



Elizabethtown College

PHYSICIAN ASSISTANT PROGRAM

STUDENT HANDBOOK

## Welcome

Elizabethtown College (Etown) Physician Assistant Program will provide you with a comprehensive curriculum that incorporates hands-on learning in state-of-the art laboratories. Being a healthcare provider goes beyond medical knowledge, but also incorporates interpersonal and communication skills, dedication to service, professionalism, critical thinking, and empathy. The Etown PA program will focus on developing cognitive and non-cognitive skills. On behalf of the PA program team, sit back, get excited, and let's start the journey!



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*The content published in this handbook applies to ALL students regardless of location. Signed clinical affiliation agreements may specify that certain program policies will be superseded by those at the clinical site. Program policies and practices are defined, published, and will be readily available to students. Similarly, proceedings associated with the material included in this handbook will consistently be followed by ALL principal faculty and the program director, regardless of location. (A3.01, A3.02)*

## **Physician Assistant Program Faculty and Staff**

*Standard A2.01 All faculty must possess the educational and experiential qualifications to perform their assigned duties.*

### **Program Director – Ms. Dionna Rookey, MS, MSPAS, PA-C**

Dionna Rookey joined Elizabethtown College in 2019. She earned a Bachelor of Science degree in biology from Valdosta State University, a Master of Science degree in medical microbiology from the University of Georgia and a Master of Science in physician assistant studies from Philadelphia University. Dionna has worked in family medicine since graduating. She has practiced in Alaska, Massachusetts, New Hampshire, and Pennsylvania. Dionna additionally started work in education in 2013 and found a second love

Dionna is dedicated to teaching students to embrace all of what makes people love, think and live. Dionna believes in education for service and is excited to both continue and discover new ways to integrate students and the community together. Her teaching interests include clinical reasoning, patient communication and all aspects of primary care.

### **Medical Director – Dr. Tiffani Russ, DO**

Dr. Tiffani Russ graduated from York College of Pennsylvania prior to attending medical school at Lake Erie College of Osteopathic Medicine. Dr. Russ was born and raised in York County and after medical school decided to return to York to complete her residency in Emergency Medicine at York Memorial Hospital. Dr. Russ currently works as an Attending Physician for Lancaster Emergency Associates as well as York Memorial Hospital. Her research includes an “Evaluation of Application of Continuous Positive Airway Pressure of BLS providers for Generalized Respiratory Distress” (2014). When not working at the hospital, Dr. Russ enjoys spending time with her family, competing in triathlons, and she is a firefighter at Wrightsville and York Area United Fire and Rescue.

### **Clinical Coordinator – Ms. Heather Fink, MSPAS, PA-C**

Heather Fink joined Elizabethtown College in January of 2024 as the Clinical Coordinator. She was raised in upstate New York and moved to Pennsylvania in 2009. She earned her Bachelor of Science in Biology from Union College in Schenectady, New York. She completed her Master of Science in Physician Assistant studies at DeSales University in Center Valley, PA. She has practiced in New York, Colorado and Pennsylvania in multiple specialties including urogynecology, urology, and allergy and asthma.

Heather has always had a passion for patient education and has the same passion to educate upcoming healthcare professionals. She is excited to teach both in the didactic year as well as to guide students through their clinical rotations. When she is not on campus Heather enjoys

spending time with her family, including her husband and four very busy children. She also enjoys traveling, reading, skiing, and relaxing by the pool.

#### **Clinical Site Specialist – Lauren Fischer**

Lauren joined Elizabethtown College in 2022. She earned a bachelor's degree from Shippensburg University and began her career working in a hotel and catering sales. She quickly realized she had a desire to enter the healthcare industry, specifically diagnostic imaging.

She went to the School of Radiologic Technology at Crozer Chester Medical Center, a hospital-based program outside of Philadelphia and joined the faculty shortly after graduation as a Clinical and Didactic instructor. Lauren went on to add Clinical Coordinator to her role when the hospital-based program partnered with Widener University and became the Widener-Crozer Allied Health Program. Besides being a seasoned X-ray technologist, Lauren decided to pursue an additional imaging modality, MRI, in 2008 and has been actively working as an MRI tech ever since. Since moving to the area in 2018, she again worked with students as a lab instructor for the X-ray program at Harrisburg Area Community College.

Lauren has always had a passion for being a part of the student's educational journey into the healthcare field and feels proud when students become successful clinicians. She always advised her students to stay abreast of the ever-changing healthcare industry and to be a life-long learner. When not working, Lauren enjoys hiking, biking, pickleball and attending music concerts with her husband as well as family time with her four children.

#### **Program Administrative Specialist – Diana Cobb**

Diana began working at Elizabethtown College in September 2024. She has thirteen years of administrative experience serving in a variety of roles with the last eight years in higher education. Before coming to Elizabethtown College, she served as the Department Assistant for the Communication Sciences and Disorders/Speech-Language Pathology program at Lebanon Valley College. Diana's experience included managing the day-to-day operations for the department and clinic, managing budgets, assisting with accreditation, and supporting the faculty and students within the program.

Diana lives with her family in the suburbs of Harrisburg, PA. She enjoys baking, cooking, and spending quality time with her husband and children. Her favorite food is Pizza, and her all-time favorite family summer vacation destination is Ocean City, N.J.

#### **Didactic Faculty – Ms. Cynthia Thomason, MSPAS, PA-C**

Cynthia Thomasson joined Elizabethtown College in January of 2024 as a Faculty Lecturer for the Physician Assistant Program. She grew up in Hummelstown Pennsylvania and is a Lower Dauphin High school graduate. She graduated from Penn State University with an associate degree in liberal arts. She then graduated from Alderson-Broaddus University with a bachelor's degree in

medical science in Physician Assistant Studies. She later obtained her Master of Science in physician assistant studies with an emphasis on Emergency Medicine from the University of Nebraska Medical Center College of Medicine. Cynthia has practiced for 33.5 years as a Physician's Assistant in various specialties including: Cardiology, General Orthopedics, Peds Ortho, Orthopedic hand surgery, Emergency Medicine, Peds Rheumatology, Orthopedic Surgery/Sports medicine helping to take care of the Hershey Bears and Harrisburg Senators Baseball team and back to Cardiology all within the Penn State Health System. Cynthia has a passion for teaching and educating the next generation of Physician Assistant's. In her spare time, you will find Cynthia raising chickens and walking her Patterjack pup as well as spending time with her 4 grown children. She also can be found on the Ice either ice dancing or running an Adaptive Skating and Wheelchairs on Ice Program in conjunction with the Hershey Figure Skating Club. She can also be found traveling, sketching, or painting. She also practices Kung Fu and has recently obtained her Orange Sash.

#### **Didactic Faculty – Dr. Raphael Molina, PhD**

Raphael graduated in Biology from Universidad de Sevilla prior to obtaining his PhD Cum Laude from the School of Medicine, focused on neurodegeneration and neuronal activity. He has been an entrepreneur in the biomedical field, both in the US and Europe. He has focused on rare and ultra-rare diseases, including pediatric pathologies, including hematological, pulmonary, and neurological diseases. He has worked on drug development against diseases causing accelerated aging of stem cells, fibrosis, and high sensitivity to oxidative stress. He has combined work in molecular and cellular biology, biochemistry, and AI applied to drug discovery, gene analysis, and genome stability. He has lectured molecular biology, cell biology, biochemistry, anatomy & physiology at University of Madrid and University of Paris.

Raphael is committed to teaching students that a patient is more than a pathology, but a complete person, and we must understand the person as well as his/her disease. In particular, he is very interested in helping students develop a complete vision of their work, from the gene to the protein, to the cell, tissue, organ, and whole patient. Students should be able to efficiently interpret lab results, image techniques, etc.

#### **Didactic Faculty – Ms. Daria Indeck, MHS, PA-C**

Daria Indeck joined Elizabethtown College in 2022. She grew up in rural PA. She earned her Bachelor of Science degree in biology from Florida Atlantic University, Master of Health Science in Physician Assistant Studies from Lock Haven University. Daria has worked at Lancaster General Health as a Trauma, Critical Care and Acute Care Surgery PA since graduating with an interest in wilderness medicine and disaster medicine. When not working, she enjoys spending time with her family and pets. If not there you can find her at jiu-jitsu, gym or running around in the woods. Daria is excited to share her unique knowledge and skill set with future PA's.



### **Didactic Faculty – Mr. Brandon Rauhauser, PA-C**

Brandon joined Elizabethtown College in August of 2024. He grew up and is still living in York, PA but moved to the western half of the state for school. He attended Mount Aloysius College where he obtained his bachelor's degree in general science, before going to Seton Hill University for PA school graduating in 2020. He has worked at Penn Medicine Lancaster General Health Urgent Care since 2021. Prior to becoming a PA, he worked for multiple EMS agencies as an EMT, as well as previously being a pharmacy technician.

Outside of work and teaching, he is an avid sports fan, particularly baseball. He is the head coach for a local travel and high school team, as well as the president for the youth baseball program. In any other free time, he spends it with his son and wife at home, or outside in any way possible, in the yard or at local parks.

### **Didactic Adjunct Faculty – Dr. Emmanuel Mbaku Ngu, PhD**

Emmanuel Mbaku Ngu, PhD., is a professor of biomedical sciences, including Pharmacology, Toxicology, Neuroscience and Medical Physiology at Touro College of Osteopathic Medicine; Previous Professor of Pharmacology and Theme Leader for the Principles of Drug Therapy, Pharmacology Course Director and Coordinator at Albany College of Medicine, Course Director and Professor of Pharmacology at Albany College of Pharmacy and Health Sciences.

Scientifically, Dr. Ngu is interested in understanding the role of microglia and other glial cells in CNS disorders and has conducted research into the behavior of microglia following crushing injuries to the CNS that severs nerves. The importance of his interest in this area of study is based on the fact that the normal functioning of the nervous system strictly depends on the glial cell support of neurons. Glial cells called oligodendrocytes, for example, provide myelin insulation of axons which enables fast conduction of action potentials. Astrocytes for their part provide housekeeping support by removing excess extracellular potassium ions and glutamate from synapses. Microglia, in their resting state, keep tabs on the health of surrounding neurons and are quickly transformed into phagocytic, disease-fighting immune cells when stimulated. Yet there are indications that these glial cell types may each have a dark side in which they can initiate, participate in, or exacerbate existing disease conditions in the central nervous system. Thus, understanding the role of glial cells in CNS disease would be a step toward finding better treatments.

Administratively, Dr. Ngu has served on several committees including the interprofessional education steering committee (IPESC) at Albany College of Medicine, and Albany College of Pharmacy and Health Sciences; served on the Student Promotions Committee at Augusta University School of Medicine/University of Georgia Medical Partnerships; served on the Admissions Committee and Student Counseling at Lake Erie College of Osteopathic Medicine.

Dr. Ngu received his PhD in Pharmacology from Loma Linda University School of Medicine, Loma Linda California and completed a post-doctoral research fellowship in electrophysiology and Neuroscience at the Miller School of Medicine, University of Miami, in Florida.

A native of Cameroon, Dr. Ngu emigrated to the States where he obtained a Bachelor of Science degree in Analytical Chemistry from Weber State University in Ogden, Utah. He worked as a chemist at the

Kelatron Laboratories before taking on higher education in biomedical sciences at Loma Linda University in California. He likes soccer and jeep off-roading.

### **Mission and Goals**

*Standard A1.11 The sponsoring institution must demonstrate its commitment to student, faculty and staff diversity and inclusion by*

*a) supporting the program in defining its goal(s) for diversity and inclusion*

### **Vision Statement**

The vision of the Elizabethtown College Physician Assistant Program is to provide an innovative and supportive environment which elevates the standard of PA education through the utilization of an evidence-based curriculum that is continuously assessed and adapted to address emerging challenges in healthcare, while fostering a collegial environment amongst students and faculty.

### **Mission Statement**

*College Mission Statement:* Elizabethtown College provides a transformative educational experience that cultivates personal strengths and develops a passion for lifelong learning and purposeful work.

*College Inclusive Excellence; A Commitment to Diversity:* Elizabethtown College is committed to valuing and fostering the diversity reflected in our life together and in the world beyond our campus. We strive to ensure that the members of the community—students, faculty, staff, and administrators—are diverse in race, ethnicity, sexual orientation, socioeconomic status, religion, ability, gender, gender identity and expression, age, and national origin. We also seek to provide our community members, especially our students, with educational opportunities, programs, and services that are multicultural in content and expressive of a diverse life of experiences and worldviews that underrepresented groups bring to the learning environment.

*PA Program Mission:* The mission of the Elizabethtown College Physician Assistant Program is to educate and matriculate motivated students who will provide high quality healthcare as skilled Physician Assistants. Through a transformative educational experience and evidence-based curriculum that emphasizes purposeful work, cultivates personal strengths, and develops a passion for lifelong learning, students will be prepared to Educate for Service. Upon graduation, our students will provide individualized healthcare to diverse patient populations while simultaneously working as a member of an interdisciplinary care team.

### **Core Values:**

The Elizabethtown College Physician Assistant Program's core values include:

- Service

- Scholarship
- Professionalism
- Diversity
- Inclusion
- Accountability
- Excellence
- Integrity
- Advocacy
- Collaboration

#### **Core Values Expanded:**

- *Service—responsibility and accountability to patients, society, and profession by remaining actively involved in the community through volunteerism*
- *Scholarship—utilization of evidence-based medicine*
- *Professionalism—respect, integrity, honesty, and ethical behavior in all circumstances*
- *Diversity – members of the PA program (students, faculty, and staff) are diverse in race, ethnicity, sexual orientation, socioeconomic status, religion, ability, gender, gender identity and expression, age, and national origin*
- *Inclusion – involvement and empowerment where the inherent worth and dignity of all people are recognized*
- *Accountability—responsibility to students, patients, college, and surrounding community as well as the PA profession by utilizing a continuous self-assessment and process improvement system*
- *Excellence—prepare clinically competent Physician Assistants that excel in critical thinking and problem solving to provide comprehensive patient care*
- *Integrity—adherence to professional behavior and ethical conduct*
- *Advocacy—providing quality health care through patient advocacy and advocacy of the PA profession*
- *Collaboration—fostered by learning environment that centers around the utilization of interdisciplinary healthcare teams to promote excellence in patient-centered care*

#### **Goals of the Physician Assistant Program**

1. Provide an environment for all students with multicultural educational opportunities inclusive of underrepresented groups and diversity in healthcare.
2. Achieve a first time PANCE pass rate at or above the national average.
3. Obtain a job placement rate of over 80% in a variety of clinical specialties at six months following graduation.
4. Provide all students with an opportunity to perform community service while in the didactic and clinical years of the program.
5. All faculty will maintain a professional development plan that addresses teaching, scholarship, and service as well as diversity, equity, accessibility, and justice.

## Technical Standards

*Standard A3.13 The program must define, publish consistently, apply, and make readily available to prospective students, policies, and procedures to include:*

*e) any required technical standards for enrollment*

Successful candidates for completion of the Elizabethtown College Physician Program must have the abilities and attributes necessary to be able to perform the following skills required for integration into clinical practice, either with or without accommodation.

- Behavior Attributes
  - Tolerate the emotional, mental, and physical stress associated with PA training and providing patient care
  - Adaptable, flexible, and able to function within a team setting despite uncertainty or adversity
  - Recognize, understand, and demonstrate professional behaviors
- Communication Skills
  - Obtain information from patients using speech, active listening, and observation of non-verbal communication
  - Utilize oral, written, and electronic forms of communication with patients, caregivers, and members of the healthcare team
  - Follow HIPAA guidelines, convey sensitivity and respect to all communication with patients, caregivers, and members of the healthcare team
- Intellectual-Conceptual Abilities
  - Apply knowledge learned and critical reasoning to solve problems as required by the program curriculum
  - In a variety of educational settings, students must be able to collect, prioritize, organize, analyze, integrate, and apply complex and detailed information in a time sensitive manner
  - Synthesize information appropriately for problem solving and decision making
- Motor Skills
  - Coordinate gross and fine muscular movements, equilibrium, and sensation to provide acute, chronic, preventive, and emergent care to patients
  - Apply skills learned to correctly utilize instruments and equipment to perform and interpret basic laboratory and medical procedures required to attain goals set forth by the program curriculum
- Sensory Skills
  - Utilize vision, hearing, and somatic sensation to observe patients and their families closely and at a distance
  - Utilize audiovisual and palpable sensation in a lecture and laboratory setting
  - Apply skills learned to correctly perform a physical examination by palpation, auscultation, percussion, and other components as needed

- Social Attributes
  - Accept constructive criticism and respond appropriately with behavior modification
  - Display integrity, compassion for others, and motivation to serve
  - Possess the ability to participate in self-assessment processes and recognize implicit bias
  - Develop an appropriate interpersonal and interprofessional relationship with patients and colleagues.

The Physician Assistant Faculty Committee is responsible for adhering to all technical standards listed above during the selection of Physician Assistant students for admission and matriculation into the program.

### **Handbook Revision Policy**

This student handbook is a summary of the current policies, standards and procedures contained for the Etown PA program. Students participating in the Etown PA Program are subject to, and are responsible to be aware of, the policies and standards established by both PA program and Elizabethtown College. Elizabethtown College and the PA program reserve the right to make changes in the applicable regulations, procedures, policies, requirements, and other information contained on the websites at any time without notice.

### **Accreditation**

*Standard A3.12 The program must define, publish, and make readily available to enrolled and prospective students general program information to include:*

*a) the program's ARC-PA accreditation status as provided to the program by the ARC-PA*

The ARC-PA has granted **Accreditation-Provisional** status to the **Elizabethtown College Physician Assistant Program** sponsored by **Elizabethtown College**.

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

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

The program's accreditation history can be viewed on the ARC-PA website at <http://www.arc-pa.org/accreditation-history-elizabethtown-college/>.

## **Program Admission Requirements for Graduate Students**

*Standard A3.13 The program must define, publish, consistently apply, and make readily available to prospective students, policies, and procedures to include:*

- b) admission requirements regarding prior education or work experience*
- d) any required academic standards for enrollment*

Applications will be completed through Elizabethtown College. The application cycle will run from April – December each year.

### **Academic Requirements needed to apply to the Etown PA Program:**

Course work (prerequisites):

- A minimum of 6 credits in General Biology with labs
  - A minimum of 6 credits in Anatomy and Physiology with labs
  - A minimum of 3 credits in Microbiology with a lab
  - A minimum of 3 credits in General Chemistry with a lab
  - A minimum of 3 credits in Organic Chemistry with a lab
  - A minimum of 3 credits in Biochemistry
  - A minimum of 3 credits in Statistics
  - A minimum of 3 credits in General/Introductory Psychology
- A Bachelor's Degree from an Accredited U.S. College or University is required.
  - Pre-Requisite GPA must be at least a 3.0 with a desired overall GPA of a 3.0 and no course grade below a C.
  - Students applying as a Graduate Student to the Physician Assistant program are required to submit GRE with an ideal composite score of 300. The MCAT can be submitted in place of the GRE, with an ideal score of 500.
  - Students must complete a minimum of 200 healthcare exposure hours (including a minimum of 20 PA-C shadowing hours).

\*Due to the competitive nature of the Physician Assistant Program, not all candidates will be offered an interview or admission into the Elizabethtown program. Candidates that are offered an interview will be invited to campus.

*Standard A3.13 The program must define, publish, consistently apply, and make readily available to prospective students, policies, and procedures to include:*

- a) admission and enrollment practices that favor specified individuals or groups*

### **Admission and enrollment practices favoring specified individuals or groups: (A3.13a)**

- Students that are alumni from Elizabethtown College will receive an interview if all minimum criteria are met. An interview does not equate to nor guarantee admission to the Physician Assistant Program.
- The Elizabethtown Physician Assistant Program is dedicated to recruiting and accepting veterans

into the program. Qualified veterans, who served in a medical capacity in the military, meet the minimum admission criteria and have applied to the program will be guaranteed an interview. All applicants, regardless of their military affiliation, must meet the admissions requirements outlined on our website.

- Once offered a mandatory interview, all applicants will be evaluated in the same manner without preference provided to any specified individuals or groups.

### **Waiting List**

Some applicants may be offered the option to be on a waitlist. As places in the program become available, students on the waitlist may be offered a place in the program. Once the program is full, we will communicate this with students on the waitlist. There is a waitlist for both BS/MS students as well as the graduate program.

### **Technical Procedures to be Taught During the Program**

The rationale for each procedure as well as its technical explanation will be provided to all students during the didactic phase using task trainers and/or simulated patients. Program faculty will confirm all students have gained exposure to each task prior to entering the clinical phase. During the performance of supervised clinical experiences, preceptors are encouraged to allow students to gain expertise in the procedures on patients when appropriate.

#### **GENERAL**

- Venipuncture
- Finger stick blood sugar testing
- Intradermal, Subcutaneous, and intramuscular injections
- Point of care testing
- Aseptic technique
- Performing a complete history and physical examination
- Various methods of specimen collection
- Surgical tool identification
- Knot tying
- Incision and drainage

#### **EMERGENCY MEDICINE**

- Intubation
- Insertion of a laryngeal mask airway
- Insertion of a chest tube
- Focused assessment sonography for trauma (FAST) ultrasonography

## GENITOURINARY

- Male and female urethral catheterization
- Urine dip/Urine analysis
- Perform and interpret pap smear
- Urine pregnancy test

## MUSCULOSKELETAL

- Applying splints to extremities

## CARDIOPULMONARY

- Performing and interpreting electrocardiograms
- Performing and interpreting spirometry
- Use of a nebulizer and inhaler
- Indications for various vascular access
- Peak Flow
- Utilization of doppler

## EENT

- Fluorescein examination of the eye
- Irrigation of the auditory

## canal DERM

- Punch and Shave biopsy
- Lesion excision
- Wound care
- Staple and Suture
  - Simple interrupted sutures
  - Horizontal and vertical mattress sutures
- Stapling/Staple removal



## **Graduate Essential Skills**

*Standard A3.12 The program must define, publish, consistently apply, and make readily available to students upon admission:*

*g) any required academic standards*

All students will be required to demonstrate the following clinical skills within the final 3 months of the clinical phase of the program:

- Surgical gowning/gloving
- Incision and Drainage
- Intramuscular, subcutaneous and subdermal injection administration
- Splinting of extremity
- Cerumen irrigation
- Suture insertion and removal
- Knot tying
- Venipuncture
- Intravenous catheter insertion
- Male and Female Pelvic Examination
- Breast Examination
- Local anesthesia
- Interpretation of EKG
- Interpretation of Chest Xray
- Interpretation of routine laboratory results

### Financial Policies and Tuition Costs

*Standard A3.12 The program must define, publish, and make readily available to enrolled and prospective students general program information to include:*

*e) academic credit offered by the program*

*f) estimates of all costs (tuition, fees, etc.) related to the program*

Tuition for the first 3 years of the BS/MS physician assistant program can be found here:

[Etown Tuition](https://www.ETown.edu/admissions/tuition-cost.aspx) (<https://www.ETown.edu/admissions/tuition-cost.aspx>).

Elizabethtown PA program graduate tuition will be a total of \$111,395.

	Year 1 – 66 credits	Year 2 – 41 credits	Total
Tuition	\$70,772	\$48,964	\$114,786
Program Fee*	\$6,000	--	\$6,000
Equipment			
Welch Allen Package***	\$996	--	\$996
Sim Vivo Suture Kit	\$60	--	\$60
Laptop	\$800	--	\$800
Elizabethtown PA Patch x 2	\$20	--	\$20
White Coat – Long	--	\$40	\$40
Scrubs x 2	\$50	--	\$50
White Coat – Short x 2	\$50	--	\$50
Books***	\$1,500	\$1,500	\$3,000
TOTAL	\$80,298	\$45,504	\$125,752

\*Program Fee includes, but is not limited to: AAPA membership, PSPA membership, Clinical Placement Fees, Site Registration Fees, Typhon Student Fee, PAEA Exams, PA equipment/supplies, ACLS, PALS, Malpractice Insurance

	Year 1 – 14 months	Year 2 – 12 months	Total
Housing (estimated)	\$33,600	\$28,800	\$62,400
Clinical Site Travel (estimated)	--	\$5,000	\$5,000
***TOTAL	\$33,600	\$33,800	\$67,400

\*\*Housing and clinical year travel is a responsibility of the student and is not included in tuition or the program fee.

### **Other costs not included in tuition:**

\*\*\*Equipment List: Students are encouraged to wait until orientation to purchase equipment (not including smart phone/PDA, laptop, or wristwatch). If students already own any of the medical equipment below (i.e., stethoscope or otoscope/ophthalmoscope), approval of the equipment must first be obtained from the PA program director.

Welch Allen Package through the Medical Store (included list below) – Total (estimated)  
\$996.00

- Welch Allyn 3.5V Diagnostic Set
- Welch Allen Adult and pediatric blood pressure cuff
- 3M Littmann Stethoscope
- Pocket Eye Card with Ruler
- Tuning Forks
- LED Penlight
- Reflex Hammer
- Dissection Kit
- Tape Measure
- Protective Eye Wear
- Medical Bag

Please refer to the Business Office: <https://www.etown.edu/offices/business-office/> for policies and procedures for refunds of tuition and fees.

## **Background Checks/Health Screenings:**

FBI Criminal Background Check and Child Abuse Clearance - \$63

Health Physical/Immunizations Titers/Drug Screen – varies by insurance carrier\*\*\*

\*\*\*\*All students are required to carry adequate health insurance throughout their enrollment in the PA program. Cost varies per insurance carrier.

### **New Student Information**

*Standard A3.01 Program policies must apply to all students, principal faculty, and the program director regardless of location. A signed affiliation agreement or memorandum of understanding may specify that certain program policies will be superseded by those at the clinical site.*

*Standard A3.02 The program must define, publish, make readily available and consistently apply its policies and practices to all students.*

### **Statement of Non-Discrimination**

Elizabethtown College does not discriminate based on gender, race, color, religion, age, disability, marital status, veteran status, national or ethnic origin, ancestry, sex, sexual orientation, gender identity and expression, genetic information, possession of a general education development certificate as compared to a high school diploma, or any other legally protected status. This commitment applies but is not limited to decisions made with respect to hiring and promotion, the administration of educational programs and policies, scholarship, and loan programs, and athletic or other College administered programs. Discriminatory acts of any kind are strictly forbidden.

Inquiries regarding the non-discrimination policies may be directed to Ms. Nichole Gonzalez, Director of Title IX/Compliance Programs and Intercultural Affairs, [gonzaleznichole@etown.edu](mailto:gonzaleznichole@etown.edu), 717-361-1179, Baugher Student Center Room 207.

For further information on notice of non-discrimination, visit [Office for Civil Rights](#) for the address and phone number of the office that serves your area, or call 1.800.421.3481.

### **Elizabethtown College Pledge of Integrity**

“I pledge to respect all members of the Elizabethtown College community, and to act as a responsible member of the College community. I pledge to respect the free exchange of ideas both inside and outside the classroom. I pledge to represent as my work only that which is indeed my own, refraining from all forms of lying, plagiarizing, cheating, and academic dishonesty. As a member of the Elizabethtown College community, I am responsible to represent and uphold these values.”

## **Orientation**

Prior to the start of the first semester, new PA students are required to attend a new student orientation. This orientation gives the students the opportunity to meet their peers, the faculty, and staff. Students are given an overview of the program including the curriculum, schedule, introduction to campus resources and student services, review of policies and procedures, and a tour of the program building and the campus. The orientation is mandatory for all students entering the PA program (including those in the BS/MS program) and will be held prior to the start of the program. Due to the nature of the program, it is essential that all students begin the program with a full understanding of the expectations. Students who are not able to attend the orientation may be withdrawn from the program, and any tuition/fees already paid will not be refunded, unless prior approval and arrangements are made with the Program Director.

## **Student Government**

Each cohort will elect class officers, i.e., president, vice-president, treasurer, and secretary. The role of the officers is to not only represent the cohort, program, and profession but additionally: collaborate on community service, collaborate on fundraising, oversee professional outreach, liaison between faculty and students, oversee student activity planning, collaborate on mentoring cohort behind current class, organize outreach involvement such as interviews, panels, etc. The president shall facilitate communication and be a point of contact. The vice-president shall be a point of checks and balances with the president. The secretary will take minutes and maintain documentation. The Treasurer will manage student accounts with the business office.

## **Community Service Committee**

Stemming from the mission and vision of Elizabethtown College and the PA Program, each cohort is expected to routinely participate in community service (beyond the master's project that each student is required to do also based on community service). A committee will be developed from student volunteers to oversee and organize these efforts. A portion of all proceeds from fundraising is to be donated to an annually selected community partner (a health clinic, food pantry, shelter, etc.) in addition to any volunteer efforts. Continuous monitoring of service opportunities will be done by the student government and communicated with the cohort. There is an expectation that at least 1 event a year is participated by the class in its entirety.

## **Fundraising Committee**

In order to raise funds for community donations, social events, photographs, and graduation additions, fundraising efforts will be necessary for each cohort. A committee will be developed from volunteers to oversee and organize these efforts. The fundraising events may be many or few, small or large and local or extensive. Each class may make their own decisions and efforts.

## **Background Checks and Drug Screens**

Prior to matriculation, all students offered a seat in the PA program must complete a criminal

background check and drug screen. Students in the BS/MS program will complete this step prior to the first semester of the PA program. Students may be required to repeat a criminal background check and drug screen prior to beginning the clinical year. Students are responsible for all expenses related to completing the criminal background check, drug screen, student health requirements and background documentation. Students who at any point in the program delay or decline to participate in a requested alcohol and/or drug screen will have that action considered equivalent to taking and failing a drug/alcohol screen. Please also see the **Alcohol and Other Drug Policies**

Applicants accepted into the Elizabethtown College PA Program who answered “no” to questions relating to criminal background on their application and who are found to have a subsequent positive criminal background check may be dismissed from the program on the basis of misrepresentation. In the event of a reported incident, a determination about the applicant’s/student’s continued progress in the PA program will be made by Elizabethtown College in accordance with the College’s Student Code of Conduct and related College Policies and Procedures.

Applicants are advised that results of criminal background checks, drug screens, and other required background screening will be released to third parties (affiliated clinical sites) in their clinical education. Criminal offenses occurring after the student matriculates may result in the student’s dismissal from the program; if this occurs, tuition and fees will not be refunded. For more information, please refer to [Student Code of Conduct](#).

### **Health Insurance Requirement**

*Standard A3.08 The program must define, publish, make readily available and consistently apply policies addressing student exposure to infectious and environmental hazards before students undertake any educational activities which would place them at risk. Those policies must:*

- 1) clearly define financial responsibility*

All students of the Elizabethtown PA program are required to maintain personal health insurance for the entire duration of the program. Proof of insurance coverage must be provided prior to orientation. Students are responsible for all personal health care costs incurred while enrolled in the PA program, including any costs incurred in the event of exposure from a contaminated needle stick, puncture wound, or contamination of any obviously open wound or the mucous membranes by saliva, blood, or other body fluids.

Due to the potential risk for exposure to potentially infectious materials, insurance should cover screenings, diagnostic testing, treatments, and short and long-term disability compensation that may result from any potential exposure.

### **Health Requirements**

*Standard A3.07 The program must define, publish, make readily available and consistently*

*apply:*

*a) a policy on immunization and health screening for students. Such policy must be based on the current Center for Disease Control and Prevention recommendations for health professionals and state specific mandates.*

Provision of Student Health Care to Students: The program director, principal program faculty, staff, medical director, and program guests *will not* participate as health care providers for students enrolled in the program and *will not* have access to any student health information provided to Student Health Services other than defined in this policy.

Health Insurance: Prior to matriculation into the Physician Assistant Program *all* students must provide proof of health insurance, which must remain active throughout the entire duration of the program. Students are responsible for all costs associated with the evaluation and treatment of any injuries (needle stick, bodily fluid exposure, TB testing, immunizations, etc.) or illnesses that occur while in the Physician Assistant Program.

Health Screening: Prior to matriculation into the Physician Assistant Program *all* students are required to submit an updated physical examination to student health services which includes a current physical examination, vision/color blindness screening and current TB screening.

Health screenings must be submitted to Student Health Services.

Immunization Requirements: Students are required to meet the immunization requirements of the College, Clinical Rotation sites, and CDC prior to engagement in any clinical activities.

Immunization Records and TB screenings must be submitted to Student Health Services and the PA program (will be uploaded into Typhon by the students).

1. Tuberculosis Screening: One of the following must have been completed within the past 12 months:
  - 2 step TB skin test (administered 1-3 weeks apart)
  - QuantiFERON Gold blood test (lab report required)
  - Clear chest x-ray if positive results obtained (lab/imaging reports required)
2. Hepatitis B Series: One of the following are required:
  - Completion of the three vaccine Hepatitis B series  
OR
  - Proof of protective titer with hepatitis B immune status (lab report required)
3. Measles, Mumps, & Rubella (MMR): One of the following is required:
  - Two vaccinations: (immunization record required)
    - First vaccination must be administered after the age of 1 regardless of vaccination type and must be performed following CDC recommended vaccination schedule.
      1. Vaccination may be the combined MMR vaccine or individual

vaccines (2 mumps and measles, 1 rubella)

- Positive antibody titer for all three components (lab report required)
  - If titer is negative or equivocal, students must receive a booster vaccine (administered after titer) and provide proof of immune status in 2<sup>nd</sup> titer
- 4. Varicella: One of the following is required:
  - Two step vaccination series (immunization record required) four weeks apart with repeated IgG titer
  - Positive antibody titer (lab report required)
    - If titer is negative or equivocal, vaccine series must be repeated
- 5. Tetanus/Diphtheria/Pertussis (Tdap):
  - Tdap vaccination within the past 10 years (immunization record required)
- 6. Influenza:
  - Students must obtain influenza immunization annually while enrolled in the Physician Assistant Program (immunization record required)
- 7. Polio:
  - Immunization record with date of last dose administered per Elizabethtown College admission requirements
- 8. Meningitis:
  - Immunization record with date of meningitis vaccination and proof of booster if initial dose was given prior to student's 16<sup>th</sup> birthday per Elizabethtown College admission requirements
- 9. Covid:
  - A completed covid vaccination series is required for the Physician Assistant Program as it is required for clinical rotation sites.

*CLINICAL YEAR STUDENTS:* Please note that clinical sites may require additional physical examination, vaccinations, and/or documentation prior to completion of clinical rotations. Students who fail to submit these documents *will not* be permitted to begin clinical experiences, which will result in the inability to complete the clinical rotation opportunity, therefore delaying graduation. Each clinical partner determines its own process for accepting requests for exemptions. A request for an exemption is not a guarantee that it will be granted. Alternative placement sites are limited and not guaranteed. The program will not be responsible for finding additional alternative placement sites. The cost of all testing is the responsibility of the student.

### **Malpractice Insurance**

The College will maintain insurance in the amount of \$1,000,000 per claim and \$3,000,000 per year and will provide a copy of its Certificate of Insurance to all clinical sites prior to the student



starting their clinical experience at the site, this is college coverage. Students must also sign up for additional malpractice insurance for individual coverage. A copy of any additional malpractice insurance that is purchased must be provided to the PA program and will be shared with clinical sites.

### **Attendance Policy**

Attendance at all classroom, laboratory, and other program related activities is mandatory. The PA program will attempt to hold all program related material during regular hours; however due to unforeseen circumstances, the PA program reserves the right to schedule activities outside of regular hours, including evenings and weekends.

The faculty and staff of the PA program understand that life can present unavoidable and unplanned emergencies. In order to maintain the integrity of the program, any and all unplanned absences should be reported to the PA program as soon as possible. Failure to notify the program in a timely manner will result in receiving an unexcused absence. More than two unexcused absences within each semester may result in disciplinary action including, but not limited to, a professional remediation plan, review by the Academic Standing Committee, course failure, or dismissal from the program.

Students are allotted 2 personal days for absences per semester. Those personal days may not be used on end of block testing days (written or practical) or any other major assessment event/activity. Those personal days may not be used on the last day before or returning from a break or holiday. Students are fully responsible for any materials covered on missed days. Personal days must be requested and approved by the program director.

Once past 2 personal days (either consecutive or cumulative) any further missed time accepted is for illness only and requires a note from a clinician. For more than 5 total absences OR inability to provide a note, the student will be required to meet with the APAC program committee.

### **Professionalism and Behavior Policy**

Students must perform professionally in the program's classroom and demonstrate collegiality with students, faculty, staff, and guest lectures at all times.

*Elizabethtown College Physician Assistant Program Definition of professionalism: Demonstrate common courtesy and consideration through all forms of communication (verbal, written and nonverbal). Maintain a commitment to self in motivation and active learning and work cooperatively with peers and mentors. Practice honesty, integrity, reliability, and safety at all times. Constructively process and give feedback for growth regarding academic, clinical, and social behaviors.*

- Consistently complete class assignments with all required components and by the academic deadlines provided by the course instructor.
- Meet classroom attendance requirements and arrive to class on time and ready to learn.

- Respect the opinions of other students, faculty, staff, and guest lecturers at all times.
- Maintain a level of respect for all faculty, staff, and guest lectures both in and out of the classroom setting.
- Maintain professional standards both in and out of the classroom setting.
- Cell phones are to be turned off or silenced unless instructed to utilize during classroom activities.
- Discrepancies in grading/assessments should be submitted via email and not confrontational in the classroom.

Repetitive instances of inappropriate classroom behavior will be taken to the Academic and Professionals Affairs Committee (APAC). Failure to meet classroom behavior expectations may result in dismissal of the student from the Physician Assistant Program.

Utilization of appropriate interpersonal behaviors will facilitate a respectful and collegial environment for student learners.

- Maintain positive and constructive interpersonal relations to resolve conflict.
- Demonstrate emotional maturity and stability through challenges while forming professional work relationships with faculty, staff, preceptorship personnel, and peers.
- Avoid engaging in acts that may be construed as physically or verbally abusive, relational impropriety, and/or criminal violation of personal property.
- Appropriately function as a member of the health care team.

Repetitive instances of inappropriate interpersonal behavior will be taken to the Academic and Professionals Affairs Committee (APAC). Failure to meet interpersonal behavior expectations may result in dismissal of the student from the Physician Assistant Program.

### **Academic Honesty Policy**

Students are expected to review and follow the Elizabethtown College “Standards of Academic Integrity” as published in the Elizabethtown College Catalog.

[Academic Judicial System](#) and [Student Academic Integrity Handbook](#).

Any instance classified as academic dishonesty, including falsification of evaluation forms, calendars, patient or time logs, forgery of signatures, tampering with or destruction of evaluation material may result in the immediate dismissal of the student from the Physician Assistant Program as determined by the Academic and Professional Affairs Committee (APAC).

### **Academic Accommodations**

*Standard A3.10 The program must define, publish, make readily available and consistently apply written procedures that provide for timely access and/or referral of students to services*

*addressing personal issues which may impact their progress in the PA program.*

Students requesting [Academic Accommodations](#) should submit the [Academic Accommodations Request Form](#) along with supporting documentation from their treating health care provider [Disability Documentation](#) to Disability Services.

After this appropriate documentation has been submitted, the requesting student should arrange a meeting with the Director of Disability Services. At this meeting the Director and student will discuss reasonable accommodation based on the submitted documentation and how the student will implement the accommodation(s).

Students' whose requests are denied or who are dissatisfied with the process or its outcome have the option to file a petition using the [Grievance Procedure](#).

### **Student Concerns**

Students should follow the PA program hierarchy with concerns. Students should first discuss his/her concern with the course instructor. If there is no resolution, the student should then bring her/his concern to the Program Director. The Program Director will discuss the concern with all parties involved prior to making a decision and offering a resolution. If the student's concern remains and he/she feels as though an appropriate resolution has not been met, the student can request that his/her concern be brought to the Academic and Professional Affairs Committee (APAC). If additional action is required,

### **Advisor**

*Standard A2.05e Principal faculty and the program director must actively participate in the process of academic counseling of students.*

*Standard A3.09 Principal faculty, the program director and the medical director must not participate as health care providers for students in the program, except in an emergent situation.*

All students will be assigned an advisor. This advisor will be a principal faculty member of the physician assistant program. Advisors will meet with each of their advisees on a regularly scheduled basis, but students are also encouraged to request a meeting with their advisor, as the need arises. If a student has a specific question or concern with a lecture, laboratory activity, quiz, exam, or other graded item, the student should first discuss their concern with the course instructor. Advisors are available for guidance regarding study habits, interview preparation, contract negotiations, obtaining a state's medical license, etc. Advisors are not to participate as health care providers in any capacity to the student.

### **Grade Appeals**

Questions concerning a course grade should be brought to the attention of the course

instructor immediately upon the student's receipt of the official grade report. Formal grade appeals must be submitted by the student within 30 days of the date on which the grade was issued by the College. A grade appeal must have a valid basis in order to be brought forward, such as the following:

1. A mathematical error in calculation of the grade
2. A clerical/technical error in recording of the grade (for example, Canvas and Jayweb grades are inconsistent)
3. Harsher grading standards were applied to one student when compared with other students in the course
4. The assigned grade was not calculated using the standards stated in the syllabus

The grade appeal process consists of the following steps:

1. The student requests a meeting with the course facilitator to identify the concern, provide evidence to support the position, and seek resolution. This meeting can occur face- to-face, over the phone, or virtually. If the facilitator determines there is a need to change the grade, the facilitator may submit the Change of Grade form.
2. If the student-facilitator meeting does not resolve the issue to the student's satisfaction, the student may submit a Level 1 Grade Appeal Form to the Program Director. The Program Director will review the evidence provided by the student and seek to resolve the concern with the facilitator. A decision will be communicated to the student, advisor, and course instructor within 10 business days. If the decision is to change the grade, the Program Director will submit the Change of Grade form.
3. If the issues remain unresolved to the student's satisfaction, the student may submit a Level 2 Grade Appeal Form to the Dean for Curriculum and Assessment, where it gets reviewed.

## **Dress Code**

*Standard A3.06 The program must define, publish, make readily available and consistently apply a policy that PA students must be clearly identified in the clinical setting to distinguish them from other health profession students and practitioners.*

Adherence to standards of professional appearance including personal hygiene, dress, and safety projects competence and credibility during interactions with patients, colleagues, and members of the general public. Students are allowed to wear comfortable clothing to classroom and laboratory activities, while maintaining dignity and professionalism. Students should wear closed-toed shoes during any laboratory activities. Scrubs should be worn in cadaver lab, along with disposable protective clothing

Repetitive demonstration of unprofessional image will be taken to the Academic and Professional Affairs Committee (APAC). Failure to meet interpersonal behavior expectations may result in dismissal of the student from the Physician Assistant Program.

Students are expected to wear their Elizabethtown College student ID tags, which must be **clearly displayed at all times on their short white lab coat, unless specifically requested not to** do so by the preceptor. Students must have an Elizabethtown College patch on the left shoulder of their white coat.

**COVID-19 Precautions:**

Students will follow the most recent CDC and Etown guidelines regarding masks and social distancing. Students should self-monitor for COVID-19 symptoms regularly. Please visit the CDC website for a list of current symptoms <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

Development of COVID-19 Symptoms:

Students that develop symptoms of COVID-19 must notify the program immediately.

## Didactic Year

*Standard A3.15 The program must define, publish, and consistently apply and make readily available to students upon admission:*

*a) any required academic standards*

### Required Academic Standards

Grades are reported as A, B, C, and F with plus and minus distinctions made. Designations of W, WF, P, NP, and AUD are used in appropriate situations.

Grade definitions are:

A	Distinguished
B	Above Average
C	Average
F	Failure
I	Work Incomplete
W	Withdrawal from Course
WF	Withdrawal Failing from Course
P	Pass
NP	No pass (Failure)

**Grading Scale.** Didactic year grading scale utilizes a 4.00 quality point system. Quality points are assigned per semester hour of credit as follows:

Letter Grade	Percentage	Quality Points
A	94-100%	4.00
A-	90-93%	3.70
B+	87-89%	3.30
B	84-86 %	3.00
B-	80-83%	2.70
C+	77-79%	2.30
C	74-76%	2.00
F, WF	< 74%	0.00

Students in the Physician Assistant Program must obtain  $\geq 74\%$  in all courses for successful completion of the semester.

The pass/no pass (P/NP) grading option may be utilized throughout the year for completion of competencies and assessment skills, as well as for courses that are not included in the calculation of the student's overall grade point average. Students may be expected to complete one course per semester that is graded in this manner.

### Requirements for Progression

*Standard A3.15 The program must define, publish, and consistently apply and make readily available to students upon admission:*

*b) requirements and deadlines for progression in and completion of the program*

Didactic semesters:

A student may not earn a grade below a C during didactic year in order to progress to the next semester.

Didactic year to Clinical year:

- A student may not earn a grade below a C in order to progress from didactic year to clinical year. AND
- A student must maintain a minimum of 3.0 GPA. AND
- Successfully completed the didactic summative exam with a 74% or higher.

### **Remediation Policy for Didactic Year**

*Standard A3.15 The program must define, publish, and consistently apply and make readily available to students upon admission:*

*c) policies and procedures for remediation and deceleration*

Assessments will be done on a module system (1 module represents an organ system) with evaluations in a multitude of approaches (written exam, observed skills, oral presentations, etc.) completed at the end of each module.

**Students that fail a block will be assigned an individualized action plan that may include meeting with the course instructor, written assignments, case studies and/or reflective papers, or any combination of the above followed by a reassessment. No changes will be made to the initial grade earned and recorded in the gradebook upon completion of remediation.**

**Students may not fail more than 2 blocks per term to avoid program dismissal.**

**Students that fail a course component of the block exam/OSCE, though passing the overall exam/OSCE, at the end of a block evaluation, will be put on a pre-remediation plan which may include written assignments, case studies, research, etc. The purpose is to further increase knowledge and understanding of the lower scoring area(s) and promote success in the program.**

**Any student that fails the end of term final that previously passed the correlating module(s), will retake the test within 1 week with further studying.**

**Any student that fails the end of term final without previously passing the correlating module(s), will result in a meeting with the Academic and Professional Affairs Committee to discuss a potential remediation plan which may include a combination of the above tasks or, if appropriate, program dismissal.**

## Remediation of Didactic Summative Exam:

Students with an overall failing score (< 74%) for any component of the program summative examination must complete a personalized remediation plan developed by the program faculty to meet student deficiencies. Students must retest and score a grade of 74% or higher to progress to clinical year. Students will be required to meet with APAC for discussion and plan, including potential dismissal from the program, if unable to pass the summative examination on the second attempt.

## Cadaver Use and Handling Policies

The donors generously and selflessly donate their bodies to advance research and education. To respect the donors' wishes and maintain their anonymity, their identity and medical history are not released. We have no identifying information about the cadavers we work with, except their age and cause of death. Working with cadavers is a privilege that comes with responsibility. To show our respect and gratitude to the people who so generously donated their bodies, we will strictly follow the rules listed below.

1. To protect the anonymity of the cadavers, taking photographs or videos of any part of the cadaver is **strictly prohibited**. Failure to comply with these rules may result in the college's ability to further work with cadavers, impacting the quality of our program. Therefore, if you are found taking pictures of the cadaver at any point, your phone (i.e., pictures) will be confiscated, you will automatically get an F for the lab portion of the course, and a letter will be placed in your academic file.
2. Always address the cadaver and anatomical characteristics in a respectful manner. For instance, do not use derogatory language or make fun of any aspect of the cadaver anatomy.
3. The cadavers are embalmed in a solution that preserves the tissue and allows us to learn from it for many years. The embalming solution might have a strong odor, but coming in contact with it will not harm you. However, you should NOT ingest it. Do not touch the cadaver with your bare hands. Wear gloves and wash your hands with soap after you are done. You are welcome to wear goggles, nose clips, masks (available in the lab), and a lab coat. Always wear closed-toe shoes.
4. When working with the cadavers, be very gentle. Use blunt probes or forceps to gently point at or lift structures. Do NOT use sharp, pointed probes or forceps to stab various parts of the cadaver. This is especially important while handling soft structures like the brain. Do NOT pull forcefully on structures (vessels and nerves are easily torn).
5. When you are done working with the cadavers, spray them liberally with the hydrating solution and cover them with the available sheets. Depending on the specimen you are working with, special care instructions might be provided.
6. Always clean up after yourself. Use the instructions in the back of the lab to clean and put



away any instruments you use. Throw away gloves and paper towels in the garbage.

*Standard A3.08 The program must inform students of written policies addressing student exposure to infection and environmental hazards before students undertake any educational activities that would place them at risk.*

### **Clinical Year**

**\*Please also refer to the Clinical Year Handbook**

*Standard A3.15 The program must define, publish, and consistently apply and make readily available to students upon admission:*  
*a) any required academic standards*

#### **Required Academic Standards**

Grades are reported as A, B, C, and F with plus and minus distinctions made. Designations of W, WF, P, NP, and AUD are used in appropriate situations.

Grade definitions are:

A	Distinguished
B	Above Average
C	Average
F	Failure
I	Work Incomplete
W	Withdrawal from Course
WF	Withdrawal Failing from Course
P	Pass
NP	No pass (Failure)
AUD	Audit

**Grading Scale.** Clinical year grading scale utilizes a 4.00 quality point system. Quality points are assigned per semester hour of credit as follows:

<b>Letter Grade</b>	<b>Percentage</b>	<b>Quality Points</b>
A	94-100%	4.00
A-	90-93%	3.70
B+	87-89%	3.30
B	84-86 %	3.00
B-	80-83%	2.70
C+	77-79%	2.30
C	74-76%	2.00
F, WF	< 74%	0.00

Students in the Physician Assistant Program must obtain  $\geq 74\%$  in all courses for successful completion of the course. For continuation from semester to semester in the clinical year, students may have no grades less than a C. For successful completion of the clinical year, students may have no grade less than a C.

The pass/no pass (P/NP) grading option may be utilized throughout the clinical year for completion of competencies and assessment skills, as well as for courses that are not included in the calculation of the student's overall grade point average. Students may be expected to complete one course per semester that is graded in this manner.

**Clinical Preceptorship Grading.** Grades for clinical preceptorships are derived from the following list. The final grade for each core clinical preceptorship will be calculated using the following percentages for each module:

End of Preceptorship Examination	45%
Preceptor Evaluation	15%
OSCE	20%
Quizzes	10%
Written Assignments	5%
Self-Reflection	2%
Patient Database Maintenance	3%
Mid-Preceptorship Evaluation	

The criterion for a failing grade for a clinical preceptorship is **any one** of the following items:

- Excessive unexcused absences from the clinical site
- Failing evaluation by the clinical preceptor
- Failure to submit patient logs and/or written assignments to meet program standards
- Failure to successfully remediate end of preceptorship examinations
- Failure to obtain an overall grade of 74% or higher for the clinical preceptorship

Student progress is continually monitored and documented in a manner that will promptly identify knowledge and skill deficiencies for students with the Elizabethtown College Physician Assistant Program.

All students must perform according to the academic standards set forth by the PA program. The following standards are regarded as the minimum acceptable standards for students within the clinical year in each subject area for which a grade is earned.

- End of preceptorship examination 74%
- Quizzes 74%
- Written assignments 74%
- Directed Practical 74%
- Objective Structured Clinical Examination (OSCE) 74%

## Remediation Policy for Clinical Year

*Standard A3.15 The program must define, publish, and consistently apply and make readily available to students upon admission:*

### *c) policies and procedures for remediation and deceleration*

Multiple methodologies for remediation during the clinical year will be employed and monitored by student faculty advisors and the clinical coordinator. Completion of student remediation will allow the program to document that the student has met the professional, clinical, and academic expectations of the Physician Assistant Program, which is a requirement for program completion and graduation.

No changes will be made to the initial grade earned and recorded in the gradebook upon completion of the remediation assignments. Students must successfully complete all required remediation assignments in order to graduate from the Physician Assistant Program.

- Failure of Adjusted PACKRAT Score: Students with a PACKRAT score below benchmark (one standard deviation below national average) will be offered individualized remediation to provide them with the resources necessary to enhance the likelihood of success on their PANCE upon graduation.

Completion of the PACKRAT is required for all students in the clinical year of the PA program. Results from the PACKRAT will be utilized as a self-assessment tool for students to gauge further preparation needs for completion of the PANCE upon graduation. Although remediation opportunities will be provided and highly encouraged to students depending on their PACKRAT scores, the PACKRAT examination will not be utilized to determine successful academic progression within the PA Program.

- Failure of Written Examinations: Students with a failing score (< 74%) on written examinations must meet with the Clinical Coordinator to review areas of concern and deficiency as well as complete an individualized remedial activity/assignment. Students will have one month to submit the remediation assignment and will then schedule a reassessment to ensure competence on course materials. A passing grade must be attained on the reassessment or course failure will result. If a student fails the reassessment, then the result is requirement to repeat the rotation and reassess again. If a 3<sup>rd</sup> failing score for results, the student will be dismissed from the program. A student may only fail the first time taking an end of rotation exam on two separate rotations, upon a 3<sup>rd</sup> area of study end of rotation exam failure, discussion with APAC regarding dismissal will result. A student may only fail/repeat 1 rotation to avoid dismissal from the program.
- Failure of Quizzes: Students with a failing score on a quiz will be sent a list of deficiency areas by email from the Clinical Coordinator. Students are expected to independently review these areas and seek assistance as needed. No retest is required for quizzes.

- Failure of Written Assignments: Students with a failing score on written assignments related to preceptorships are submitted to their faculty advisors for evaluation. The faculty advisor will counsel the student regarding the quality of work and assist with any needed corrections. Resubmission of the assignment will be completed as directed by the Clinical Coordinator. A passing grade must be attained on the retest or course failure will result.
- Failure of Directed Practical's: Students with a failing score on directed practicals must meet with the clinical coordinator or faculty grading the practical for feedback on their performance and recommendations for improvement in practical skills. The student must repeat the directed practical and achieve a passing score. Failure to pass a directed practical after three attempts will result in failure to progress through the Physician Assistant Program.
- Failure of OSCEs: Students with a failing score on an OSCE must meet with the clinical coordinator or faculty grading the OSCE for feedback on their performance and recommendations for improvement in practical skills. The student must repeat an OSCE and achieve a passing score. Failure to pass an OSCE after three attempts will result in failure of the course.
- Failure of a Clinical Preceptorship: Students with an overall failing score for a clinical preceptorship must repeat the clinical preceptorship successfully at the end of clinical year, resulting in a delay of graduation. Students will not be permitted to repeat more than one clinical preceptorship.
- Failure of Summative Examination: Students with an overall failing score (< 74%) for any component of the program summative examination must complete a personalized remediation plan developed by the program faculty to meet student deficiencies. Students must retest and score a grade of 74% or higher to progress to graduation. Students will be dismissed from the program if unable to pass the summative examination on the second attempt. Remediation will be offered for any single component. Multiple component failures will result in discussion with APAC regarding course of action which may include remediation, delay of graduation or dismissal.
  - Additionally, the End of Curriculum exam cannot be retaken for 60 days which may delay graduation up to a few weeks. Students will still participate the graduation activities and ceremony. However, the diploma will be delayed and have a different graduation date. If a student fails the 2<sup>nd</sup> administration then the student does not graduate and a formal meeting with APAC will result.

## **Requirements for Progression**

*Standard A3.15 The program must define, publish, and consistently apply and make readily available to students upon admission:*

*b) requirements and deadlines for progression in and completion of the program*

Clinical Year to Graduation:

-A student may not earn a grade below C during the entire clinical year in order to progress to the next clinical rotation.

-A student may not have a semester GPA or cumulative GPA below 3.0

AND

-Successfully complete the summative exams with a 74% or higher.

## **Clinical Rotation Professionalism**

To promote optimal learning during clinical preceptorships, students are to maintain professional and respectful interactions with other students, preceptors, site staff, program and instructional faculty, and their colleagues.

- Comply with all program policies as outlined in the clinical year/student manual.
- Maintain required GPA expectations.
- Understand the role of the student in the learning process.
- Attend clinical preceptorships as submitted on your schedule to the clinical coordinator.
- Meet all requirements for the end of preceptorship examinations.
- Complete all assignments in a timely manner.
- Comply with local, state, and national laws at all times.

Repetitive instances of inappropriate clinical year behavior will be taken to the Academic and Professionals Affairs Committee (APAC). Failure to meet clinical year behavior expectations may result in dismissal of the student from the Physician Assistant Program.

## **Requirements for Graduation**

*Standard A3.12 The program must define, publish, and make readily available to enrolled and prospective students general program information to include:*

*g) program required competencies for entry level practice, consistent with the competencies as defined by the PA profession*

The competencies expected of Physician Assistant graduates from Elizabethtown College align with ten competency domains developed from review of literature published by the Physician Assistant Education Association (PAEA) in the 2019 *Core Competencies for New Physician Assistant Graduates* and the 2012 *Competencies for the Physician Assistant Profession*

document published by the four national PA organizations.

- Medical Knowledge and skills
  - Competent graduates will possess the medical knowledge and skills deemed essential by the program for optimal patient care.
  - Competent graduates will gather accurate and essential patient information, determine differential diagnoses, order, and interpret diagnostic studies, perform necessary procedures, diagnose, treat, and manage illness.
  - Competent graduates will recognize healthy versus ill patients throughout various stages of acute and chronic diseases, as well as those at risk for emerging illnesses.
- Patient Centered Care
  - Competent graduates will establish rapport and communicate effectively with patients, families, and the public to appropriately address the patients' health needs.
  - Competent graduates will demonstrate the ability to listen to and demonstrate sensitivity to patients' beliefs and attitudes towards health and health care while having an awareness of one's own implicit biases.
  - Competent graduates will use an evidence-based approach while using clinical judgment and reasoning during shared medical decision making.
- Society and Population Health
  - Competent graduates will recognize and understand potential impacts of biology, immunology, epidemiology, genetics
  - Competent graduates will recognize and understand patient barriers surrounding motivation, accessibility, and structural disparities in health care.
  - Competent graduates will recognize and understand psychosocial influences that may affect patient and population health while integrating knowledge of social determinants into medical decision making.
- Health Literacy
  - Competent graduates will understand the health literacy of the patients they serve, interpret information so patients and their families can understand the information conveyed to them, and use unbiased and professional interpreters when barriers to communication arise.
  - Competent graduates will understand how different perspectives and expectations about health and healthcare can impact the therapeutic relationship and health motivation and outcomes.
- Professional Practice
  - Competent graduates work collaboratively in teams and developing interprofessional relationships to ensure that the goals of patients remain the focus of the health care team.

- Competent graduates will understand the roles of various team members and their various contributions to greater health outcomes.
- Legal, Fiscal, and System Based Healthcare
  - Competent graduates will provide quality care in a safe and efficient manner.
  - Competent graduates will know the bylaws and regulations of various practice settings.
  - Competent graduates will understand various types of healthcare systems, funding, and insurance, including the role of Medicare and Medicaid.
- Self-Reflection and Assessment
  - Competent graduates will demonstrate the ability to self-evaluate one's personal and professional limitations, implicit biases and develop a strategic plan for addressing gaps.

### **Administrative Policies and Procedures**

#### **Deceleration Policy**

*Standard A3.15 The program must define, publish, and consistently apply and make readily available to students upon admission:*

*c) policies and procedures for remediation and deceleration*

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 Elizabethtown College Physician Assistant Program is designed to be delivered on a full-time basis to students in a cohort and therefore does not decelerate students for academic, professionalism, or behavioral conduct issues. The only students who are eligible to decelerate are those who have been granted a formal leave of absence by the PA program for personal, military, or medical reasons.

Students typically must complete the PA program in 25 months. If a leave of absence for personal, military, or medical reasons has been granted, the time to completion of the program should not exceed 37 months (25-month program and up to 12 months for leave of absence). Requests for leave of absence greater than one year will be considered on a case-by-case basis. While on a leave of absence, students are not allowed to enroll in any PA program courses.

#### **Dismissal**

*Standard A3.15 The program must define, publish, consistently apply, and make readily available to students upon admission:*

*d) policies and procedures for withdrawal and dismissal*

Terms of Dismissal:

Students will be dismissed from the PA program in the following circumstances:

- Student does not maintain a minimum 3.0 GPA throughout the PA program.
- Student does not maintain a minimum 3.0 GPA per semester.
- When a student earns more than one grade below a “B-” during clinical year
- When a student earns more than three (3) grades below a “B-” in the didactic year
- Student fails more than two (2) blocks per term during the didactic phase of the PA program.
- Student earns a final course grade below a “C” in any course during the didactic or clinical phases of the PA program
- Student is unable to meet the minimum technical standards necessary to achieve the knowledge, skills, and competencies of an entry-level physician assistant.
- Student is unable to complete agreed upon remediation plan for any course, including summative examinations.

*\*In the event of any of the above circumstances, The Academic and Professional Affairs Committee (APAC) will meet for review, including the student involvement, for final recommendations to the program director.*

The Academic and Professional Affairs Committee (APAC) may recommend dismissal from the PA program in the following circumstances:

- Student violates professionalism standards or poses a threat to the Program and College operations, scholarship, and service.
- Student behavior poses a threat to the mental or physical safety of students, faculty, preceptors, and/or patients.
- Student violates the principles related to the Elizabethtown College Student Handbook and Code of Conduct.

### **Computer Policy and Social Media Policy**

It must be understood that the [Student Code of Conduct](#) and other Elizabethtown College policies apply to network usage and electronic postings. While the College does not as a matter of practice monitor posts for content, the College will investigate and take appropriate action if College officials learn of questionable content (e.g., depictions of illegal alcohol consumption, hazing, property damage, acts of violence, defamation of character, etc.). That is, students will be held responsible for the content and character of electronic postings in the public domain (e.g., Facebook, Twitter, etc.). If questionable material is brought to the attention of a college official, then an investigation will follow to determine appropriate interventions, if any. If the investigation so warrants, a student may be charged under the Student Code of Conduct and proceed to a Formal Resolution. Appropriate sanctions will be imposed if a student(s) is found in violation of the Student Code of Conduct. The College may be required to report the results of its investigation to third parties, such as the Borough or State Police.



In some cases, an electronic posting may give rise to concerns about the safety and well-being of a student or the campus community (e.g., depictions of self-injury, suicidal ideation, acute depressive state, etc.). These situations may be referred to the [Campus Wellness Network](#) or the [VP for Student Life](#).

## **Use of Electronic Devices in the Classroom**

Technology use in the classroom is to enhance the learning environment for all students. Any technology that promotes dishonesty or is used for illegal activities is prohibited. The use of laptop computers or tablets in class is at the discretion of the instructor. The instructor may restrict the use of laptops and tablets to specific purposes and may prohibit other uses such as messaging, game playing, social media, and internet surfing during class time. Mobile phones can be disruptive; therefore, ringtones must be turned off and set to vibrate. If there is a need to receive or make a call, in the event of an emergency, during class the student should inform the instructor of the possibility prior to the start of class. Students are not to be texting or on social media during class. The recording of class or laboratory lectures or activities (video or voice recording) is prohibited.

## **Student Employment**

*Standard A3.04 The program must define, publish, make readily available and consistently apply a policy that PA students must not be required to work for the program.*

*Standard A3.05 The program must define, publish, make readily available and consistently apply a policy that PA students must not substitute for or function as:*

- a) instructional faculty and*
- b) clinical or administrative staff*

PA students are not required to work for the program. Students must not substitute or function as instructional faculty. Students must not substitute for clinical or administrative staff.

*Standard A3.15 The program must define, publish consistently apply and make readily available to students upon admission:*

- e) policy for student employment while enrolled in the program*

Due to the extensive training and time commitments within the program, it is recommended that students do not be employed during the PA program. If a student does choose to work during either the didactic or clinical year of the program, the following must be taken into consideration:

- Students may not identify themselves as a physician assistant student associated with Elizabethtown College during their employment hours, including not wearing their name badge or program patch.

- No special concessions will be made for missed classes, assignments, exams, or clinical rotation requirements.
- The liability insurance offered for clinical work that is associated with the education experience at Elizabethtown College does not cover a student during outside employment.

### **Significant Exposure Guidelines**

*Standard A3.08 The program must define, publish, make readily available and consistently apply policies addressing student exposure to infectious and environmental hazards before students undertake any educational activities which would place them at risk. Those policies must:*

- a) address methods of prevention,*
- b) address procedures for care and treatment after exposure, and*
- c) clearly define financial responsibility*

Any needle stick or exposure to bodily fluids constitutes a health and safety concern for the student.

Students must notify their course instructor, preceptor, or supervisor **immediately** if an exposure occurs. At the expense of the student and his/her personal health insurance, immediate medical care and lab work will be done at either the nearest appropriate emergency department or the clinical site. Additional care and follow-up may be completed by the student's primary care provider.

The protocols set forth by the clinical site will supersede those set forth by the College and must be followed as directed. Clinical sites are under no obligation to provide the student with free medical care and students will be held responsible for all costs related to care and treatment. Students must also notify the Clinical Coordinator within two hours of the exposure and complete the Student Exposure Form on Typhon.

### **Email Account**

Students enrolled in Elizabethtown College will receive an email account. This account is the one that should be used to correspond with the PA program faculty or staff. Please do not correspond using other emails (including Hotmail, Gmail, etc.) as PA program faculty and staff are not required to respond to student emails received from an alternative account. Students are expected to check their email on a daily basis (including weekends and when the College is closed for holidays or weather cancellations). The program is not responsible if a student has inaccurate or missed information due to failure to routinely check and read his/her email. Email accounts are closed one year after graduation.

### **Inclement Weather Policy**

During snow and extreme weather, the College will follow established procedures regarding classes and other scheduled on-campus events. It is important for students to be aware of the

following:

- In inclement weather, classes at Elizabethtown College typically will meet as scheduled. On an individual basis, classes may be canceled or postponed if a faculty member is unable to safely travel to campus. If this occurs, faculty members will notify their students and Campus Security.
- If the normal schedule of classes and work is delayed or if campus is closed and classes are cancelled, a decision is made, if possible, by 5:30am.
- Delay: Students are expected to report once the delay is complete and follow the remainder of the day's schedule (unless otherwise notified).
- Closing: No classes will be held; campus events and home athletic events are cancelled; and all administrative and department offices are closed (with the exceptions outlined below).
- Announcements regarding changes in the overall class schedule resulting from inclement weather will be made electronically through an EC-Alert outreach text, through social media outlets and by a campus-wide Headline News e-mail, and/or on the College website. Additionally, local media outlets may be notified, but members of the campus community are encouraged to first check text, social media, College e-mail, the College website, or to call the College Hotline at 717.361.1988 or ext. 1988 for updated information.
- Dining Services, Campus Security, and other essential campus services will remain open regardless of the weather.

### **Additional Elizabethtown College Policies, Procedures, and Resources**

#### **Student Handbook and Student Code of Conduct**

The Student Handbook is your official introduction to important resources and is your guide to Elizabethtown College policies, community standards and expectations for individual student conduct. The policies and procedures of the Student Handbook will be reviewed periodically and are subject to change. Students are encouraged to check the [Student Handbook](#) for notifications of important revisions. Information regarding the [Student Code of Conduct](#), including the appeal process, can be found in the Student Handbook.

#### **Student Confidentiality and Privacy**

When seeking help or support from individuals at Elizabethtown College, students should refer to the [Confidentiality Chart](#) to understand which individuals can keep their and which are required to report information to the Title IX or Deputy Title IX Coordinator.

#### **Emergency Response and Personal Safety**

The purpose of the [Emergency Action Plan](#) is to protect the students and employees of Elizabethtown College from serious injury, property loss, or loss of life, should there be an actual major disaster on campus. There are many types of emergencies that may result in the

implementation of this plan. These include natural and manmade events. Specific examples are described below. Since an emergency often occurs suddenly and without warning, these procedures are designed to be flexible in order to accommodate response contingencies of varying magnitude.

## **Student Wellness**

*Standard A1.04 The sponsoring institution must provide academic support and student health services to PA students that are equivalent to those services provided to other comparable students of the institution.*

*Standard A3.09 The program must define, publish, make readily available and consistently apply policies that preclude any principal faculty, the program director, and the medical director from participating as health care providers for students in the program, except in an emergency situation.*

[Student Health](#), a Division of Student Wellness, provides medical care and resources to Elizabethtown College students. Elizabethtown College, in collaboration with Penn Med Lancaster General Health, provides comprehensive clinical health services for our students. The office of [Student Wellness](#) provides services and programs to foster the physical, emotional, and psychological well-being and development of students in order to facilitate student's personal, social, and academic success. Our staff is committed to meeting the needs of people of diverse racial, ethnic, and national backgrounds, gender, sexual/affectional orientations, mental and physical abilities, religious/spiritual beliefs, and socioeconomic backgrounds as well as other types of diversity. Student Wellness is comprised of three collaborative service areas (Counseling Services, Student Health, and Health Promotion) and uses a team and holistic approach to helping students.

The program director, medical director, and the principal faculty do not act in the capacity of a health care provider for students in the physician assistant program. In the event of a medical emergency with a student, the program faculty follow College processes and procedures regarding sick or injured students or employees. Upon hire, physician assistant program faculty and staff are informed that acting in the capacity of health care providers for students is not within the scope of their duties and responsibilities. Students are responsible for purchasing and maintaining personal health insurance, and the College provides services to students through its student health services.

## **Referral of Students for Services**

*Standard A3.10 The program must define, publish, make readily available and consistently apply written procedures that provide for timely access and/or referral of students to services addressing personal issues which may impact their progress in the PA program.*

Counseling Services provides a broad range of counseling and mental health support services that facilitates students' personal, social, and academic development. Counseling services are

provided in a confidential and diversity affirming environment to help students address a variety of mental health, situational, and development concerns. A student can approach any faculty or staff member in the event they require counseling services. Faculty or staff can contact Counseling Services for urgent and crisis services, and Campus Security is available for immediate assistance after 5:00pm daily and on the weekends.

Referrals made be made to counseling services on behalf of the students through Starfish

### **Counseling Services.**

*Standard A3.10 The program must have written policies that provide for timely access and/or referral of students to services addressing personal issues which may impact their progress in the PA program.*

Elizabethtown College offers counseling services to all students. Students have access to services in the following ways:

- Call Counseling Services directly at 717.361.1405 during school hours
- Go to BSC 216 for assistance from a counselor during school hours.
- Contact Campus Security at 717.361.1111 for the on-call Counselor after school hours.
- Utilize Community 24-Hour Help Lines
  - Suicide Prevention Lifeline: 1-800-273-8255 (TALK)
  - Crisis Text Line: Text start or hello to 741-741
  - Lancaster County Crisis Intervention Services: 717.394.2631
  - Lancaster YWCA Sexual Assault Counseling & Prevention: 717.392.7273

The program director, medical director, and the principal faculty do not act in the capacity of a health care provider for students in the physician assistant program. In the event of a medical emergency with a student, the program faculty follow College processes and procedures regarding sick or injured students or employees. Upon hire, physician assistant program faculty and staff are informed that acting in the capacity of health care providers for students is not within the scope of their duties and responsibilities. Students are responsible for purchasing and maintaining personal health insurance, and the College provides services to students through its student health services.

### **Parking**

Campus Security is responsible for administering and enforcing vehicle parking regulations at Elizabethtown College. Vehicle and Parking regulations are in effect at all times throughout the year. The College reserves the right to initiate and change parking violation fees, fines and regulations at any time following proper notification to the College Community. The College reserves the right to assign parking areas to College employees and students on campus as needed. Vehicles parked in violation of these Parking Regulations will be ticketed. All employee and student vehicles must be registered. Failure to register may result in immobilization. Registered vehicles must park only in designated areas on campus. Vehicles parked in unlined paved areas or on the grass, NO PARKING zones, FIRE LANES, RESERVED/SERVICE VEHICLE

spaces will be ticketed. These areas are enforced 24/7. Please also refer to the [Vehicle Use and Parking Regulations](#).

### **College Policies and Procedures**

*Standard A3.15 The program must define, publish, consistently apply, and make readily available to students upon admission:*

*f) policies and procedures for allegations of student mistreatment*

*Standard A3.15 The program must define, publish, consistently apply, and make readily available to students upon admission:*

*g) policies and procedures for student grievances and appeals*

#### **Policy Against Discrimination, Harassment, and Bullying**

In keeping with the historical values of Elizabethtown College, the College endeavors to treat all employees with dignity, justice, and fairness. Elizabethtown College does not tolerate discrimination or harassment of any kind or bullying against any member of the Elizabethtown College community. The College is committed to the existence of a respectful, safe, and healthy work and learning environment and will ensure that federal and state laws, as well as College regulations prohibiting violence and discrimination, are fully enforced. The [Policy Against Discrimination, Harassment, and Bullying](#) is to be implemented throughout the College and is the responsibility of all departments and personnel, supervisory and nonsupervisory. Failure to abide by this policy shall result in disciplinary action, up to and including immediate termination of employment. Further, threatening, violent, discriminatory, or harassing conduct is subject to expulsion from the College or possible civil or criminal prosecution.

#### **Animals on Campus for Disability-Related Needs Policy**

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), and the Fair Housing Act (FHA), Elizabethtown College seeks to accommodate persons with disabilities requiring the assistance of a qualified [Service and Emotional Support Animal](#). Students should make requests regarding service or therapy animals to the Director of Disability Services, 228 Baugher Student Center, Elizabethtown College, at least 30 days prior to the start of the semester for which the request is being made.

Determinations will be made on a case-by-case basis, and in accordance with applicable laws and regulations, whether such an animal is a reasonable accommodation on campus. Where it is not readily apparent an animal is a service animal as defined by ADA, or an assistance animal under the FHA, Disability Services may require sufficient documentation to determine whether the animal qualifies. This process may include additional conversations between Disability Services and the requesting student.

#### **Grievance Procedure for Students in Cases of Alleged Discrimination on the Basis of a Disability**

Elizabethtown College policy and federal law prohibit discrimination on the basis of disability.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 require that a [Grievance Procedure](#) be available to a student who wishes to contest an administrative or faculty decision regarding disability-related accommodations and/or issues. Any Elizabethtown College student who believes that she/he has been discriminated against on the basis of a disability or has been denied access or accommodations has the right to utilize this grievance procedure. This procedure is not intended to address issues for which other policies exist, such as appeals pertaining to grades.

#### Information Technology Acceptable Use Policy

The information technology (IT) resources of Elizabethtown College primarily support the [instructional, research, and administrative](#) activities of the College. These resources include, but are not limited to, the facilities of the Department of Information and Technology Services, the campus wide network, e-mail, the World Wide Web, voice mail, and departmental and public computing facilities and related services.

The College "electronic community" is encouraged to make innovative and creative use of IT in support of education and research, and for the interest, information, and enlightenment of the Elizabethtown College community. All users of Elizabethtown IT - students, faculty, and staff - are to understand and acknowledge that they have access to valuable College resources, to sensitive data and to external networks. It is expected that all members of the Elizabethtown College electronic community will function in the same way as the pre-electronic community did, practicing the right of free speech and considering the rights of intellectual property in a responsible manner which respects the privacy, the opinions, and the property of others. Respect and courtesy are just as applicable to uses of IT as they are to the published and spoken word. Consequently, it is important for all Elizabethtown IT users to behave in a responsible, ethical, and legal manner consistent with the spirit of the College's Pledge of Integrity as well as state and federal laws.