



PLAZA COLLEGE
PHYSICIAN ASSISTANT PROGRAM

MASTER OF SCIENCE PHYSICIAN ASSISTANT STUDIES PROGRAM

Policies and Procedures Handbook

2027-2028 Academic Year

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PREFACE

This edition of the Physician Assistant Studies Program Policies and Procedures Handbook is intended to provide general guidance regarding the organization and policies of the Physician Assistant Studies Program. This handbook supplements college policies and the PA Program Student Handbook and does not supersede Plaza College or the School of Graduate Studies policies.

This handbook does not constitute a complete or legally binding statement of rights and responsibilities. Policies and procedures, as well as instructor assignments and curriculum, are subject to change.

All academic policies apply in all settings, whether instruction is provided in person, remotely, or in a hybrid format combining in-person and remote learning. Please contact the PA Program administration if any specific policy remains unclear.

All information contained in this Handbook is subject to change at any time, without prior notice.

Although every effort has been made to ensure the accuracy of the information presented herein, the PA Program is not responsible for typographical errors.

Physician Assistant Studies Program Policies Application and Scope

- The Plaza College Physician Assistant Studies Program policies apply to all students and principal faculty regardless of location.
- The PA Program Student Handbook and policies are available on the Program's website under the "Program Handbooks and Policies" dropdown at <https://plazacollege.edu/academics/physician-assistant-program/>.
- The Plaza College Physician Assistant Studies Program ensures that students and faculty are fully informed of all program policies and practices.
 - During the PA Program Orientation for all new students, the student handbooks are reviewed, and students learn where to access both the Plaza College and the PA Program Handbooks, as well as the location of all program-specific policies and procedures.
 - Selected policies are also available on the PA Program website for prospective and enrolled students at <https://plazacollege.edu/academics/physician-assistant-program/> under the "Program Handbooks and Policies" dropdown.
 - Students must sign an acknowledgment confirming receipt, understanding, and compliance with all program and institutional policies and procedures. Each student's program file contains the signed acknowledgment form.
 - Updates to policies and practices are shared (or notification of an update sent) electronically via Plaza College-issued email and posted in updated handbooks and policies on The Plaza College Physician Assistant Studies Program website.
 - Major changes are communicated in person, when possible, followed by an email notification to Plaza College email accounts.

Program Mission Statement and Goals

Mission Statement

The mission of the Plaza College Master of Science in Physician Assistant Studies Program is to educate and develop highly competent, compassionate, culturally sensitive physician assistants who excel at the practice of medicine.

In alignment with Plaza College's mission, the PA program is committed to the personal and professional advancement of our students through an inclusive, supportive, and dynamic learning experience that promotes the education, health, and success of the communities our students and the institution support and serve.

Program Goals

The following specific educational goals have been established for the Plaza College Master of Science in Physician Assistant Studies Program:

1. Admit qualified applicants who will successfully meet the criteria for progression and completion of the program.

Program Benchmarks

- 100% meet admissions criteria (3.0 GPA, 3.0 Science GPA, 250 Healthcare/Patient Contact Hours)
- Attrition of less than 10%
- $\geq 94\%$ Graduation Rate (PAEA Report 36: 94.2%, page 59)

2. Foster a culture that values professional and community engagement.

Program Benchmarks

- $\geq x\%$ of students engaged in professional organizations (NYSSPA and AAPA)
- $x\%$ of faculty engaged in professional organizations (NYSSPA, AAPA, PAEA)
- $\geq x\%$ of faculty engaged in service to the community or professional service??

3. Deliver a curriculum that graduates entry-level practice-ready PAs.

Program Benchmarks

- $\geq 90\%$ national mean first-time pass rate on Physician Assistant National Certifying Exam (PANCE) (92% as per 2022 & 2023 NCCPA Data)

- $\geq 3.5/5$ graduate survey response to student post-graduation survey question regarding program providing adequate preparation for the PANCE for students.
 - $\geq 90\%$ of students successfully pass the summative evaluation of medical knowledge and technical skills (including patient assessment, eliciting a patient history, and basic procedures) on the first attempt nearing program completion.
4. Graduate physician assistants who will help address the healthcare needs of New York City and adjacent communities (5 boroughs of NYC, Long Island, Westchester, surrounding cities of New Jersey and Connecticut).
- $\geq 75\%$ graduate survey response to student post-graduation survey question regarding where geographically they are providing care to patients.
 - Alumni Survey

Physician Assistant Program Graduate Competencies

The Plaza College PA Program graduate competencies represent the student performance requirements for graduation from the Plaza College Physician Assistant (PA) Program. These competencies include medical knowledge and clinical reasoning, interpersonal skills, communication skills, clinical and technical skills, and professional behaviors.

These program-defined competencies were informed by the “Competencies for the Physician Assistant Profession” as developed jointly by the National Commission on Accreditation of Physician Assistants (NCCPA), the Accreditation Review Commission for Education of the Physician Assistant (ARC-PA), the Physician Assistant Education Association (PAEA), and the American Academy of Physician Assistants (AAPA), as well as the PAEA “Core Competencies for New Physician Graduates. These documents provide guidance regarding the expected knowledge, skills and abilities expected of a “practice-ready” PA program graduate.

1. Medical Knowledge for Practice

Graduates of the Plaza College PA Program will be able to apply comprehensive knowledge of biomedical and clinical sciences to acute, chronic, urgent, and emergent patient-centered care of all patients across the lifespan.

Competency:

- 1.1: Demonstrate critical thinking in making patient care decisions.
- 1.2: Discern among acute, chronic, urgent, and emergent disease states and conditions.
- 1.3: Apply principles of basic and clinical sciences to the care of patients.
- 1.4: Select, interpret, and apply diagnostic studies to inform clinical decision-making related to patient care.

Assessment (Summative):

A1.1 – 1.4: multiple-choice medical knowledge examination (PAEA EOC Exam).

A1.1-4: OSCE (oral presentation of patient) with Rubric.

2. Interpersonal and Communication Skills

Graduates of the Plaza College PA Program will be able to demonstrate the effective exchange of information and collaboration with patients, patient-identified family or proxies, and other health professionals and members of the patient care team.

Competency:

- 2.1: Utilize effective communication skills to provide information to and elicit information from patients and other members of the health care team.
- 2.2: Accurately and adequately document medical information in a uniform, concise, clear, and legally competent manner.

Assessment (Summative):

A2.1: OSCE (SP interview and oral presentation of patient) with Rubric.

A2.2: Assessment OSCE Write-up (H &P with assessment and plan) with Rubric.

3. Clinical and Technical Skills

Graduates of the Plaza College PA Program will be able to demonstrate the clinical reasoning and technical skills required to provide patient and setting-specific, age-appropriate assessment, evaluation, and care of all patients.

Competency:

- 3.1: Elicit a detailed and accurate history and perform an appropriate physical examination on a patient.
- 3.2: Develop treatment and management plans for medical problems, including written medical orders.
- 3.3: Perform medical procedures, including injections, immunizations, suturing, wound care, intravenous catheterization, phlebotomy, arterial blood gas sampling, urinary catheter insertion, splint and casting applications.

Assessment (Summative):

A3.1, A3.2: OSCE (SP interview and oral presentation of patient) with Rubric.

A3.1, A3.2: OSCE Write-up (H &P with assessment and plan) with Rubric.

A3.2, A3.2a: multiple-choice medical knowledge examination (PAEA EOC Exam).

A3.4: Technical Skills Practical Examination

4. Professionalism Behaviors

4.1 Interprofessional Collaboration

Graduates of the Plaza College PA Program will be able to demonstrate the ability to engage with a variety of other healthcare professionals in ways that optimize safe, effective, patient- and population-centered care.

Competency:

4.1.1: Recognize when referrals are needed and make them to the appropriate health care provider.

4.1.2: Communicate effectively with other professionals, striving to improve patient outcomes.

Assessment (Summative):

A4.1.1, 4.1.2: OSCE (oral presentation of patient) with Rubric.

4.2 Professionalism and Ethics

Graduates of the Plaza College PA Program will be able to demonstrate integrity and a commitment to practicing medicine in ethically and legally appropriate ways, while emphasizing professional maturity and accountability in delivering safe, high-quality, patient-centered, and population-centered care.

Competency:

4.2.1: Demonstrates self-reflection and commitment to ongoing learning and development, including being receptive to formative feedback.

4.2.2: Demonstrate professionalism and respect for the PA Profession and patients by wearing appropriate professional clothing, a clearly visible identifier or name tag, washing hands or utilizing hand sanitizer as appropriate, preserving patient modesty, asking permission of patients before initiating an examination, always maintaining a professional and polite tone and manner with patients, colleagues, and co-workers, and demonstrating compassion for patients.

Assessment (Summative):

4.2.1, 4.2.2: OSCE (SP interview and oral presentation of patient) with Rubric.

4.3 Practice-Based Learning

Graduates of the Plaza College PA Program will be able to demonstrate the ability to learn and implement quality improvement practices by engaging in critical analysis of their own practice experience, the medical literature, and other information resources for the purposes of self-evaluation, lifelong learning, and practice improvement.

Competency:

4.3.1: Demonstrate self-awareness to identify strengths, address weaknesses, and recognize limits in knowledge and expertise.

Assessment (Summative):

4.3.1: OSCE (oral presentation of patient) with Rubric.

5. Clinical Reasoning and Problem-Solving Ability

Graduates of the Plaza College PA Program will be able to demonstrate the clinical reasoning and problem-solving abilities required to provide patient care in an age-appropriate, setting-specific manner, including conducting an assessment, developing a differential diagnosis, and designing an appropriate plan of care for all patients.

Competency:

- 5.1: Demonstrate the ability to apply clinical reasoning and problem-solving abilities to develop appropriate and complete diagnostic evaluation plans.
- 5.2: Demonstrate the ability to gather and synthesize patient information to formulate a differential diagnosis.

Assessment (Summative):

A5.1, A5.2: OSCE (SP interview and oral presentation of patient) with Rubric.

A5.1, A5.2: multiple-choice medical knowledge examination (PAEA EOC Exam).

6. Society and Population Health

Graduates of the Plaza College PA Program will be able to recognize and understand the influences on the patient and their care, including the individual, their family, population, culture, environment, health policy, and the effects therein on health, delivery of care, and health outcomes, and integrate knowledge of these determinants of health into patient care decisions.

Competency:

- 6.1: Describe the impact of social and cultural influences on health, disease, healthcare-related behaviors, and compliance.
- 6.2 Describe the influence of genetic, socioeconomic, environmental, and other determinants on the health of the individual and community.

Assessment (Summative):

A6.1, A6.2: Summative Research Paper with Rubric.

Program Requirements: Technical Standards

The Plaza College Master of Physician Assistant Studies Program is committed to the admission and matriculation of candidates who possess the necessary capabilities and skills to meet the demands of physician assistant education, as well as those needed to practice medicine in a broad variety of clinical situations to render a wide spectrum of patient care. Candidates must also possess the stamina, both physical and emotional, to function competently in educational and practice settings that potentially involve stressful situations and physically demanding workloads.

These standards reflect what has been determined as reasonable expectations for physician assistant (PA) students and graduate PAs in performing common and important functions, keeping in mind the safety and welfare of patients. All candidate and students must meet, in order to matriculate, and must continuously meet throughout their time as a PA student, the following technical standards in order to successfully complete the program; any change in the ability of an applicant or student to meet these standards will be evaluated and if it is determined that a candidate or a student does not meet any of the standards may be denied matriculation or dismissed from the program.

All applicants and physician assistant students must possess the following abilities and skills:

1. Observation– A candidate must possess:

- Vision, hearing, and touch, or the functional equivalent.
- The ability to perceive pain, pressure, temperature, position, vibration, equilibrium, and movement
- The ability to observe demonstrations, exercises, and patients accurately at a distance and close at hand
- The ability to note verbal and non-verbal signals

2. Communication – A candidate must be able to:

- Communicate effectively in a professional manner with patients, families, caregivers, faculty and colleagues
- Elicit and transmit patient information in oral and written English to all members of the healthcare team
- Accurately describe changes in mood, activity and posture sufficiently to complete curricular requirements and provide clinical care for patients
- Write or type appropriate medical documents according to protocol in a thorough and timely manner
- Sharing and receiving patient information in written and oral English

3. Motor Function – A candidate must be able to:

- Perform the basic and advanced clinical procedures that are requirements of the PA program curriculum
- Execute motor movements required to provide and/or direct the provision of general care and emergency treatment of patients, including but not limited to obtaining vital signs, performing physician examinations and performing diagnostic maneuvers
- Carry out treatment maneuvers, which may include lifting, transferring of patients and assisting during ambulation while assuring their own safety as well as the safety of the patient
- Coordinate the use of both gross and fine muscular movements, equilibrium, and prolonged standing or sitting
- Elicit information from patients while conducting diagnostic and therapeutic procedures

including but not limited to palpation, auscultation, percussion, and movement of limbs

4. Critical Thinking Ability – A candidate must be able to:

- Calculate, reason, integrate, analyze, and synthesize data in a consistent and accurate manner
- Independently access and interpret medical histories or files
- Identify significant findings from history, physical examinations, and laboratory data to provide a reasonable explanation for likely diagnoses, prescribed medications and therapy
- Recall and retain information in an efficient and timely manner and be able to ascertain the relationship between this retained information and its application in clinical practice
- Incorporate new information from peers, teachers, and the medical literature in formulating diagnoses and plans

5. Behavioral and Social Skills – A candidate must be able to:

- Demonstrate the maturity and emotional stability required for full use of their intellectual abilities
- Exercise good judgment and professionalism in both the educational and clinical settings
- Be honest, self-assess and reflect on one's own mistakes, respond constructively to feedback and assume responsibility for maintaining professional behavior
- Promptly complete responsibilities attendant to the diagnosis and care of patients under potentially stressful circumstances, emergency situations, and extended hours
- Develop empathic, sensitive, and effective relationships with patients, families, caregivers, faculty and colleagues
- Adapt to changing environments and to learn in the face of uncertainties inherent in the practice of medicine including managing unforeseen clinical challenges
- Respond to supervision appropriately and act within the scope of practice, when indicated

6. Additional Requirements:

- Candidates must meet the skills required for certification in American Heart Association Basic Life Support (BLS) and Advanced Cardiac Life Support (ACLS).
- Candidates must be able to perform a head-to-toe, comprehensive examination:
 - a. On a patient of any gender.
 - b. Including genital-urinary and rectal examination.
 - c. Within the allotted time without accommodation.
- In-person participation and assessment are required; remote coursework or clinical instruction is not permitted.

ADA Compliance

The American with Disabilities Act (ADA), as amended in 2008, defines a disability as a physical or mental impairment that substantially limits one or more major life activities. The college will not discriminate against such individuals who are otherwise qualified but will expect that minimum technical standards be met by all applicants and students as set forth herein.

More information about Plaza College's policies and procedures for students with disabilities can be found at <https://plazacollege.edu/about/consumer-information/>

Program Requirements: Minimum Admissions Requirements

Admissions decisions are based on a holistic review of the applicant's previous academic performance, clinical and healthcare experiences, letters of recommendation, in-person interviews, and other portions of the application, such as the personal statement and answers to application questions.

To be considered for admission to the PA Program, applicants must submit a complete application to the Plaza College Admissions Department prior to the application deadline. Applications and application materials updated or submitted after the deadline will not be considered. The application must demonstrate the applicant's compliance with all minimum requirements. The college has also outlined suggestions and preferences for making an applicant more competitive in the applicant pool.

- Bachelor's degree from a regionally accredited institution in the United States, completed before the submission of the application.
 - All official transcripts must be submitted from all colleges attended.
 - *Canadian Transcripts:* Those issued in English are not considered foreign and do not need to be evaluated. French-Canadian transcripts must be evaluated.
 - *Caribbean Medical School Transcripts:* Must be evaluated regardless of the language in which they were issued.
 - CASPA lists the following transcript evaluation services in their Applicant Guide:
 - World Education Services, Inc. (WES); www.wes.org
 - Educational Credential Evaluators, Inc.; www.ece.org
 - Josef Silny & Associates, Inc.; www.jsilny.com
 - International Education Research Foundation, Inc.; www.ierf.org
- Cumulative undergraduate GPA of 3.0 on a 4.0 scale.
 - ***Suggestion: Overall GPA of 3.5 or better***
- Take and achieve a minimum score of 20 on the Wonderlic SLE exam (scheduled by the Plaza College Admissions Department after application submission).
- Pre-requisite courses completed within the last 10 years:
 - English Composition: 1 course, at least 3 credits
 - Math: 1 course, at least 3 credits
 - Statistics or Biostatistics: 1 course, at least 3 credits
 - Psychology: 1 course, at least 3 credits
 - Biology (with labs): 2 courses, at least 8 credits*
 - Chemistry (with labs): 2 courses, at least 8 credits*
 - LS189 & LS190/LS190a, all taken at Plaza College, will meet this requirement.
 - Microbiology: 1 course, at least 3 credits*
 - Biochemistry: 1 course, at least 3 credits*
 - Anatomy & Physiology I & II (2 courses, both with labs) OR individual Anatomy and Physiology courses totaling at least 8 credits*
 - Medical Terminology: 1 course, at least 3 credits
 - Genetics: 1 course, at least 3 credits*
 - ***Suggestion: Additional courses in Organic Chemistry, Physics, and other advanced sciences***
 - Cumulative science GPA of 3.0 on a 4.0 scale (courses marked with * above).

- ***Suggestion: Overall science GPA of 3.5 or better***
- ***Suggestion: All prerequisite courses (not just science) with a 3.5 grade or better***
- Two letters of recommendation:
 - One from a college-level academic instructor or professor speaking to the applicant's academic performance. Examples of appropriate references include an undergraduate or graduate professor, a research mentor, a postdoctoral professor, etc.
 - One from an MD/DO or PA speaking to the applicant's clinical acumen and/or professionalism. This is not a character reference and may not be written by a family friend, acquaintance, or anyone else who cannot speak directly from professional experience with the applicant regarding the applicant's professionalism in a clinical patient setting.
- 250 hours of direct patient care/contact experience.
 - Applicants can obtain healthcare experience in a variety of ways. Plaza College does not differentiate between volunteer and paid experiences, nor does it value one more favorably than the other. While not a complete list, examples of healthcare experience may be working or volunteering as a:
 - Medical Assistant (clinical with direct patient care component)
 - Emergency Medical Technician
 - Paramedic
 - Medic or Medical Corpsman (Military)
 - Lab Assistant/Phlebotomist
 - Registered Nurse
 - LPN
 - Emergency Room Technician
 - Surgical Technologist
 - Certified Nursing Assistant
 - Patient Technician
 - Phlebotomy
 - ECG Technician
 - Ophthalmology Technician
 - Physical Therapy Aide/Assistant
 - Dental Hygienist
 - Scribing where vital signs, ECG, labs, etc. are also done (actual patient contact/care, not solely administrative scribing)
 - Clinical Research Assistant with direct patient care (not just communication with patients)
 - Applicants may contact Admissions to obtain an evaluation of applicable patient contact hours before application submission.
 - ***Suggestion: Direct patient contact hours of greater than 1000 hours.***
 - ***Suggestion: Physician Assistant in-person shadowing experience. Other shadowing experience (MD/DO, NP, RN, etc.) can and should be reported on the application.***
- Ability to meet all Physician Assistant Studies Program Technical Standards, outlined on page 10.

In addition to the minimum and suggested requirements above, the college prefers applicants with:

- Higher overall and science GPAs.
- Transcripts documenting fewer withdrawals, incompletes, and/or grades of <3.0 or lower.
- Upper-level science courses with grades of 3.5 or better (not including prerequisites).
- Two or more science courses taken in a single semester.

- Students with diverse clinical experiences (i.e., 2 or more settings; EMS, hospital, etc.).
- Personal statement that is well-written and thoroughly answers question(s).
- Students who have completed prior undergraduate degree(s) at Plaza College.

If any additional clarifying information or material is required for an application, the applicant will be contacted directly with instructions for submitting the information. Once an application is submitted, it will be reviewed and evaluated based on the submission; any updates or additional materials submitted that are not requested by Plaza College will *not* be considered.

Standardized Tests

Standardized tests (GRE, PA-CAT, MCAT) are not required for admission to the MSPAS Program at Plaza College. Applicants may choose to report standardized test scores, but these scores are not factored into interview offers or admission decisions. All Plaza College applications must take the Wonderlic SLE, offered on campus at no cost to the student, and PA program applicants must achieve a minimum of 20.

International Students

The MSPAS Program does accept international students who meet all of the requirements of the program. In addition to transcript evaluation requirements, all international applicants will need to provide proof of English proficiency:

- A minimum TOEFL (Test of English as a Foreign Language) score of 575 (233 computer-based; 80 internet-based) is generally required for admission for all international applicants, including those from English-speaking countries or non-U.S. education.
- Waivers of this requirement will be considered on an individual basis. TOEFL scores are valid for two years.
- TOEFL scores must be reported to Plaza College prior to the e-submission of the application to Plaza College.

Admissions Interviews

Submitted applications are reviewed for completeness and compliance with minimum requirements . All applications that meet these requirements are then reviewed by Plaza College faculty, and the most qualified and competitive applicants are offered an in-person interview. Interviews are not guaranteed for all applicants, but are required for admission into the program.

Transfer Students and Advanced Standing

The MSPAS Program does not award or grant advanced standing under any circumstances. All courses in the curriculum must be completed within the program.

The MSPAS Program does not accept transfer students from other PA programs. All courses in the curriculum must be completed at Plaza College, even if successfully completed with passing grades at the previous institution.

Admissions Decisions

Each application cycle has a defined application period and an application deadline for the new class of entering Physician Assistant students (“cohorts”). Applications must be submitted to Plaza College. Applications will be reviewed as they are submitted. If any additional clarifying information or material is required for an application, the applicant will be contacted directly with instructions for submitting the information. Once an application is submitted, it will be reviewed and evaluated based on the submission; any updates or additional materials submitted that are *not* requested by Plaza College will *not* be considered.

Applications are reviewed as they are received. The application undergoes an initial screening to ensure all PA Program requirements are met. Those who pass this screening are then evaluated by a PA Program faculty member and scored based on the components of the application, including *the suggestions for a competitive application and Plaza College Preferences*, as per above.

Applicants who meet the minimum score on the faculty evaluation are then invited to an in-person interview on campus, which will occur approximately once monthly, starting in June and concluding in December. Once the interviews for a given session are concluded, the Admissions Committee meets and evaluates each applicant who interviewed in a holistic way, considering their application, faculty evaluation and interview findings, to make a decision regarding applicant status.

Within approximately 4 weeks of the interview, a follow-up communication will be sent to those who interviewed, with the outcome of the committee’s decisions, resulting in an acceptance letter, a decline letter, or an offer to be placed on a waitlist of applicants, and instructions for follow-up if necessary.

Applicants who receive letters of acceptance must successfully complete a number of additional steps by the defined cohort deadline in order to successfully start in the program, which include, but are not limited to:

- **Submit Non-Refundable Deposit:** Upon being offered a seat in the specified PA Program cohort, candidates must confirm their place in the cohort by submitting a \$500 non-refundable deposit before the specified due date. *In the event that Provisional Accreditation is not granted to Plaza College by the ARC-PA, delaying the matriculation of the cohort scheduled to start in September of 2027, deposits will be fully refunded at the candidate's request.*
- **Submit the following required forms, completed and signed:**
 - Attestation of Acknowledgement, Compliance, and Agreement with Plaza College Requirements and Policies
 - Student Technical Standards: Compliance and Attestation of Acknowledgement, Compliance, and Agreement with Technical Standards
 - Certification of Medical Examination and Medication Disclosure – Applicants must provide evidence of a current medical examination within six (6) months of matriculation via the **Certification of Medical Examination form** provided. The student must have all immunizations up to date as directed by the program director, along with disclosing any debilitating diseases or conditions that may affect the educational experience of the student while participating in the Plaza College Physician Assistant Studies Program, or affect their professional life upon graduation.
 - **MMR:** Submit one of the following requirements: a) Vaccination series: two vaccinations at least 28 days apart OR; b) serological proof of immunity: positive (+) IgG titers for mumps/rubeola; measles and rubella
 - **Varicella (Chicken Pox):** Submit one of the following requirements: a)

vaccination series:

- two vaccinations at least 28 days apart OR; b) serological proof of immunity: positive (+) IgG titers for varicella.
- **Tetanus, Diphtheria & Pertussis (TDaP):** submit one of the following requirements: a) documentation of a TDaP booster within the past ten years OR; b) evidence of one dose of TDaP and a TD booster within the past ten years
- **TB Skin Test:** Students are required to submit proof of the absence of active Tuberculosis (TB).
 - Tuberculosis screening with either initial 2-step tuberculin skin test and annual testing OR yearly Quantiferon gold blood test. If positive, clinical follow-up has been documented and clearance established by a personal physician or health department
 - Students with newly converted positive PPD's, regardless of BCG status, must have a follow-up chest x- ray and submit the radiology report. Students must be on documented prophylaxis drug treatment, as required by the Department of Health, in order to attend clinical. Repeat chest x-ray for positive PPD is required every 5 years.
- **Hepatitis B:** Submit one of the following requirements: a) documentation of Immunization: a series of three vaccines over six months followed by a post-series surface antibody titer at least 4-8 weeks after the last vaccine is given; or b) Hepatitis B Declination Waiver: Although not recommended, students may have the option to decline Hepatitis B.
- **COVID-19:** Students are required to submit proof of immunization. **There are no exemptions.**
- Further, the student must disclose any and all medications that are taken at the time of application, and if any current prescription medications indicate change or if there are any additions/subtractions they are mandated to alert the admissions committee immediately.
- **Clear Background Check** – Applicants must pass a background check. The applicant should note that a history of criminal convictions may prevent the student from attending or completing the clinical and experiential requirements of the program or may prevent his or her credentialing in the profession. If there are any questions regarding the results of the criminal background check, the applicant must make an appointment with the program director to discuss the consequences of the results. A background check is required before the start of the 1st year of the program, a 2nd time prior to the start of the clinical year, and throughout the clinical year as required by SCPE clinical rotation sites
- **Negative Urine Toxicology Screening** – Applicants must pass an alcohol and drug screening test before the start of the 1st year of the program, a 2nd time prior to the start of the clinical year, and throughout the clinical year as required by SCPE clinical rotation sites. Inconclusive test results (such as dilute sample and/or an insufficient sample) will require the applicant to be retested at the applicant's expense.
- **N-95 Fit-Testing:** All students will need to successfully complete N-95 mask fit-testing prior to being allowed to start clinical rotations. Please note that this may require the shaving of facial hair for the proper fit of the mask.
- **Financial Counseling** – Applicants must meet with the Financial Aid Department to complete financial counseling. Each student's financial situation is unique and the financial aid they qualify for is different. Plaza College participates in a number of financial assistance options to help you fund your education, including state and federal grants, federal loans, non-federal alternative

loans, and payment plans.

- **Orientation Exercises** – The physician assistant program has a number of **mandatory** activities that will happen during the week before and after classes begin. These include, but are not limited to: (i) orientation, and (ii) course assignments. Student participation in these activities is **mandatory**.
 - In addition, as consistent attendance is expected during the entirety of the program, ***any absence during the first two weeks of class may result in the rescinding of the student's acceptance into the program.***

COURSE LIST

Semester 1 (Didactic)	PA501	Anatomy & Radiology	6	24 credits
	PA502	Physiology	4	
	PA503	Medical Interviewing	3	
	PA504	Introduction to the PA Profession	3	
	PA505	Epidemiology & Public Health	2	
	PA506	Surgery I: Introduction to Surgery & Skills	3	
	PA507	Clinical Pathology	3	
Semester 2 (Didactic)	PA508	Essential Principles of Medicine I	6	22 Credits
	PA509	Surgery II: Surgery & Skills	3	
	PA510	Physical Diagnosis I	4	
	PA511	Clinical Pharmacology	4	
	PA512	Behavioral & Mental Health	3	
	PA513	Research I: Introduction to Research	2	
Semester 3 (Didactic)	PA514	Essential Principles of Medicine II	6	24 Credits
	PA515	Surgery III: Surgical Specialties & Skills	3	
	PA516	Physical Diagnosis II	4	
	PA517	Emergency Medicine	3	
	PA518	Geriatrics	2	
	PA519	Pediatrics	2	
	PA520	Women's Health	2	
	PA521	Research II	2	
Semester 4 (Clinical)*	PA5501	Internal Medicine I SCPE (Clinical Rotation)	5	15 Credits
	PA5502	Surgery SCPE (Clinical Rotation)	5	
	PA5503	Internal Medicine II Geriatrics SCPE (Clinical Rotation)	5	
Semester 5 (Clinical)*	PA5504	Behavioral & Mental Health SCPE (Clinical Rotation)	5	15 Credits
	PA5505	Pediatrics SCPE (Clinical Rotation)	5	
	PA5506	Emergency Medicine SCPE (Clinical Rotation)	5	
Semester 6 (Clinical)*	PA5507	Women's Health SCPE (Clinical Rotation)	5	19 Credits
	PA5508	Family Medicine SCPE (Clinical Rotation)	5	
	PA5509	Elective SCPE (Clinical Rotation)	5	
	PA5510	Orientation to Practice: Capstone & Competencies	2	
	PA5511	Research III	2	

Total: 119 Credits

Grade and Progression Requirements

Plaza College Physician Assistant Program Grade Scale			
Grade	Point	Numerical Equivalent	Progress
A	4.0	95-100	Superior
A-	3.7	90-94	Excellent
B+	3.3	86-89	Very Good
B	3.0	82-85	Good
B-	2.7	80-81	Above Average
C+	2.5	78-79	Average
C	2.0	72-77	Failure
C-	1.7	69-71	Failure
D	1.0	65-68	Failure
F	0.0	Below 65 (0-64)	Failure
AW	0.0		Administrative Withdrawal
I	0.0		Incomplete
IP	0.0		In Progress
<i>The following grades are not computed in the grade point average:</i>			
P			Pass
W			Withdrawal
NC			Audit

All Grades are rounded from 2 decimal places to whole #%, for example:

a 92.49 would round to 92%

a 92.50 or 92.51 would round to 93%

Program Retention Criteria

- Students must receive no less than a 78% (C+) overall as a final grade in any course to successfully pass the course.
 - For the Essential Principles of Medicine I and II courses (PA508 and PA514), students must also successfully pass each module with a minimum of 78% (C+) to successfully pass the course.
- Failure of any portion of a course (didactic, lab, or clinical) will result in the failure of the entire course. Due to prerequisite requirements from future courses, all courses must be successfully passed to progress toward graduation.
 - In the event a course is failed, then successfully remediated, the course is then considered remediated (passed) and the maximum grade for the course will then be a 78% (C+).

- No more than two (2) courses during the didactic year or two (2) SCPE courses may be remediated. If at any time a 3rd didactic or 3rd SCPE course is failed for any reason, the student may not attempt remediation and will immediately be referred to the Professionalism and Progression Committee, as per policy in the PA Student Handbook, for consideration for dismissal from the PA Program.
- Details regarding grading and successful course completion are located in the syllabus of each course.

Graduate School Satisfactory Standards of Academic Progress (SAP): Quantitative Standard

Students are expected to earn a 3.0 cumulative GPA. If a student's cumulative GPA falls below 2.0, they will be dismissed. Students whose cumulative GPA falls between 2.00-2.99 will be placed on GRAD SAP Warning and will continue to be eligible for Title IV funding. Such students must achieve the required cumulative GPA of 3.0 by the end of the following semester in order to continue their eligibility for Title IV aid.

Students may only attempt a class twice.

Graduation Requirements

In order to graduate, PA students must complete all didactic, laboratory, and clinical competency evaluations, requirements, and assignments successfully with a minimum cumulative GPA of a 3.0 (B). Students must also demonstrate the expected competency via successfully completing a comprehensive, multi-modal summative evaluation within the final 4 months of the PA Program.

PA Program Completion, Progress, Remediation, Deceleration, Withdrawal, and Dismissal

(Excerpt from the Physician Assistant Student Handbook 2027-2028)

Program Retention Criteria

- Students must receive no less than a 78% (C+) overall as a final grade in any course to successfully pass the course.
 - For the Essential Principles of Medicine I and II courses (PA508 and PA514), students must also successfully pass each module with a minimum of 78% (C+) to successfully pass the course.
- Failure of any portion of a course (didactic, lab, or clinical) will result in the failure of the entire course. Due to prerequisite requirements from future courses, all courses must be successfully passed to progress toward graduation.
 - In the event a course is failed, then successfully remediated, the course is then considered remediated (passed) and the maximum grade for the course will then be a 78% (C+).
 - No more than two (2) courses during the didactic year or two (2) SCPE courses may be remediated. If at any time a 3rd didactic or 3rd SCPE course is failed for any reason, the student may not attempt remediation and will immediately be referred to the Professionalism and Progression Committee, as per policy in the Student Handbook for dismissal from the PA Program **As per the Dismissal Policy below.**
- Details regarding grading and successful course completion are located in the syllabus of each course.
 - Successful completion of a course includes, but is not limited to, coursework, maintaining professionalism, attendance, punctuality, and other criteria as stated in each course syllabus.

PA Program Satisfactory Standards for Academic Progress (SAP)

- Students are expected to earn a 3.0 cumulative GPA. If a student's cumulative GPA falls below 2.0 they will be dismissed. Students whose cumulative GPA falls between 2.00 and 2.99 will be placed on GRAD SAP Warning and will continue to be eligible for Title IV funding. Such students must achieve the required cumulative GPA of 3.0 by the end of the following semester in order to continue their eligibility for Title IV aid.
- Students may only attempt a class twice.

Graduation Requirements

- To complete the PA program and graduate, PA students must complete all didactic, laboratory, and clinical competency evaluations, requirements, and assignments successfully with a minimum cumulative GPA of 3.0 (B).
- To complete the PA program and graduate, students must also demonstrate the expected competencies via successfully completing a comprehensive, multi-modal, summative evaluation within the final 4 months of the PA Program.
 - This summative evaluation will verify that each student meets all program-defined competencies required to enter clinical practice, including:
 - Medical knowledge for practice
 - Interpersonal and communication skills
 - Clinical and technical skills
 - Professional behaviors
 - Clinical reasoning and problem-solving ability
 - Society and population health
 - Details regarding the summative evaluation process are located in the PA Program Student Handbook.

Remediation

- Remediation is defined as the process for addressing deficiencies in a student's knowledge and skills.
- Details regarding remediation for each course are in the course syllabus.
- Remediation in any of its forms (including at-academic-risk improvement plans, remedial assignments, re-examination/re-testing, or course repetition) is an option that may be offered to an individual student at the discretion of the PA Program faculty and Program Director, based on the student's academic record and consideration of circumstances related to the completion of the course.

Didactic (Pre-Clinical) Year Remediations

- During the didactic year, a student who fails a course or module will be offered the opportunity to remediate (unless this failure is the 3rd course or 3rd Essential Principles of Medicine module whereby the below **Dismissal** policy will apply).
- Remediation is coordinated by the student's academic advisor, the course director, or the Director of Didactic Education.
- Remediation will consist of, but is not limited to:
 - Remedial academic assignments.
 - Remedial skills review and practice.
 - Re-assessment (written examinations, practical examinations, or other).
 - Other remedial tasks as assigned.
- In the 2 Essential Principles of Medicine courses, I and II, failure to achieve a passing score in a module will require successful remediation of that module with a repeat assessment after remedial activities.
 - Remediation and re-assessment of a failed module must be completed within 14 days of notification to the student of the failed module.
 - Instructions for remediation will be given at the time a student is notified of a failed module. The student will be required to pass (with a 78% or greater) a remediation assessment.
 - Once the remediation assessment has been passed, the grade will be adjusted to 78%.
 - Failure to successfully remediate the assessment with a score of 78% or greater will result in a failing grade for the module (the original grade will stand).

- This remediation failure will necessitate a cumulative remediation of the course.
 - If the student fails the cumulative remediation exam, this is grounds for dismissal, and the student will be referred to the Committee for Professionalism and Progression.
 - A student cannot successfully remediate more than two (2) modules in one course.
 - Failure of the 3rd module in a course is grounds for prompt dismissal, and the student is referred to the Committee on Professionalism and Progression.
- At the end of the didactic year, students must pass a 2-component Summative Didactic Assessment to progress to the clinical year:
 1. Summative didactic multiple-choice examination.
 2. Summative end-of-didactic OSCE.
 - If a student fails either component of the Summative Didactic Assessment, they will be offered an appropriate remediation plan and re-assessment.
 - Failure of the re-assessment is grounds for prompt dismissal, and the student is referred to the Committee on Professionalism and Progression.
 - Remedial work, including re-examination, for courses in which a student has not received a passing grade of 78% or more will ordinarily be offered at times which do not conflict with regularly scheduled academic activities.
 - Remedial work and any re-examination needed in didactic year courses will routinely be scheduled within 3 weeks of the end of the semester, and it may require completion within the first week of the subsequent semester.
- A course failure in the third semester must be remediated prior to the beginning of the clinical rotations.
 - Students in the didactic year who successfully remediate a course will be given a maximum grade of 78%.
- Students who do not successfully remediate will retain their original failing grade for the course.
 - A failing grade for a remediated course is considered unsatisfactory performance and grounds for dismissal and is referred to the Committee for Professionalism and Progression.
 - In the event a student is referred to the Committee for Professionalism and Progression, the committee will determine whether a student may continue in the PA Program. If the Committee for Professionalism and Progression determines that a student does not meet academic standards, including suitability to practice medicine, the Committee may

recommend that the student be dismissed and may no longer participate in any educational activities of the Plaza College PA Program.

- The Committee may also recommend deceleration and allow the student to return to the PA Program. The conditions of return will be specified when the decision is communicated to the student.

Clinical Year Remediations

- During the clinical year, if a student fails a course (rotation), achieving less than 78% overall course grade, the student must remediate by repeating the entire course (rotation), routinely (subject to availability of clinical placement) at the end of the clinical year.
 - Successful completion of the repeated (remediated) rotation as defined in the course syllabus and PA Program Student Handbook must be achieved before the student will receive a certificate of completion or degree.
 - The student is responsible for the completion of all assignments related to the repeated rotation.
 - If the failure is the 3rd failure of the clinical year, the student will be referred to the Committee for Professionalism and Progression.
- A student cannot successfully remediate more than 2 courses (rotations).
 - Failure of a 3rd course (rotation) is grounds for dismissal, and the student is referred to the Committee for Professionalism and Progression.
- If a student fails the preceptor evaluation, receiving less than 78%, the student fails the course (rotation) and must remediate by repeating the entire course (rotation).
- If a student fails an end-of-rotation assessment (end-of-rotation examination or clinical topic paper if assigned), receiving less than 78%, they must:
 - Complete the assigned remediation assignments.
 - Take and pass (78% or more) a remedial end-of-rotation examination (or submit a revised, updated or new clinical topic paper assignment) within 14 days of notification, to pass the rotation, which will result in a maximum value of 78% for the assessment.
 - If the student fails the remediation examination, they fail the rotation and must repeat the entire course (rotation).
 - A student may not remediate more than 2 end-of-rotation assessments (end-of rotation examinations or clinical topic paper). Failure of the 3rd assessment is

grounds for dismissal, and the student is referred to the Committee for Professionalism and Progression.

- A student in the clinical year who successfully remediates a course (rotation) will be given a maximum grade of 78%.
 - Students who do not successfully remediate will retain their original failing grade for the course (rotation).
 - A failing grade for a remediated course is considered unsatisfactory performance and grounds for dismissal and is referred to the Committee for Professionalism and Progression.
- The student's academic advisor and the Director of Clinical Education will coordinate clinical year remediations.
- Remediation can consist of, but is not limited to:
 - Remedial academic assignments.
 - Re-assessment (written examinations, practical examinations, clinical topic papers, or other).
 - Other remedial tasks as assigned.
 - Repeat of the course (rotation).
- Instructions for remediation will be given at the time a student is notified of a failed course (rotation).
- In the event a student is referred to the Committee for Professionalism and Progression, the committee will determine whether a student may continue in the PA Program. If the Committee for Professionalism and Progression determines that a student does not meet academic standards, including suitability to practice medicine, the Committee may recommend that the student be dismissed and may no longer participate in any educational activities of the Plaza College PA Program.

Summative Evaluation

- During the final semester of the clinical year (within the last 4 months of the program), students must pass a multiple-component Summative Evaluation to demonstrate competency and readiness to graduate. Failure to pass a component will necessitate remediation, which could result in delayed graduation.
- This evaluation includes the following components:
 - A medical knowledge multiple-choice examination.

- This is the PAEA end-of-curriculum examination, a standardized 300-question examination. A score of 1400 or greater is considered passing, out of a possible 1800.
- If a student scores below 1400, the student will be provided with a remediation plan and must take and pass the PAEA EOC reassessment (no earlier than 60 days after the 1st attempt).
- Passing the medical knowledge examination is a program completion and graduation requirement.
- A technical skills practical examination.
 - Students must be prepared to demonstrate competency in specified skills.
 - Students will be required to demonstrate competency in 2 of the specified skills, defined as 78% or higher for both demonstrated skills.
 - If the student scores less than 78% on any of the skills, they will be provided with a remediation plan. They must then retest and demonstrate competency in any skills being remediated and reassessed.
 - Passing the technical skills practical examination is a program completion and graduation requirement.
- A summative Objective Structured Clinical Examination (OSCE).
 - Students are evaluated by faculty on their encounter with the Standardized Patient, written documentation, and an oral presentation.
 - Students must reach the minimum score in each section and receive a total score of 78% or higher on each section (See the PA Program Student Handbook for the sections).
 - If a student does not reach the minimum score of 78% for one or more sections, they will be assigned remedial activities appropriate to the section(s) failed.
 - If the total score for the OSCE case is less than 78%, the student will be required to repeat the OSCE assessment after completing the assigned remedial activities.
 - Passing the OSCE is a program completion and graduation requirement.
- A written research essay.
 - Students are required to write and submit a research essay demonstrating comprehension of the impact of environment, culture, and society on health.

- Students must reach a score of 78% or higher (See rubric in the PA Program Student Handbook).
 - If the total score for the essay is less than 78%, the student will be provided feedback, a remediation plan, and a deadline for submitting a revised essay.
- Passing the written research essay is a program completion and graduation requirement.

Deceleration

- Deceleration is defined as the loss of a student from their entering cohort who remains matriculated in the Physician Assistant program.
- Deceleration may result from the following reasons:
 - If a student fails the remediation of a course (if approved or recommended by the Committee on Promotions and Graduation).
 - If the student takes a leave of absence for personal reasons (must be approved by the Program Director), for example, medical, personal, or financial reasons. See below for leave of absence information.
- **Students may only attempt a class twice.**

Withdrawal from Courses

- A student wishing to withdraw from a course must submit written notification to the PA Program Director, who will then notify the Academic Dean.
- A student withdrawing from a course after the start of the semester must have permission from the PA Program Director and the Office of the Academic Dean.
 - A grade of "W" may be given to a student withdrawing from a course with the permission of the PA Program Director and Academic Dean.
- The Plaza College PA program curriculum is a “lock-step” curriculum. Therefore, if a student withdraws from a course during the didactic year, **they must wait until the following year to resume studies with the subsequent cohort.**
- **Students may only attempt a class twice.**

Withdrawal from College

- A student wishing to withdraw from Plaza College must submit written notification to the PA Program Director, who will then notify the Academic Dean.
- A student requesting to withdraw from the college must meet, in person, with the appropriate officials from Student Services, Financial Services, and the Loan Department to complete a Change of Status Form.

Dismissal

- Students are referred to the Plaza College PA Program Committee for Professionalism and Progression and are subject to dismissal from the program for the following reasons:

- 3 Didactic Course failures (no remediation allowed after 3rd failure).
- 3 Clinical Course (SCPE) failures (no remediation allowed after 3rd failure).
- 3 EOR Exam Failures (no remediation allowed after 3rd failure).
- 3 Essential Principles of Medicine Module Failures (no remediation allowed after 3rd failure).
- Failed remediation of any of the Summative Evaluation components. Failed remediation of any of the Summative Evaluation components (no remediation allowed after the 2nd failure of any component).
- In the event a student is referred to the Plaza College PA Program Committee for Professionalism and Progression, the committee will determine whether a student may continue in the PA Program. Suppose the Committee for Professionalism and Progression determines a student does not meet academic standards, including suitability to practice medicine. In that case, the Committee may recommend that the student be dismissed and may no longer participate in any educational activities of the Plaza College PA Program.
 - The Committee may also recommend deceleration and allow the student to return to the PA Program. The conditions of return will be specified when the decision is communicated to the student.
- All recommendations by the Plaza College PA Program Committee for Professionalism and Progression are reviewed by the PA Program Director, the Academic Dean, and the Provost before any action is implemented.

Leaves of Absence

- A Leave of Absence (LOA) is defined as an approved specified period of time in which a student is excused from courses (didactic or clinical) and they will be allowed to return to the PA Program without requiring re-application to the Plaza College PA Program.
- A student may request and be granted an LOA from the PA Program if the following conditions are met:
 - The student must be in good academic standing as judged by the Committee for Professionalism and Progression.
 - A student must write a formal, detailed letter to the PA Program Director, detailing the request for the LOA. The Program Director will forward this letter to the Academic Dean and Provost for consideration.

- The request, if deemed appropriate, will then be presented to the Committee for Professionalism and Progression for consideration.
 - A LOA is approved by the Committee for Professionalism and Progression on the recommendation of the PA Program Director, Academic Dean, and Provost.
 - The LOA must be for a legitimate, stated reason, such as personal, financial, or medical.
- An approved LOA is only for the requested and approved period of time, and cannot be extended without the student repeating the formal procedure outlined above. Extensions of an LOA are not automatic.
 - A student who determines that they will not be returning at the time scheduled for a leave to end should consult with the Program Director as early as possible before the scheduled return date. This will enable a student to determine whether an extension of the leave of absence can be granted or if alternative arrangements are necessary.
- If conditions have been set for a student's eligibility to return from a leave, the student should demonstrate, in a timely fashion, to the Program Director and Plaza College that they have satisfied the re-matriculation requirements.
 - If a student has not satisfied the criteria to return, if any, and has not received an extension in writing, they will be deemed to have withdrawn. No further action will be necessary to finalize the withdrawal.
- If a student does not return to full-time status at the end of the approved time period for the LOA, and has not received written approval for continuation of their leave of absence status, that student will be considered to have withdrawn from the Plaza College PA Program. No further action will be necessary to finalize the withdrawal.
 - Under certain circumstances, a student who wishes to return from a leave may have to satisfy previously set conditions for readmission.
- The Plaza College PA program curriculum is a "lock-step" curriculum. Therefore, if a student takes a leave of absence during the didactic year, they must wait until the following year to resume studies with the subsequent cohort.
- In the clinical year of the program, depending upon the length of the leave of absence, program completion and graduation may be delayed, which may result in a delayed ability to take the PANCE and obtain state licensure to practice.
- The leave of absence does not relieve the student of the obligation to comply with the policies and procedures of the Plaza College PA Program, including, but not limited to, those standards

governing course remediation and repetition, completion of academic work, and time frames for completion of the PA Program curriculum.

- Taking a leave of absence also may have implications for student loan deferment/repayment status, health coverage, or financial aid eligibility. Before applying for a leave of absence, students should consult with the Office of Financial Aid to discuss their individual circumstances.
- A student requesting an LOA is required to complete a Change of Status form in Student Services.
- A student must contact Student Services when returning from an LOA.

Physician Assistant Program Admissions Process

Standard Operating Procedure (SOP)

1. Purpose

- To establish a standardized process for screening and evaluating applicants to the Plaza College Physician Assistant Program.

2. Scope

- This procedure applies to all applicants seeking admission to the Plaza College Physician Assistant Program.

3. Responsibilities

- Admissions Committee: Oversees the admissions process and makes recommendations on admissions processes, reviews feedback and evaluation rubrics completed for applicants, and makes student enrollment recommendations to the Program Director, who verifies the recommendation meets program standards and policies.
- Dean of Enrollment Management oversees processes of the Admissions Department and enrollment of applicants accepted to the PA Program.
- Director of Admissions: Oversees the operations of the Admissions Department staff and enrollment of students.
- Admissions Department Staff: Manages application intake, initial academic screenings of applicants (see Appendix A), and enrollment. Handles communication with applicants and schedules them for interviews.
- PA Program Administrative staff: coordinate with Admissions Department Staff regarding faculty timely review of applications, interview scheduling, and enrollment of accepted students.
- Faculty Reviewers: Review applications and evaluate applications based on the rubric (see Appendix B) to determine whether they should be invited for an interview.
- Faculty and Staff Interviewers: Conduct interviews and provide evaluations based on the rubric (see Appendix C).

4. Definitions

- Applicant: An individual who has submitted a complete application for admission.
- Prerequisite Courses: Courses that must be completed prior to admission.

5. Procedures

- Application Submission
 - Applications are submitted directly to the Plaza College Admissions Department.
 - Only applications submitted directly to Plaza College will be considered.

- Deadline for application submission is April 1st of the year of matriculation of the cohort.
- Initial Academic Review completed by Administrative Staff
 - Verify that applications are complete, including all transcripts, personal statement, at least two (2) letters of recommendation, and healthcare/patient care experience.
 - Check that prerequisite courses are completed with the required grades.
 - Only completed applications will be considered. See Appendix D for applicant requirements.
 - Staff randomly assigns the file to a faculty reviewer.
- Initial Faculty Review Screening (see Appendix A)
 - Academic Criteria
 - GPA-overall, science, rigor of courses, overall transcript review.
 - Verification of prerequisite courses.
 - Applicant must have completed all prerequisite courses.
 - No Advanced Placement (AP) prerequisites are accepted.
 - P/F courses not accepted unless Covid-19 emergency-related or institutional policy. The applicant may be requested to clarify further.
 - Experience and Extracurricular Activities
 - Healthcare experience (shadowing, work experience).
 - Volunteer work and extracurricular activities.
 - Leadership roles and community service.
 - Personal Statement and Letters of Recommendation
 - Review personal statement for motivation, understanding of the PA role, and communication skills.
 - Evaluate letters of recommendation for insight into the applicant's character and qualifications.
 - Faculty complete the initial screen form and return it to the administrative staff.
 - If the applicant meets the minimum rubric score of ≥ 20 points out of a possible 40 points, an interview is offered to the applicant.
- Interview Process
 - Interviews are held in person on the Plaza College campus in Forest Hills.
 - There are 2 interviews for each applicant.
 - Faculty Interview
 - An interview is conducted with 1 or 2 faculty members.
 - Complete an interview evaluation rubric (see Appendix C) for each applicant interviewed for recommendation to the admissions committee to either accept or reject the candidate.
 - Panel Interview

- Interview conducted by a panel of college faculty and staff (not faculty who conducted faculty interview) and can include the PA Program Director, Provost, college Deans, and others.
 - Complete an evaluation rubric (see Appendix C) for each applicant interviewed for recommendation to the admissions committee to either accept or reject the candidate.
- Structured interviews to evaluate students on interpersonal skills, communication skills, commitment to health care and PA profession, preparation, accountability, expectations of PA education and training, goals as a PA student or practitioner, responsibilities, and leadership.
- Final Selection/Committee Review
 - Admissions Committee reviews all applicant files, including academic records, experience, personal statements, letters of recommendation, and interview evaluation rubrics (including rubric scores, comments, and recommendations), and discusses candidates.
 - The committee reaches the final decision regarding the candidate; it may or may not correlate with the recommendation of the interviewers.
 - Admissions Committee makes recommendations to the Program Director for admissions, alternate/waitlist, or rejection.
 - Candidates are reviewed by the PA Program Director, who verifies that the recommendation meets program standards and policies.
 - Program Director signs final decision letters.
- Notification of Decision
 - Admissions Department Staff coordinate with PA Program Administrative staff to send acceptance, waitlist, and rejection letters to applicants.
 - The admissions office can provide feedback and guidance to applicants if requested, in collaboration with the PA Program Faculty as needed.
- Post-Acceptance Requirements
 - Accepted applicants must confirm their intent to enroll within 2 weeks of the date of notice (date of sending of acceptance email).
 - Accepted applicants must submit any additional required documentation within 1 week of the date of sending the request email.
- Record Keeping
 - PA Program and Plaza College will maintain records of all accepted and matriculated students' applications, evaluations, and decisions for a minimum of 7 years.
 - Application materials of non-matriculated students will not be maintained.
 - Ensure confidentiality and security of applicant information at all times.

- Review and Improvement
 - The Admissions Committee will meet at a minimum twice a year, before and after the admissions cycle, to discuss areas of improvement and proposed changes to this SOP and all processes related to admissions.
 - Plaza College PA Program, in collaboration with the college Admissions Department (for applicants) and the Dean of Faculty (for college faculty and staff), will collect feedback from applicants, faculty, and staff to identify areas for improvement.
 - PA Program will update this SOP as needed to reflect changes in policy or procedure.

Academic Faculty Rank and Responsibility Policy

The Provost appoints faculty members to the Physician Assistant Studies Program, and they may have one or more joint appointments. A faculty member's title, rank, responsibilities, and status are determined by the Provost and the PA Program Director and are outlined in the letter of appointment. Faculty members may be employed in a full-time (1.0FTE), part-time (0.5FTE) or adjunct status.

All faculty, regardless of status, are expected to have a thorough and current knowledge of the subject(s) being taught and a demonstrated ability to convey that knowledge to students. The primary responsibility of the faculty is dedication to the educational and service goals of Plaza College. In meeting these responsibilities, all policies, procedures, and expectations outlined in the Faculty Handbook are applicable to all faculty members. Faculty is expected to observe the outlined professional standards and procedures, including providing the college with full and accurate information regarding their education, credentials, and continuing education efforts.

Faculty members are expected to perform satisfactorily in their teaching and other duties at all times. Faculty observations and evaluations will be conducted via the Faculty Resources Center in coordination with a faculty member's supervisor. Unsatisfactory performance may constitute required remediation and/ or discontinuation of appointment.

Full-Time Ranks and Responsibilities

Plaza College outlines four ranks for full-time faculty members: Instructor; Assistant Professor; Associate Professor; and Professor. Assistant Deans/Directors and Deans/Directors may simultaneously hold an academic rank. Their administrative title reflects their administrative and management responsibilities, while their academic title reflects their contributions as a faculty member as outlined below.

Minimum qualifications for these ranks are as follows; however, meeting these minimum criteria does not constitute automatic appointment:

Rank	Credential	Years of Service
Instructor	Master's Degree or other recognized terminal degree in profession	0–5
Assistant Professor	Candidacy for Doctoral Degree or other recognized terminal degree in profession	5–10
Associate Professor	Candidacy for Doctoral Degree	10–15
Professor	Doctoral Degree	15+

Instructor

An Instructor typically holds a minimum of a Master's degree or the equivalent/other recognized terminal degree in their profession. This rank is appropriate for new faculty who have the potential for academic advancement.

The responsibilities of an instructor are primarily to demonstrate effectiveness as a teacher. They carry a teaching load of up to 12 credits for each of the three semesters of an academic year, including dedicating the necessary time for preparation for course sessions and office hours for students. They also participate in student advising as assigned.

Instructors provide service to the college through participation in committees, faculty meetings, and ongoing assessment at the institutional, programmatic, and course levels. Participation in college events throughout the year is also required, including but not limited to recruitment events, student orientation, college in-services and training, student engagement activities, ceremonies, and commencement activities. They also provide service through continuing professional development, both through the Faculty Resources Center and outside professional organizations. For clinical faculty, this may include release time to continue clinical work required to maintain required licensures and certifications.

Benefits: In addition to the standard full-time benefits through Human Resources, faculty at the Instructor level are eligible for committee assignments, professional development funding, overload teaching assignments, and annual merit increases. After 4 years of service, Instructors are also eligible for Tuition Assistance for continuing education related to their role at the college.

Assistant Professor

An Assistant Professor meets the qualifications of the rank of Instructor but is typically in candidacy for doctoral degree. An exception may be made for an equivalent/other recognized terminal degree in their profession. This rank is appropriate for faculty with at least five years of experience who have demonstrated teaching excellence, strong student outcomes, and effective and meaningful service to and leadership in their respective school and/or the college.

Benefits: In addition to the standard full-time benefits through Human Resources, faculty at the Assistant Professor level are eligible for all benefits of the Instructor rank in addition to an increase in professional development allowance, priority consideration for Course Director assignments, opportunities to chair standing committees, and mentoring new faculty members.

Associate Professor

An Associate Professor meets the qualifications of the rank of Assistant Professor but is in candidacy for doctoral degree. This rank is appropriate for faculty with at least ten years of experience who have demonstrated teaching excellence, strong student outcomes, and effective and meaningful service to and leadership in their respective school and/or the college. While Plaza College is not a research institution, Associate Professors are expected to participate in industry-related publications, presentations, conferences, training seminars, or research projects that contribute to the generation and/or advancement of knowledge of the profession.

Benefits: In addition to the standard full-time benefits through Human Resources, faculty at the Associate Professor level are eligible for all benefits of the Assistant Professor rank in addition to consideration for travel to conferences, larger increases in professional development allowance, priority consideration for leadership initiatives, leading accreditation self-study sections, opportunities to represent the college externally on committees, boards, and at conferences.

Professor

A Professor meets the qualifications of the rank of Associate Professor but holds a doctoral degree. This is the college's highest academic faculty rank and is appropriate only for faculty with over 15 years of experience at Plaza College and who have demonstrated long-term distinguished service, exceptional teaching and student outcomes, major leadership roles, and significant contributions to the college or profession.

Benefits: In addition to the standard full-time benefits through Human Resources, faculty at the Professor level are eligible for all benefits of the Associate Professor rank in addition to appointment to Senior

Faculty Advisor to the Dean and Provost, distinguished recognition at commencement, highest priority for institutional leadership assignments, highest professional development funding, and mentorships for faculty rank promotion candidates.

Adjunct Ranks and Responsibilities

Didactic and Laboratory Adjuncts

An adjunct faculty member is an industry professional whose primary place of employment is not Plaza College. Adjuncts are experts in their field appointed to provide didactic and/or laboratory instruction on a part-time basis under a semester-specific contract. Adjunct appointments may be in the ranks of:

Rank	Credential	Years of Service
Adjunct Instructor	Master's Degree or other recognized terminal degree in profession	0–5
Adjunct Assistant Professor	Candidacy for Doctoral Degree or other recognized terminal degree in profession	5–10
Adjunct Associate Professor	Candidacy for Doctoral Degree	10–15
Adjunct Professor	Doctoral Degree	15+

The responsibility of an adjunct faculty member, regardless of rank, is primarily to demonstrate effectiveness as a teacher. This includes proper preparation for courses and holding XX office hours per week for each course assigned. Adjuncts may be asked to participate in committees or special projects as needed.

Clinical Adjuncts

An adjunct clinical faculty member is an industry professional whose primary place of employment is not Plaza College. Clinical adjuncts are experts in their field appointed to provide clinical education to students in the clinical setting on a part-time basis under a semester-specific contract. Adjunct clinical appointments may be in the ranks of:

Rank	Credential	Years of Service
Adjunct Clinical Instructor	Master's Degree or other recognized terminal degree in profession	0–5
Adjunct Clinical Assistant Professor	Candidacy for Doctoral Degree or other recognized terminal degree in profession	5–10
Adjunct Clinical Associate Professor	Candidacy for Doctoral Degree	10–15
Adjunct Clinical Professor	Doctoral Degree	15+

The responsibility of an adjunct clinical faculty member, regardless of rank, is primarily to demonstrate effectiveness as a teacher in the clinical setting. This includes proper preparation for clinical sessions and holding meetings and debriefing sessions with students. Adjuncts may be asked to participate in committees or special projects as needed.

Applying for Promotion

Rank reflects a faculty member's demonstrated academic and professional accomplishments, while promotion reflects continued contributions to Plaza College. All faculty may apply for promotion as they become eligible. Promotion is not automatic nor guarantee.

To apply for promotion, faculty must complete the Faculty Promotion Application and accompanying documentation and submit it to the Promotion Committee within the first three weeks of a semester. Applications will be reviewed by the committee, which will be comprised of the Provost, Dean of Faculty Assessment and Development, Dean of Human Resources, and the applicant's supervisor who will serve as an ad hoc member.

Faculty members will be notified of the status of their application by the end of the semester the application was submitted.

PA Program Faculty Workload Policy

- The Plaza College Physician Assistant Studies Program Faculty Workload Policy ensures alignment with the ARC-PA 5th Edition Standards, A1.03a and A1.03b, and ARC-PA 6th Edition Standards, A2.05, A2.06, A2.07, and A3.20. It includes FTE time outside of teaching, consistent with expectations for program administration, assessment, faculty development, and program evaluation.
- All expectations and workload calculations are based on a 1.0 FTE (100%) Principal Faculty Member time allocation, for a 4-day per week schedule (5 days per week minus one protected release day for clinical, professional, or educational development), equaling approximately 40 hours per week.
 - 0.5 (50%) FTE Principal Faculty should halve the expectations to determine expectations.
- The faculty workload policy and strategic scheduling are based on semester needs to ensure that the Program Director and faculty have sufficient release time to balance the needs of the program with the time necessary to participate in professional development activities, continuing medical education, and to maintain their certification and licensure.
 - These time allocations are subject to adjustment annually based on the evaluation of sufficiency and effectiveness.
 - Time for professional development activities, continuing medical education, and the maintenance of certifications (including professional meetings, conferences, and training activities), in addition to the protected release day per week, can be temporarily re-assigned, with the approval of the Program Director, and this time is *not* counted as personal or vacation leave.

On- Average workload Distribution min-max first 1-2 cohorts Didactic	
9-12 hours/week	In the classroom/labs, delivering didactic content and/or facilitating skills and procedure practice
1 - 3 hours/week	Office Hour & Student Mtgs
6 -10 hours/week	Course preparation and development
4 - 8 hours/week	Meetings (PA Program & College)
1 - 6 hours/week	Program assessment & analysis
21-39 hours/week total	
Non-weekly Workload Tasks	
6-12 hours per semester	Clinical Site Visits
6-8 hours once every 5 weeks starting in October 2028	End-of-Rotation Callback Days
As approved by the Program Director	Professional Development / CME / Conferences

**Principal Faculty Selection Process
Physician Assistant Program Studies Standard Operating Procedure (SOP)**

1. Purpose:

To establish a standardized process for vetting and hiring of all Principal Faculty of the Plaza College Physician Assistant (PA) program.

2. Scope

This procedure applies to any professional seeking a position as Principal Faculty of the Plaza College PA program.

3. Responsibilities

The Plaza College Chief Operating Officer:

- Oversees the hiring process, including the posting of open principal faculty positions on multiple electronic employment platforms, including but not limited to Indeed, HigherEd Jobs, PAEA, and NYSSPA.
- Performs the initial review of applicants' Curriculum Vitae (CV) and qualifications.
- Conducts the first interview.
- Makes the initial recommendation to the Program Director regarding the applicant's eligibility for a second interview.
- Contributes to the final decision to extend or not extend an offer to hire the applicant as principal faculty.

The Plaza College PA Program Director:

- Conducts a detailed review of the applicant's CV, including licensure and board certification, to ensure that the applicant meets or exceeds the requirements of the principal faculty role.
- Conducts the second interview, which includes a discussion of the applicant's educational experience, clinical experience, and academic (teaching) experience.
- Provides the applicant with an explanation of the program's mission, goals, and structure.
- Reviews the principal faculty position expectations and responsibilities.

- Reviews the Plaza College PA Program policies, including but not limited to those regarding CME, professional development support, and compensation.
- Contacts the applicant's professional references and documents contact.
- Makes a recommendation to the Chief Operating Officer and Provost regarding the applicant's eligibility for a third interview.
- Contributes to the final decision to extend or not extend an offer to hire the applicant as principal faculty.

The Plaza College Provost:

- Conducts the third interview with the applicant.
- Educates the applicant regarding the Plaza College history, mission, vision, and culture.
- Contributes to the final decision to extend or not extend an offer to hire the applicant as principal faculty.

The Plaza College Dean of Human Resources and/or Dean of Faculty:

- Collects, reviews, and records all required documentation, including but not limited to:
 - PA or Physician License
 - Board Certification Verification
 - Employment Eligibility Verification
 - Transcripts
 - Background Check

4. Definition

Principal Faculty: Faculty members providing instruction and evaluation of students who are working at least 50% FTE with primary academic responsibility assigned to the PA Program and who report to the Program Director.

5. Procedure

- CV Submission
 - CV are submitted to the Chief Operating Officer.

- Review of CV completed by Chief Operating Officer.
 - Verify that CV includes graduation from PA school or medical school.
 - Verify current licensure and board certification.
 - Conducts first interview.
- First Interview
 - Interviews are held remotely via Zoom with the Chief Operating Officer.
 - Clarification of any questions regarding the applicant's CV and professional/academic experience.
 - Evaluates the applicant's professionalism and communication skills.
 - Determines the applicant's eligibility for a second interview.
 - Makes recommendations to the Program Director for the second interview as appropriate.
- Second Interview
 - Interviews are held in person with PA Program Director.
 - Evaluates educational experience, clinical experience, and academic (teaching) experience of the applicant.
 - Evaluates the applicant's professionalism and communication skills.
 - Provides the applicant with an explanation of the program's mission, goals, and structure.
 - Reviews the principal faculty position expectations and responsibilities.
 - Reviews the Plaza College PA Program policies, including but not limited to those regarding CME, professional development support, and compensation.
 - Determines the applicant's eligibility for a third interview.
 - After the second interview, the Program Director conducts a review of professional references (see below) if deemed to be a candidate for the third interview.
 - Makes recommendations to the Provost for the third interview as appropriate.
- Teaching Demonstration
 - At the time of the second interview, in person at Plaza College, a brief teaching demonstration is required, attended by the Program Director, Chief Operating Officer, the Dean of Faculty, the Dean of Academics, and other faculty as available.

- See Appendix A of this document for guidelines provided to applicants at the time that the second interview is scheduled with the applicant.
- Review of Professional References
 - Typically done via email or phone call.
 - The Program Director requests the contact information (email and telephone number) for three (3) professional references from the applicant.
 - The Program Director contacts the applicant's professional references, asking standard questions, including at a minimum those documented in Appendix B of this document.
 - Program Director documents and retains documentation of reference feedback.
- Third Interview
 - Interviews are held via Zoom or in person with the college Provost.
 - Educates the applicant regarding the Plaza College history, mission, vision, and culture.
 - Evaluates the applicant's professionalism and communication skills.
- Final Selection
 - The Chief Operating Officer, PA Program Director, and the college Provost meet and decide whether to extend an employment offer to the applicant.
- Notification of Decision
 - The PA Program Director or Dean of Human Resources notifies the applicant of the decision.
- 6. Record Keeping/Scheduling
 - Dean of Human Resources communicates with the hired applicant to:
 - provide follow-up employment and onboarding information.
 - Determine start date of employment in conjunction with the approval of the PA Program Director.
 - Request required information.
 - Human Resources keeps collected information in a secure file.
 - Program Director creates a principal faculty file for the hired applicant, stored in a locked filing cabinet in the Program Director's Office.

7. Review and Improvement

- a. Update SOP as needed to reflect changes in policy or procedure.

A2.01a, ARC-PA Standards, 6th Edition.

Appendix A

- When the Chief Operating Officer (COO) schedules the applicant for their on-campus teaching demonstration, the following guidelines are provided to the applicant:
- Instructions to Faculty Candidates for the PA Program
 - On the day of your in-person interview with the PA Program Director, please be prepared to provide a brief demonstration of your teaching to the Director, Deans of Academics and Faculty, and other administration.
 - To prepare for this, here are some general guidelines:
 1. Prepare a PowerPoint presentation (PPP) on the following medical topic (topic is selected by the Program Director prior to the application, based on review of the applicant's C.V., reported clinical experience, and judgment of the Program Director).
 - a. Be prepared to teach the material as you would to a classroom of students.
 - b. Be sure to include:
 - i. An introduction to the subject being presented
 - ii. Learning/lesson objectives
 - iii. AMA-style reference list
 2. Please limit the presentation to no more than 15 minutes at the most.
 3. The purpose of this presentation is to demonstrate your ability to instruct and clearly communicate in a teaching environment; the material itself should be clear, concise, and of an appropriate depth of detail appropriate to a theoretical PA student while respecting the time limit.
 4. The PowerPoint presentation should be emailed to the COO prior to the day of the demonstration, and should also be either on a flash drive or on your own device if you prefer, with an HDMI output.

Appendix B

The Program Director contacts the applicant's professional references, asking standard questions, including at a minimum the following:

1. Applicant's Strengths
2. Any areas of improvement that you can identify
3. Applicant's Reliability
4. Applicant's Temperament
5. Applicant's Reception to Criticism
6. Applicant's ability to Mentor and receptiveness to being Mentored
7. Any reservations about the applicant
8. Any other thoughts or comments

Instructional Faculty Selection Process
Physician Assistant Studies Program Standard Operating Procedure (SOP)

1. Purpose

- To establish a standardized process for vetting and hiring all instructional faculty of the Plaza College Physician Assistant Studies program.

2. Scope

- This procedure applies to any professional seeking a position as instructional faculty in the Plaza College Physician Assistant Studies program.

3. Definition

- Instructional Faculty: Individuals providing instruction or supervision during the didactic and/or clinical phases of the program, regardless of length of time of instruction, faculty status, or rank, who are not already classified in ARC-PA terms as principal faculty, program director, or medical director.

4. Responsibilities

-Program Director: Oversees the hiring process, conducts interviews, or designates a principal faculty member(s) to conduct an interview of potential instructional faculty members for the didactic phase of the PA Program, including classroom instruction, lab instruction, and practice session facilitation. Provides descriptions of expectations and responsibilities.

-Director of Clinical Education: Oversees the hiring process, conducts interviews, or designates a principal faculty member(s) to conduct an interview of potential instructional faculty members to serve as clinical preceptors, and provides descriptions of expectations and responsibilities, including review of the preceptor handbook and clinical rotation/SCPE Learning Outcomes.

5. Procedure

- CV Submission – To include Board Certification and State License Information (if applicable).
 - CV submitted to the program director or director of clinical education.
- Review of CV completed by the Program Director or Director of Clinical Education.
 - Verify that CV includes graduation from PA school, medical school, and/or doctoral program.

- Verify Board Certification and State licensure as applicable:
 - All instructional faculty who are to act as clinical preceptors of record, who must be physicians or physician assistants, **must have current licensure and board certification**. This will be verified by the PA program administrator and reviewed by the program director and director of clinical education prior to any student being assigned to the potential preceptor.
 - Current New York State Licensure will be verified via <https://www.op.nysed.gov/>
 - All verifications will be saved electronically and printed out, then placed in the respective electronic and physical files maintained for every clinical preceptor.
 - NYS Licensure to verify an *unrestricted and unencumbered* New York State License will be done via <https://apps.health.ny.gov/pubdoh/professionals/doctors/conduct/factions/HomeAction.action>
 - All verifications will be saved electronically and printed out, then placed in the respective electronic and physical files maintained for every clinical preceptor.
 - Current board certification for physicians will be conducted utilizing <https://www.abmssolutions.com/> CertiFACTS Online® platform, allowing for obtaining a primary source ABMS board certification status, including dates of initial certification and current status at any given time.
 - All verifications will be saved electronically and printed out, then placed in the respective electronic and physical files maintained for every clinical preceptor.
 - Current NCCPA board certification for physician assistants will be conducted utilizing <https://portal.nccpa.net/verifypac>
 - All verifications will be saved electronically and printed out, then placed in the respective electronic and physical files maintained for every clinical preceptor.
- For didactic instructional faculty, a detailed review of the applicant's C.V. is completed by the Program Director or designated principal faculty member to verify that the applicant is qualified

and has the appropriate clinical experience and training to be considered a content expert in the area of instruction that they will participate in as an instructional faculty member with the Plaza College Physician Assistant Studies Program.

- - Utilizing the Typhon clinical data software platform, all preceptor licenses and board certifications will be entered and maintained.
 - Parameters for notification will be set at 6 months and 3 months prior to the expiration of both license and board certifications.
 - The director of clinical education and the program administrator will review this information and ensure that updated licensure and board certifications are obtained and verified, and records updated, not less frequently than every 6 months.
- Review of professional recommendations
 - Typically done via email or phone call.
- Interview Process
 - Interviews are held via Zoom or in-person with a principal faculty member.
 - Evaluating on academic preparation and/or experience to teach assigned subjects.
 - Evaluating knowledge and expertise in the course content.
- Final Selection
 - The principal faculty member who conducted the interview makes a recommendation about the instructional faculty member to the didactic or clinical director (if it is not done by a director), who then makes a recommendation to the Program Director.
- Notification of Decision
 - Program Director or designee
 - notifies instructional faculty of the decision.
- Notification of Expectations
 - An email is sent to the instructional faculty member, including expectations of professional behavior, scheduling, and opportunities.
- Record Keeping/Scheduling

- All active instructional faculty will have a complete electronic and physical file.
 - This file will contain:
 - Current CV
 - CV will be reviewed by the program administrator at the time of licensure renewal confirmation. Instructional faculty will be requested to confirm current or provide an updated C.V.
 - Licensure verification
 - Board certification
 - Evaluations and Assessments
 - Any files of instructional faculty will be maintained for a minimum of 10 years after becoming inactive.
 - CV is kept on file in the administrative office
 - All hours for didactic instructional faculty are recorded and sent to the director of didactic education for payroll.
 - All instructor evaluations that are completed are reviewed at the end of each semester.
- Review and Improvement
 - Update SOP as needed to reflect changes in policy or procedure.

Physician Assistant Studies Program Succession Policy and Procedures

1. Purpose

- To ensure the stability of operations, continuity of leadership, and continuous compliance with accreditation requirements in the event of a change in the Program Director position. This policy outlines interim leadership assignments, faculty workload management, leadership development, and procedures for permanent replacement of the PD.

2. Scope

- This procedure applies to the Plaza College Physician Assistant Studies Program.

3. Policy

- The Plaza College Physician Assistant Studies Program will maintain an established succession plan to ensure an efficient and seamless leadership transition and continuous compliance with ARC-PA accreditation standards.

4. Procedures

A. Continuity of Leadership:

- A minimum of 1 principal faculty will possess the qualifications and experience required by the ARC-PA standards for a Program Director at all times.
- A principal faculty member who meets the required qualifications and experience will be appointed the Interim Program Director in the event that the Program Director resigns, requires an extended leave of absence, or cannot perform their duties for any other reason.
- The Interim Program Director will assume all responsibilities of the Program Director until a permanent replacement Program Director is appointed.

B. Faculty Workload Management:

- Course and workload coverage will be reviewed by program and college leadership in collaboration with the Dean of Academics and Dean of Faculty.
- Faculty assuming increased teaching responsibilities in excess of their already-designed load will be compensated with overload pay.

- Adjunct/instructional faculty will have their utilization increased, and additional adjunct/instructional faculty will be hired as soon as possible to relieve principal faculty.

C. Leadership Development and Retention:

- All eligible principal faculty will participate in leadership development activities.
- Leadership training will include program management, accreditation compliance, and leadership skills.
- Leadership development activities will support effective leadership and improve retention in program leadership roles.

D. Accreditation Compliance

- The PA Program will notify the ARC-PA of any change in Program Director within the required timeframe as per the applicable ARC-PA standards.
- Interim and permanent leadership appointments will be documented and reported promptly and as per the applicable ARC-PA standards.

E. Permanent Replacement Procedures:

- A national search for a new Program Director will be initiated within one week of a resignation.
- The Interim Program Director will serve until a permanent replacement is appointed.
- Faculty and institutional leadership will be kept informed throughout the transition.

F. Review and Updates:

- This succession policy will be reviewed annually by program and college leadership.
- Updates will be made as needed to remain aligned with institutional policies, ARC-PA standards, and best practices in leadership succession.

5. Responsible Parties:

- PA Program Director
- College Provost
- College Chief Operating Officer
- College President
- College Board of Trustees

Physician Assistant Studies Program Student and Care Policies

- **Faculty Care of Students is Prohibited:**

- The PA Program Director, the PA Program Medical Director, and all Principal and didactic Instructional Faculty are prohibited from providing or participating in providing health care to any currently enrolled PA Program students, except in emergency situations.
 - If a student requires urgent medical attention while on campus, all PA Program staff should promptly call 911 and notify the college administration.
 - Any students requiring first aid or care should immediately be directed to the Office of Student Services.
 - Under no circumstances should the PA Program Director, the PA Program Medical Director, and any Principal and didactic Instructional Faculty participate in the delivery of healthcare for students in any setting off-campus as well, except in emergency situations.

- **Students having any Issues or In Need of Care:**

- If any Plaza College PA Program Faculty, Administrator or Staff member notes a student who appears to be in crisis, in need of assistance, or asks for assistance with any personal issues that may impact their progress in the PA Program:
 - The PA student should be immediately referred to the Office of Student Services, who will guide the student regarding the next steps.

See the Plaza College Student Handbook, page 15.

Physician Assistant Program Clinical Rotation Site Evaluation and Re-Evaluation Policy

1. Purpose

- To establish a standardized policy and process for the initial assessment and ongoing monitoring of all Plaza College Physician Assistant Program (PA Program) Supervised Clinical Patient Experience (SCPE) clinical rotation sites.

2. Scope

- This procedure applies to:
 - Any identified potential clinical rotation site prior to any student assignment to the site.
 - All currently active clinical rotation sites that a Plaza College PA Program student may be assigned to.
 - All clinical sites that have a student currently assigned and present at the site.

3. Responsibilities

- PA Program Principal, Adjunct, and Instructional Faculty - As directed and assigned to conduct site visits.
- PA Program Director of Clinical Education (DCE) – Ensures completion of or completes and reviews data collection form for any potential clinical rotation site. Provides training to all faculty before site visits are conducted, assigns site visits to faculty in coordination with Admin, reviews all completed site data and site evaluation forms, analyzes data for any evidence of concerns, compliance with PA Program and ARC-PA standards, or deficits in meeting or exceeding expectations of the PA Program for the clinical site. Works with PD to develop an action plan if needed.
- PA Program Director (PD) – Supervises and provides guidance as needed to faculty, DCE, Admin, and DCC to ensure compliance with PA Program and ARC-PA standards and expectations.
- Plaza College Director of Clinical Coordination (DCC) – In coordination with the DCE and Admin, ensures all sites are current before placement assignments are made, and maintains up-to-date reporting of placements and site assignments.
- PA Program Administrator (Admin) – As directed by PD and DCE to maintain up-to-date tracking and records for every active clinical rotation site, including the completion and recording of the data collection, initial, and ongoing site visit forms.

4. Definitions

- Active Clinical Rotation Site: Any office/hospital service/practice/department or any setting that has a current affiliation agreement or contract on file with Plaza College specifically for PA Student clinical rotations, and therefore may have a student assigned to complete a SCPE at that location.

- Initial Site Visit: The first evaluation, conducted by a faculty member, prior to any students being assigned to a clinical rotation site, to ensure that:
 - The student will have access to the physical facilities, patient populations, and supervision needed to successfully achieve the PA Program Learning Outcomes as defined in the appropriate course syllabus for the SCPE.
 - The clinical site and preceptor will allow every student to achieve the PA Program Learning Outcomes as defined in the appropriate course syllabus for the SCPE.
- Ongoing Site Visit: The second and subsequent site visits, once the site has or has had students assigned and on site, to ensure that all the initial site visit criteria and data are accurate, up to date, and identify any potential or actual issues.

5. Forms

- Data Collection Form
- Initial Site and Preceptor Evaluation Form
- Ongoing Site and Preceptor Evaluation Form
- Student Site Visit Form

6. Policy

1. All students in each and every clinical cohort must be evaluated on-site a minimum of once during the clinical phase of their training.
 - a. In addition to collecting information regarding the experience of the student, confirmation of data regarding the patient population being seen must be elicited via this interview.
2. All active rotation clinical sites and preceptors must be visited:
 - a. Prior to or during the first student placement at the site.
 - b. Not less frequently than once every two **calendar years**.
 - i. If a preceptor has been met with and a form completed within the **6 months** prior to your visit, you do not have to complete another form and go over everything with the preceptor; just the *student site visit form* will need to be completed.
3. For each and every site visit, a site visit form and the relevant sections of the same must be completed. The completed form must be submitted to the PA Program DCE and Admin by the cohort and faculty in a timely manner (within 1 week of the faculty completing the site visit).
 - a. The form is available in the *Site Visit Shared Drive* folder, both as a Word doc that can be printed, completed, and then scanned in, as well as a fillable PDF. Either format is acceptable for documentation.

- i. Patient demographics need to be collected with each and every site visit, in order to collect timely and ongoing data regarding patient demographics and student exposure to patient populations.
- 4. Prior to your site visit:
 - a. Feedback from students regarding the rotation site and preceptors should be reviewed. Please note that there is some pre-visit data that should be completed, namely the preceptor information, prior to the visit, if possible. Please contact the DCE, Admin or DCC for the current preceptor information, including:
 - i. Current preceptor CV on file
 - ii. Current preceptor licensure information on file
 - iii. Current preceptor board certification information on file
 - b. If any updated preceptor or clinical rotation site information (contact information, onboarding, etc.) is provided, please be sure to send it to Admin, DCE, and DCC so that we can update our records and site information in Typhon.

PA Program Policy for Student Academic Advising and Early Identification of “At-Risk” Students

Academic Advising

- Each student in the PA Program is assigned an academic advisor from among the principal faculty of the PA Program.
 - This academic advisor will remain the same for the student’s entire education in the PA Program (in the event an advisor is not available for unforeseen circumstances or for an extended period of time, an alternate or interim advisor will be assigned by the Program Director).
 - If a student has any concerns regarding interactions with their academic advisor, they should contact the Program Director.
 - A list of academic advisors is provided, in writing, during the first week of didactic classes at the latest (students may be emailed by their advisors before the start of the first semester to introduce themselves).
- Students are encouraged to be in contact with their advisor throughout their education at the PA Program with any concerns.
- Students are required to meet with their academic advisor at a minimum of every 5 weeks, or 3 times per 15-week semester, every semester.
 - These meetings will be scheduled by the advisor or a designee, and are mandatory.
- Students are also required to meet with their advisor (as per the guidelines below) after failing an exam or scoring between 80-84% on an exam to determine the need for academic support.
- After every semester, any student scoring less than 85% in a course is required to meet with their advisor to determine the need for academic support.

Early Identification of “At-Risk” Students

- *Definition of “At-Risk”*: Students with a pattern of poor academic or professional performance (See Professionalism Section in the PA Program Student Handbook) could be considered “at risk” for dismissal from the PA program.
- Students are considered at “academic risk” in the following circumstances and must meet with their academic advisor to develop a remediation plan:

Didactic

- Any 2 Individual Course Exams in the same course 80-84%.
- Fails any individual exam (77% or less) in a course.
- 3 or more individual exams are failed in the same semester.
- 2 Essential Principles of Medicine I or II (individually) modules are failed and remediated (a maximum of 2 module remediations are allowed per Essential Principles of Medicine course).
- Failure to remediate an Essential Principles of Medicine module.
- Course grade less than 85%.
- 1 or 2 Courses are failed and successfully remediated.
-

Clinical

- Any 2 End-of-Rotation (EOR) exam scores 80-84%.
- 2 or more EOR exam failures.
- Preceptor evaluation 80-85%.
- Concerns on the mid-rotation feedback from preceptor(s).
- 1 or more courses (SCPE) remediation is failed and remediation failed.
- Course (SCPE) Grade less than 85%.
- 1 or 2 (SCPE) Courses are failed and remediated.
-

Summative Evaluation

- If a student fails the medical knowledge exam component.
- If a student fails a technical skills exam component.
- If a student fails the summative (Objective Structured Clinical Examination) OSCE.
- If a student fails the written research essay component.

- *Policy During Didactic Year*
 - Throughout each course and after each course is completed, the course directors and the Director of Didactic Education (or a designated faculty member) will review every student's performance and progression.
 - If any of the following are noted, the student's academic advisor and the Program Director will be notified by the Director of Didactic Education, and the student **must** have a meeting with their advisor, the appropriate course director, or the Director of Didactic Education (student will be notified whom to meet with) to discuss their performance:
 - Any missing or unsatisfactory coursework or assignments.
 - Any examination grades of 81% or below.
 - Any failed examinations.
 - Overall course average of 82% or below.
 - After all components of the course are completed and evaluated, if the final course average is 82% or less, the student will be required to meet with their advisor, the course director, or the Director of Didactic Education to discuss their performance and recommend any additional resources that are needed at this time.
 - If the course average is below 78%, the student will have failed to pass that course.
 - After all components of the course are completed and evaluated, if the final course average is 77% or less, the student will be required to meet with their advisor, the course director, or the Director of Didactic Education to discuss their performance and develop a plan for remediation and re-assessment.
 - For the Essential Principles of Medicine I and II courses (PA508 and PA514), students must also successfully pass **each module** with a minimum of 78% (C+) to successfully pass the course.
 - if a completed module's final grade is 77% or less, the student will be required to meet with their advisor, the course director, or the Director of Didactic Education to discuss their performance and develop a plan for remediation and re-assessment of that module.

- No course or module remediation may be attempted more than once (meaning that if a remediation and re-assessment attempt is not successful, the failure is upheld).
 - Details regarding grading and successful course completion are located in the syllabus of each course.
 - Details regarding remediation are located in the syllabus for each course and the “PA Program Completion, Progress, Remediation, Deceleration, Withdrawal, and Dismissal” Policy Document.
- *Policy During Clinical Year*
 1. At the completion of each rotation, the Director of Clinical Education or a designated faculty member will review the preceptor’s evaluation of student performance within 30 days of the completion of the rotation, or as soon as the evaluation is completed, whichever occurs first.
 - a. If any of the following are noted, the student’s academic advisor will be notified, and the student must have a meeting with their advisor or the Director of Clinical Education to discuss the evaluation and the rotation:
 - i. Any “Below Average” or “Unsatisfactory” entries
 - ii. 2 or more “Average” entries
 - iii. Concerning comments
 - iv. Evaluation Average of 85% or less
 - b. The Director of Clinical Education will review the End-of-Rotation Examination Grade within 2-3 business days of completion.
 - i. If the End-of-Rotation Examination is below 78%, the student will have failed to pass that component of the rotation, and as per the Clinical Year Guidelines and syllabus, will be required to review their performance report of the initial exam, then take and pass a remediation examination.
 - ii. If the End-of-Rotation Examination is 78-82%, the student’s academic advisor will be notified, and the student will be required to meet with their advisor to discuss their performance and recommend any additional resources that are needed at this time.
 2. After all components of each rotation are completed and evaluated, if the final course average is 82% or less, the student will be required to meet with their advisor or the Director of Clinical Education to discuss their performance and recommend any additional resources

that are needed at this time. The Program Director will be notified by the Director of Clinical Education.

- Students are referred to the Committee for Professionalism and Progression and are subject to dismissal from the program or possible deceleration for the following reasons:
 - 3 Didactic Course failures (no remediation allowed after 3rd failure, in the setting of having previously successfully remediated 2 failed didactic courses).
 - 3 Clinical Course (SCPE) failures (no remediation allowed after 3rd failure, in the setting of having previously successfully remediated 2 failed clinical courses).
 - 3 EOR Exam Failures (no remediation allowed after 3rd failure, in the setting of having successfully remediated 2 failed EOR examinations).
 - 3 Essential Principles of Medicine Module Failures (no remediation allowed after 3rd failure, in the setting of having successfully remediated 2 failed modules).
 - Failed remediation of any of the Summative Evaluation components (no remediation allowed after the 2nd failure of any component, meaning that only one remediation attempt is allowed for any component, but all components are remediable one time).

Policy for Student Employment While Enrolled in the PA Program

- Physician Assistant Students are **not** required to work for the PA Program.
- Physician Assistant Students will **not** be utilized as instructional, clinical, or administrative staff.
- Students are strongly encouraged not to attempt to work while attending the PA Program. If a student intends to be employed while enrolled in the PA Program, this will require approval by the PA Program Director and college leadership.
 - Students must notify the PA Program and Plaza College Leadership:
 - Before matriculation, if working and intending to continue.
 - Immediately if employment is intended.
 - **No** special accommodation or schedule adjustments will be made to accommodate employment.

Physician Assistant Studies Program Student Record Keeping

Standard Operating Procedure (SOP)

1. Purpose

- To establish a standardized policy and procedure for maintaining Plaza College Physician Assistant Program (PA Program) student records and data.

2. Scope

- This procedure applies to the records of all students who matriculate or have matriculated into the PA Program.

3. Responsibilities

- PA Program Administrative staff: Maintain PA Program student files for a minimum of 7 years after student completion of the program or leaving the program.
- Plaza College Office of the Registrar: Maintain student academic transcripts indefinitely.

4. Definitions

- Applicant: An individual who has submitted a complete application for admission.
- Matriculated student: An individual who is officially accepted into the PA Program and has started working towards the MS in Physician Assistant Studies degree at Plaza College.
- Student Record: Formal or official documentation of student activities and evaluations while a matriculated student in the PA Program, including the admission application, academic records, advising records, remediation plans, counseling, documentation of interactions and meetings with any faculty or the program administrators, copies of formal email or mail correspondence with the student, grade records, student information, any decisions made by committee or individual administration or faculty members pertaining to the student, and formal and informal transcripts.

5. Procedures

- Record Keeping
 - The PA Program will maintain records of all accepted and matriculated students' records as per the above definition for a minimum of 7 years:

- All student record files are stored in physical form (and components duplicated in electronic storage by the Plaza College Admissions, Registrar, Bursar, and Student Services Departments as per their policies) in the PA Program offices in secured, locked file cabinets accessible to the PA Program administrative staff and faculty.
 - All Active (currently enrolled and progressing towards degree completion) students' files are maintained in both a physical file and an electronic file with secure, protected access (and access granted to faculty to review files as needed).
 - All physical student files are maintained for a minimum of 1 year after the student leaves the program (graduates, withdraws or is dismissed). After a minimum of 1 year, records will be maintained securely electronically, and physical files may be destroyed (ensuring confidentiality and security).
 - Application materials of non-matriculated students will not be maintained.
- The PA Program will ensure the confidentiality and security of student records at all times.
- Review and Improvement
 - The PA Program Executive and Operations Committee will review this SOP and policy not less frequently than annually.
 - PA Program will update this SOP as needed to reflect changes in policy or procedure.

Student Grievance and Mistreatment Procedures

General Grievance Procedures

If at any point a student believes they have not been treated fairly, harassed, mistreated, or discriminated against, or that a mistake has been made as a condition of enrollment, they must first attempt to resolve the situation informally through discussion with the Program Director. If the student is not satisfied with the outcome of informal discussions, they are free to use the following formal procedure:

All grievances must be submitted in writing to the Provost within five business days of the occurrence. Within five business days, the Provost must notify all parties involved of the nature of the grievance and schedule an informal hearing. At the informal hearing with the Provost, the griever presents their case. Following the hearing, the Provost will render a decision and take appropriate action. If the grievance is not resolved at the informal hearing, a formal hearing before an ad hoc committee composed of faculty, students, and administrators will be held within ten business days. The committee shall make and retain a record of the hearing and notify all the parties of the decision within five business days. This decision must be reached by at least a two-thirds majority.

Confidential grievance reports may be made by using the anonymous form on the “Consumer Information” page of the college’s website.

Grade-Related Grievance Procedures

If a student believes that there is a credible basis to assert that an examination, written assignment, or grade awarded does not reflect the student’s objective course performance:

1. The student must first seek the guidance of the Course Director before filing an appeal in writing for a formal Grade Review.
 - a. This must be done *within 14 calendar days* of the posting of the grade.
2. If a discussion with the Course Director (or designee if unavailable) does not resolve the issue, the student must present the concerns *in writing* to the Program Director, for a request for a formal Grade Review or evaluation *no later than 21 calendar days* following the posting of the grade.
 - a. Grades may *not* be appealed after this 21-day deadline has passed.
3. The student should set forth the reasons for his or her request for review of the grade.

4. In consultation with the faculty involved, the Program Director, or his/her representative, has discretion to request documents and relevant information that would be needed to conduct a full and fair assessment of the evaluation or grade under review.
5. The Program Director shall determine a final resolution and communicate this to the student and to the appropriate Course Director within 14 calendar days of the request for course evaluation/grade review.
 - a. The decision of the Program Director shall be considered final and is not subject to further appeal.

Grievance Procedures for Possible Rehabilitation Act of 1973 or Title IX Violations

If a student's complaint stems from a possible violation of Section 504 of the Rehabilitation Act of 1973 or Title IX of the Education Amendments of 1972, please use the following procedure:

Plaza College has adopted an internal grievance procedure for the timely and equitable resolution of complaints alleging any action prohibited by U.S. Department of Justice, Office of Civil Rights regulations, implementing Section 504 of the Rehabilitation Act of 1973, and Title IX of the Education Amendments of 1972, as amended (29 U.S.C. 794), Section 504 states, in part, that "no otherwise qualified handicapped individual... shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance..." Title IX prohibits discrimination, exclusion, denial, limitation, or separation based on gender against students and employees of educational institutions.

Complaints should be addressed to:

Dean Kalli Koutsoutis
118-33 Queens Blvd
Forest Hills, NY 11375
(718) 779-1430

1. A complaint should be filed in writing, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations within ten business days after the complainant becomes aware of the alleged violation.
2. An investigation, as may be appropriate, shall follow a filing of a complaint. The investigation shall be conducted by the Provost. These rules outline informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
3. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Provost and a copy forwarded to the complainant no later than ten business days after its filing.
4. The Section 504 and Title IX coordinator shall maintain the files and records of Plaza College relating to the complaints filed.
5. The complainant can request a reconsideration of the case in instances where they are dissatisfied with the resolution. The request for reconsideration should be made within five business days to the president of the College.
6. The right of a person to a prompt and equitable resolution of the complaint filed thereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 or Title IX complaint with the responsible federal department or agency. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.
7. These rules shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards, and to assure that Plaza College complies with Section 504 and Title IX implementing regulations.

