reach out to their faculty mentor if they need any assistance.

Students wishing to self-refer can contact Renew Counseling Center directly at 405-717-6200 or visit their website at <https://www.renewcounselingokc.com/> to schedule online.

## **Dress Code**

As future healthcare professionals, PA students are expected to maintain a professional appearance that reflects the standards of the medical community. Attire should consistently convey professionalism, as it plays a key role in shaping how physician assistants are perceived by patients, colleagues, and the public. A list of program-approved scrubs will be included in the Pre-Matriculation Packet sent to students upon acceptance into the program.

### General Guidelines

**Hygiene & Grooming:** Students should maintain daily personal hygiene. Hair should be clean, neatly groomed, and styled in a way that does not interfere with clinical activities. Hair color must reflect a naturally occurring shade. Long hair must be secured during labs and clinical activities. Facial hair should be neatly trimmed. Fingernails must be clean, short, and free of artificial enhancements or bright polish, especially in clinical settings.

**Fragrances:** Students should avoid using perfumes, colognes, or scented lotions, particularly in clinical environments, to prevent allergic reactions or sensitivities among patients and peers.

**Jewelry & Piercings:** Students may wear small, subtle, non-distracting jewelry. Jewelry that poses a safety risk or could interfere with patient care, such as large, dangling earrings, ear gauges, or prominent facial piercings, is not permitted. Small nose studs are permitted if they are discreet and do not compromise patient safety or comfort.

**Tattoos:** Visible tattoos are permitted in classroom and lab settings as long as they are not offensive, disruptive, or unprofessional. Tattoos containing imagery or language that is violent, profane, sexually explicit, or discriminatory must be covered at all times.

**Footwear:** Closed-toe and closed-heel shoes are required in all laboratories and clinical settings. Flip-flops, sandals, and open-toed shoes are not permitted for safety and infection control reasons.

**Professional Attire:** Students are expected to dress in a way that maintains professionalism. Clothing should provide appropriate coverage when sitting, moving, and standing. Dresses and skirts should be of a length that allows for full mobility. Garments that are low-cut, sheer, or excessively tight are not appropriate in a professional program or clinical setting.

### Attire by Setting

**Classroom Setting:** Students should wear business casual attire or program-approved scrubs. Business casual includes clean jeans without rips or tears, slacks or khakis, skirts, dresses, collared shirts or blouses. Students are permitted to wear tennis shoes.

**Physical Examination Labs:** Students should wear loose-fitting, comfortable clothing that allows for easy movement and physical examination practice. Clothing must be modest. Tank tops or shorts may be required for specific activities, but additional covering (e.g., a jacket or T-shirt) should be worn when not actively participating. A change of clothes is recommended for comfort and professionalism following lab sessions.

**Clinical Procedures Labs:** Program-approved scrubs must be worn. Long hair should be tied back, and dangling jewelry or accessories should be removed for safety and hygiene.

**Anatomy Laboratory:** Students are required to wear designated “anatomy-only” scrubs and closed-toe shoes while in the anatomy lab. Students may use scrubs from previous employment if preferred, provided they are reserved exclusively for anatomy lab use. To maintain biohazard safety, these scrubs and shoes must not be worn outside the anatomy lab. Lab aprons and gloves will be provided by the program.

**Clinical Correlations Labs, Simulated Patient Encounters, and Service Opportunities:** Business casual to business professional attire is required. White lab coats may be required depending on the activity. Scrubs are not permitted unless specifically authorized by faculty.

**Clinical Rotations:** Students must adhere to the dress code policies of their assigned clinical site, which may include scrubs, business casual attire (no jeans) with a lab coat, or other forms of professional dress. Clinical sites may also have additional policies that differ from those of the program, including but not limited to guidelines on hair color, artificial nails, piercings, tattoos, and other aspects of personal appearance. Students are expected to comply with all clinical site dress code requirements for the duration of their clinical rotation.

### Compliance

Students are responsible for ensuring their attire aligns with this policy. When in doubt, students should consult faculty before participating in any professional activity.

The program reserves the right to request that a student remove or cover any item of clothing, accessory, or visible marking that faculty or staff deem as unprofessional or inconsistent with program standards. Additionally, faculty may request the student leave the educational activity to change clothes. Failure to comply with the dress code constitutes a professionalism concern which may result in referral to the [Student Progress Committee](#).

### **Participation in Physical Examination and Clinical Skills Training**

The program requires all students to actively participate in hands-on physical examination and clinical skills training as an essential part of the curriculum. The program recognizes that physical diagnosis and procedural competence are best learned through direct practice and observation involving living subjects. Therefore, students are expected to serve as both the provider performing physical examination techniques and clinical procedures, and as the recipient of those same procedures, in a structured and supervised environment.

Participation in these activities is a curricular requirement and is embedded in multiple didactic courses, including but not limited to Patient Encounters, Clinical Correlations, and Clinical Procedures and Skills.



In order to facilitate accurate examinations and uphold professional standards, students will be asked to wear attire appropriate for lab sessions. All lab activities are conducted in a manner that respects privacy and professionalism, and faculty supervision is required at all times.

While participation in the overall physical examination and clinical skills curriculum is required, individual procedural skills are voluntary. Students have the right to decline participation in any invasive medical procedure at any time, however, students who choose to perform a procedure on a classmate must also be willing to receive that procedure themselves to ensure fairness and consistency in peer-based learning. The program will maintain task-trainers, simulators, or standardized patients so all students can participate in procedural skills training.

Students are not permitted to perform or receive sensitive examinations, such as breast, pelvic, genital, or rectal exams, on one another under any circumstances. Instruction and practice of these examinations will be conducted using trained standardized patients, simulation models, or other professionally appropriate methods.

All procedures must be performed under direct faculty supervision, and students are expected to adhere to all safety protocols. Any injury or exposure, including needlestick incidents or contact with bodily fluids, must be reported immediately to the supervising faculty. See the [Infectious and Environmental Hazards](#) policy for further details.

It is possible that during a learner's course of study, incidental medical findings may be noted. These incidental findings may include previously unknown pathological findings or normal variants. These discoveries may occur during physical examination, point of care ultrasound, laboratory sessions, and/or other educational settings. If an incidental finding is observed, the faculty member will privately inform the student that an unexpected finding was noted and recommend the student seek evaluation from their personal healthcare provider. Faculty will not diagnose, treat, or provide medical advice in accordance with ARC-PA Standards. Refer to the [Faculty or Preceptors as Health Care Providers](#) policy for further details.

Students may also notice findings on a peer or standardized patient during physical examination practice. Students must not attempt to diagnose or offer medical advice. If a student observes a finding that appears concerning to them, the student must notify the supervising faculty member privately and as soon as reasonably possible. The faculty member will follow-up with the individual. Students must maintain confidentiality and must not discuss the finding with anyone other than the supervising faculty member.

The program does not document incidental findings in a student's academic file and does not maintain any medical information related to such findings. The program does not track medical follow-up nor collect any medical information resulting from incidental findings.

## **Classroom Environment Etiquette**

The PA program at SNU is committed to fostering a respectful, professional, and engaging learning environment. All students should demonstrate classroom etiquette that supports learning, promotes mutual respect, and reflects the professional standards of the PA profession.

### Preparedness and Participation

Students should come to class prepared, having completed assigned readings, reviewed materials, and ready to engage in discussion and activities. Participation in classroom discussions, group work, and learning activities in a respectful manner is expected.

### Food and Drink

Students are expected to be considerate when bringing food or beverages into the classroom. Items with strong odors or noisy packaging should be avoided, as they may distract peers. Students should refrain from eating full meals during class unless otherwise permitted by the course director.

To help maintain a clean and safe space, students should bring only beverages with spill-proof lids. Food and drink are not permitted in the laboratory or clinical settings to ensure safety. [Alcoholic beverages](#) are not permitted on campus or at any PA program sponsored events.

### Use of Technology

Use of laptops, tablets, and other electronic devices should be for class-related purposes only. Personal use (e.g., messaging, social media, shopping, unrelated browsing) during class time is not permitted. Phones and smartwatches should be silenced and stored away unless approved for instruction use or in case of an emergency.

## **Required Equipment**

### Laptop Computer

All students are required to supply their own laptop computer. The program will utilize various software throughout the program. Exam software must be downloaded to the student's personal laptop and meet the [SNU Computer Hardware Specifications](#). Additionally, laptop computers must also have webcam capability.

**PA program software is NOT compatible with Chromebook, Android, or Linux operating systems.** Every SNU student will receive a license to install Microsoft Office on their personal computer (at no additional cost).

### Medical Equipment

All PA students are required to purchase and maintain specific medical equipment for use in classroom, laboratory, and clinical activities. Proper use and care of this equipment is essential for participation and skill development. Prior to matriculation, students will receive ordering instructions from the program. To ensure uniform quality and availability, equipment will be purchased directly through the SNU PA Program and will be ready for use on the first day of class.

Various experiences during the didactic and clinical year will require use of medical equipment. Students must bring required equipment to all applicable lab sessions and clinical experiences as outlined in the course syllabus.

#### 1. Stethoscope

-Littmann Cardiology IV Diagnostic Stethoscope OR

- Prestige Clinical Cardiology Stethoscope
- 2. Diagnostic Set with Charger
  - Welch Allyn 71-SM2LXU Coaxial Macroview Basic Diagnostic Set with Lithium Handle OR
  - Welch Allyn 71-SM2CXX LED Coaxial Macroview Basic Diagnostic Set with Nicad Handle OR
  - Riester Ri Scope L2 Diagnostic Set 3746.004
- 3. Insufflator Bulb
- 4. Sphygmomanometer
  - Welch Allyn Classic Hand Aneroid Family Kit (D258-MC) OR
  - Welch Allyn Pocket Aneroid Family Kit (D245-MC)
- 5. Tuning Fork 512-Hz
- 6. Reflex Hammer
- 7. Rosenbaum Pocket Eye Card
- 8. Disposable Adult and Pediatric Ear Specula
- 9. Watch (with second hand)

### **Building Access after Normal Hours**

SNU student identification (ID) badges are required to gain access to Royce Brown and J.D. West outside of normal operating hours. ID badges will be provided to students on the first day of class. During the academic term, campus buildings are generally open Monday through Friday 6:00 AM to 6:00 PM. Students may access these buildings outside of regular hours until 12:00 AM (midnight) on weekdays, from 8:00 AM to 10:00 PM on Saturdays, and from 12:00 PM to 10:00 PM on Sundays. Access to J.D. West will be restricted after the completion of the first term, following the conclusion of the anatomy course.

Students will need to use their SNU ID badge to gain access into Royce Brown through the double doors at the main east entrance and again at the interior doors on the second floor. Students will use their ID badge to gain access to JD West at the north doors and again at the double doors near the elevator and the anatomy lab door. **If multiple students enter at the same time, each student is required to use their own ID badge to gain access at each entry point.** Students must be diligent to ensure doors are secured upon entry and exit. If an ID badge is lost or stolen, this must be immediately reported to the PA Program Director via email.

Guests or other non-PA students are not permitted in the PA space upstairs in Royce Brown after normal business hours and are never allowed in the anatomy lab. Students are not permitted to be in the anatomy lab alone. There must be at least two students working in the lab together at all times.

Students should be alert and remain aware of their surroundings at all times, especially after dark. While campus security patrols these buildings after hours, students are ultimately responsible for their own safety. Students should immediately report all safety concerns to the [SNU Police Department](#). Violations of this policy will be referred to the [Student Progress Committee](#) and may result in disciplinary action, up to and including dismissal from the program and/or University.

### **Infectious and Environmental Hazards/Needlestick Injuries (A3.08a-c)**

As future healthcare professionals, physician assistant students face potential risks of exposure to infectious diseases and environmental hazards during their training. Understanding how to prevent and respond to these exposures is critical for personal safety, patient protection, and professional

responsibility. This policy outlines the preventive measures students must follow, the appropriate steps to take if an exposure occurs, and the financial responsibilities associated with evaluation and treatment. All students must be familiar with and adhere to these guidelines prior to participating in any educational activities that may place them at risk.

### Methods of Prevention:

The best management of exposures is prevention. To minimize risk of exposure, students must adhere to the CDC's standard precautions, which apply to all patient care, regardless of their diagnosis or infectious status. These evidence-based guidelines are designed to protect healthcare workers and patients.

Standard precautions include the following:

#### 1. Hand Hygiene

- Perform hand hygiene before and after all patient contact, contact with potentially infectious material, and before performing aseptic tasks.
- Use alcohol-based hand rub unless hands are visibly soiled, in which case soap and water should be used.

#### 2. Use of Personal Protective Equipment (PPE)

- Gloves: Wear when touching blood, body fluids, secretions, excretions, mucous membranes, non-intact skin, or contaminated items.
- Gowns: Use to protect skin and clothing during procedures that may involve splashes or sprays.
- Masks, Eye Protection, Face Shields: Use during procedures that are likely to generate splashes or sprays of blood, body fluids, or secretions.

#### 3. Respiratory Hygiene/Cough Etiquette

- Cover mouth/nose with a tissue or elbow when coughing or sneezing.
- Wear a mask if symptomatic.

#### 4. Safe Injection Practices

- Use aseptic technique to prepare and administer medications.
- Never reuse syringes or needles.

#### 5. Sharps Safety

- Do not recap, bend, or break needles.
- Use puncture-resistant sharps containers.
- Activate safety features on sharps immediately after use.

#### 6. Cleaning and Disinfection of Equipment and Surfaces

- Clean and disinfect all reusable equipment and environmental surfaces between patients using approved disinfectants.

## 7. Use of Transmission-Based Precautions (when indicated)

- Follow contact, droplet, or airborne precautions as appropriate for patients with known or suspected infections. Clinical sites will provide appropriate PPE and guidance when these are necessary.

### Procedures for Care and Treatment After Exposure:

In the event of an exposure to blood, body fluids, or environmental hazards (e.g., needlestick injury, mucous membrane exposure, or inhalation of hazardous agents), students must take the following immediate actions to minimize risk and ensure appropriate care:

#### 1. Perform first aid immediately:

- Wash needlesticks and cuts with soap and water
- Flush splashes to the nose, mouth, or skin with water
- Irrigate eyes with clean water, saline, or sterile irrigants

2. If the exposure occurs in a didactic course, notify the course director immediately upon exposure. If the exposure occurs at a clinical site, notify the supervising preceptor immediately.

3. Seek medical evaluation and treatment within 1-2 hours of the exposure, preferably at the site's designated occupational health clinic, urgent care, or emergency department. Treatment decisions are made in consultation with a licensed healthcare provider. Common risks to consider include HIV, viral hepatitis, tuberculosis, and other infectious conditions.

4. If the exposure occurs at a clinical site, additional protocols may exist. Students must comply with all site-specific procedures in addition to program policies. Students should contact the Director of Clinical Education as soon as possible to report the exposure.

### Financial Responsibility:

All costs related to infectious and/or environmental exposure assessment, including but not limited to evaluation, testing, follow-up care, and treatment—whether incurred in the didactic or clinical year—are the sole responsibility of the student.

## **Health Insurance Portability and Accountability Act Requirements**

Students will handle patient health records throughout the PA curriculum. As such, students are accountable to HIPAA (Health Information Portability and Accountability Act) which protects the access to and the sharing of patient health information. Students will receive training in HIPAA compliance prior to any clinical activities. Clinical sites may impose additional requirements for HIPAA training. Violations of HIPAA regulations are considered professional misconduct and will be referred to the [Student Progress Committee](#).

## **Guidelines for Use of Social Media**

The SNU PA Program recognizes that social media is a widely used form of personal and professional communication. However, as future healthcare providers and representatives of the University, PA students are expected to demonstrate professionalism, integrity, and respect in all public forums, including social media platforms.

This policy applies to all social networking sites, blogs, messaging apps, online forums, and multimedia-sharing platforms (e.g., Facebook, Instagram, TikTok, X/Twitter, Snapchat, YouTube, LinkedIn, Reddit, GroupMe, Discord, etc.).

### Professionalism and Online Conduct

PA students must:

- Refrain from posting or sharing content that could be perceived as unprofessional, offensive, discriminatory, or disruptive to the learning environment or the reputation of the PA program, its clinical partners, or the University.
- Avoid content that may be interpreted as harassing, threatening, bullying, or otherwise inconsistent with SNU's standards for student conduct.
- Maintain boundaries between personal and professional life and refrain from engaging in unprofessional dialogue with faculty, preceptors, patients, or classmates via social media.

### Confidentiality and HIPAA Compliance

PA students must:

- Never post or share any patient information or clinical experiences that could compromise confidentiality, even if identifying details (e.g., name, date of birth) are omitted
- Understand that discussing or describing patient scenarios online—whether anonymously or not—can still violate HIPAA and institutional privacy policies and is grounds for disciplinary action or dismissal
- Refrain from taking or posting photos or videos in clinical settings

### Program and Institutional Representation

PA students must:

- Not speak on behalf of the PA program, faculty, clinical sites, or the University unless formally authorized to do so
- Avoid using the SNU PA Program name, logo, or branding in a way that suggests official endorsement of personal opinions, unless part of a sanctioned event or activity
- Identify opinions expressed on personal accounts as their own and not those of the SNU PA Program or Southern Nazarene University

### Privacy Settings Are Not Protection

- Students should be aware that privacy settings do not guarantee confidentiality. Content posted online—even within private groups or accounts—can be shared, screenshotted, or disseminated without consent.
- Students are accountable for all content they publish or share, regardless of intended audience.

### Policy Violations

- The PA program reserves the right to investigate reports of inappropriate social media activity.

- Violations of this policy may result in referral to the [Student Progress Committee](#) for professionalism concerns. Students may be dismissed from the program due to the seriousness of the violation.

## Photography/Videography

As part of the educational experience, the SNU PA program may take photographs or video recordings of students during activities, including but not limited to clinical skills training, classroom instruction, simulation labs, and interprofessional events. These images may be:

- Shared with clinical sites for identification and educational purposes
- Used internally for instructional materials and academic documentation

In addition, the PA program may occasionally take photographs or videos for promotional purposes, including but not limited to:

- Social media posts
- Program brochures and recruitment materials
- Program websites

Participation in promotional photo and video recording is strictly voluntary. Students may opt out of non-educational photo and video use by submitting a [Photography/Videography Release Form](#) to the Program Director. Students who choose to opt out of promotional use will still be included in required educational photo use as described above.

## Student Mistreatment (A1.02j, A3.15f)

SNU is committed to providing a safe, respectful, and supportive learning environment for all students. SNU does not tolerate student mistreatment of any kind, and members of the SNU PA program are dedicated to fostering a positive and professional learning environment. Mistreatment of students by faculty, staff, peers, preceptors, clinical sites, or others involved in the educational process is strictly prohibited.

### Definition of Mistreatment

In accordance with the Association of American Medical Colleges, the SNU PA program defines student mistreatment as any behavior that shows disrespect for the dignity of others and unreasonably interferes with the learning process.

Student mistreatment includes, but is not limited to:

- Public humiliation or belittling
- Threats to fail, give lower grades, or submit a poor evaluation based on gender, race, ethnicity, sexual orientation or religion
- Subjection to offensive remarks
- Physical or verbal abuse
- Threats or intimidation
- Inappropriate or excessive criticism unrelated to performance
- Unwarranted exclusion
- Denial of opportunities for learning or evaluation based on bias
- Requests for students to perform personal services



- Assigning tasks for punishment
- Exploiting a student in any manner
- Retaliation for reporting concerns or participating in investigations

Mistreatment may occur in didactic, clinical, or administrative settings and may be carried out by any individual affiliated with the program or its clinical partners.

### Procedures for Reporting Mistreatment

Students are strongly encouraged to report any instance of mistreatment. Reports may be resolved informally or formally, depending on the nature and severity of the concern.

- Students may report any mistreatment to any trusted PA program faculty member, including the Program Director, Principal Faculty, or Medical Director.
- Students who experience mistreatment on clinical rotations are encouraged to report directly to the Director of Clinical Education.
- If the concern involves all PA program faculty, the student may report the issue to the Vice President for Academic Affairs for the College of Professional and Graduate Studies (VPAA-PGS).
- If the concern involves a potential Title IX violation (e.g., sexual harassment, sexual assault, stalking, or gender-based discrimination), the matter will be referred to the University's [Title IX Policy](#). All faculty are mandatory reporters of Title IX-related concerns. Students additionally may report any Title IX concerns directly to the [Title IX coordinator](#).

If the student does not find satisfactory resolution through normal administrative processes, the student should follow the process for filing a formal grievance as outlined below.

The following elements are important in seeking resolution to the complaint:

1. A complaint should be filed in writing via the formal grievance process ([Grievance Form](#)) and shall contain the name and address of the person filing it. The complainant should specify as clearly as possible the nature of the incident(s) and the date(s) when the incident(s) occurred. Complaints will not be disclosed except to the extent necessary to conduct a thorough and complete investigation, and the existence or substance of complaints will not be disclosed except on a strict need to know basis. Every effort will be made to keep the complainant's identity confidential as appropriate to the grievance process, and the complainant will be fully protected from retaliation of any kind for having filed a complaint.
2. On receiving a formal complaint and talking with the complainant, the University will make an effort to achieve resolution to the issue at the informal level. Failing this, the designated administrator will take the steps necessary for a formal grievance procedure.

Typically, formal grievance or complaint procedures involve both an investigation, as may be appropriate, and a meeting with all of the impacted or affected University parties to discuss the issues and present information in an open forum with the University administrator.

Appropriate corrective action will be taken based on the findings. Students will be informed of the resolution to the extent allowed by University policy and state and federal law.

## Retaliation

The University will take reasonable action to assure that the complainant, the alleged offender, and those testifying on behalf of either party or supporting either party in other ways are protected from retaliation. This action may come at any time during or following an investigation of a complaint. Persons who retaliate will be subject to disciplinary action.

## **Student Society and Activities**

All student led organizations and activities must have a faculty advisor. Students may organize as a class or clubs consistent with SNU policy.

All activities, fundraisers, marketing, travel and expenditures of University money require prior approval by the faculty advisor, Program Director and possibly other University representatives.

## **Student Records** (A3.17, A3.18)

The PA program is committed to maintaining the confidentiality of all student records throughout a student's enrollment and after graduation. Students who have matriculated into the program may request to view their individual records and may receive electronic copies upon written request to the PA Program Director. However, access is limited to viewing only their own information—students may not remove, alter, or assume ownership of the original files maintained by the program.

To protect privacy and uphold institutional standards, students are strictly prohibited from accessing academic records or other confidential information pertaining to fellow students or faculty.

The PA program maintains student records that include the following key elements to meet accreditation compliance:

- Confirmation that the student met all published admissions requirements
- Verification of compliance with institutional and program immunization and health screening requirements
- Documentation of academic performance and progress throughout the program, which may also be stored by the University Registrar
- Records of all remediation plans and their outcomes
- Summary documentation of any formal academic or behavioral disciplinary actions
- Verification that the student has fulfilled all program requirements for graduation

Student records may be maintained in different secure electronic folders based on the type and source of the documentation. Authorization to access records is only provided to faculty or staff that need to access the particular record. Responsibility for proper record maintenance is shared among PA program faculty and staff. Additionally, some documents may be managed and stored by other University departments.

## **IX. University Policies**

### **Statement of Non-Discrimination and Equal Employment Opportunities**

Southern Nazarene University policy prohibits discrimination on the basis of race, sex, age, color, creed, national or ethnic origin, marital status, disability, genetic information, veterans status or any

other legally protected class in the recruitment and admission of students, in all personnel actions or decisions including, but not necessarily limited to, recruitment, hiring, training, upgrading, promotion, demotion, termination and salary, and in the operation of all University programs, activities, and services. Any concerns regarding discrimination on the basis of categories listed above should be addressed to the appropriate person:

Students contact:

Katy Bradley  
Dean of Students Southern Nazarene University  
Office of Student Life  
6612 NW 42nd St.  
Webster Commons, Lower-Level Suite 110A  
Bethany, OK 73008  
405-491-6336/ Email: kbradley@snu.edu

## **Academic Integrity**

SNU seeks to support and promote qualities of academic honesty and personal integrity in all aspects of life. Serious offenses against the SNU community include cheating, plagiarism, and all forms of academic dishonesty. Cheating or academic dishonesty is defined as the deception to others about one's own work or about the work of another. Examples of cheating include, but are not limited to:

- Submitting another's work as one's own with or allowing another to submit one's work as though it were his or hers.
- Failure to properly acknowledge authorities quoted, cited, or consulted in the preparation of written work (plagiarism).
- The use of a textbook, notes, information on the internet, etc. during an examination without permission of the instructor.
- The receiving or giving of unauthorized help on assignments or exams.
- Tampering with experimental data to obtain a "desired" result or cheating results for experiments not done (dry labbing).
- Tampering with or destroying the work of others.
- Submitting substantial portions of the same academic work for credit or honors more than once without permission of the present instructor.
- Lying about these or other academic matters.
- Falsifying college records, forms or other documents.
- Unauthorized access of computer systems or files.
- Academic dishonesty in a computer assignment will be suspected if an assignment that calls for independent work results in two or more solutions so similar that one can be converted to another by a mechanical transformation.

### The Use of Artificial Intelligence (AI) in Coursework

While the SNU academic community embraces the exploration of emerging technologies like artificial intelligence (AI), we value the integrity of the learning process and the discerning use of technologies to advance, not detract, from learning gains.

- The use of AI text generation tools within versions of ChatGPT, Grammarly, and others is not allowed unless expressly permitted by the course director.

- The use of paraphrasing tools such as Quillbot, Spinbot, and others to paraphrase or copy information from sources without proper acknowledgement of sources is not allowed unless expressly permitted by the course instructor.

### Enforcement

Students who are guilty of academic integrity violations such as these can expect to be penalized; any student who knowingly assists another student in dishonest behavior is equally responsible.

Faculty members are required to meet with students involved in an integrity issue and are required to report all infractions of the integrity policy to the Office of Academic Affairs. Students will be referred to the [Student Progress Committee](#) for review. Subsequent violations at any point in the students' academic career will result in the involvement of the Vice President of Academic Affairs for the College of Professional and Graduate Studies (VPAA-PGS) or the Chief Academic Officer (CAO) and penalties up to and including dismissal from the University may be applied. See the SNU Graduate Catalog for detailed steps for reporting integrity violations.

Any SNU personnel discovering violations of these policies should report to their direct supervisor, who will report incidents to the Office of Academic Affairs. Violations of these policies will be dealt with in the same manner as violations of other SNU policies and will result in disciplinary review. In such a review, the full range of disciplinary sanctions is available. This includes but is not limited to immediate dismissal from SNU.

### **Title IX Disclosure**

Under Title IX of the Education Amendments of 1972, Southern Nazarene University prohibits all unlawful discrimination on the basis of sex or gender in its educational programs and activities, except where the University has been granted exemptions from certain Title IX regulations on religious grounds, including the specific religious tenet of the University.

No individual will be subject to any form of retaliation, discipline, or other adverse action for reporting conduct in violation of the University's nondiscrimination/Equal Employment Opportunity Statement, assisting/cooperating in making a complaint, or assisting with the investigation of a complaint. Any individual who believes they have experienced or witnessed retaliation should immediately notify the appropriate member(s) of the administration as identified below. Those found to be engaging in any type of discrimination in violation of law or University policy will be subject to disciplinary action, up to and including dismissal or termination of employment.

Anyone with questions or concerns regarding sex discrimination or the University's compliance with Title IX can contact the University's Title IX Coordinator:

Title IX Coordinator:  
 Dr. Mike Redwine  
 Executive Vice President  
 Southern Nazarene University  
 6729 NW Expressway  
 Webster Commons, 110 C  
 Bethany, OK 73008  
 405-213-8010/ Email: [mredwine@snu.edu](mailto:mredwine@snu.edu)

The University has designated Deputy Title IX Coordinators, who are available to receive inquiries regarding Title IX, including complaints of Sexual Harassment, when the Title IX Coordinator is unavailable, if a person is more comfortable engaging with one of the Deputies, or if the Title IX Coordinator has a conflict of interest. The names and contact information for the Deputy Title IX Coordinators is as follows:

Katy Bradley  
Dean of Students  
Southern Nazarene University  
6612 NW 42nd Street  
Webster Commons, Lower Level Suite 110A  
Bethany, OK 73008  
405-491-6209 Email: [kbradley@snu.edu](mailto:kbradley@snu.edu)

Gail Collier  
Director of Human Resources  
Southern Nazarene University  
6729 NW Expressway  
Bresee Administration Building 306  
Bethany, OK 73008  
405-491-6333 Email: [gcollier@snu.edu](mailto:gcollier@snu.edu)

Nikki Dieball  
Assistant Director of Compliance/Senior Woman Administrator  
Southern Nazarene University  
6729 NW Expressway  
Sawyer Athletic Center #A121  
Bethany, OK 73008 405-491-6650/ Email: [ndieball@snu.edu](mailto:ndieball@snu.edu)

## **Sexual Harassment and Misconduct** (A1.02i, A1.02j)

The mission statement of Southern Nazarene University begins with the affirmation that the University is committed “to transforming lives through higher education.” This commitment should be reflected in the quality of campus life for every member of the community. Each person should be provided equal opportunity in education and employment.

SNU regards sexual harassment and sexual violence as detrimental to the development of a Christian academic community. Sexual harassment pollutes, damages, and can eventually destroy the atmosphere of open and mutual academic exchange, which ought to characterize a University, particularly a Christian University. As such, sexual harassment is detrimental to the individual, compromises the integrity of the institution, is unlawful, and will not be tolerated.

Students may report Sexual Harassment or Misconduct to the Title IX Coordinator. Reports may be made in person, by regular mail, telephone, electronic mail, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. In-person reports must be made during normal business hours, but reports can be made by regular mail, telephone, or electronic mail at any time, including outside normal business hours.

Title IX Coordinator:  
Dr. Mike Redwine

Executive Vice President  
Southern Nazarene University  
6729 NW Expressway  
Webster Commons, 110 C  
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Bethany, OK 73008 405-491-6650/ Email: [ndieball@snu.edu](mailto:ndieball@snu.edu)

In addition to reporting to the Title IX Coordinator or Deputy Title IX Coordinator, students may report sexual harassment or misconduct to the PA Program Director or PA Principal Faculty members. PA program faculty are mandatory reporters and must promptly forward such reports of sexual harassment or misconduct to the Title IX Coordinator. The Sexual Harassment Policy in its entirety can be found on the SNU Website at <https://www.snu.edu/policies-and-procedures/>.

### **Grievance Policy** (A1.02i, A1.02j, A3.15g)

SNU strives to follow the Biblical model of Matthew 18 to address complaints, disputes, and grievances. The first step of this model says, "If your brother or sister sins, go and point out their fault, just between the two of you." Using this model, a complainant is encouraged to first go directly to the person, office or administrative area to resolve a situation.

If this first step does not resolve the issue, Matthew 18 continues with, “But if they will not listen, take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses.’ It is at this point that the formal Grievance Process may begin. After all means and processes have been exhausted, a complainant may choose to file a formal grievance if justifiable cause exists. Justifiable cause for grievance shall be defined as any act that, in the opinion of the complainant, adversely affects the complainant and is perceived as prejudicial or capricious action on the part of any University faculty or staff member or an arbitrary or unfair imposition of sanctions.

Any person enrolled or employed by the University who believes that she/he has been mistreated, treated unfairly, harassed, intimidated, or simply has a major concern about a University decision, practice, or policy that they have not found satisfactory resolution through normal administrative process should follow the process for filing a formal grievance as outlined below.

The following elements are important in seeking resolution to the complaint:

- A complaint should be filed in writing via the formal grievance process ([Grievance Form](#)), and shall contain the name and address of the person filing it. The complainant should specify as clearly as possible the nature of the incident(s) and the date(s) when the incident(s) occurred. Complaints will not be disclosed except to the extent necessary to conduct a thorough and complete investigation, and the existence or substance of complaints will not be disclosed except on a strict need to know basis. Every effort will be made to keep the complainant’s identity confidential as appropriate to the grievance process, and the complainant will be fully protected from retaliation of any kind for having filed a complaint.
- On receiving a formal complaint and talking with the complainant, the University will make an effort to achieve resolution to the issue at the informal level. Failing this, the designated administrator will take the steps necessary for a formal grievance procedure.

Typically, formal grievance or complaint procedures involve both an investigation, as may be appropriate, and a meeting with all of the impacted or affected University parties to discuss the issues and present information in an open forum with the University administrator.

### Retaliation

The University will take reasonable action to assure that the complainant, the alleged offender, and those testifying on behalf of either party or supporting either party in other ways are protected from retaliation. This action may come at any time during or following an investigation of a complaint. Persons who retaliate will be subject to disciplinary action.

### Consumer Protection Complaints

If the student pursues the complaint via SNU’s formal procedures for grievances to the highest level possible and still perceives the concerns have not been adequately addressed, the student may file a complaint against SNU with the Oklahoma State Regents for Higher Education (OSRHE). Complaints must be submitted on the [official student complaint form](#). OSRHE staff request permission to contact the institution on the student’s behalf to identify any possible resolution. It is important to note that the student must have exhausted SNU’s complaint and appeal process before the OSRHE will attempt to help the student identify any possible resolution with the institution.

## Alcohol and Other Drugs

In compliance with the Drug Free Workplace Act of 1989 and Drug-Free Schools and Campuses Amendment of 1989, Southern Nazarene University clearly prohibits the possession, use or distribution of illegal drugs, alcohol, and unlawful substances by students and employees on University property or as any part of University activities. Abuse or misuse of prescribed drugs is also strictly prohibited. It is a violation of Oklahoma State law and University policy for any student to use prescription drugs illegally – that is, to use prescription drugs that have not been legally obtained or for a purpose other than is prescribed.

While civil law states that for anyone under the age of 21, alcohol is illegal, all students regardless of age at Southern Nazarene University are prohibited from the possession or distribution of alcohol. For illicit drugs, legal sanctions apply at any age. Students who are observed to exhibit the effects of alcohol and/or drug use [illegal drugs or the misuse of legal drugs] (e.g., odor of alcohol, unusual behavior, or other physical symptoms) will be accountable for violation of University Policies, even if the substance itself is not observed. In addition, the displaying of alcohol paraphernalia is prohibited.

The unlawful manufacture, distribution, dispensing, possession, and/or use of a controlled substance is prohibited. Violation of any of the aforementioned may be cause for immediate dismissal for any student and possible criminal legal action.

In the event that an SNU student is found to be responsible for criminal activity, that person(s) will be subject to disciplinary action according to University procedures, in addition to any legal proceedings that may be required by federal, state, or legal codes. Counseling services are available for students who desire assistance with problems associated with drug and alcohol use. For more information, contact the Renew Counseling Center or the Office of Student Life.

Southern Nazarene University is committed to providing a safe, educational environment and to fostering the well-being and health of its students. That commitment is jeopardized when any Southern Nazarene University student illegally uses drugs on or off campus; comes to school under their influence; possesses, distributes or sells drugs on campus; or uses alcohol. Therefore, SNU has established the following policy:

- It is a violation of University policy for any student to use, possess, sell, trade, offer for sale or offer to buy illegal drugs, or otherwise engage in the illegal use of drugs on or off campus.
- It is a violation of University policy for any student to be under the influence of, or possess in his or her body, blood or urine, any illegal drugs or alcohol in any detectable amount.
- It is a violation of University policy for any student to use prescription drugs illegally— that is, to use prescription drugs that have not been legally obtained or for a purpose other than as prescribed.
- While the use of medical marijuana has been legalized in the state of Oklahoma, the possession or use of prescribed medical marijuana is prohibited on campus property.
- It is a violation of University policy to possess drug or alcohol paraphernalia. Violations of this policy are subject to disciplinary action up to and including dismissal from the University. Violations may also be investigated as criminal matters.



## **Student Safety** (A1.02g)

SNU Department of Public Safety (DPS) and campus administration make continual efforts to reduce crime on campus. The collaborative spirit of DPS with other departments on campus enhances information sharing and creates a well informed community.

On the main campus in Bethany, SNU DPS has police officers and non-sworn safety officers on duty 24 hours, seven days a week. SNU DPS is the primary law enforcement entity for all campus property and connecting streets. SNU DPS police officers are state certified police officers with all the duties and considerations as a regular municipal police officer. DPS police officers have the ability to make arrests, issue criminal cases, issue traffic citations, and impound vehicles.

DPS focuses on the safety of all students, faculty, and staff of SNU. DPS takes that responsibility seriously as they aim to create environments where everyone can feel comfortable to fellowship and learn. DPS proactively monitors over 200 campus cameras and can be seen providing services such as locking and unlocking campus buildings, maintaining campus parking regulations, and assisting motorists.

SNU DPS and the City of Bethany have entered into a Memorandum of Understanding (MOU) that outlines the working relationship between the Bethany Police Department and DPS. This MOU also allows SNU DPS Police Officers to enforce city codes of Bethany to include traffic enforcement.

The SNU campus police department is located at 4217 North Peniel Rd, Bethany Ok, 73008 (next to the sand volleyball courts adjacent to the Commons). Campus police can be reached at (405) 491-6309. In the case of an emergency, dial 911.

### Reporting Crime and Safety Concerns

- Students experiencing active emergencies on campus should dial 911.
- Students identifying non-emergent safety concerns should contact the PA Program Director and/or campus police (405) 491-6309.
- Students may also submit a [Crime and Safety Concern](#) report online. This form is used to report an alleged crime and/or safety concern to SNU. This form is **not** a police report, but it may generate a follow-up by SNU Campus Police or other agencies for further information gathering or investigating. Students may contact the SNU Police Department directly or local law enforcement if they wish to file an official police report. Students may use this form for all locations where student instruction occurs, including Supervised Clinical Practice Experience (SCPE) sites.

### Parking Permits

For the safety and security of all students, faculty, and staff, all SNU community members are required to register their vehicle(s) with the University and have an SNU parking sticker/permit on their vehicle at all times. Parking stickers are free and may be obtained from the SNU Police department (4217 N. Peniel) during regular business hours, Monday through Friday 8:00 am to 5:00 pm. Not obtaining a parking sticker may result in loss of parking privileges on campus and vehicle impoundment.

## SNU Alert

“SNU Alert” is the emergency notification system that allows authorized SNU officials to send emergency alerts to all campus members. The University uses this tool to notify students about inclement weather, weather-related closings, environmental health crises, public safety incidents, and other unique emergency situations. In the event of an actual emergency, the University relays critical information using the most appropriate options of notification: SNU Alert, SNU website announcements, University email, door-to-door notifications, posters, local radio/TV stations, and the University’s main phone line. Students can update their contact information through my.SNU Self-Service. Instructions can be found [here](#).

## Safety for Clinical Encounters and Off-Campus Curricular Components

The PA program prioritizes student safety during all clinical encounters and off-campus curricular activities. Prior to student placement, each clinical and off-campus site is evaluated by the program to ensure it meets safety standards. Sites must agree to:

- Provide an orientation that includes the site’s safety and emergency procedures.
- Maintain a safe learning environment for students throughout their placement.
- Notify the PA program immediately in the event of an emergency or identified safety concern.

If a safety issue arises during a student’s placement, the PA program will assess the situation and determine whether continued participation at the site is appropriate. In cases of immediate or perceived danger, students are authorized to take appropriate action to protect themselves, in accordance with the site’s emergency procedures. This may include leaving the site, contacting local emergency services (e.g., police or EMS), or sheltering in place.

## Jeanne Clery Act

The Jeanne Clery Act has many requirements for post-secondary education institutions. The availability of Campus Crime statistics and the Annual Security Report are two such requirements. Copies of both can be found in the Office of Student Life and the Campus Safety office.

The annual Security report can be printed as needed and contains information related to other provisions of the Clery Act such as “Timely Warnings,” “the Daily Log,” and educational information on sexual assault. SNU is in compliance with the Clery Act and publishes the [Jeanne Clery Act Annual Safety Report](#).

For a complete listing of SNU Safety and Security policies, please visit the SNU [Safety and Security](#) webpage.

## **Withdrawal Policy**<sup>(A1.02k)</sup>

A student who wishes to withdraw from the program must do so in writing. Voluntary withdrawal may be initiated by the student for any reason. Because withdrawal from the program impacts academic standing, financial aid, and future re-entry, students are required to follow the procedures outlined below. Students wishing to take a temporary leave should follow the steps in the [Leave of Absence Policy](#). The Withdrawal Policy has been modified from the SNU Graduate Academic Catalog.

#### Procedure:

1. The student must submit a written notice of intent to withdraw to the Program Director by sending an email from their SNU email account.
2. The student will be required to meet with the Program Director.
3. The Program Director will provide notification to the Office of the Registrar and SNU Financial Services to complete institutional withdrawal processes. The student will be required to meet with Financial Services if they have obtained any financial aid through the Department of Education.
4. The effective date of withdrawal will be the date the written notice is received by the Program Director unless otherwise specified.
5. A student who withdraws without following this procedure will receive a grade of Fail (F) for all enrolled courses for that term.
6. Students who withdraw within the first 20 class days of a 12-week term will receive a grade of "W" for all enrolled courses. After the first 20 class days, withdrawal from courses is not permitted, and final grades will be calculated based on all completed and uncompleted coursework, with zeros assigned for any missing work.

#### Re-entry after Withdrawal:

Students who voluntarily withdraw from the program must reapply for admission if they wish to return. Readmission is not guaranteed. Students who voluntarily withdraw from the program and wish to return must reapply through the standard admissions process, re-interview, and, if accepted, restart the program from the beginning with a new cohort.

#### Financial Considerations:

Refunds of tuition and fees are outlined in the PA Program [Refunds Policy](#) below.

#### **Refunds** (A1.02k)

Students who withdraw from the program may be eligible for a partial or full refund of tuition. The PA program does not charge fees. To qualify for any refund, students must complete the official withdrawal process with the PA Program Director (PD) as described in the "Withdrawal" policy above. To initiate the refund process, the student must notify the PD in writing via SNU email requesting a refund. The PD will notify the Office of Financial Services, and the Office of Financial Services will assist the student in completing necessary documentation based on the student's individual circumstances.

If a student withdraws during a semester, tuition will be refunded according to the SNU PA Program refund policy outlined below. The Refund policy has been modified from the SNU Graduate Academic Catalog.

**Tuition:** Tuition charges are prorated based on the number of class days completed during the first four weeks (20 days of class) of each 12-week term, beginning on the first day of classes. After the fourth week of the term (the 21st day and beyond), no refund will be issued and 100% of charges will be upheld.

## **Proration Schedule by Semester for Physician Assistant Students:**

### **Tuition (per 12-week term)**

*If a student completely withdraws within the:*

First 5 Class Days – receive 100% Tuition Refund

6<sup>th</sup>-10<sup>th</sup> Class Days – receive 75% Tuition Refund

11<sup>th</sup>-15<sup>th</sup> Class Days – receive 50% Tuition Refund

16<sup>th</sup>-20<sup>th</sup> Class Days – receive 25% Tuition Refund

21<sup>st</sup>- beyond Class Days – no refund

## **Family Education Rights and Privacy Act (FERPA)**

### **Education Records**

The Family Educational Rights and Privacy Act (FERPA) of 1974 as amended affords students certain rights with respect to their education records. These include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education record that the student believes is inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Southern Nazarene University to comply with the requirements of FERPA.

The University reserves the right to disclose, without consent of the student, a violation of a Title IX or other conduct policy to another institution with legitimate educational interests if requested by that institution. The student's parents or guardians may be contacted without the expressed consent of the student if it is perceived necessary to protect the welfare of the student or other individuals.

### **Teach Out** (A1.02h)

In the event SNU or the SNU PA Program is subject to adverse accreditation action or other cause which require it to discontinue, close or otherwise cease to offer the Master of Science in Physician Assistant Studies Program, the University and the PA program will follow its catastrophic events policy which addresses the University teach out plan in compliance with the Higher Learning Commission's (HLC) and ARC-PA Standards to have a plan in place in the event a teach-out becomes necessary. This plan will include providing ongoing personnel, budget, facilities, and preceptors to ensure that each enrolled student reaches graduation or until the University is able to place remaining students with programs actively recognized by and approved by the ARC-PA to accept students from the SNU PA Program.

## **X. Student Evaluation**

### **Evaluation of Student Academic Work**

#### Faculty Responsibilities in Evaluation of Student Performance

Program faculty serve as course directors, instructors, and evaluators and are responsible for delivering instruction, creating and administering assessments, assigning grades, and ensuring that evaluation of student performance is fair, consistent, and aligned with published course objectives and program policies. Faculty oversee all aspects of student assessment within their assigned courses, including providing timely feedback, documenting performance, initiating remediation when required, and referring concerns to the appropriate program committee in accordance with program policy. During the clinical phase, the Director of Clinical Education reviews preceptor evaluations to ensure consistency across clinical sites. All faculty, including didactic and clinical instructional faculty, are expected to uphold objectivity in evaluation and disclose any conflicts of interest that may impact their ability to assess student performance impartially.

#### Letter Graded Evaluation

All final course grades for didactic courses and Supervised Clinical Practice Experiences (SCPEs) will be evaluated by a letter grade according to the grading scale below. Letter grades are assigned to reflect the quality of work achieved during the semester in which a course was completed. Each letter grade also carries a numerical weight that is used to calculate a grade point average (GPA). A GPA is the quotient obtained by dividing the number of grade points earned by the number of credit hours attempted. The following grades and their associated numerical weights are used to denote the quality of work done in a course:

Grade	Grade Percentages	Grade points per credit hour
A	93%-100%	4.0
A-	90%-92%	3.67
B+	87%-89%	3.33

B	83%-86%	3.0
B-	80%-82%	2.67
C+	77%-79%	2.33
C	73%-76%	2.0
F	72% and below	0.00

The following designations also may be recorded on a PA student's transcript:

#### W: Withdrawn

A "Withdrawn" (W) on a transcript indicates that a student officially dropped a course before the withdrawal deadline. It does not affect the student's GPA but shows that the student did not complete the course.

#### DC: Deferred Credit

Deferred Credit (DC) graduate courses include designations for Supervised Clinical Practice Experiences (SCPEs) that necessitate going past the term in which the course originates. Upon fulfillment of the course requirements, the instructor will complete a Grade Change form with the Registrar's Office within two weeks of the fulfilled requirements. If no grade change is submitted, a DC grade will remain on the transcript until the statute of limitations for graduation is reached upon which the DC will revert to an "F." Graduate students are not eligible for degree completion if any DC grades remain on the transcript.

#### I: Incomplete

An incomplete grade ("I") is given only in exceptional circumstances with compelling reasons and is discussed between the course director and student near the end of the course. An incomplete may be requested by the student to the course director before the end of a course and before course grades are submitted. The course instructor will consult with the Program Director to determine if the "I" will be granted. If granted, the course director and PA Program Director will submit a form to the Registrar's Office. Incomplete work must be submitted according to the predetermined schedule and within six months from the last date of the course. A student may not be given a second incomplete concurrently with a first. PA students may have a maximum of three incompletes granted for the duration of the program. Exceptions may be granted to this policy in extraordinary circumstances.

#### Non-Letter Graded Evaluation

Most PA program assessments use letter graded evaluation of student work, however, some assessments are Pass/Fail. Pass/Fail criteria will have detailed rubrics within the course syllabus outlining criteria required to pass the assessment.

Professionalism evaluations completed each term by faculty mentors use an evaluation rubric ([Appendix 2](#)) and are not graded within a course. See [Evaluation of Professionalism](#) for further details.

### **Evaluation of Professionalism**

To promote the development of professional behaviors essential for clinical practice, the program conducts a formal professionalism evaluation each term. This evaluation is completed by the student's assigned faculty mentor with input from all principal faculty. Evaluations are documented using a

standardized rubric and are included in the overall assessment of student performance by the [Student Progress Committee \(SPC\)](#).

The professionalism rubric includes four performance levels: Exceeds Expectations, Meets Expectations, Below Expectations, and Unsatisfactory.

Students who receive a rating of “Below Expectations” or “Unsatisfactory” in any professionalism category at any point in the curriculum will be required to participate in a Student Success Plan developed by the SPC.

See Appendix 2 for the [Professionalism Evaluation Rubric](#).

## **Grade Documentation**

During a course, all student grades—including those for assessments, laboratory exercises, practical examinations, and final exams—will be recorded in the University’s designated learning management system (Canvas). Faculty strive to ensure timely feedback and will make every effort to post grades within three (3) business days of the assessment, unless otherwise noted in the course syllabus.

At the conclusion of the course, the course director is responsible for finalizing and submitting the official course grade to the University Registrar in accordance with institutional deadlines.

Students are encouraged to monitor their progress in Canvas throughout the course and promptly address any grading discrepancies with the course director.

## **Examinations**

All examinations must be taken on the date and time scheduled by the course director, unless the student has University-approved testing accommodations. Students who plan to use accommodations for an examination must notify the program at least five (5) business days in advance so that appropriate arrangements can be made.

Students are expected to be present and ready to begin the exam at least ten (10) minutes prior to the scheduled start time. Attendance for examinations is mandatory, and failure to take an exam at the scheduled time will result in a grade of zero unless prior approval has been granted by the course director. Such approval is at the sole discretion of the course director and will only be considered in the case of significant extenuating circumstances, such as personal illness, injury, or the death of an immediate family member. If approved, the student may be given an alternate version of the exam at a later date, as determined by the course director, which may delay exam results being posted.

Exam content is determined by the course director and is designed to assess the achievement of course learning objectives and outcomes. Students are responsible for all course content and should use the stated learning objectives and outcomes as a guide for examination preparation.

Students are required to bring a fully charged and functional laptop to every examination. Upon entering the exam room, each student will be provided with a single sheet of blank scratch paper for use during the exam, which must be returned to the proctor before exiting the room. Personal belongings—including but not limited to hats, backpacks, handbags, books, notes, calculators, watches, cell phones, earbuds, recording devices, communication devices, food, and outerwear—are prohibited in the examination room. These items must be secured prior to taking any assessments in the classroom lockers provided. Electronic devices, including phones and watches, should be placed



on silent to avoid distractions during testing. Clear beverages in clear containers with labels removed are permitted during testing. Single-use foam earplugs will be provided by the program.

If a student is flagged by the proctoring system or observed engaging in activity that is concerning for academic dishonesty, the proctor may review content on the student's computer screen with the student to ensure exam integrity. If the proctor determines there may have been academic integrity or policy violations, the student will be referred to the [Student Progress Committee](#) and the Office of Academic Affairs. See the [Academic Integrity](#) policy for further details.

Students should use the restroom before entering the exam room. Students will not be permitted to leave the room once testing begins except in the cases of emergency. Exam timing will not be paused during such breaks.

Students who arrive late will not be granted additional time to complete the examination. Once the first person has submitted their test, no further students will be allowed entry to the examination room and a grade of "zero" will be recorded for that assessment.

To support student learning, the program provides a Strengths and Opportunities Report following all didactic multiple-choice assessments. In order to maintain the integrity of assessments, individual exam questions and missed items are not available for review after the exam. All course assessments are closed, and students may not access or reproduce exam content at any time. Faculty carefully review exam performance through post-assessment item analysis to ensure fairness and the quality of each exam.

End-of-rotation (EOR) exams are developed by the Physician Assistant Education Association (PAEA). Students receive a performance report that includes an overall score and detailed feedback by content area. Neither students nor faculty have access to individual test questions.

## **Summative Evaluation**

The program conducts and documents a summative evaluation of each student within the final four (4) months of the program to verify that each student meets the program-defined competencies required to enter clinical practice. The summative evaluation consists of multiple methods of assessment: two objective structured clinical examinations (OSCEs), a group simulation, technical skills stations, and the Physician Assistant Education Association (PAEA) End-of-Curriculum (EOC) examination.

The EOC examination is used exclusively to assess the program's competency in medical knowledge (MK1). To demonstrate competency in medical knowledge, students must achieve a minimum scaled score of 1400 on the EOC. Students not achieving a 1400 or greater on the EOC will require remediation. Refer to the [Summative Evaluation Remediation](#) process below for further details.

Technical skills stations are used to assess procedural competency (CTS4). Students rotate through five stations, each requiring the performance of a designated technical procedure. Students earn points at each station based on their demonstration of the associated skills. To achieve procedural competency, students must earn an overall score of 73% or greater across all five stations, calculated by dividing the total points earned by the total points possible. Students not achieving a 73% or greater for the technical skills stations will require remediation. Refer to the [Summative Evaluation Remediation](#) process.

The OSCEs and group simulation provide opportunities for students to demonstrate competencies in interpersonal skills (IPS1-3), clinical skills (CTS1-3), professional behaviors (PB1-3), and clinical



reasoning and problem-solving abilities (CRPS1-3). For these activities, the program evaluates and records competency performance—not overall performance on the OSCEs and group simulation themselves. Many competencies are assessed across more than one summative activity. For each competency, the student's overall competency score is calculated by dividing the total points earned for that competency across all relevant summative assessments by the total points possible for that competency. To successfully pass a competency, students must achieve a minimum overall competency score of 73%. Students not achieving a competency score of 73% or greater for each competency will require remediation. Refer to the [Summative Evaluation Remediation](#) process.

## **Grade Appeal** (A3.15g)

Students have the right to appeal a final course grade if they believe the syllabus was not followed in the grade calculation or if it is thought that grading was done in a capricious or arbitrary manner. The appeal's process does not include student dissatisfaction with a grade based on the faculty member's professional judgement. To submit a grade appeal students must follow the following procedures. The grade appeal policy has been modified from the SNU Graduate Academic Catalog.

### Step 1: Consult the Course Director

Within two (2) business days following the issuance of the final course grade, the student should request a meeting with the course director. Requests may be made in-person or in writing via email. The student and course director should meet to verify the accuracy of recorded work, grades, attendance, and any other relevant clerical elements that contributed to the final grade. A student may request reconsideration of a specific assessment grade; however, such reconsideration is at the sole discretion of the course director and only if there is a compelling reason to believe the original grade was a seriously inaccurate assessment of the level of performance on that assessment. In most cases, students and faculty are able to reach a resolution, however, if the concern is not resolved after meeting with the course director, the student may initiate a formal appeal to the PA Program Director.

### Step 2: Appeal to the PA Program Director

If the discussion with the course director does not result in resolution, the student may submit a formal grade appeal request via email to the Program Director within two (2) business days of meeting with the course director. Requests must clearly state how the grading deviated from the process outlined in the course syllabus. It's the student's responsibility to make the case that the grading was not in conformity with the course expectations as provided in the syllabus or was done in a capricious or arbitrary manner. Students should submit a description of the outcome of meeting with the course director and all supporting documentation.

The PA Program Director will request additional written information from the student if necessary. The Program Director will obtain written information from the course director providing explanation and documentation for the basis used for determining the student's course grade.

The PA Program Director will meet with the student and course director as a mediator in an attempt to settle the dispute. The PA Program Director will submit a summary of their findings and all materials to the Vice President of Academic Affairs for the College of Professional and Graduate Studies (VPAA-PGS).

### Step 3: Appeal to the Vice President of Academic Affairs (PGS)

If the discussion with the Program Director and course director does not result in a resolution, the student may provide a written appeal request via email to the VPAA-PGS within two (2) business days of the meeting with the Program Director and course director. All documentation will be forwarded to the VPAA-PGS by the PA Program Director. The VPAA-PGS will review all materials to determine if the appeal warrants being heard by the appeals board.

If a hearing is convened, the appeals board will include the VPAA-PGS and their following appointees: a program director outside of the student's program and three additional graduate faculty. The appeals board will act solely on the basis of the written materials submitted (additional information may be requested by the board). Neither the course director nor the student will participate in the appeals board's deliberations unless requested to do so by the board. The VPAA-PGS will communicate the final decision with a written explanation to the student, the course director, and PA Program Director. The VPAA-PGS will submit any grade change to the Registrar as needed. The appeals board is considered the highest formal level of appeal.

## **XI. Student Progression and Promotion** (A3.15b)

Academic and professional standards in a PA program ensure that students develop the knowledge, skills, and behaviors necessary to provide safe, effective, and ethical patient care. These standards help maintain the integrity of the profession and ensure competency in clinical practice. Throughout the program, evaluations to measure student progress and determine readiness to enter clinical practice are performed.

### **Student Progress Committee (SPC)**

#### Purpose

The SNU PA Program has established a Student Progress Committee (SPC) to monitor and evaluate the academic performance, professional development, and overall progression of students throughout the program. The SPC ensures a fair and impartial review of student progress. Appointed by the PA Program Director, members of the SPC evaluate student performance and provide recommendations to the PA Program Director regarding matters related to student progress, remediation, and dismissal.

The responsibilities of the SPC are to:

- Oversee academic and professional performance in both the didactic and clinical phases of the PA program.
- Identify academic or professional deficiencies and students at risk for academic or professional deficiencies.
- Evaluate and approve student progression and promotion within the curriculum.
- Confirm that all graduation requirements have been met.
- Support the development and maintenance of academic and professional standards.
- Provide recommendations to the PA Program Director for students demonstrating unsatisfactory academic or professional performance.

#### Committee Composition

The SPC is comprised of:

- The Program Director (ex-officio, non-voting member)
- The Medical Director

- All Principal Faculty
- One SNU professional graduate studies faculty member outside of the PA Program\*

\*The SPC chair and members will be appointed by the Program Director annually. Appointed members may serve unlimited terms.

### Process

- The SPC reviews each student's academic and professional performance at least twice per term and as often as called by the chair of the SPC to review immediate concerns. The SPC makes recommendations for continued student progression into the subsequent term.
- Concerns related to academic progress are identified based on graded course assessments, term, and cumulative GPA as well as overall course performance. See [Academic Deficiencies](#) for further details.
- Concerns related to professionalism may be identified by observation from PA program faculty and staff, peers, other University employees, or clinical sites or preceptors. See [Professionalism Deficiencies](#) for further details.
- Some circumstances may require the student to meet with the SPC to discuss academic or professional deficiencies. The student will be notified by the SPC chair (or designee) via email of the date and time of the meeting. If the student does not attend the SPC meeting, the committee will proceed as scheduled.
  - The PA student is required to confirm via email, receipt of the invitation to meet within two (2) business days. Failure to respond may impact the student's professionalism evaluation.
  - Based on its findings, the SPC will present their recommendation(s) in writing to the PA Program Director within two (2) business days of their meeting.

### Possible Recommended Actions by the SPC

The SPC will recommend to the Program Director a formal acknowledgment of a student's success or any of the following actions:

- Academic Monitoring
- Academic Probation
- Academic Dismissal
- Professionalism Monitoring
- Professionalism Probation
- Professionalism Dismissal

See [Academic Deficiencies](#) and [Professionalism Deficiencies](#) below for further details.

### Student Notification

Students will receive written notification of any recommended actions and the decision rendered by the PA Program Director within five (5) business days from the date of the SPC meeting.

### Appeals

Within seven (7) calendar days of issuance of the written notification of adverse recommendation(s) from the Program Director, the student may initiate an appeals process. (See [Appeals](#) below for further details.)

## Academic Standards and Satisfactory Performance and Progress<sup>(A3.15a-b)</sup>

Students enrolled in the SNU PA Program must maintain adherence to the program's standards for academic performance and professionalism. Normal progression throughout the program requires all students to:

- Obtain a passing grade of "C" or better in all PA program required courses.
- Maintain a cumulative GPA of 3.00 or higher.
- Pass remedial reassessments as outlined in the [didactic](#) and [clinical](#) remediation policies.
- Pass all components of the summative examination within the final four (4) months of the program as outlined in the [summative remediation](#) policy.
- Remain current with immunization and health insurance requirements continuously for the duration of the program.
- Satisfactorily complete all drug screening and criminal background check clearances required by the PA program and all clinical sites.
- Complete all program requirements within 42 months of matriculation.
- Complete all required program surveys, including the student exit survey.
- Meet all minimum [technical standards](#) and professionalism expectations for the duration of the program.

## Academic Deficiencies and Dismissal

Academic deficiencies are performance concerns that alert the program faculty to potential academic issues requiring intervention. Within a course, academic deficiencies include earning a grade below 73% on course assessments and/or failing to achieve a passing score on a pass/fail evaluation, as defined in the course syllabus. These deficiencies will be addressed by the course director, who will work with the student to develop an individual remediation plan. See the [Remediation](#) policy for further details.

Additionally, academic deficiencies and students at risk for academic deficiencies may be identified at the end of the term by reviewing course assessments, summative evaluation, final course grades, and term/cumulative GPAs.

The SPC may assign the following designations:

### Academic Monitoring

Academic monitoring is a designation meant to serve as an alert system designed to help identify at risk students to address challenges early. By taking early action, this provides students an opportunity to make corrections for continued success in the program.

The designation of academic monitoring will be given for the following circumstances. Grades listed below are prior to any remedial attempts\*

- Term GPA between 3.0 and 3.2.
- Grade below 73% on two or more didactic course assessments in the same term.
- Grade below 73% on one end-of-rotation examination.
- Rating of "Below Expectations" or "Unsatisfactory" on any component of the Preceptor Evaluation.

\*Refer to the [Evaluation of Student Academic Work](#) and [Remediation](#) policies for further details.

### Academic Probation

Academic probation is a formal status indicating that a student has not met the minimum academic standards required for progression in the PA program. It serves as a serious warning that immediate improvement is necessary to remain in the program.

The designation of academic probation will be given for the following circumstances. Grades listed below are prior to any remedial attempts.

- Cumulative GPA below 3.00 at the end of a term.
- Final course grade below 73% on one Supervised Clinical Practice Experience (SCPE).
- Grade below 73% on two end-of-rotation (EOR) examinations.
  - Students may only remediate the EOR examination for two SCPEs. Failure of the EOR examination (grade below 73%) on a third SCPE will result in dismissal from the program.

\*Refer to the [Evaluation of Student Academic Work](#) and [Remediation](#) policies for further details.

### Academic Dismissal (A3.15d)

Academic dismissal occurs when a student is unable to meet the academic standards necessary for continued progress in the PA program, such as maintaining the required GPA, passing required courses, or successfully completing assigned remediation.

A student becomes eligible for academic dismissal under any of the following conditions:

- Cumulative GPA below 3.00 at the end of the clinical phase of the program.
- Cumulative GPA below 3.00 in a second term (consecutive or nonconsecutive).
- Final course grade of below 73% for didactic courses regardless of overall GPA.
- Grade below 73% on any reassessment after remediation.
- Final course grade of below 73% on two (2) Supervised Clinical Practice Experiences (SCPEs) regardless of overall GPA.
  - Students may only repeat one (1) failed SCPE for the duration of the clinical year.
- Grade below 73% on three (3) SCPE EOR examinations.
  - Students may only remediate the EOR examination for two (2) SCPEs.
- Inability to demonstrate competency for any competency domain in the program's summative evaluation after two (2) attempts.

\*Refer to the [Evaluation of Student Academic Work](#) and [Remediation](#) policies for further details.

The SPC will develop a Student Success Plan (SSP) for all students with academic monitoring or academic probation status for the subsequent term. Progress will be monitored by the student's faculty mentor. The faculty mentor will report the student's progress at the conclusion of the subsequent term. If a student demonstrates significant academic progress, such as meeting all course requirements, maintaining the minimum GPA, and successfully completing all requirements of the SSP, the SPC may remove the academic monitoring or probation designations. Failure to complete SSP activities as assigned will result in review by the SPC for potential professionalism concerns which may result in disciplinary action up to and including dismissal from the program.

Students may progress from the didactic phase to the clinical phase with a programmatic academic monitoring or probation status.

## Professionalism Deficiencies and Dismissal

Professionalism deficiencies are performance issues that alert the program faculty to potential professionalism concerns warranting intervention. Professionalism concerns may be identified by PA program faculty or staff, campus employees, or clinical sites and preceptors. Depending on the nature of the concern, students may initially meet with the course director, faculty mentor, didactic or clinical director, clinical preceptor, or program director. If the concern is deemed to be serious or egregious or if the concern is occurring repeatedly despite meeting with program faculty, the student may be referred to the [Student Progress Committee](#).

The program also conducts formal professionalism evaluations at the end of each 12-week term. The evaluation is completed by the student's assigned faculty mentor using a standardized rubric and contributes to the overall assessment of student performance at the SPC meeting. See the [Evaluation of Professionalism](#) policy for further details.

In addition to actions taken by the PA program, the University may impose further sanctions or requirements when appropriate. Students are expected to comply with all University policies and procedures. In the event of a conflict between PA program and University actions, University policies and decisions will take precedence.

The SPC may assign the following designations:

### Professionalism Monitoring

Professionalism monitoring is a designation meant to serve as an alert that a student's behavior, attitude, or conduct does not meet the expected professional standards of the program. It serves as a red flag indicating that early corrective action is needed to align with ethical and professional expectations of the PA program.

Circumstances warranting the designation of professionalism monitoring include, but are not limited to:

- Failure to meet [attendance requirements](#) for the didactic and clinical phases.
- Obtaining a "Below Expectations" or "Unsatisfactory" on a [professionalism evaluation](#) completed by the faculty mentor at the end of the term.
- Lack of preparation for class or clinical encounters as outlined in the course syllabus.
- Demonstrating communication skills (written or oral) that are not respectful or professional in nature.
- Obtaining a "Below Expectations" on a professionalism component of the preceptor evaluation.
- Failure to adhere to University and/or PA Program policies and procedures listed in the SNU PA Student Handbook, SNU Graduate Catalog, and/or SNU Student Handbook\*.

\*Depending on the seriousness of the policy violations as determined by the Student Progress Committee, the student may be placed on probation or be recommended for dismissal from the program.

### Professionalism Probation

Professionalism probation is a formal status indicating that a student has demonstrated repeated or serious lapses in professional behavior that do not align with the expectations of the

PA Program and/or SNU. It serves as a final warning, requiring immediate and sustained improvement.

Circumstances warranting the designation of professionalism probation include, but are not limited to:

- Continued failure to meet [attendance requirements](#) for the didactic and clinical phases.
- Obtaining a “Below Expectations” or “Unsatisfactory” on a [professionalism evaluation](#) at the end of a second term (consecutive or nonconsecutive).
- Obtaining a “Unsatisfactory” on the professionalism component of the preceptor evaluation\*.
- Repeated failure to adhere to University and/or PA program policies and procedures listed in the SNU PA Program Student Handbook, SNU Graduate Catalog, and/or SNU Student Handbook after verbal and/or written warnings\*.
- Failure to adhere to the [academic integrity](#) policy\*.
- Failure to satisfactorily correct or improve an incident that gave rise to professionalism monitoring.
- Significant professionalism lapses determined by the SPC and the Program Director but not reaching the level of immediate dismissal.

\*Depending on the seriousness of the policy violations as determined by the Student Progress Committee, the student may be recommended for dismissal from the program.

#### Professionalism Dismissal (A3.15d)

Dismissal for professionalism occurs when a student’s conduct falls significantly short of the professional standards expected in the PA program, either following prior intervention or in cases of a serious conduct violation requiring immediate removal.

Circumstances warranting potential professionalism dismissal include, but are not limited to:

- Positive drug screening result or refusal to take a drug test required by the PA program or clinical site.
- Results of criminal background checks that are not consistent with PA program requirements or refusal to submit to a background check required by the PA program or clinical site.
- Failure to disclose non-traffic violation crimes to the Program Director within 48 hours.
- Removal from a Supervised Clinical Practice Experience (SCPE) for serious or egregious professional issues as determined by the SPC.
- Serious, egregious, or continued academic honesty and integrity policy violations.
- Failure to satisfactorily correct or improve an incident that gave rise to a professionalism probation.
- Serious or egregious professionalism violations determined by the SPC and Program Director that warrant immediate dismissal.

The SPC will develop a Student Success Plan (SSP) for all students with professionalism monitoring or professionalism probation status for the subsequent term. Progress will be monitored by the student’s faculty mentor. The faculty mentor will report the student’s progress at the conclusion of the subsequent term. If a student demonstrates significant progress by the end of the subsequent term, the SPC may remove the professionalism monitoring or probation designations.



Students may progress from the didactic phase to the clinical phase with a programmatic professionalism monitoring or probation status.

### **Appeals for Program Dismissal** (A3.15g)

Within seven (7) calendar days of receiving written notification of the recommendation for dismissal from the Program Director, the student may initiate the appeals process by submitting written notification via email to the PA Program Director and the Vice President of Academic Affairs for the College of Professional and Graduate Studies (VPAA-PGS).

The PA Program Director will submit all materials to the VPAA-PGS who will determine if the appeal warrants being heard by the appeals board. Appeals will only be considered based on one of the following grounds:

- To consider new information, sufficient to alter the decision, or other relevant facts that the student appealing the decision feels the SPC or Program Director may not have known, but were relevant, in considering their academic or professional situation
- To allege a procedural error within the process that led to the SPC decision that may have substantially impacted fairness of the decision

If a hearing is convened, the appeals board will include the VPAA-PGS and the following appointees: one graduate program director and three additional graduate faculty members, all of whom must be from outside the PA program.

The appeals board will act solely on the basis of the written materials submitted (additional information may be requested by the board). At the discretion of the appeals board, the PA Program Director and/or PA student may participate in the appeals board deliberations. (The graduate faculty members selected must not also be currently serving on the Student Progress Committee).

The VPAA-PGS will communicate the final decision with a written explanation to the student and PA Program Director. The VPAA will submit any changes to the Registrar as needed. The appeals board is considered the highest formal level of appeal.

**Note:** If a student has been recommended for dismissal for serious or egregious concerns, the student may be prevented from participating in the program at the discretion of the PA Program Director and VPAA-PGS.

### **Remediation** (A3.15c)

#### Didactic Remediation

Remediation is a process designed to support students who may need additional assistance in demonstrating satisfactory knowledge or skills within a course. The program is committed to early intervention and individualized academic support to help students meet course expectations and succeed in the curriculum.

Students who earn a grade below 73% on any course assessment, or who do not pass a pass/fail assessment (as outlined in the course syllabus), will be notified by the course director and scheduled a meeting to be held within two (2) business days of the grade posting to discuss their performance and develop an Individual Remediation Plan (IRP). This plan outlines the specific learning outcome(s) and objective(s) that need to be addressed, remedial activities focused on student deficiencies, a timeline for completion, and method of reevaluation. The remediation plan is documented by the course director



on the IRP form. Forms are signed by the course director and student and stored in the student's electronic file.

Remedial efforts are aligned with the student's specific performance deficiencies and the associated course learning outcomes. Examples include, but are not limited to: additional reading assignments, concept maps, review questions, oral discussion exercises, case-studies or other problem-based learning exercises, faculty led discussions or faculty led tutoring, hands on practice of clinical or technical skills, simulation, or other reasonable or appropriate interventions.

After completing the remedial activities, the student must demonstrate satisfactory knowledge or skills through a remedial assessment. If the student is remediating an assessment with a letter grade, successful remediation is defined as earning a score of 73% or greater on the remedial assessment. If remediation is successful, the original assessment score will be replaced with the minimum passing score of 73%. If remediation is unsuccessful, the student's score will not be changed, and the student will be referred to the Student Progress Committee (SPC) for review, where they will be eligible for academic dismissal in accordance with program policy.

If the student is remediating a pass/fail assessment, they must meet the passing criteria outlined in the IRP. If remediation is successful, the student will pass the assessment. If remediation is unsuccessful, the student will not pass the assessment and will be referred to the SPC for review, where they will be eligible for academic dismissal in accordance with program policy.

Unless otherwise directed by the course director in the IRP, all remedial activities must be completed within five (5) business days of the initial meeting with the course director. All remediation should be completed by the start of the next term.

Some didactic courses have a cumulative final assessment administered during the last week of the course. These assessments are designed to evaluate students' retention and integration of course content and are not eligible for remediation. If a student does not pass the cumulative final, they may pass the course if their overall final course grade meets the established passing threshold of 73% or greater and all course learning outcomes have been satisfactorily demonstrated by earning passing scores of 73% or greater on all other course assessments. Students are encouraged to prepare thoroughly, as performance on the final will impact the overall course grade. Course syllabi will indicate final assessments that are cumulative and non-remediable.

### Clinical Remediation

During the clinical phase of the program, students may complete remediation under specific academic circumstances. These include earning a score below 73% on the End-of-Rotation (EOR) examination, receiving a grade below 73% on the preceptor evaluation, failing to meet a course learning outcome, or demonstrating insufficient procedural competence. In each case, the purpose of remediation is to support the student's progression while maintaining the academic standards and clinical competency expected of a future healthcare provider.

All clinical remediation requires the student to meet with the Director of Clinical Education (DCE) within two (2) business days of the grade posting to develop an Individual Remediation Plan (IRP). IRP's outline the specific learning outcomes and objectives that need to be addressed, remedial activities focused on student deficiencies, timeline for completion, and method of reevaluation. Remedial activities may include, but are not limited to, reading assignments, concept maps, review questions, oral discussions, faculty-led tutoring, case studies, simulation exercises, and other relevant interventions. IRPs will be documented by the DCE and signed by the DCE and student. IRP forms will be stored in the student's electronic file.

### EOR Examination Remediation

If a student earns a score below 73% on the EOR exam, they must meet with the Director of Clinical Education within two (2) business days of the grade posting. During this meeting, the student and the Director of Clinical Education will develop an Individual Remediation Plan (IRP).

The student will be placed on Deferred Credit (DC) status for the course and will proceed to their next scheduled SCPE while completing remediation. Once remedial activities are completed, the student will take an alternate version of the EOR. Remediation, including taking the remedial assessment, must be completed within seven (7) calendar days of the initial exam failure. To pass the course, the student must achieve a score of at least 73% on the remedial EOR exam. If successful, the exam grade will be recorded as the minimum passing score of 73%.

If the student does not pass the remedial EOR exam, they will not pass the course. The student will be referred to the [Student Progress Committee \(SPC\)](#), and if eligible, may be permitted to repeat the SCPE. Students may remediate a failed EOR exam in no more than two (2) different SCPE courses during the program. If a student fails the EOR exam in a third SCPE, they will not be permitted to remediate and will fail the course. See “Course Failures for SCPEs” below for further details.

### Preceptor Evaluation Remediation

Students who earn a grade below 73% on the final preceptor evaluation will not pass the course. See “Course Failures for SCPEs” below. If the student is eligible to continue, they must meet with the Director of Clinical Education within two (2) business days to initiate an Individual Remediation Plan. The Director of Clinical Education will consult the preceptor to further understand the nature of the deficiencies and will structure the remediation plan accordingly.

Students will repeat the SCPE with a different preceptor for four (4) weeks. At the conclusion of the repeated SCPE, the student must pass each individual course assessment with scores 73% or greater. If a student does not earn a passing score for all course assessments, the student will not pass the course. The student will be referred to the Student Progress Committee for review, where they will be eligible for academic dismissal in accordance with program policy.

### Learning Outcome Deficiencies on a Passing Preceptor Evaluation

If a student receives a passing score of 73% or greater on the preceptor evaluation but receives “Below Expectations” or “Unsatisfactory” on one or more components of the evaluation, the student will be required to remediate. Within two (2) business days of the grade posting, the student must meet with the Director of Clinical Education to develop an Individual Remediation Plan based on the identified deficiency. The Director of Clinical Education will also consult with the preceptor to better understand the nature of the deficiency.

The student will be assigned a Deferred Credit (DC) status for the course grade and will continue with their next scheduled SCPE while completing remediation. Remediation must be completed within four (4) weeks of the initial meeting and will be followed by a targeted reassessment of the deficiencies conducted by the Director of Clinical Education, a principal faculty member, or a clinical preceptor. Failure to satisfactorily remediate the deficiency will result in a course failure. See “Course Failures for SCPEs” below.

### Procedural Competency Deficiencies

If a student is unable to competently perform one or more procedures independently, as indicated on the preceptor evaluation, the student will receive a Deferred Credit (DC) status for the course grade and must meet with the Director of Clinical Education within two (2) business days of the grade posting to develop an Individual Remediation Plan. As with other forms of remediation, the plan will target the specific procedural skill deficiency.

Remediation must be completed within four (4) weeks and will conclude with a procedural reassessment administered by the Director of Clinical Education, a principal faculty member, or a clinical preceptor. If the student fails to demonstrate satisfactory procedural competence, this will constitute a course failure. See “Course Failures for SCPEs” below.

### Course Failures for SCPEs

All course failures will be immediately referred to the [Student Progress Committee \(SPC\)](#) for academic review. Students are permitted to repeat only one (1) SCPE during the clinical year due to a course failure, regardless of the reason for the failure. No elective rotations may be substituted for a failed SCPE. Students with two (2) course failures for SCPEs will be eligible for academic dismissal in accordance with program policy.

Any SCPE repeat will result in a delay in program completion and degree conferral equivalent to the length of the repeated SCPE. Students should expect their clinical schedule to be reassigned following any SCPE failure, and therefore may incur additional tuition charges, housing, transportation, and other living expenses as a result.

### Summative Evaluation Remediation

The program requires all students to complete and pass a comprehensive summative evaluation within the final four (4) months of the program. Refer to [Summative Evaluation](#) above for further details.

If a student does not achieve a passing score for a competency as described in the [Summative Evaluation](#) section, the Director of Evaluation of Assessment (DEA) will meet with the student within two (2) business days of the grade posting to develop an Individual Remediation Plan (IRP). The plan identifies the deficient competency, specifies remediation activities, sets a timeline for completion, and defines the method of reevaluation. Remediation is competency-based and aligned with the student's identified area of deficiency. All IRPs are signed by the student and the DEA and stored in the student's electronic file.

Following remediation, students must demonstrate competency through a reassessment. For competencies within the domains of interpersonal skills, clinical and technical skills, professional behaviors, and clinical reasoning and problem-solving abilities students must earn a grade of 73% or greater on the competency reassessment. For reassessment of medical knowledge, students will take the alternate version of the PAEA EOC exam and must earn a score of 1400 or greater. Students are allowed a maximum of two (2) attempts to pass each competency. Failure to pass a competency after two (2) attempts will result in referral to the [Student Progress Committee \(SPC\)](#), which may result in dismissal from the program and ineligibility for graduation.

## **Requirements for Graduation** (A1.02e, A3.15b)

The Master of Science in Physician Assistant Studies (MS-PAS) degree is a 24-month, 119 credit-hour program. A candidate for the MS-PAS degree at Southern Nazarene University must complete the following requirements to earn and receive their degree:

1. Satisfactorily complete all didactic coursework.
2. Satisfactorily complete all Supervised Clinical Practice Experiences (SCPEs) (required and elective).
3. Obtain a cumulative GPA in the PA program of 3.00 or above on a 4.00 scale.
4. Pass all components of the summative evaluation within the final four (4) months of the program.
5. Complete the required student exit survey.
6. Meet all University financial obligations including paying in full all tuition and other financial obligations owed to the University. In the event of nonpayment, the degree to which the student would otherwise be entitled may be withheld.
7. Complete all program requirements within 42 months of matriculation.

## **Commencement**

The Registrar's Office verifies degrees for conferral once per month. To participate in a commencement ceremony, PA students must be within six (6) credit hours of completing all program requirements. The University offers commencement ceremonies in December and May. Students with a delayed degree conferral date are eligible to walk in the next graduation ceremony or with the next graduating class. Participation in commencement does not indicate degree conferral. Degrees are awarded only after all academic and clinical requirements have been successfully completed and verified.

## **Deceleration (A3.15c)**

Deceleration is defined by ARC-PA as "the loss of a student from the entering cohort, who remains matriculated in the physician assistant program." The program permits deceleration only through an approved leave of absence as outlined in the program's [Leave of Absence Policy](#).

# **XII. Policies Specific to Clinical Encounters**

## **Student Identification (A3.06)**

All PA students must be clearly identified in the clinical setting to distinguish themselves from other health profession students and practitioners by wearing their SNU issued identification (ID) badge identifying them as an SNU PA student. All white coats must be of short "student" length and contain the student's name, PA-S credential and the SNU PA program patch.

Students must always identify themselves as physician assistant students. During the program, students may not use any other identification that may be misleading or inappropriate. Students with previously earned professional titles should refrain from using those titles during PA training. Examples include, but are not limited to, nurse, medical assistant, emergency medical technician, paramedic, phlebotomist, respiratory therapist, physical therapist, dental hygienist, etc. Students who have previously earned doctoral degrees should not refer to themselves as "doctor." Some clinical sites may also require the student to wear additional identification specific to the site.

## **Student Malpractice Insurance**

Student malpractice insurance is maintained by SNU for programmatic activities, including Supervised Clinical Practice Experiences (SCPEs), for students enrolled in the program. Certificates of coverage are sent to the clinical sites by the Director of Clinical Education as required by the clinical site.

Students are not permitted to volunteer, work, shadow, or observe in a health care environment outside of PA program requirements for the duration of the program. Students do not have liability coverage from SNU for these activities. Students should not represent themselves as acting on behalf of their student status associated with the University.

## **XIII. Appendices**

### **Appendix 1: Minimum Technical Standards Attestation**

#### **MINIMUM TECHNICAL STANDARDS**

##### **Observation**

The student must be able to:

- Accurately process and interpret information using sensory (visual, auditory, tactile and olfactory) and cognitive abilities in the educational and clinical settings. This includes the ability to observe and interpret written and audiovisual materials, laboratory results, diagnostic images, microscopic and histologic findings, and patient findings during history-taking and physical examinations
- Observe a patient accurately and completely, with and without medical equipment, both at a distance and close range (e.g., within a few feet)
- Discriminate changes in monitoring devices and alarms using visual and auditory senses

##### **Communication**

The student must be able to:

- Communicate clearly, effectively, and sensitively in English through oral, electronic, and written methods with other health care providers and patients of all ages in a timely manner
- Read and comprehend complex medical literature and convey this information in easy-to-understand terms
- Interpret non-verbal interpersonal communication, such as facial expressions, body language, mood and affect

##### **Motor and Tactile Function**

The student must be able to:

- Use motor function to directly perform palpation, percussion, auscultation, and other diagnostic and therapeutic maneuvers
- Reasonably execute movements required to provide general and emergency medical care to patients; these skills require coordination of fine and gross motor skills, equilibrium, and functional sensation
- Adhere to universal precaution measures and meet safety standards applicable to inpatient and outpatient settings and other clinical activities.
- Manipulate equipment and instruments for the performance of basic laboratory tests, procedures, and physical examinations
- Move themselves from one setting to another and physically negotiate the patient care environment in a timely fashion
- Sustain physical stamina required for classroom, lab, and clinical activities; this includes long periods of sitting, standing, and moving which are required for classroom, laboratory, and clinical experiences
- Lift and support over 50 pounds when assisting in patient transfers and emergency procedures

##### **Intellectual Abilities**

The student must be able to:

- Demonstrate cognitive and problem-solving abilities in an efficient and timely manner in order to meet the program competencies
- Solve complex issues that require learning, measuring, calculating, retrieving, prioritizing, analyzing, organizing, assimilating, integrating, and synthesizing technically detailed and complex information
- Independently access and interpret medical histories or patient records
- Identify significant findings from history, physical examination, and laboratory data
- Provide a reasoned explanation for likely diagnosis and prescribed medications, therapies, and devices
- Interpret information derived from auditory, visual, written, and other visual data to determine appropriate patient management plans
- Recall and retain information in an efficient and timely manner

### **Behavioral and Social Attributes**

The student must be able to:

- Demonstrate emotional stability for full utilization of their intellectual abilities, exercise good judgement in decision-making, and timely completion of all responsibilities attendant to both didactic and clinical studies and patient care
- Develop mature, sensitive, and effective relationships with patients and their family members, staff, and colleagues
- Collaborate effectively within teams, including small groups and interdisciplinary teams
- Interact respectfully with individuals of diverse backgrounds, including differences in culture, gender, socioeconomic status, ability, and belief systems
- Show compassion and concern for others; interest in and motivation for service and integrity
- Demonstrate appropriate coping skills to function effectively under challenging and stressful situations
- Prioritize and complete multiple tasks within defined time constraints
- Adapt to changing environments, display flexibility, and function in the face of uncertainties inherent in the clinical problems of many patients
- Demonstrate ethical and moral conduct that is consistent with professional values
- Accept constructive feedback and appropriately respond

By signing below:

I acknowledge that I have read, understand, and agree to comply with the Southern Nazarene University Physician Assistant Program's Minimum Technical Standards for Enrollment and Progression.

I attest that I am currently able to meet these technical standards, with or without reasonable accommodation. I understand that it is my responsibility to initiate contact with the Office of Disability Services prior to enrollment if I require accommodation(s), by calling (405) 717-6272 or emailing [disabilityservices@mail.snu.edu](mailto:disabilityservices@mail.snu.edu).

If accommodations are requested, I understand that an individualized assessment will be conducted by the Office of Disability Services. If it is determined that no reasonable accommodation can enable me to meet the technical standards, I acknowledge that I may be deemed ineligible for admission or continued enrollment in the program.

I further acknowledge that I am responsible for independently demonstrating my continued ability to meet these technical standards throughout my enrollment in the program. If any change in my health status or functional

ability occurs that affects, or may affect, my ability to meet the technical standards, I agree to notify the Program Director as soon as possible.

Please select one:

- ☐ I attest that I **can** meet the Minimum Technical Standards without accommodation.
- ☐ I attest that I **can** meet the Minimum Technical Standards with reasonable accommodation and have contacted, or will contact, the Office of Disability Services to request accommodations prior to matriculation. I understand if the Office of Disability Services does not grant accommodations by the first day of class I may be ineligible to matriculate.
- ☐ I attest that I **cannot** meet the Minimum Technical Standards with or without accommodation and understand that I will no longer be considered for admission or continued enrollment in the program.

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**Student Name (print legibly)**

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**Student Signature**

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**Date**



## Appendix 2: Professionalism Evaluation Rubric

	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Below Expectations</b>	<b>Unsatisfactory</b>
<b>Accountability &amp; Responsibility</b>	Completes all assignments with exceptional quality in a timely manner.	Completes assignments on time and with acceptable quality.	Occasionally misses deadlines for assignments and/or work quality needs improvement.	Frequently unprepared or fails to complete assignments on time and/or work quality is significantly below professional standards.
<b>Reliability &amp; Punctuality</b>	Always on time and prepared for class.	Usually punctual and prepared for class; communicates appropriately about absences.	Occasionally late, unprepared, or inconsistent in communication about absences..	Frequently late, absent without notice, or unprepared for class.
<b>Respect for Others</b>	Models an exceptional level of respect to peers, faculty, and staff.	Consistently treats peers, faculty, and others with respect.	Occasionally displays unprofessional or dismissive behavior.	Disrespectful, disruptive, or inappropriate in interactions.
<b>Teamwork &amp; Collaboration</b>	Actively supports peers and contributes to a positive team environment.	Works well with others and fulfills group responsibilities.	Reluctant to participate or inconsistently contributes.	Disruptive to group work or unwilling to collaborate.
<b>Integrity &amp; Ethical Behaviors</b>	Consistently demonstrates honesty, transparency, and strong ethical standards. Is a role model for integrity and ethical conduct.	Demonstrates honesty and ethical conduct in academic and clinical settings.	Demonstrates occasional minor lapses in judgment.	Engages in dishonest, unethical, or deceptive conduct.
<b>Professional Appearance</b>	Exemplary professional appearance.	Meets expectations for professional appearance.	Occasional issues with professional appearance.	Repeated or serious concerns for unprofessional appearance.
<b>Receptiveness to Feedback</b>	Actively seeks and applies feedback to improve performance.	Accepts and uses feedback appropriately.	Hesitant or slow to apply feedback.	Dismissive of or resistant to feedback.
<b>Adherence to Program &amp; University Policies</b>	Demonstrates thorough understanding and consistent adherence to all PA program and University policies and procedures.	Follows program and University policies without concern.	Occasional minor policy violations.	Repeated, intentional, or serious violations of policies.

### Appendix 3: Occupational Hazards and Emergency Care Release

I, \_\_\_\_\_ (Print Name), am a student at Southern Nazarene University who is enrolled in the PA program.

I acknowledge that I have been informed of the following and that I understand the following:

1. The program I have enrolled in may involve exposure to human body fluids and cell and tissue cultures that may carry infections such as HIV (Human Immunodeficiency Virus) and Hepatitis B Virus (HBV) and Hepatitis C Virus (HCV).
2. That exposure to infectious blood and other body fluids and cultures by contact through eye, mouth, blood, non-intact skin, or other methods may put me at risk of contracting a bloodborne infection.
3. To protect myself from exposure to blood and other body fluids and cultures, I will wear protective apparel according to OSHA (Occupational Safety and Health Administration) standards and comply with applicable policies of the university and any hospital or clinical site that I am attending.
4. If I should become exposed by eye, mouth, blood, non-intact skin, or other method to blood or other human fluids or cultures, I will immediately report such an incident to the supervising faculty or clinical preceptor.
5. If an emergency should occur due to an exposure, I hereby authorize the College or the clinical site to administer immediate first aid as is deemed appropriate by the supervising faculty until medical help can be obtained.
6. I hereby release and hold harmless Southern Nazarene University, its employees, officers, agents, and representatives, including all hospital and clinical affiliates, from any liability for any and all injury, illness, disability, or death, including all costs for medical care, resulting from my exposure to infectious blood or other human fluids or cultures or the administration of emergency first aid after such exposure, during the course of my participation in the PA Program, whether caused by the negligence of the university or otherwise, except that which is the result of gross negligence or wanton misconduct by the university.

**Student Name (Printed):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Appendix 4: Photography/Videography Release

### Required Educational and Clinical Use

I understand and consent that my photograph, video, or likeness may be used by the SNU PA Program for educational purposes including but not limited to:

- Instructional materials, including recording of classroom instruction
- Simulation or clinical skills training
- Sharing with clinical sites for educational purposes

### Optional Promotional Use (Social Media, Website, Brochures)

Please select **one** of the following:

☐ I **grant permission** for the SNU PA Program to use my photo, video, or likeness for promotional purposes including social media, recruitment, websites, and other related promotional materials. I understand that I can revoke consent at any time by providing written notification to the PA Program Director via email.

☐ I **do not grant permission** for my photo, video, or likeness to be used for promotional purposes. I understand that this will not affect my standing in the program. I also understand that, as a result, I may be excluded from group or class photos used in promotional materials.

**Student Name (Printed):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Appendix 5: Clinical Site Requirements Attestation

By signing below, I acknowledge and affirm the following:

- Students assigned to clinical rotations are required to follow the laws, rules, policies, procedures, and regulations of each facility, in addition to those of Southern Nazarene University and the PA Program.
- Clinical sites may establish their own requirements that must be completed before a rotation begins, which may include orientation, credentialing, background checks, drug screening, vaccinations, physical examinations, or other health screenings. I acknowledge that I am responsible for completing these requirements and for any associated costs.
- Some clinical sites require the COVID-19 vaccination and other immunizations as a condition of participation and may not permit vaccination waivers. I understand that failure to meet these site vaccination requirements may delay or prevent clinical placement, graduation, and/or completion of the program.
- SNU partners with clinical sites that are sovereign entities with their own laws, rules, and regulations, which may differ from those of the United States and/or the State of Oklahoma. If assigned to such sites, I will be subject to the jurisdiction and legal processes of the sovereign entity.
- Failure to comply with site requirements may result in removal from the site, disciplinary action by the PA Program and/or University, and potential legal consequences under the site's jurisdiction.
- I am solely responsible for any legal costs, attorney's fees, fines, or other expenses incurred in connection with legal proceedings that fall outside the scope of University-provided malpractice (professional liability) insurance.
- Clinical rotation sites may be located outside the Oklahoma City metropolitan area, and some sites may be outside the State of Oklahoma. I understand that I am solely responsible for arranging my own transportation and covering all related expenses. These expenses may include, but are not limited to, fuel, housing or lodging, meals, and parking.
- Clinical rotation schedules and site assignments may change due to site availability. I understand that I am responsible for following any revised schedules or site assignments and for any additional costs that may result from these changes.
- I am not responsible for providing or soliciting clinical sites or preceptors at any time. All clinical rotations are developed and assigned solely by the physician assistant program.

**Student Name (Printed):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Appendix 6: Waiver of Liability, Assumption of Risk, and Indemnity Agreement

### Waiver of Liability, Assumption of Risk, and Indemnity Agreement for On and Off Campus Program Activities

**Waiver:** In consideration of being permitted to participate in the **SNU Physician Assistant (PA) Program**, I, for myself, my heirs, personal representatives or assigns, **do hereby release, waive, and discharge** Southern Nazarene University and their officers, employees, agents, successors and assigns from liability **for any and all claims, demands, actions, causes of action, judgments, damages, expenses and costs, (including attorney fees)** due to negligence or accidentally resulting in personal injury or illness (including death), and property loss which arise out of, result from, occur during, or are connected in any manner with my participation in the Program/Activity.

**Assumption of Risk:** Participation in the program carries with it certain risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another and include but are not limited to 1) minor injuries such as scratches, bruises, and sprains; 2) major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks, and concussions; and 3) catastrophic injuries including paralysis and death.

**I have read the previous paragraphs and I know, understand, and appreciate these and other inherent risks. I hereby assert that my participation is voluntary and I knowingly assume all such risks.**

**Indemnification and Hold Harmless:** I also agree to INDEMNIFY AND HOLD HARMLESS Southern Nazarene University and their officers, employees, and agents from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees which arise out of, result from, occur during, or are connected in any manner with my participation in the program.

**Severability:** The undersigned further expressly agrees that the foregoing waiver and assumed risk agreement is intended to be as broad and inclusive as is permitted by the Laws of the State of Oklahoma and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

**Acknowledgment of Understanding:** I have read this waiver of liability, assumption of risk and indemnity agreement, fully understand its terms, and **understand that I am giving up my rights, including my right to sue.** I acknowledge that I am signing the agreement freely and voluntarily, and **intend by my signature to be a complete and unconditional release of liability** to the greatest extent allowed by law.

**Student Name (Printed):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Appendix 7: Student Handbook Affidavit

### SNU Physician Assistant Program Handbook Attestation Form

By signing below, I acknowledge and affirm the following:

- I have received, read, and understand the policies and procedures outlined in the 2027-2028 *SNU PA Program Student Handbook*.
- I understand that, in addition to this handbook, I am responsible for adhering to the broader policies of Southern Nazarene University, including those in the SNU Student Handbook and SNU Graduate Academic Catalog.
- I further acknowledge that program faculty and/or staff have oriented me to the contents of the handbook, and I have been given the opportunity to ask questions and receive clarification to my satisfaction.
- I understand that the handbook is subject to revision, and I agree to stay informed of any updates communicated by the program.
- I commit to abide by the policies, procedures, and standards described herein, as well as with applicable University-wide policies.
- I understand that all policies and practices are consistently applied to all PA students.

**Student Name (Printed):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_