A student reference guide containing University and Program Policies and Information.
Emergency Phone Numbers

Fire/Ambulance 911
Police 911
Campus Police/Safety 321-3550
Dean of Students 321-3536
Campus Ministry 321-3509
Director of Counseling 321-3527
Director of Student Activities 321-3529
Baptist Memorial Hospital Memphis 226-5000
Methodist Health Care 726-7000

Resident Hall Numbers
Director of Residence Life 321-4102
Avery Resident Director 321-3012
Capstone Resident Director 321-3326
Maurelian Resident Director 321-3592
Rozier Resident Director 321-3703
Stritch Resident Director 321-3012

Crisis Telephone Numbers (24-hour free assessment/assistance)
Community Behavioral Health 557-1004
Crisis Center (database of 3,000 referrals) 274-7477
Lakeside Crisis Care 377-4733
Rape Crisis (Memphis Sexual Assault Resource Center) 272-2020
St. Francis Behavioral Health Services 765-1400
Suicide and Crisis Intervention 274-7477 or 1-800-SUICIDE

Physician Assistant Program Faculty Numbers:
Mark J. Scott, PhD, PA-C, DFAAPA; Program Director 321-4126
Cherese Washington-Tooley, MD; Physician Assistant Studies Medical Director, 321-4128
Michael R. Ryan, PhD; Clinical Coordinator, 321-3272
Gary Tooley, PA-C, MSAHS; Assistant Professor; 321-4122
John Davis, PA-C; Assistant Professor; 321-4124
Tony Schnuerer, PA-C; Instructor of Physician Assistant Studies; 321-3253
Sonya Mills, Administrative Assistant; 321-3388
Tommi McGrew, Data Manager, 321-3868
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Preface

“Physician Assistants are academically and clinically prepared to provide health care services with the direction and responsible supervision of a doctor of medicine or osteopathy. The physician-PA team relationship is fundamental to the PA profession and enhances the delivery of high quality health care. Within the physician – PA relationship, PA’s make clinical decisions and provide a broad range of diagnostic; therapeutic, preventive, and health maintenance services. The clinical role of PA’s includes primary care and may include educational, research, and administrative activities.” An exert from the Accreditation Standards for Physician Assistant Education (3rd Edition)

This handbook is developed for students preparing to enter the Physician Assistant Program at Christian Brothers University in Memphis, Tennessee. The information contained herein augments the information available to matriculated students at Christian Brothers University and detailed in “The Compass”. Throughout this handbook reference will be made to “The Compass” which is available online at www.cbu.edu.
SECTION 1: INTRODUCTION

A. THE CHRISTIAN BROTHERS

The Congregation of the Brothers of the Christian Schools, commonly referred to in the United States as the Christian Brothers, was founded in 1681 by French priest John Baptist De LaSalle in Rheims, France. De LaSalle revolutionized the entire educational system of his time and began the system which we use today. He instituted several contemporary policies: grading students according to ability and achievement, simultaneously teaching many students and teaching in the students’ native language, rather than the traditional Latin.

The Brothers are engaged in all phases of education throughout the world. They can be found in more than eighty countries conducting elementary and high schools, colleges and universities, teacher education schools, orphanages, reform schools, military institutes and institutions dedicated to the development of professional and technical services, especially for the poor. The Christian Brothers are the largest group of non-cleric, male religious in the Catholic Church today, and number more than eight thousand worldwide. The Christian Brothers is a Roman Catholic religious congregation. They are laymen who do not aspire to become priests, but do take vows of poverty, chastity, obedience and service to the poor through education, and promise to live together in a community. F.S.C., the letters a Brother places after his name, are the abbreviation of three Latin words: FRATRES SCHOLARUM CHRISTIANARUM, which means “Brothers of the Christian Schools”. In many parts of the world, the Brothers are referred to as “The de LaSalle Brothers” after the name of the founder.

B. INTRODUCTION BY THE DIVISION OF STUDENT LIFE

Welcome to Christian Brothers University and to the LaSallian spirit expressed by the Brothers of the Christian Schools. That spirit is at the heart of our educational ministries and co-curricular programs. We hope this spirit can be in evidence throughout CBU and the other communities it touches. The special LaSallian association encourages active participation in this community of faith. As a member of this unique community, you have many rights, duties and responsibilities. Our primary concern is that each student be afforded the best possible environment wherein true Christian growth might be nurtured and brought to full fruition.

It is hoped that the information contained in this handbook will help to give you direction during your graduate educational experience. It is meant to assist you in understanding student rights and responsibilities in this faith community and to acquaint you with the numerous resources available.

This Handbook does not establish a contractual relationship between Christian Brothers University and its students or their families. This Handbook only serves to highlight the University’s general policies, practices, and procedures for your personal benefit and cannot be construed as a legal document of any kind. Any grievance procedure contained within this Handbook is strictly intended to provide all students with a framework for resolving grievances that may arise from time to time. However, such procedures are not intended to represent the precise formula to be followed in every dispute which may arise. Please read this book carefully and keep it available for handy reference. It is the University’s primary document outlining student responsibilities and rights. This document is not set in stone. Rather, it is the culmination of work by students, faculty and staff and is intended to be continually updated as the needs, desires, and circumstances of members of the CBU community change with time. Your suggestions for improving this document are welcomed. However, the University reserves the right to modify, add to, delete from, or otherwise change this handbook at any time.
C. INTRODUCTION BY THE STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) also welcomes you to Christian Brothers University. This Handbook represents a balance between the needs of the student body and the needs of administration. It is a working document intended to provide basic guidelines for the behavior of both students and administration. As our University environment changes, this document will be revised to reflect those changes. Students have played a substantial role in the on-going review of the materials contained in the Handbook. If you see the need to change a part of this handbook, do not hesitate to contact the SGA or the Vice President of Academics.

D. INTRODUCTION BY THE PHYSICIAN ASSISTANT PROGRAM FACULTY

The Faculty of the Christian Brothers University Physician Assistant Program welcomes you. As you embark upon an education that will prepare you for a career as a Physician Assistant recognize that you will be asked to devote the next seven semesters to intense study. This will be the beginning of a lifelong commitment to learning. Your acceptance to the program exemplifies that you have exhibited a background of both academic and clinical skills upon which you will learn and develop abilities necessary to succeed in a profession that provides high quality health care with an emphasis in primary and preventive medical care. This program will foster an appreciation for the various disciplines in medicine including the role of research and the challenges of meeting the needs of an ever-changing health care environment. The faculty are committed to your success and will assist you in your studies so that you become an advocate and leader of the Physician Assistant profession.

SECTION 2: MISSION STATEMENT AND INSTITUTIONAL GOALS

VISION
Christian Brothers University seeks to be the finest Catholic university in the South whose graduates will be distinguished by professional excellence, leadership and ethical character.

MISSION
Christian Brothers University is a private, Catholic, comprehensive university committed to preparing students of all faiths and backgrounds to excel in their professional and public lives by providing challenging educational opportunities in the arts, business, engineering, health care, the sciences, and teacher education.

CATHOLIC IDENTITY
We are a Catholic university in the Lasallian tradition giving individual attention so each student matures intellectually, morally, and spiritually. We provide an inter-faith educational experience grounded in the highest ideals of private and personal that form a foundation for ethical living. Recognizing our common humanity, we encourage students of all faiths to practice and grow in their faith tradition by providing both Catholic and ecumenical religion courses and campus ministry programs. Our desire is to inspire each person in the Christian Brothers University community to a life of service to God, their communities, and the world.

CORE VALUES
1. Faith: Our belief in God permeates every facet of the university’s life.
2. Service: We reach out to serve one another and those beyond our campus.
3. Community: We work to build better communities and a better society.
LASALLIAN EDUCATIONAL PRINCIPLES
• A Christian Perspective
  - Respect for each individual as a unique person
• A spirit of community
  - An excellent education
• A life of service
  - A quest for justice and peace

UNIVERSITY ACCREDITATION
Christian Brothers University is accredited by the Commission of Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, specialist, and master degrees. Contact the Commission of Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404)679-4500 for questions about the accreditation of Christian Brothers University.

PHYSICIAN ASSISTANT PROGRAM ACCREDITATION
The Physician Assistant Program at Christian Brothers University has been granted provisional accreditation by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) following the September 2011 meeting.

The ARC-PA grants provisional accreditation to new Physician Assistant programs which have demonstrated preparedness to initiate a program in accordance with the Standards. “Follow-up provisional visits are conducted to programs that have successfully achieved provisional accreditation. Follow-up visits must occur no sooner than four months after students have entered the clinical phase of the program and no later than six months after graduation of the first class, and the ARC-PA retains the right to require an earlier follow-up provisional visit.” Students entering during the provisional accreditation period are permitted to sit for the Physician Assistant Certifying Examination (PANCE). Information regarding the process can be found on the ARC-PA’s website at www.arc-pa.org. Accreditation standards are available at http://www.arc-pa.org/documents/3rdeditionwithPDchangesandregionals4.24.08a.pdf. 12000 Findley Road, Suite 150, Johns Creek, GA 30097, (770)476-1224.

ACCREDITATION GRIEVANCES
Student complaints related to the accreditation standards and procedures should submit written concerns to the Christian Brothers University Physician Assistant Program Director who will forward the complaint to the Academic Vice President.

NON-DISCRIMINATION POLICY
All policies for admission and education, scholarship and loan programs, athletics, or other University-administered programs adhere to the policy herein stated. Christian Brothers University admits students of any race, age, color, religion, sex, national and ethnic origin to all the programs and activities of the University with the rights and privileges generally accorded to students. It does not discriminate on the basis of race, age, color, religion, sex, handicap, national or ethnic origin.

Policy for students with disabilities: It is the policy of Christian Brothers University to comply with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990 in providing reasonable accommodations to qualified students with disabilities. A qualified student with disabilities is defined as a person who meets the academic and non-academic admission criteria essential to participate in the program in question and who, with or without reasonable accommodation, can perform the essential functions of the program or course requirements. Students who meet these conditions should contact the Dean of Students in the Office of Student Life.
STRATEGIC GOALS OF THE UNIVERSITY

1. The University will be recognized as one of the top five Catholic and faith-based institutions in the South in the areas of liberal arts, business, engineering, education and the sciences.
2. The University will have the reputation for providing challenging and supportive education programs focused on student success. Accordingly, we will become a leader in the south in student retention, graduation, and employment (including graduate and professional schools) upon graduation.
3. The University campus at Parkway and Central will be recognized as a gracious and welcoming metropolitan campus environment that enhances the aesthetics of the local community.

*Additional strategic goals of CBU available on-line at www.cbu.edu in “The Compass”.

MISSION OF PHYSICIAN ASSISTANT PROGRAM
To meet the needs of those suffering from a lack of quality primary care services by training healthcare providers who deliver excellent and compassionate care using current evidence-based medical information and knowledge. Our diverse graduates will become life-long learners collaborating with physicians and other healthcare workers in their communities to advance the profession of the Physician Assistant.

STRATEGIC GOALS SPECIFIC TO THE PHYSICIAN ASSISTANT PROGRAM

1. The program shall seek to recruit, educate and mentor a diverse group of students to become Physician Assistants providing quality health care.
2. The program shall provide an education inclusive of the fundamentals in academic and clinical experience necessary to prepare the student to function as a nationally certified PA.
   a. Instill within the students a foundation of academic excellence though the development of critical thinking skills.
      i. Provide basic foundation of skills in scholarly inquiry, medical or other literature analysis, medical writing, and professional presentation.
   b. Students will be educated in an evidence-based medical model in fundamentals of biomedical, basic sciences, clinical medicine, health policy, and the application of medical technology in a cost-effective and efficient manner.
   c. Students shall be educated in technical skills utilizing state-of-the-art resources available within the institution, as well as, regionally in world-class medical facilities.
3. The program shall seek to make the student aware of cultural differences and cultural norms that affect access to and utilization of health care.
   a. Students will be fostered in the role of professionalism, ethical and other attributes required to establish and maintain appropriate and collaborative relationships with patients, families, colleagues, and the community at large.
      i. The program shall seek, through the incorporation of it’s faculty, students, and graduates into the community, to advance regional awareness of the role of Physician Assistants and their positive impact on health care delivery and policy.
   b. Students will be provided with the opportunity to care for diverse patients, families and populations in outpatient and inpatient settings.
      i. The program shall seek to increase access to those individuals who live in areas of poverty and lack compassionate and quality primary care Physician Assistant service.
4. Students within the program shall be instructed in health maintenance and preventive care measures and the effect of each in maintaining and controlling health care costs.
5. Graduates of the program shall recognize the multifaceted role they represent in society; that being of health-care provider, patient advocate, professional role model, and agents of change.
TECHNICAL STANDARDS FOR ADMISSION AND RETENTION TO THE PHYSICIAN ASSISTANT PROGRAM

The Christian Brothers University Physician Assistant Program (hereafter referred to as the Program) seeks candidates who will be able to serve the needs of the community by becoming skilled and effective Physician Assistants. Matriculated students in the Program must demonstrate the academic ability and technical skills necessary to acquire the knowledge and abilities of a Physician Assistant in a broad variety of clinical situations and to render a wide spectrum of patient care.

Candidates for admission must possess technical abilities in the following areas:

- Observation and visual integration: Candidates must be able to observe demonstrations, visual presentations, lectures, laboratory studies and microbiologic specimens, and experiments in the basic medical and clinical setting. In addition, they must be able to accurately observe a patient both close at hand and at a distance thereby necessitating the use of visual, olfactory, and tactile senses. Visual capabilities are necessary for proper evaluation and treatment integration including the assessment of symmetry, range of motion, and tissue texture changes.

- Communication: Candidates must exhibit the ability to speak, hear, and observe patients to gather pertinent data including perceived nonverbal communications and be able to describe their observations (including activity and function, mood, and posture).

- Motor and sensory: Applicants must have adequate gross and fine motor function and coordination to elicit information from patients via auscultation, palpation, and percussion, and to use appropriate diagnostic testing techniques and instrumentation to complete movements made to provide routine and emergent medical care. Examples include, but are not limited to the performance of cardiopulmonary resuscitation, advanced cardiac life support, administering intravenous medications, suturing of simple and complex wounds, treatment of respiratory distress or bleeding, and routine obstetric and gynecologic care, as well as assisting in surgery. Tactile skills, visual acuity, and motor skills must allow for the candidate to tolerate physically taxing workloads.

- Intellectual, conceptual, integrative and quantitative abilities: Successful applicants will have exhibited skills in problem solving, and critical thinking, measurement, calculation, comprehension of three dimensional relationships, and structural spatial relations consistent with medical practice. Candidates must be able to assimilate and learn large amounts of complex, technically detailed information and to synthesize and apply concepts arising from it to create diagnostic and therapeutic plans.

- Behavioral and social attributes: Candidates and matriculated students will need to exhibit an ongoing level of emotional health to allow them to optimally utilize intellectual, cognitive, and reasoning judgment required of medical professionals. Interpersonal skills including compassion, empathy, sensitivity, and the ability to quickly establish a rapport with others must be noted. Honesty and integrity must be exhibited in all facets of the candidates’ background and affiliation with the Program. Candidates must be able to accept constructive criticism and respond via appropriate behavior modification.

- General health: Strength, mobility, and endurance will be required in various facets of the program. Candidates must be able to tolerate physically demanding workloads, nontraditional work schedules, noisy environments, and long hours all the while maintaining composure, and emotional stability. Therefore, candidates must be of generally good health with sufficient total body strength, range of motion, and cardiovascular endurance to perform adequately the tasks instructed within and assessed in the Program.
Candidates if admitted to the Program will be required to certify in writing that they understand and meet the above standards. If a candidate does not feel they may be able to meet the technical standards they should contact the Dean of Students in the Office of Student Life. The Program will attempt, to the best of its ability, to develop mechanisms by which otherwise qualified candidates for admission can be accommodated; however, the integrity of the curriculum and the need to provide optimal patient care must be maintained in order to ensure that all parts of the Program Curriculum be delivered to all matriculated Program students. Students must meet these standards on an ongoing basis throughout the duration of the program to ensure that its graduates possess a certain level of cognitive and technical skill. Students must be capable of successfully completing the entire CBU PA Program curriculum upon which they will achieve a Master of Science degree in Physician Assistant Studies.

Requests for accommodations for PA students with disabilities: PA Students with disabilities requesting accommodation must:

1. Submit documentation of his/her disability to the Dean of Students in accordance with Section 504 of the ADA of 1990. The assessment must be administered by a trained and qualified professional who has had direct experience with evaluation and management of the reported disability. The documentation submitted must be current and show the current level of functioning. Documents must be submitted a minimum of thirty (30) days prior to matriculation. The documentation must include a clear and direct statement regarding the existence of the disability. (Terms such as “learning difficulty”, “appears”, “suggests”, or “probable” do NOT support a conclusive diagnosis.) The report may include specific recommendations for accommodations including the rationale. The Program and the University will make the final determination as to whether appropriate and reasonable accommodations are warranted and can be provided. This process shall be followed each semester for which the student wishes to request accommodation.

2. The Dean of Students will forward the information to the PA Admissions Committee and Program Director who will make a determination regarding the request.

Any grievance concerning the service or accommodation afforded the student with a disability, or related to Section 504 of the ADA, should be taken to the Dean of Students who will address the issue in accordance with the policies contained in “The Compass” available at www.cbu.edu.

ADMISSIONS CRITERIA

The admissions committee bases all decisions upon many factors including but not limited to the prospective student’s overall and science grade point averages (GPAs), the personal interview, personal and professional references, GRE score, knowledge of the profession, and the applicant’s written personal statements. Competition for entry into Physician Assistant Programs is very intense. Applicants should be aware that completion of all prerequisites does not guarantee an interview for or acceptance into the CBU PA Program. Candidates who are residents of the Metropolitan Memphis Area prior to application to the CBU PA Program will be granted additional points on their application score. Furthermore, candidates who are graduates of CBU will be granted additional points to their application score. Applicants are awarded points on their application for significant clinical patient care experience. All candidates will be required to meet the basic admission requirements enlisted below:

Individuals considering application to the CBU PA Program must meet and submit documentation of the following requirements by July 31, 2013 for the class beginning January 2014.

1. Baccalaureate degree earned prior to matriculation from a regionally accredited university or college. Official transcripts and other application materials must be submitted to:
   Physician Assistant Program
   Christian Brothers University
   650 East Parkway South
2. Transcripts certifying prerequisite coursework must be submitted directly to the Physician Assistant Program at Christian Brothers University.
   a. Prerequisite courses from an accredited university or college should include the following:
      • Anatomy with lab (four semester hours)
      • Physiology with lab (four semester hours, or combined Anatomy/Physiology with lab eight semester hours)
      • General Chemistry with lab (eight semester hours)
      • General Biology with lab (eight semester hours)
      • Organic Chemistry with lab or Biochemistry with lab (eight semester hours)
      • Microbiology with lab (four semester hours)
      • General Psychology (three semester hours)
      • English Composition (six semester hours)
      • Mathematics/college algebra or higher (three semester hours)
      • Medical Terminology (complete course)
   b. A grade of “C” or better is required for each of the above.
   c. Individuals who have completed pre-requisite courses five or more years prior to application may want to review updated basic science materials prior to entry into the program due to rapid evolution of the basic sciences and to prepare them for the rigors of the program.
   d. Additional coursework that will augment the strength of the application include:
      • Statistics or Biostatistics
      • Advanced or Abnormal Psychology
      • Cell Biology or Histology
      • Embryology
      • Epidemiology or Pathogenic Bacteriology
      • Genetics
      • Human Sexuality
      • Physics
      • Technical Writing
      • Advanced Chemistry and Quantitative Analysis
3. Applicants must have attained an overall and science grade point average of at least 2.5 on a 4.0 grade point scale.
4. Three letters of reference must be submitted. References should include at least one letter from a physician assistant, medical doctor or doctor of osteopathy or other health-care professional; a letter from the applicant’s pre-professional advisor, science professor or current or former employer.
5. Applicants must take the general test component of the Graduate Record Examination (GRE) within five years of the application date and have scores reported to Christian Brothers University. Information about the GRE can be found at www.gre.org.
6. An applicant whose native language is not English must submit scores from the combined TOEFL and TSE examination unless the applicant is a graduate of a U.S. college or university. The minimum required score for the Internet Based Testing (IBT) is 79 and a minimum score of 26 is required for the speaking component. If coursework being submitted for consideration has been completed outside of the United States applicants must FIRST submit their transcripts for evaluation. A course-by-course evaluation is required and all coursework must be designated as undergraduate, graduate, or professional. www.wes.org or phone (212)966-6311
7. Applicants who demonstrate significant clinical patient care experience within a health care setting may be awarded additional points on their application depending on the nature and scope of the experience. Documentation must be submitted.
8. Selected qualified applicants will be invited to interview with the PA Program on campus. NOTE: The invitation to interview does NOT guarantee acceptance into the Program.
No student will be given advanced standing in either the didactic or clinical courses in the program regardless of academic or health care experiences. Advanced standing is defined as substituting a PA Program course for a course previously taken at another learning institution or course taken in another medical field.

**ACADEMIC STANDARDS, GRADING, AND STUDENT PROGRESS**

While enrolled in the Program students will be evaluated on their academic and clinical performance as well as on professionalism. This means that students will be evaluated on interpersonal skills, reliability, appearance, integrity and conduct along with the requirements of the assigned coursework. Attendance in all classroom and clinical activities is required. All students will be encouraged to excel academically. Students will be expected to achieve scores of at least 70% on all materials. Students with scores less than 70% are required to meet with the principal instructor of the course and discuss content materials. Remediation of individual tests or assignments is at the discretion of the individual instructor. Students failing to achieve a cumulative GPA of 3.0, completion of a course with a grade less than passing, or being noted to have a deficiency in interpersonal skills will be subject to the actions of the Student Progress Committee.

It shall be the purpose of the Student Progress Committee to notify the Program Director of any student failing to achieve the standards of the program and make recommendations as to remediation or disciplinary action. The Program Director shall then notify the student in writing of the specific deficiency(s) and make a determination as to remediation, probation, suspension or termination from the program. If a student has two consecutive semesters that are brought to the attention of the Student Progress Committee they will be terminated from the program unless extreme mitigating circumstances are documented. In this situation the Committee and the Program Director would need to vote unanimously to approve to over-ride the termination and make suitable remedial recommendations for the student. In all other situations any actions taken by the Student Progress Committee shall be on a majority vote. Actions taken by the Student Progress Committee will become part of the student’s PA Program file.

The goal of the PA program shall be to recruit and matriculate individuals with strong academic and clinical backgrounds that would prepare them for the intensity of the course study. While the ultimate goal would be to successfully graduate all matriculated students, it is reasonable to expect some attrition due to personal, financial, or performance issues. The Program seeks to limit the attrition rate to 10% or less and furthermore seeks to prepare its graduates for successful passage on first attempt of the Physician Assistant National Certification Examination (PANCE). It is the goal of the program to have first attempt PANCE successful completion at 95% or greater. The program shall monitor both the attrition rates and PANCE scores as a means of continuous program improvement and adjust its curriculum accordingly to facilitate meeting or exceeding the stated goals.

**Student Progress Committee**

The Student Progress Committee will review each student’s scholastic achievement record and clinical learning progress at the end of each semester. The academic and clinical standards that must be met by each student are outlined in Section 5: Academic Policies and Procedures, Section F (Competencies for the Physician Assistant Profession.)

The process for this committee includes a review by each Course Director or Clinical Preceptor; a review by the Faculty Advisor; a review by the Academic or Clinical Coordinator (dependent upon the phase of study), and finally by the Program Director. The findings of these reviews are then presented to the Committee by the Academic or Clinical Coordinator.

Depending on the nature of the academic, clinical, and/or professional deficiency, the Committee will determine the status of the student's academic/clinical learning standing, which may include: warning, probation, remediation or dismissal from the program.

Categories of Academic/Clinical Learning Standing are:
1. **Good Standing:** Status of a student who has met course requirements in a satisfactory manner and has demonstrated good professional behavior.

2. **Warning:** Status of a student whose performance in an academic course or clinical rotation places him/her in jeopardy of falling below the minimum stated standards, or who has exhibited questionable professional behavior.
   a. A student who receives a grade of less than 70% on any quiz, exam, or other individual assessment tool in a course or clinical rotation will receive a warning and must meet with the Course Director or Clinical Preceptor for Academic Deficiency Counseling. A student may also receive a warning for questionable professional behavior.
   b. *Academic Deficiency Counseling.* The Course Director or Clinical Preceptor and student will review the material with the student. The Course Director or Clinical Preceptor will ensure that the student understands the material and will make recommendations to the student for satisfactory performance on future exams/assessments. Documentation of any counseling will be made and submitted to the student, Academic or Clinical Director (dependent upon phase of training), Program Director, and placed into the permanent record of the student.

3. **Probation:** Status of a student whose performance in an academic course or clinical rotation has fallen below the minimum stated standards, or has exhibited unacceptable professional behavior. Students will be placed on Probation if: (1) their cumulative GPA falls below a 3.0 on a 4.0 scale during any semester, (2) they fail any didactic course, (3) they fail any clinical rotation, or (4) they fail to exhibit appropriate professional behavior.
   a. *Remediation of Cumulative GPA below 3.0.* A student with a cumulative GPA below 3.0 in any semester will receive notification from the Student Progress Committee that he/she is on Probation. If the student fails to raise the cumulative GPA to a minimum of 3.0 by the end of the next semester, he/she will be dismissed from the Physician Assistant program. Students must have a minimum of a 3.0 cumulative GPA and have exhibited a satisfactory level of medical knowledge on a cumulative assessment in order to progress from the didactic phase to the clinical learning phase, and to qualify for graduation.
   b. *Remediation of Didactic Course or Clinical Rotation Failure.* A student who fails a didactic course or clinical rotation must first meet with his/her Course Director or Clinical Preceptor to define a plan for remediation. The remediation plan will be presented to the student's faculty advisor, to the Program, Academic or Clinical Director (dependent upon phase of training), and to the Student Progress Committee. The student, the Course Director or Clinical Preceptor, the Program Academic or Clinical Director, and the Program Director must sign the remediation plan. If the student fails to fulfill or achieve the minimum outcomes described in his/her remediation plan, he/she is liable for dismissal from the Physician Assistant Program. The maximum grade a student can receive upon remediation is a "C". It is at the discretion of every Course Director and Clinical Preceptor whether or not a student can remediate a failing grade in a didactic course or clinical rotation. A student who fails a didactic course or clinical rotation that is not remediated is liable for dismissal from the Physician Assistant program.
   c. *Remediation of Professional Behavior.* A student who fails to exhibit appropriate professional behavior must meet with the Student Progress Committee to define a plan for remediation. The student and the Program Director must sign the remediation plan. If the student fails to fulfill or achieve the minimum outcomes described in his/her remediation plan, he/she is liable for dismissal from the Physician Assistant Program.

4. **Dismissal:** Action, resulting in dismissal from the Physician Assistant Program or Christian Brothers University due to failure to adhere to academic, clinical, and/or professional standards. Dismissal will occur after review of the student's academic, clinical and/or professional
deficiency by the Program Director, by the PA faculty, and following approval by the Academic Vice President of Christian Brothers University. Students may be dismissed for failure to comply with academic, clinical, or professional standards. Students dismissed as a result of academic performance will not be allowed to re-apply to the program.

Specific causes of dismissal include:

a. Failure to achieve the plans and outcomes listed in a remediation worksheet.
b. Professional conduct which violates the performance standards set forth in the Physician Assistant Student Handbook, the Christian Brothers University Student Handbook (the Compass), state or federal law, or for moral turpitude, unprofessional behavior, criminal activity, or other reasons as defined by the college.

CBU reserves the right to dismiss at any time a student who, in its judgment, is undesirable and whose continued enrollment is detrimental to him/herself or his/her fellow students or whose presence is disruptive to the learning environment or the orderly operation of the college.

Grading
The Academic Coordinator and Clinical Coordinator (in concert with the Clinical Preceptors) will determine the means by which the final grade will be computed, which may include exam scores, oral presentations, written assignments, laboratory exercises, practical examinations, class participation, clinical participation, clinical performance, and other means of evaluation. Except in the case of an error on the part of faculty, preceptors, or administration, no grade change requests will be honored unless submitted within seven days receipt of final grade. All didactic courses and clinical rotations will be graded with a letter grade of A, B, C, I, or F. All courses and clinical rotations will be assigned appropriate credit hours. One credit hour is equal to approximately 12 hours of lecture, small group conference, and required practice session (laboratory session credit hours are determined separately).

Course Directors determine grade adjustments for the purpose of standardization with the A-F scale. Where objective testing is used, scores and grades will be correlated as follows:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Q.P.</th>
<th>Percentage Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>100-90%</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>89-80%</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>79-70%</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>69-60%</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>59-0%</td>
</tr>
</tbody>
</table>

Students enrolled in the Christian Brothers University Physician Assistant Program must successfully complete all didactic courses with a cumulative GPA of 3.0 and successfully complete the Summative Evaluation/NCCPA Board Review in order to proceed to the clinical learning phase of the program. In addition, in order to graduate and be awarded a Master of Science in Physician Assistant Studies (MSPA), students must have a cumulative minimum GPA of 3.0 at the end of the clinical learning phase. Successful completion of the program is defined as having a cumulative GPA of 3.0 or better on a 4.0 scale for the entire program.
Attendance and Testing
The PA curriculum requires students to master a large amount of information and skills in a very short period of time. Excused absences must be obtained from the Course Director or his/her designee. The Physician Assistant program utilizes the following attendance and testing policies:

Attendance:
1. Attendance for all scheduled lectures, laboratory sessions, and student meetings is mandatory for all didactic students.
2. PA Seminar Days are mandatory for all clinical learning students.
3. Didactic courses and PA Seminar Days may utilize an attendance and grade reduction policy that may result in a failing course grade (F) for unexcused absences. Course Directors will outline and discuss their attendance and grade reduction policies in their course syllabi.
4. Absence will typically be defined as being 15 or more minutes late for a scheduled class or laboratory session, considered an unexcused absence, and may impact the grade received by the student in the course. Extenuating circumstances may be discussed with the course instructor but must be agreed upon prior to the next scheduled examination.

Testing:
1. Instructors may offer “make up exams” within a reasonable period of time in the event of an “Excused Absence” with the permission of the Course Director.
2. Make-up exams will not be given in the case of an “Unexcused Absence.”
3. Students who are late for a scheduled exam will not be allowed additional time to complete the exam and will not be allowed to enter the classroom and initiate the exam if another student has already completed the exam and left the room.

SECTION 3: STUDENT GOVERNMENT ASSOCIATION

The University fully endorses the concept that SGA has the responsibility of expressing, interpreting and presenting student opinion and concerns to the Faculty and Administration. Its’ mission is to promote the intellectual, social, spiritual, emotional and career interests of individual students, the collective student body, as well as the University community as a whole. Additional information related to SGA is available online at www.cbu.edu or via the Student Government Association phone number: 321-3535

Funding:
The Student Government Association is funded through the Student Activity Fee. Monies received by the SGA are used for the operation and maintenance of the Student Government Office, for activities sponsored by the SGA and member organizations, for cultural and entertainment activities, and for other expenditures the Association deems appropriate. The rules and regulations governing the distribution of money to clubs and organizations can be found in Section 4 of the SGA Constitution.

SECTION 4: ORGANIZATIONS Details for each of the following subsections are available in Section 4 of “The Compass”. Readers are directed to www.cbu.edu for information on each. Only those that may have direct impact on MSPAS students are included in this handbook.

A. STUDENT CLUBS AND ORGANIZATIONS
B. PHYSICIAN ASSISTANT PROFESSIONAL ORGANIZATIONS
C. UNIVERSITY ORGANIZATIONS
D. POLICIES GOVERNING STUDENT ORGANIZATIONS
E. RELIGIOUS ORGANIZATIONS
F. PROCEDURE FOR BECOMING A RECOGNIZED STUDENT ORGANIZATION
G. GREEK LIFE
H. DISCIPLINARY ACTIONS AGAINST A STUDENT ORGANIZATION
I. CONDITIONS FOR WITHDRAWAL OF REGISTRATION OF STUDENT CLUBS

A. STUDENT CLUBS AND ORGANIZATIONS
Participation in various clubs, organizations and activities can be of great educational and recreational value. Students are encouraged to become actively involved in one or more organizations during the course of their education at the University. Student organizations are classified into three categories:

1. University - This classification of registered student organizations consists of groups that serve as a function of the University, such as the Student Government Association.
2. Religious – This classification of registered student organizations consists of groups that serve the spiritual interest of students.
3. Student Clubs / Orgs – This classification is granted to all other student formed groups as result of an expressed need by a community of students at the University.

Organizations which may be registered to operate on campus include the following:
- Honor and leadership organizations and recognition societies
- Departmental organizations and professional fraternities and sororities
- Nationally affiliated social fraternities and sororities
- Special interest groups (political, religious, social, etc.)
- Service organizations

Registration of a student organization by Christian Brothers University shall neither constitute nor be construed as an endorsement by the institution of the purposes or objectives of the organization. However, all student organizations should be in keeping with the mission and goals of Christian Brothers University. A listing of University recognized organizations is posted in the CBU student handbook "The Compass" at www.cbu.edu.

B. PHYSICIAN ASSISTANT PROFESSIONAL ORGANIZATIONS
American Academy of Physician Assistants
The American Academy of Physician Assistants (The Academy) was founded in 1968 by the first graduates of the Duke University PA program. The stated vision of the Academy is for Physician Assistants to be worldwide leaders vital to providing and improving the medical care of all people. "The mission of the American Academy of Physician Assistants is to promote quality, cost-effective, accessible health care, and to promote the professional and personal development of physician assistants." It is the voice of the profession representing all specialties. Graduates of accredited physician assistant programs are eligible for fellow membership. Other categories of membership include but are not limited to those for students enrolled in PA education programs, physicians, and PA’s who are retired or no longer practicing. The Academy recognizes students that make up the Student Academy of the AAPA (SAAPA); as well as caucuses, special interest groups, and specialty organizations. The Academy maintains representation with the Department of Veterans Affairs, the various branches of the Armed Forces, the Public Health Service, and all states including the District of Columbia and Guam. Additional information related to the AAPA is available online at www.aapa.org. Information related to the SAAPA can be found at http://saapa.aapa.org/index.htm

Tennessee Academy of Physician Assistants
The Tennessee Academy of Physician Assistants (TAPA) is a constituent chapter of the AAPA that represents the interests of PA’s in Tennessee. TAPA’s mission is to promote quality, cost-effective and accessible healthcare, and to promote the professional and personal development of Physician Assistants. It offers continuing medical education conferences biannually and has active legislative representation at the national, state, and local levels. Students are eligible to become members of TAPA and participate on the Board of Directors as student representatives. Additional membership categories are similar to that of the
AAPA. TAPA offers scholarship awards to students on an annual basis as funds are available. Additional information may be obtained online at www.tnpa.com.

Physician Assistant Education Association
The Physician Assistant Education Association (PAEA) became an independent association in May of 2006 with a mission to pursue excellence, foster faculty development, advance the body of knowledge that defines quality education and patient-centered care, and promote diversity in all aspects of physician assistant education. PAEA has established means by which to accomplish its mission by encouraging and assisting programs to educate competent and compassionate physician assistants; enhancing programs’ capability to recruit, select, and retain well-qualified PA students; support programs in the recruitment, selection, development, and retention of well-qualified faculty; facilitate the pursuit and dissemination of research and scholarly work; and educate PA’s who will practice evidence-based, patient-centered medicine. It will serve as the definitive voice on matters related to entry-level PA education, nationally and internationally. PAEA will foster professionalism and innovation in health professions education, and promote inter-professional education and practice while forging linkages with other organizations to advance its mission. Additional information is available online at www.paeonline.org.

National Commission on Certification of the Physician Assistant (NCCPA)
The NCCPA was established in 1975 and is the only national certifying body for physician assistants. All states, the District of Columbia, and US Territories require NCCPA certification for initial licensure. The NCCPA assures that PA’s are meeting appropriate levels of knowledge and clinical skills for the profession. To be eligible for NCCPA certification individuals must graduate from an accredited PA program and pass the Physician Assistant National Certifying Examination (PANCE). The NCCPA also requires certified PA’s to obtain 100 hours of continuing education every two years as well as successfully complete the recertification examination (PANRE) every six years. A Pathway II examination has also been available for recertification with completion of additional continuing medical education credit. NCCPA is preparing to offer additional recognition for successful completion of a specialty examination. All PA’s must log continuing education credits with the NCCPA. Additional information is available at www.nccpa.net.

Tennessee Board of Medical Examiners’ Committee on Physician Assistants (COPA)
COPA is the regulatory authority for Physician Assistants in the State of Tennessee. The members of COPA are appointed by the governor and develop rules and regulations based upon the laws of the State of Tennessee related to Physician Assistant Practice. COPA is the licensing body for PA’s for the Tennessee Department of Health. All PA’s practicing in Tennessee must be licensed by the state and complete application and submission of fees to COPA. The charge given to COPA is to protect the health, safety and welfare of the people of the State of Tennessee. In accordance with this provision all complaints related to Physician Assistants are referred to the Committee for investigation, review, and action. COPA serves to levy fines or actions on licensure of PA’s found to be in violation of the statutes, rules, and regulations promulgated for PA practice in the state. Information related to obtaining state licensure within the state will be provided within the program and is also available online at www.health.state.tn.us/Boards/PA/.

C. UNIVERSITY ORGANIZATIONS
Christian Brothers University believes that the collegiate experience should be student-oriented. Therefore, the active participation of the student body in the governmental and judicial dimensions of the University
community is encouraged and fostered through independent student organizations and by student membership on many University committees. Students who are interested in serving should contact the organization’s chairperson. The Director of Student Activities or Student Government Office can direct students to the organization’s contact person. Physician Assistant students should discuss participation in organizations with Program Faculty due to the demands of study and possible time constraints. Listed below are important University committees to which students may belong. Details of each are available online at www.cbu.edu.

1. Judicial Board
2. Student Handbook Committee
3. Food Service Advisory Committee
4. Committees of the Board of Trustees
   a. ADVANCEMENT COMMITTEE
   b. EDUCATION COMMITTEE
   c. PLANT AND GROUNDS COMMITTEE
   d. RELIGIOUS AFFAIRS COMMITTEE
   e. STUDENT LIFE COMMITTEE
5. Strategic Planning Review Board
6. Who's Who Committee

D. PROCEDURES FOR BECOMING A RECOGNIZED STUDENT ORGANIZATION
A registered student organization at Christian Brothers University has many benefits. Student organizations, upon successful registration, have the privilege of using on-campus facilities, access to relevant literature, banking services, leadership opportunities, and funding assistance through student allocations. These organizations have access to the professional staff in the Student Life Office should the group need assistance in program planning, mentoring, conflict resolution, risk management and any other issues related to the student organization. A group interested in becoming a recognized organization must meet the following criteria:

1. Meet the criteria set forth in subsection E in this section.
2. Provide the following to the Director of Student Activities and the Student Government Association:
   a. a copy of the constitution and bylaws of the organization must clearly contain the following:
      - Name, purpose, proposed selection of officers, proposed nature and frequency of meeting and activities, and financial plans, including fees, dues, assessments, disbursements and disposal of assets in the event of dissolution.
      - The names of active members.
      - A current list of officers and their election dates
      - An active service project.
      - The name of the campus advisor.
3. Receive preliminary approval from the Office of Student Activities and/or the Student Government Association. Final approval will be given on behalf of the University by the Vice President of Academics or their designee.

E. RELIGIOUS ORGANIZATIONS
Christian Brothers University is a Catholic institution in the tradition of the Christian Brothers and as such is “a values-oriented, inter-faith educational community.” Serving as a LaSallian institution of higher education, we welcome persons from diverse religious faiths. As a Catholic university, there is a manner in which we seek God’s presence among us. There is a respect and honor shown for all religious traditions by the way of open dialogue. Through dialogue, we uphold the LaSallian tradition seeking God’s presence among us. Such openness and dialogue lead to an understanding of cultural diversity and fosters the goals of the PA Program to promote multicultural respect.
F. POLICIES GOVERNING STUDENT ORGANIZATIONS

Christian Brothers University encourages students to participate in worthwhile campus activities. The University experience is enriched by participation in social, spiritual, cultural, physical, educational and professional programs. To make approved activities as fulfilling as possible and to eliminate potential problems, the policies enlisted in “The Compass” as posted online at www.cbu.edu will apply to all activities sponsored by organizations approved by the Student Government Association and the University. Freedom from humiliation and danger of hazing is the right of every student on this campus. Any violation of this policy may subject individuals or the organization to disciplinary sanctions imposed by the University, PA Program Faculty, or Student Life Staff.

No organization may solicit funds from any outside person, business or organization without written approval from the Academic Vice President. Any fundraising activity shall be for the benefit of the organization as a whole or for charity. Funds shall not be distributed to the officers or members of an organization for personal profit or gain. Organizations may maintain financial accounts with a commercial banking institution provided:

a. The organization is registered with the SGA and the University.

b. The president and treasurer of the organization are bonded.

c. The commercial financial statements are open to inspection upon demand of the organization’s advisor, the SGA President and/or the Academic Vice President.

d. Each organization shall maintain a sound financial system related to the collection and disbursement of revenues in accordance with generally accepted accounting principles. An organization may be subject to audit by representatives of the SGA or the Academic Vice President at any time. Appropriate records shall be maintained for the purpose of the audit.

e. Each organization shall designate an officer to be responsible for the collection and disbursement of all funds and the maintenance of books and records.

Recognized organizations shall have access to University services, including audio-visual equipment, AV tech, and printing and mail services, subject to notification and availability of equipment. Fees may be charged for those services that result in a monetary expense. Organizations on probation cannot have access to AV equipment.

No student who is on academic probation or disciplinary suspension from the institution shall be eligible to become an officer, or to maintain the status of officer in an organization. Any student who is on disciplinary probation is subject to removal as an officer from any organization at the discretion of the Academic Vice President. It is the responsibility of the chief executive officer of each organization to consult with the Office of Student Activities to ensure that all candidates for office are eligible academically and in good standing with the University.

SECTION 5: ACADEMIC POLICIES AND PROCEDURES

A. ACADEMIC MISCONDUCT

B. CHEATING

C. PLAGIARISM

D. GRADE APPEAL POLICY

E. SATISFACTORY ACADEMIC PROGRESS FOR TITLE IV AID

F. STUDENT ROLE DELINIFICATION AND GRADUATE COMPETENCIES

G. PHYSICIAN ASSISTANT PROGRAM ACADEMIC SCHEDULE

H. PHYSICIAN ASSISTANT PROGRAM COURSE DESCRIPTIONS

I. DRESS CODE AND USE OF SOCIAL MEDIA

J. STUDENT EMPLOYMENT & ESTIMATED PROGRAM COSTS
A. ACADEMIC MISCONDUCT
Academic misconduct is a violation of the principles of integrity in the academic community and will not be tolerated at Christian Brothers University. Academic misconduct is any conduct which distracts from the teaching and learning process of faculty members and students. This includes, but is not limited to: cheating, plagiarism, inappropriate or abusive language, distracting or disorderly conduct, misuse of or damage to property, or conduct dangerous to others. Because a faculty member has the responsibility for proper classroom management, he or she can order the temporary removal or exclusion of any student from the classroom if the student behavior is judged inappropriate. Only the Academic Vice President can permanently expel a student guilty of academic misconduct.

The following procedures will be adhered to in cases of academic misconduct:
1. A faculty member may ask a disruptive student to leave the classroom and will notify the Office of Campus Safety and/or the Academic Affairs Office if the student refuses to obey the request.
2. A faculty member has the right to assign a failing grade for any class work during the period of temporary exclusion.
3. Prior to the next class meeting, the faculty member shall notify in writing, the student, the students advisor, the faculty members department head and the dean of the school about the incident and the resulting disciplinary action(s).
4. A student may appeal any disciplinary actions by following the grade appeal policy outlined later in this section.
5. Recurrence of academic misconduct may result in the permanent expulsion of the student from Christian Brothers University.
6. An instance of severe or grievous academic misconduct may result in permanent expulsion from the University by the Academic Vice President. Any appeal of expulsion shall be made to the President of the University, but his review is limited to ensuring that fundamental fairness guidelines have been met. If fundamental guidelines have not been met, the President can refer the case back to the Academic Vice President.

B. CHEATING
Cheating is serious and will not be tolerated. Any type of unauthorized help on any assignment, examination, or quiz constitutes cheating. There are various forms of cheating. They include but are not limited to: plagiarism (see below); enlisting the assistance of another person, including a paid service; modifying academic records and documents; obtaining exam or quiz questions or any other academic material without the permission of the instructor and before such questions are officially revealed; sharing such questions and academic material with other students; and attaining help, without the permission of the instructor, while taking an exam or quiz. A faculty member will take disciplinary action when cheating is discerned.

Disciplinary action may take the form of a warning or the assigning of a failing grade for the assignment, examination or entire course. The faculty member may recommend to the Academic Vice President that the student be expelled from class.

The following procedures will be followed in cases of cheating:
1. After cheating is discerned, the faculty member should immediately inform the student of the alleged charge. Cheating must be discerned, not merely suspected. If at all possible, evidence should be available.
2. The faculty member must, prior to the next class meeting, inform in writing the student, his/her advisor, the department chair of the faculty member, the Dean of the School and the Academic Vice President, of the charges against the student and any disciplinary action taken against him or her.
3. If the student, who has been accused of cheating, wishes to appeal his or her final grade for the semester, that person shall follow the grade appeal process set forth in “The Compass” available on line at www.cbu.edu.
4. Multiple infractions may result in permanent expulsion from the University by the Academic Vice President. Any appeal of expulsion shall be made to the President of the University, but the review
is limited to ensuring that fundamental fairness guidelines have been met. If fundamental fairness guidelines have not been met, the President can refer the case back to the Academic Vice President to insure that the guidelines are met.

C. PLAGIARISM
Plagiarism is serious and will not be tolerated. Plagiarism is using the work of others and offering it as his/her own. This includes the use of the ideas or writings of someone else without proper acknowledgment, submitting a paper written by another, or submitting an examination or assignment containing work copied from someone else. A faculty member will take disciplinary action when plagiarism is discerned. Disciplinary action may take the form of a warning or the assigning of a failing grade for the assignment, examination or entire course. The faculty member may recommend to the Academic Vice President that the student be expelled from class.

The following procedures will be followed in cases of plagiarism:

1. After plagiarism is discerned, the faculty member should immediately inform the student of the alleged charge. Plagiarism must be discerned, not merely suspected. If at all possible, evidence should be available.

2. The faculty member must, prior to the next class meeting, inform in writing the student, the student advisor, the department chair of the faculty member, the Dean of the School and the Academic Vice President, of the charges against the student and any disciplinary action taken against him or her.

3. If the student, who has been accused of plagiarism, wishes to appeal his or her final grade for the semester, that person shall follow the grade appeal process set forth in “The Compass” available on line at www.cbu.edu.

4. Multiple infractions may result in permanent expulsion from the University by the Academic Vice President. Any appeal of expulsion shall be made to the President of the University, but the review is limited to ensuring that fundamental fairness guidelines have been met. If fundamental fairness guidelines have not been met, the President can refer the case back to the Academic Vice President to insure that the guidelines are met.

D. GRADE APPEAL POLICY
Student Grievances other than Grade Appeals must go through the Dean of Students following the guidelines under the Student Code of Conduct in Section 8 of The Compass. Guidelines are also listed in The CBU Catalog.

E. SATISFACTORY ACADEMIC PROGRESS FOR TITLE IV AID
Federal regulations prescribe that in order for a student to continue receiving Title IV funds at Christian Brothers University, that student must maintain satisfactory progress. Title IV funds include Federal Pell Grant, Federal SEOG, Tennessee Student Assistance Awards, Federal Work-study, Federal Perkins, Federal Stafford and Federal Plus Loans and any other funds which are in any way funded by the federal government. Details are available through the Financial Aid Office as well as at www.cbu.edu.

F. STUDENT ROLE DELINIATION AND GRADUATE COMPETENCIES
The following represent the role delineation, graduate student learning outcomes and competencies of the CBU PA program. These have been developed in concert with the established core competencies for the physician assistant profession that have been developed and approved by the AAPA, NCCPA, PAEA AND ARC-PA. (Available at http://www.nccpa.net/PAC/Competencies_self-evaluation.asp. Accessed on May 17, 2011)

Our PA student learning outcomes are defined as the ongoing monitoring of the extent to which our students are developing the knowledge, skills, beliefs and attitudes that are appropriate for graduates of CBU’s PA Program. They contain the core competencies of the Physician Assistant profession focusing on medical
knowledge, interpersonal and communication skills, patient care, professionalism, practice-based learning and systems based practice.

Learning Outcomes, Competencies, and Performance Criteria for Our Graduates:

1. Using appropriate interpersonal skills, the Physician Assistant (PA) graduate will be able to elicit a detailed and accurate history, and perform a comprehensive physical examination under the direction and/or supervision of a licensed physician regardless of the patient’s age, sex or presenting health care problem.

Specifically, the PA graduate must demonstrate ability to:

- Communicate effectively as a health care professional and to
  - Interact with patients, families, and/or significant others in a manner which provides the desired psychosocial support by respecting individual ethnic, cultural, religious, and socioeconomic differences; recognize the patient’s unique reaction to his/her illness and disability; and to recognize the reactions of the patient’s family to illness and disability,
  - Engage the greatest possible degree of patient motivation, involvement and cooperation in treatment,
  - Communicate to the patient the importance of and need for treatment compliance,
  - Function effectively with other members of the health care team in a collegial manner providing appropriate patient care and appreciating the role of other health care team members in providing appropriate patient care,
  - Effectively communicate to the patient a need for a comprehensive and honest sexual, physical, chemical, and/or traumatic history.
- Elicit appropriate problem based and comprehensive history from patients regardless of age or gender with an attitude of respect and adherence to concepts of privileges and confidentiality.

Specifically, the PA graduate must demonstrate ability to:

- Obtain a clear, concise chief complaint and history of present illness using open-ended questions, empathetic responses, and clarification of verbal and nonverbal clues concerning patient illness or related concerns in the context of the patient’s life situation,
- Obtain a past history including childhood illnesses, adult medical and surgical problems, injuries, hospitalizations, medications, allergies, tests, hazards, safety issues, immunizations, travels, and psychiatric and social disorders,
- Obtain a psychosocial, residential, occupational, family, leisure, and environmental history,
- Obtain a review of systems and arrange findings into logical system groupings,
- Obtain a history of past medical treatment compliance.
- Perform a comprehensive and/or focused physical examination regardless of the patient’s age, gender, or health problem(s) based on historical information.

Specifically, the PA graduate must demonstrate ability to:

- Use appropriate medical instruments effectively for completing a physical examination,
- Explain the appropriate use of medical instruments for completing a physical examination,
- Select the appropriate system or systems to examine for the patient’s health concern,
• Utilize selected or indicated universal precaution procedures in conducting a physical examination.
• Identify order, perform, and interpret the appropriate diagnostic procedures or imaging studies.

Specifically, the PA graduate must demonstrate ability to:
• Apply accurate knowledge and skills required to extrapolate the appropriate studies or procedures to be performed from the historical data and physical exam findings,
• Identify the risks, expenses, and patient inconvenience as compared to the safety and benefit of various diagnostic studies,
• Apply accurate knowledge and skills related to the sensitivity, specificity, and predictive values from a multitude of diagnostic studies,
• Provide the patient and the family with informed consent of various imaging studies and procedures.

2. Using appropriate knowledge and skills, the PA graduate will be able to assess, monitor, and analyze the information database of the patient regardless of age, gender, or health problem(s).

Specifically, the PA graduate must demonstrate ability to:
• Integrate and synthesize data from patient history, the physical examination, and diagnostic procedures, as well as previous medical records and record the findings. The PA graduate must:
  • Accurately organize data from the medical history and physical examination,
  • Accurately record and present data in a logical sequence and format,
  • Select pertinent data from the medical history, physical examination, and diagnostic studies, and must:
  • Differentiate between normal and abnormal information contained in the database, including signs, symptoms, and diagnostic values.
• Develop a preliminary diagnosis and secondary problem list based on the data obtained.

Specifically, the PA graduate must demonstrate ability to:
• Generate a hypothesis upon learning the patient’s chief complaint and re-evaluate it throughout the history of present illness, past medical history, family history, social history, occupational history, military history and review of systems.
• Present the database in a problem-oriented format and establish a complete problem list.

Specifically, the PA graduate must demonstrate ability to:
• Identify the elements of the problem-oriented format for primary care and chronic problems,
• Organize the data in the appropriate category of the problem-oriented format, using an electronic record format,
• Identify the patient’s problems for prenatal, infant, children, adolescent, adult and elderly populations and list them in the specified problem list format,
• Revise and reassess the problem list to reflect current data,
• Present the database obtained in the problem-oriented format to the supervising physician in both a written and verbal format.

3. Formulate and document an individual treatment and management plan for a patient regardless of age, gender, sexual orientation, social standing or health problem(s) in consultation with a physician:
Specifically, the PA graduate must demonstrate ability to:

- Consult with a supervising physician(s) as appropriate, and
  - Possess the knowledge of primary care and chronic care treatment modalities and health risk interventions,
  - Possess the knowledge of desired and adverse effects of these treatment modalities and interventions,
  - Determine any or all additional information needed for assessment and management of the respective problem,
  - Develop and discuss the treatment/management plan for the patient’s respective problem(s) with the supervising physician,
  - Consult with and involve other health care professionals in the design of the treatment/management plan in order to maximize patient care,
  - Incorporate community and other resources when developing a treatment and management plan for the patient,
  - Demonstrate the ability to report communicable or infectious diseases to the appropriate local, state, national department or agency,
  - Describe the health status of prenatal, infant, children, adolescent, adult and elderly populations describing their diagnosis to the patient and or the patient’s family using terminology understandable to them or using an appropriate translator for them.

4. Provide health education services to the patient, his/her family members or significant others, the public, or health care providers:

Specifically, the PA graduate must demonstrate ability to:

- Assess the health care belief status of the patient concerning his/her health problem(s) and health knowledge base, and
  - Determine the information needs of the patient,
  - Determine the patient’s perception of barriers that offer resistance to the care of the patient,
  - Elicit the patient’s understanding of the relationship between a specific disease process and antecedent behaviors.
- Provide education and counseling to the patient and his/her family or significant others regardless of their health care problem(s).

Specifically, the PA graduate must demonstrate ability to:

- Educate regarding the signs and symptoms of their illness,
- Educate regarding the reasons for performing diagnostic studies and procedures, and counsel regarding the best options for the patient,
- Educate regarding the meaning of the diagnosis and disease process, focusing on behaviors that can be modified,
- Counsel patient and family members or significant others on the rationale and effects of treatment as well as prognosis, focusing on patient centered, offering culturally sensitive awareness,
- Educate using the concepts recommended in the Healthy People 2020 guidelines focusing on health promotion, disease prevention and issues such as issues of death, dying and loss, detection and treatment of substance abuse, injury and stress, traumatic stress, response to injury, principles of violence identification and prevention and social issues surrounding urban poverty.
5. Implement, monitor, and modify the treatment/management plan(s) for the patient regardless of age, gender or health problem(s):

Specifically, the PA graduate must demonstrate ability to:

• Carry out the management plan by using information obtained from the medical history, physical examination, laboratory studies, and other sources, and must be able to:
  • Perform a variety of clinical procedures not limited to the following:
    1. Administer medications in the appropriate manner, i.e. oral, rectally, intramuscularly, subcutaneously, intravenously and intrathecally,

2. Perform clinical skills dictated by the situation including but not limited to the following:
   • Arterial blood gas collection
   • Blood glucose determinations
   • Phlebotomy
   • Serologic procedures
   • Blood typing
   • Pregnancy testing
   • PAP smears
   • Slide preparation for KOH, saline and gram
   • Stain
   • Continuous universal precautions
   • Urinalysis
   • Chemical analysis of urine
   • Microscopic examination of urine
   • Culture collection including blood cultures
   • Evaluation and management of burns
   • Packing, drains, tubing
   • Wound cultures/dressings
   • Care of diabetic leg ulcers
   • Central venous catheterization/swan-ganz
   • Chest tube Insertion
   • Male and female urinary catheterization
   • Suctioning/Nasogastric Intubation
   • Removal of tubes and lines

3. Perform minor surgical therapies or interventions,
   • Appropriate wound management techniques including:
     • Suturing
     • Instrument tie
     • One- and two-handed tie
     • Horizontal mattress
     • Vertical mattress
     • Simple continuous
     • Simple interrupted
     • Subcutaneous/ subcuticular
     • Staple removal
     • Dermabond

4. Initiate appropriate emergency treatment.
   • Monitor the progress of the patient, as well as the implementation of the treatment/management plan.
   • Manage the plan when appropriate.
5. Patient care using the age-appropriate assessment, evaluation, and management for prenatal, infant, children, adolescent, adult and elderly populations.

6. Manage life-threatening emergencies in the absence of a physician for specific problems within prenatal, infant, children, adolescent, adult and elderly populations.

Specifically, the PA graduate must demonstrate ability to:

- Recognize signs and symptoms of life-threatening emergencies, and
  - Possess knowledge of the limits of personal and professional abilities.
- Take appropriate action to sustain life, and
  - Possess knowledge of life-threatening emergencies,
  - Possess knowledge of the limits of personal and professional abilities.
- Initiate emergency treatment, and
  - Possess knowledge of emergency treatment,
  - Possess skills of emergency treatment,
  - Provide treatment of emergency problems within the framework of one’s personal and professional limits, as well as one’s certified or documented abilities,
  - Appropriately record and report any action taken to other health care professionals upon stabilization of the patient.

7. Promote professionalism, while maintaining professional competency and using life-long evidence based learning:

Specifically, the PA graduate must demonstrate ability to:

- Maintain the ethical code of the PA profession with respect for the diversity of patient values and beliefs, and
- Act in a humane, caring, understanding and considerate manner,
- Respect the privacy of the patient-PA relationship,
- Be aware of limitations; seek help and advice when needed.
- Integrate the legal and regulatory guidelines into the professional role of the Physician Assistant.
- Demonstrate daily respect, compassion and integrity for the patient, society, and your peer Physician Assistants.
- Demonstrate knowledge of ethical principles pertaining to provision or withholding of clinical care, confidentiality of patient information, informed consent, and business practices.
- Be able to assess, evaluate, and improve patient care using evidence based medicine
- Engage in periodic review of professional skills (self-assessment), by obtaining successful completion of the National Commission of Certification of Physician Assistants initial and current certification along with state licensure as required for practice privileges,
• Devise a program of CME activities based upon perceived needs,
• Acquire knowledge and skills essential to incorporating into practice proven evaluation and treatment modalities, prevention and interventions and compliance techniques,
• Maintaining those essential core-competences which are the foundation for our profession: medical knowledge, patient care, interpersonal and communication skills, professionalism, evidence-based learning, and system based practice
• Demonstrate daily respect, compassion and integrity for the patient, society, and your peer Physician Assistants.
• Demonstrate knowledge of ethical principles pertaining to provision or withholding of clinical care, confidentiality of patient information, informed consent, and business practices.
• Be able to assess, evaluate, and improve patient care using evidence based medicine
• Engage in periodic review of professional skills (self-assessment), by obtaining successful completion of the National Commission of Certification of Physician Assistants initial and current certification along with state licensure as required for practice privileges,
• Devise a program of CME activities based upon perceived needs,
• Acquire knowledge and skills essential to incorporating into practice proven evaluation and treatment modalities, prevention and interventions and compliance techniques,
• Maintaining those essential core-competences which are the foundation for our profession: medical knowledge, patient care, interpersonal and communication skills, professionalism, evidence-based learning, and system based practice.
G. PHYSICIAN ASSISTANT PROGRAM ACADEMIC SCHEDULE 2014

**SEMESTER I (SPRING 2014)**

January 10 - Fri | New Student Orientation
January 13 - Mon | First Day of Classes
January 17 - Fri | Last Day to Add/Drop Courses
January 20 - Mon | Martin Luther King Day Holiday
March 7 - Fri | Last Day to Remove "I" Grades
March 10 - Mon | Mid-Term Grades Due 10:00 a.m.
March 10-14 | Spring Break
March 27 - Thu | Last Day to Withdraw from Courses
April 17-21 | Easter Holiday
May 5 - Mon | Last Day of Classes
May 6-12 | Final Exams
May 10 - Sat | White Coat Awards Ceremony
May 14 - Wed | Grades Due 10:00 a.m.
May 17 - Sat | Commencement

**SEMESTER II (SUMMER 2014)**

May 19 - Mon: First Day of Classes
May 23 - Fri: Last Day to Drop Classes
May 26 - Mon: Memorial Day Holiday
June 30 - Mon: Mid-term Grades Due 10:00a.m.
July 4 - Fri: Independence Day Holiday
July 11 - Fri: Last Day to Withdraw from Courses
August 4-8, Mon-Fri: Final Exams
August 11, Mon: Final Grades Due 10:00a.m.

TBA: Calendar for Didactic Training Semester III, and Semester IV

Updates are available at: [http://www.cbu.edu/calendar/calendar20132014.html](http://www.cbu.edu/calendar/calendar20132014.html)

TBA: Calendar for Year 2 Clinical Rotations
The Program has organized the clinical learning experience into three major course offerings. These are described as Grand Clinical Rotations I-III and consist of students being assigned to various clinical environments wherein preceptors facilitate the development of student skills and critical thinking. Clinical rotations are further grouped into three categories: Required, Selective, and Elective. Required rotations are those detailed in the ARC-PA Standards and are mandated for all students to complete during their clinical learning experience. Selective rotations are those that provide the student more in-depth exposure to various specialties of medical and surgical practice. Students select specialties that will aid in their comprehension of conditions managed within the chosen specialty. Elective rotations allow the student to experience areas of medical practice in which they have a special or strong interest. Elective rotations must be evaluated and approved by the Clinical Education staff prior to student rotation.

Students must have completed and provide documentation of completion of Hepatitis B vaccination PRIOR to engaging in clinical rotations. Students are also to undergo annual influenza vaccination.
Rotation Classifications

<table>
<thead>
<tr>
<th>Required</th>
<th>Selective</th>
<th>Elective*</th>
</tr>
</thead>
<tbody>
<tr>
<td>701: Family Care</td>
<td>702: Primary Care/Internal</td>
<td>711: Elective</td>
</tr>
<tr>
<td></td>
<td>Medicine</td>
<td></td>
</tr>
<tr>
<td>703: Inpatient Care</td>
<td>Cardiology</td>
<td>Burn Unit</td>
</tr>
<tr>
<td></td>
<td>Dermatology</td>
<td>Concierge Medicine</td>
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<tr>
<td></td>
<td>Hospitalist</td>
<td>Dermatology Boutique</td>
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<tr>
<td></td>
<td>Pulmonology</td>
<td>Trauma ER (Med)</td>
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<tr>
<td></td>
<td>Rheumatology</td>
<td>Hematology</td>
</tr>
<tr>
<td></td>
<td>Urology</td>
<td>Oncology</td>
</tr>
<tr>
<td>705: Surgery</td>
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<td>706: Emergency Medicine</td>
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<tr>
<td>707: Pediatrics</td>
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<tr>
<td>708: OB/GYN</td>
<td>709: Geriatrics</td>
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<tr>
<td>704: Behavioral Medicine</td>
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<tr>
<td></td>
<td>710: Orthopedics</td>
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</tbody>
</table>

* All elective rotations must be evaluated and preapproved by Clinical Staff PRIOR to initiation. Students may elect to undertake a second experience in one of the required or elective rotations provided all other students have completed the requirement.

**H. PHYSICIAN ASSISTANT PROGRAM COURSE DESCRIPTIONS**  Students must be accepted into the MSPAS program to enroll in any of the following courses.

**DIDACTIC YEAR:**

**FIRST SEMESTER**

**PAS 620: Introduction to the PA profession:**
This course introduces students to the physician assistant profession. Topics of discussion include history of the profession, national and state organizations, federal and state laws affecting practice, education, integrity, developing a team approach to healthcare, diversity and cultural bias, and discussing the future of the profession. The course will begin to provide the student with direction in obtaining a medical history. Two credits.

**PAS 601: Human Anatomy & Physiology I**
This is the first in a series of two courses that will provide a comprehensive study of human anatomy and physiology utilizing a regional approach to gain an appreciation and understanding of the structures and function of organ systems of the human body. The clinical significance of topographical and radiological anatomical features is emphasized. Five Credits

**PAS 604: Medical Ethics and Law**
Contemporary professional medical issues are discussed and debated. Issues discussed include ethical theories and issues as they apply to the PA and PA/physician team, medical law, and developing a basic understanding of the current health care delivery system. One Credit

**PAS 605: Research Methods**
Students receive instruction in research methods and application in the clinical setting. Students will locate, appraise and integrate evidence from scientific studies, develop skills to apply this knowledge to their patients, apply knowledge of study designs and statistical methods to determine diagnostic and therapeutic effectiveness. Students are prepared to critically read published reports of clinical research and identify
strengths and weaknesses and bring this to their practice in an efficient and cost-effective manner to ultimately benefit patient care. Two Credits

**PAS 613: Clinical Laboratory & Medical Genetics**
This course identifies and describes common laboratory tests, demonstrates what types of laboratory tests to order for specific diseases and disorders, and reviews basic interpretation of laboratory test results. Ordering and interpreting genetic testing and application of genetic information and results in the primary care setting will be discussed. Two Credits

**PAS 618: Behavioral Medicine**
This course is designed to provide the student with information to interact effectively and efficiently with patients and family. Information will be provided on behavioral issues that impact health, the genetic and environmental aspects of behavioral disorders, etiology and treatment of substance abuse, responses and coping mechanisms for stress, growth and development, life cycle development, personality development, human sexuality, death and dying and bereavement. Students will develop techniques to evaluate, diagnose, and manage various conditions including those of psychiatric origin. Students will gain an appreciation for the Diagnostic and Statistical Manual (DSM) classifications of mental illness as well as the importance of timely referrals to other healthcare professionals. Two Credits

**SECOND SEMESTER**

**PAS 602: Human Anatomy & Physiology II**
Prerequisite: Successful completion of PAS 601 Human Anatomy & Physiology I.
This course involves the ongoing study of the anatomy and physiological function of the human body. Course topics are broadly integrated with those covered in other courses within the semester to facilitate better understanding and comprehension. Five Credits.

**PAS 606: Clinical Pharmacology and Therapeutics I**
This clinically oriented course provides students with knowledge required for the safe and effective use of pharmaceutical agents in the diagnosis, prevention, and treatment of diseases through an understanding of pharmacokinetics and pharmacodynamics. Two Credits

**PAS 608: History & Physical I**
Lecture and practical laboratory course covering theory and application of interviewing skills, history and physical examination skills, elicitation and documentation of patient data, and clinical procedures. Students demonstrate competence through practical evaluations, written documentation, and oral presentations. Three Credits

**PAS 621: Clinical Medicine I**
This is the first of a three course series in which the practice of evidence based medicine is utilized in the study of an organ systems approach to the principles of acute and chronic disease processes in clinical medicine. Emphasis is placed on the etiology of disease, recognition of signs and symptoms, development of differential diagnosis, prognosis, management, patient education, indications for referral and disease prevention. Five Credits

**THIRD SEMESTER**

**PAS 609: Clinical Pharmacology and Therapeutics II**
Prerequisite: Successful completion of PAS 606 Clinical Pharmacology and Therapeutics I.
This is a continuation of Clinical Pharmacology and Therapeutics I. This clinically oriented course provides students with knowledge required for the safe and effective use of pharmaceutical agents in the diagnosis, prevention, and treatment of diseases through an understanding of pharmacokinetics and pharmacodynamics. Materials covered are linked to those discussed in Clinical Medicine II. Two Credits

**PAS 610: Clinical Medicine II**
Prerequisite: Successful completion of PAS 621 Clinical Medicine I.
This is a continuation of Clinical Medicine I course. This course continues to present a systems approach to the principles of disease processes; a review of basic anatomy, physiology, and pathophysiology; an emphasis on
etiology of disease; recognition of signs and symptoms; development of a differential diagnosis, diagnosis, prognosis, treatment, patient education, disease prevention. **Nine Credits**

**PAS 611: History & Physical II**
Prerequisite: Successful completion of PAS 608 History & Physical I.
A continuation of **Physical & History I**. Lecture and practical laboratory course covering theory and application of interviewing skills, history and physical examination skills, elicitation and documentation of patient data, and clinical procedures. Students demonstrate competence through practical evaluations, written documentation, and oral presentations. **Three Credits**

**PAS 612: Clinical Skills I**
This is the first of two courses that will focus on the development of a variety of clinical skills and procedures. Course introduces students to various medical procedures experienced in clinical practice. Students will practice skills utilizing models and simulation. **Three Credits**

**FOURTH SEMESTER**

**PAS 603: Public Health**
Students explore relevant health-care policy issues that impact health-care delivery systems and the Physician Assistant profession. Students will learn to promote a lifestyle of healthy choices and focus on prevention of disease. Areas of discussion address global health issues, identifying community resources, community responses to acts of destruction and addressing barriers such as cultural bias that might affect public health access, and differences in health care. **Two Credits**

**PAS 614: Clinical Pharmacology and Therapeutics III**
Prerequisite: Successful completion of PAS 609 Clinical Pharmacology and Therapeutics II.
A continuation of **Clinical Pharmacology and Therapeutics II**, this clinically oriented course provides students with knowledge required for the safe and effective use of pharmaceutical agents in the diagnosis, prevention, and treatment of diseases through an understanding of pharmacokinetics and pharmacodynamics. **One credit hour**

**PAS 615: Clinical Medicine III**
Prerequisite: Successful completion of PAS 610 Clinical Medicine II
This is a continuation of Clinical Med I & II studying the etiology, presentation, evaluation and management of various diseases and disorders. Instructional emphasis is on the etiology of disease, signs and symptoms, differential diagnosis, diagnosis, prognosis, treatment, patient education, disease prevention. **Nine Credits**

**PAS 616: Introduction to Emergency Medicine**
This course is designed to provide the students with an introduction and an overview to the discipline of Emergency Medicine. Emphasis will also be placed on acute care and surgical conditions. **Two Credits**

**PAS 617: Clinical Skills II**
This is a continuation of PAS 612 Clinical Skills I in providing students with instruction and practice in clinical procedures utilizing simulation and models to facilitate skill acquisition. **Three Credits**

**CLINICAL YEAR:**
It is the policy of this program that students present to clinical sites prearranged and approved by the Program Clinical Coordinator. **Students will be required to wear a "consultative" style lab jacket with a program distributed name badge clearly visible as well as a CBU PA program patch sewn above left breast pocket of jacket.** Learning will be assessed by the site preceptor and by review of the submission of documents by the student detailing educational experiences. Students will attend a seminar day at the end of each rotation to complete assessments and case presentations. Students will NOT be asked to secure their own clinical rotation sites nor will they be assigned to or be able to be precepted by a family member. In the event that a family member is part of a clinical site in which the student is training the assigned preceptor shall be someone other than that of the relative of the student. Any student suggested site must first be reviewed and approved by the Clinical Coordinator.
FIFTH SEMESTER
PAS 730: Grand Clinical Rotations I
Prerequisite: Completion of the Didactic Phase of program and Summative Assessment.
Students will begin this course by attending a series of workshops that will further prepare and orient them for the clinical education experience. Students will be assigned to participate in clinical experiences facilitated by Program Clinical Preceptors and Clinical Adjunct Faculty. Rotation assignments (required or selective) will be scheduled by Clinical Staff of the program faculty. Eight Credits

SIXTH SEMESTER
PAS 740: Grand Clinical Rotations II
Students will continue their clinical education experiences. Rotations will begin in August and continue through November for this course. Rotation assignments will typically include required or selective experiences however exceptional educational experiences of limited availability may be assigned as an elective by Program Clinical Staff. Sixteen Credits

SEVENTH SEMESTER
PAS 750: Grand Clinical Rotations III
Students will conclude their clinical educational experiences upon completion of their remaining required, selective, and elective rotations within this course. The clinical experiences continue to be facilitated by Program Clinical Preceptors and Clinical Adjunct Faculty. Students will attend seminars to prepare them for topics including but not limited to the PANCE examination and procedure for attaining state licensure. Twenty Credits

Descriptions of Clinical Practicums (Required, Selective, Elective):

701/726: Clinical rotation: Family Medicine
This clinical practicum is an outpatient-based medical experience that focuses on the clinical aspects of family practice/primary care. Students will build on the fundamental skills of history taking, performing physical exams, developing differential diagnoses, formulating diagnoses, designing prevention and treatment plans and documenting common medical conditions observed in the family practice setting. Students will participate in a variety of primary care procedures. Emphasis will be placed on caring for the entire family ranging from the newborn to the geriatric patient.

702: Clinical rotation: Primary Care/Internal Medicine
This clinical practicum is an outpatient-based medical experience that focuses on the clinical aspects of primary care/internal medicine. Students will build on the fundamental skills of history taking, performing physical exams, developing differential diagnoses, formulating diagnoses, designing prevention and treatment plans and documenting common medical conditions observed in the primary care/internal medicine setting. Students will participate in a variety of primary care procedures. Emphasis will be placed on caring for the entire family ranging from the newborn to the geriatric patient.

703: Clinical rotation: Inpatient care
This practicum focuses on the evaluation, diagnosis, and management of acute and chronic inpatient medical conditions. Students will perform inpatient complete history and physical exams, assist with consultations, evaluate and manage inpatients from admission to discharge when possible. Students will demonstrate how to order and interpret diagnostic tests commonly utilized in inpatient medicine and to perform clinical hospital procedures. Students will also be involved with inpatient hospital documentation to include the admission summary, history and physical examination, daily progress note, consultation note, and discharge summary.

704/736: Clinical rotation: Behavioral health
This practicum introduces students to a variety of behavioral medicine problems in an outpatient and/or inpatient setting. Students will perform psychiatric interviews and physical
examinations, assist with individual and group psychological counseling, perform psychological testing, and participate in management strategies for the psychiatric patient. This practicum is designed to train students in recognizing psychiatric medical conditions through clinical presentation and the psychiatric interview.

705: Clinical rotation: Surgery
This practicum introduces students to the clinical evaluation, diagnosis and surgical management of patients in the general surgery setting. Students will be trained in preoperative and postoperative patient care, outpatient evaluation of surgical candidates, surgical inpatient management, operating room protocol and surgical techniques, emergent surgical cases, and documentation specific to surgical patients. Students will learn common surgical procedures and the description, indications, contraindications, and complications of each. Additionally, students will gain experience in interpreting diagnostic tests utilized in the general surgical environment.

706: Clinical rotation: Emergency Medicine
This practicum introduces students to the clinical evaluation, diagnosis and management of acute medical and trauma conditions that present to the emergency department. Students will observe and demonstrate the ability to triage patients, perform problem-focused history and physical examinations, develop differential diagnoses, formulate diagnoses, and design management plans for patients presenting to the emergency department. Students will also be trained in performing emergency procedures, recognizing life-threatening medical conditions, and assisting with resuscitation efforts. This practicum also focuses on utilizing diagnostic procedures essential to the emergency medicine setting.

707: Clinical rotation: Pediatrics
This practicum permits students to gain experience in an outpatient and/or inpatient pediatric setting. Students will be taught to care for patients ranging from neonates to adolescents through well-child and sick-child office visits. The goal of the practicum is for students to recognize the clinical presentation of common pediatric medical problems and then develop differential diagnoses, formulate diagnoses and design management plans for these patients. This practicum will reinforce the knowledge and clinical application of drug dosing, immunizations, growth and developmental milestones, common diagnostic procedures, nutritional assessment, documentation and communication with parents and pediatric patients.

708: Clinical rotation: OB/GYN
This practicum is designed to provide students with clinical experience in outpatient women’s healthcare. Focus will be on eliciting and performing the gynecological history and physical examination, screening techniques, diagnostic procedures, management plans, and contraceptive counseling and management. The practicum will enable students to strengthen their knowledge of pre-natal and post-natal care, menstrual abnormalities, infertility, sexuality issues, menopause and sexually transmitted diseases. Curriculum may be enhanced by Workshop/Seminar experiences.

709: Clinical rotation: Geriatrics
This practicum is designed to provide students with clinical experience in outpatient and inpatient geriatric healthcare. Students will have the opportunity to develop skills to care for geriatric patients and issues germane to geriatric care.

710: Clinical rotation: Orthopedics
This practicum is designed to provide students with clinical experience in orthopedics. This is a required 4 week rotation in orthopedics under the supervision of the site preceptor. Students will have the opportunity to develop skills to care for patients with orthopedics problems that can be found in the primary care setting. Students will have the opportunity to participate in pre-, intra-, and postoperative care.

711: Clinical rotation: Elective
For this practicum the student will be permitted to select an area of medicine in which he/she desires to gain additional clinical experience. A list of elective clinical rotation settings will be
provided to the student including core general rotations and subspecialty areas of medicine. The student will be permitted to develop a new elective clinical rotation site only with the assistance and permission of the faculty Clinical Coordinator.

I. Student Dress Code and Use of Social Media
The Physician Assistant is a professional member of the health care field. As such, students should begin to present themselves in a professional manner both in appearance and via social media. All are cautioned that they should review their social media pages to ensure that they be appropriate for the professional role they are aspiring. Furthermore, all students enrolled in the Master of Science Physician Assistant Studies will be expected to be dressed in a professional manner while engaged in academic or clinical activities while on campus. During the Didactic Phase (first 15 months) the students will be expected to wear either maroon or grey colored scrubs that have the CBU PA Studies patch affixed above the pocket of the scrub top while on campus. A second patch or monogram with the word “student” is to be affixed below the PA Studies patch. While on clinical rotations, students should –unless otherwise directed by the clinical site or practice rotation– be dressed in no less than business casual and MUST wear a white consultative style lab coat with the PA studies patch affixed above the left breast pocket. The “Student” patch will be sewn or monogrammed on the jacket in a manner similar to that of the scrubs described above. Appropriate footwear should also be worn at all times. Specifically, student should refrain from wearing any open toed shoes or sandals. The use of perfumes, aftershaves or other fragrances should be avoided due to potential sensitivities. Likewise, excessive jewelry or piercings other than that of the lower lobe of the ear lobe should be avoided while on clinical rotations and didactic study. Tattoos and body art should not be overtly visible and should be covered when possible. Nails should be neatly trimmed and of a natural color. Acrylic nails are NOT to be worn while doing clinical activities.

J. STUDENT EMPLOYMENT
The academic and clinical requirements of the Physician Assistant Program at Christian Brothers University demands rigorous study and time commitment. As such, students are strongly discouraged from maintaining or seeking employment while engaged in program activities. If a student should elect to work while enrolled, any conflicts will not be accepted as excused absences or delay in submitting required coursework in the timeframe provided by the instructor or preceptor. Students will NOT be allowed to work for the program or be substituted for staff at clinical sites.

Estimated Program Costs*
Tuition: $75,600 (seven semesters)
Application fee**: $50
Activity Fee: $100
Technology fee: $175.00
Graduation fee: $75 (one time only)
Enrollment fee: $300 (one time only)
Background check and drug screen: $80 (beginning of each year)
Books: $2000 - $2,300 (approximately)
Uniforms****: $125 - approximately
Medical Equip***: $700-$1,000
Remediation Fee: $800/semester hour
BLS: Included
BLS Instructor: Included
ACLS: Included
PALS: Included
PA Manager (Clinical Logging): Included
PA Challenger (Semester 4-7): Included
Student Malpractice Insurance: Included

Requirements for entry to program: (Cost varies by student preference)
Laptop
Health insurance

Requirement for participation in clinical rotations: (Costs vary by provider resource)
Verification of completion of Hepatitis B vaccination
Annual influenza vaccination

*Housing costs not included.
**Application fee is nonrefundable
***Cost will vary depending on the equipment selected by the individual student.
****“consultative” style lab jacket with a program administered name badge clearly visible as well as a CBU PA program patch and “student” patch sewn clearly visible on jacket as described in section I p37.

Payment of Tuition and Fees
All charges are due and payable on or before the registration date for each quarter. Circumstances that prevent a student from adhering to these dates should be discussed with the Business Office. Students attending Christian Brothers University under a grant or loan should confer with the Financial Aid Department concerning the payment of fees. Students attending the college under the G.I. Bill should discuss payment of school fees with the Director of Financial Aid. Tuition and fees are subject to change at the end of any quarter. Failure to make proper payments, unless otherwise cleared with the Business Office, will result in dismissal from the college.

Grades will not be issued, degrees granted, or transcripts furnished until all financial obligations have been satisfied and all college property returned.

SECTION 6: STUDENT LIFE RESOURCES
A. CAMPUS POLICE/SAFETY AND EMERGENCY RESPONSE
B. COUNSELING AND SUICIDE INTERVENTION
C. MEDICAL WITHDRAWAL
D. COMMUTER STUDENT LIFE
E. INTERNATIONAL STUDENT LIFE
F. RESIDENCE LIFE
G. STUDENT DISABILITY SERVICES
H. STUDENT RIGHT TO KNOW (CLERY ACT)

A. CAMPUS SAFETY AND EMERGENCY RESPONSE

1. Introduction and Overview
The mission of the Office of Campus Safety at Christian Brothers University is to work in partnership with the campus community to provide a safe and secure environment which both enhances the campus learning experience and complements the University educational mission for all students, faculty, staff and visitors. The Department of Campus Safety is located in St. Josephs Hall next to the Computer Center. There is around the clock coverage by campus police and security officers who are trained to respond to
emergencies, as well as to everyday situations. The members of Campus Safety pledge to demonstrate respect and courtesy to all individuals, their rights and beliefs, and to uphold the laws and policies of the University. The Department of Campus Safety patrols the campus, monitors parking, provides assistance when requested, and coordinates any need for emergency assistance, such as ambulance, police and fire department. The officers can be reached at (901) 321-3550. Crime statistics for the campus and the surrounding area, as well as tips on crime prevention, are available in the Campus Safety Office and on the University website under Campus Safety: www.cbu.edu/safety

2. Student Contact Information
All students MUST have current emergency contact information on file in the Registrar Office, as well as with the Director of Residence Life if living in campus housing.

3. Campus Emergency Text Messaging
Christian Brothers University has implanted an emergency notification system to send time-sensitive emergency communication to students, faculty and staff who opt-in. By employing a variety of electronic communication tools, such as text messaging, and e-mail, emergency messages can be sent simultaneously to registered campus community members via cell phone, home phone, and WiFi-enabled devices. Christian Brothers University’s Department of Campus Safety will use the mass notification system to provide official notification of a situation that poses an imminent, physical threat to the community. All information you provide to the site is private and will not be shared. CBU will only use the system in the event of a critical emergency. Registration is free; however your cell phone carrier may charge standard text messaging fees.

4. Medical Emergency
a. Any person encountering a potentially dangerous medical situation must determine immediately if it is an actual emergency. If it is, do not hesitate; call 911 immediately. If you cannot leave the situation, send someone who is nearby to call.
b. If other people are near, it may be possible to use them to contact additional campus personnel who may be better trained to handle emergencies.
c. Make sure that you give: your name, address, phone number (if possible) and any other information requested by the 911 dispatcher. Allow the dispatcher to terminate the phone conversation, thus assuring all essential information has been received correctly.
d. After you have made the appropriate medical referral, report this to the Academic Vice President as soon as possible after the incident.

5. Fire: Pull the alarm and call 9-1-1

6. Severe Weather
a. If there is severe weather:
Move indoors.
The National Weather Service issues severe weather information in the form of WATCHES and WARNINGS.

TORNADO WATCH – means there is a possibility of one or more tornadoes in the area. Continue normal activity but watch for tornadoes.
TORNADO WARNING – means a tornado has been sighted or detected by radar and may be approaching. SEEK SHELTER IMMEDIATELY as outlined below:
LAMBERT HALL AND STRITCH HALL
All persons should move to the ground floor and utilize the interior hallways.
MAURELIAN AND ROZIER HALLS
All persons should seek shelter in the **suite bathrooms**. Time permitting, the **top floor residents** should **move one level below** and seek shelter in the bathrooms with those on that floor.

**CBU APARTMENTS**
All residents should seek shelter in the **interior hallways of the ground floor units**.

**NOLAN ENGINEERING BUILDING, KENRICK HALL, COOPER WILSON CENTER FOR LIFE SCIENCES AND ASSISI HALL**
Persons in these buildings should move to the **first floor hallway** making sure that the doors to the classrooms, laboratories and offices are closed, to avoid flying debris.

**BARRY HALL**
Persons in this building should move to the **basement hallway** on the **north end**, making sure that all doors are closed to avoid flying debris.

**PLOUGH LIBRARY**
Persons should move to the **ground floor** and utilize the **hallway** and rooms on the east side.

**THOMAS CENTER**
Persons on the **lower level** should move to the **inside hallway** on the west end by the Thomas Center Conference Room. Persons in the **cafeteria** should move to the **west end** of the building in the kitchen and serving area.

**BUCKMAN AND BENILDE HALLS**
Persons in the classrooms of these buildings should seek safety by getting down on hands and knees against the **interior wall** with head covered. Persons in the office area of Buckman should seek shelter in the **hallway**.

**CANALE ARENA AND AUDITORIUM**
Persons should utilize the **east end** of the gym, where the locker rooms, showers, etc. are located.

**COMPUTER CENTER**
Persons should utilize the **hallway and offices** located in the **southeast corner** of the Computer Center.

**ST. JOSEPH HALL**
Persons in the classrooms should seek safety by getting down on hands and knees against the **interior wall** with heads covered. Persons in the office area should seek shelter, utilizing desks and office furniture available.

**MAINTENANCE BUILDING**
Persons should utilize the **hallway** in the **north side** of the building near the dining area and seek shelter under tables and desks.

7. **National Emergency**
   - If there is a national emergency:
     - Move indoors.
     - Turn on radio/television for latest bulletins and updates.
     - Stay away from windows (and draw drapes).

8. **Earthquake**
   - If there is an earthquake:
     a. During the shaking:
        - If indoors, take cover under a desk, table, etc. or in doorways, halls and against inside walls.
        - If outdoors, stay outside and move away from building and utility wires.
        - Do not use candles, matches or other flames during or after a tremor.
     b. After the shaking:
        - Listen to radio/television broadcasts for emergency bulletins and stay off the telephone except to report emergencies.
        - Stay out of severely damaged buildings. Do **NOT** go sight-seeing. For more specific information please refer to the chart on back of the entrance door to your residence hall room or see the Earthquake Preparedness pamphlet.
9. Hazardous Chemical Spill

In the event of a train derailment or accident resulting in a possible chemical spill:

Resident Directors and RAs should notify the Director of Residence Life, the Dean of Students and Security and proceed to evacuate the residence halls, move in the students upwind away from the accident and await further instructions from the fire, police and civil defense personnel.

Security, along with University staff personnel, will evacuate all other persons on campus, moving them away from the accident and await further instructions from the fire, police and civil defense personnel.

A representative of CBU will be available to serve at the command post which would be set up by the fire department during the emergency and until the area is clear. (The Representative from CBU shall be a Vice President, the Dean of Students and/or Director of Campus Safety). See Emergency Management Plan Hand Copy or Campus Safety web page.

10. Missing Persons Policy

a. Policy: This policy, with its accompanying procedures, establishes a framework for cooperation among members of the University community aimed at locating and assisting students who are reported missing. A student shall be deemed missing when he or she is absent from the University for more than 24 hours without any known reason. All reports of missing students shall be directed to the Department of Campus Safety which shall investigate each report and make a determination whether the student is missing in accordance with this policy. All students shall have the opportunity to identify an individual to be contacted by the University in case a student is determined to be missing. If a missing student is under 18 years of age the Department of Campus Safety is required to notify the parent or guardian of the missing student not later than 24 hours after the determination by Campus Safety that the student is missing. The Department of Campus Safety will also notify the Memphis Police Department not later than 24 hours after it determines that the student is missing. The Dean of Students shall have the responsibility of making the provisions of this policy and the procedures set forth below available to students.

b. Procedure Refer to “The Compass” available on line at www.cbu.edu.

Any report of a missing student, from whatever source, should immediately be directed to the Department of Campus Safety.

B. COUNSELING AND SUICIDE INTERVENTION

The Counseling Center offers assistance and services to all students associated with Christian Brothers University. Confidential, professional services include personal counseling, crisis counseling/intervention, personal development forums, consultation and referrals. Services are available on a walk-in or by appointment basis from 8:00 a.m. - 4:30 p.m. Monday through Friday. Evening students are asked to call for an “off-hour” appointment as needed. Services of a consulting clinical psychologist are available by appointment through the Counseling Center. Please call 321-3527 for more information.

All services are confidential. No information about counseling visits is entered on an official university record; nor is information released to other people without the student consent, except when disclosure of specific information is essential to protect the student or someone else in danger.

Crisis Counseling/ Suicide Intervention

In the event that a student becomes emotionally distraught, or a member of the Christian Brothers University community becomes concerned about the welfare of a student, please take action immediately. Call the Counseling Center or one of the listed numbers and ask for assistance. If you are concerned that you or a fellow student is in crisis, please DO NOT DELAY THE CALL. If the student is in a residence hall, make sure that a staff member is alerted.
Below is a list of numbers for community resources providing 24-hour assessment/assistance at no charge.

**Crisis Telephone Numbers (24-hour assessment/assistance)**

- CBU Campus Safety (901) 321-3550
- Community Behavioral Health (901) 577-1004
- Crisis Center (database of 3,000 referrals) (901) 274-7477
- Lakeside Crisis Care (901) 377-4733
- Rape Crisis (Memphis Sexual Assault Resource Center) (901) 272-2020
- St. Francis Behavioral Health Services (901) 765-1400
- Suicide and Crisis Intervention (901) 274-7477

**C. MEDICAL WITHDRAWAL FROM UNIVERSITY**

The University occasionally faces the problem of students who pose a threat to themselves or others, who are unable to cope, or who create a pattern of extreme disruption. If such behavior constitutes a violation of CBU rules and regulations, the case will be referred to the Academic Vice President for action. If the student behavior occurs without such violation, if the student does not respond to the charges against him or her, or if the student did not know the nature or quality of the conduct in question at the time of the occurrence, the Vice President may require an interim removal of the student from campus pending resolution of an investigation. If, as a result of this investigation, and with documentation from an appropriate health professional, it has been determined that the student behavior indicated a substantial risk or threat to self or others, or that the individual is otherwise unable to fulfill the expectations of a student at Christian Brothers University, the pursuit of professional care or a withdrawal from the University may be recommended. Any decision to take further action shall be made by the Academic Vice President, in consultation with the appropriate professional staff. At that time, the Academic Vice President shall inform the student of the decision and shall initiate the withdrawal process through the Registrar Office. Removal of a student from the University will be undertaken only as a last resort. Every effort should be made to help students understand the consequences of their behavior, make responsible decisions, and develop skills that will allow them to remain and function in the Christian Brothers University community. Students who have voluntarily withdrawn or who have been removed from campus are not allowed to attend class, have no access to the campus or University sanctioned or sponsored events.

**Re-admission – General University Policy**

Students who leave campus under the above conditions, either voluntarily or involuntarily, may be re-admitted to the University only after being cleared by the Academic Vice President for re-admission. Re-admission will typically be based on the student demonstrating a period of responsible behavior outside the University and may require a statement from a physician, psychologist or other qualified professional that the student is ready to return and cope with college life.

**Re-admission to the Physician Assistant Program**

Any student who had been matriculated into the Physician Assistant Program and having been suspended from the program due to reasons contained herein shall undergo re-evaluation of the Program Admissions Committee to determine if the student may be readmitted to the program. This action shall take place following the determination of the University of the student being eligible for readmission to the University. The decision of the Admission Committee in this situation shall be considered final. Students dismissed by the Program and Progress Committee are not eligible to re-apply to the program.

**D. COMMUTER STUDENT LIFE** Details for each of the following subsections are available in Section 6 of “The Compass”. Readers are directed to www.cbu.edu for information on each. Only those that may have direct impact on MSPAS students are included in this handbook.

1. **Food:** Commuting students have several options available to them during the day if they wish to dine on campus. The Alfonso Dining Hall is open during posted meal times to all students. Non-residents may purchase the all-you-can-eat meals individually or in a meal plan, consisting of 20 meal tickets. Contact the Director of Food Services for more information about the 20 meal plan tickets. The Buccaneer is also available during the day for students.
2. Studying: There are several places on campus for students to study. The most widely utilized is the library. Other available places are the Rozier and Maurelian Lounges, empty classrooms, Computer Center, and the Cooper-Wilson Lounge on the second floor.

Cooper-Wilson Center for Life Sciences: The lounge in Cooper-Wilson is equipped with coffee, soft drinks, and snacks. Tables and couches are available with windows.

Rozier and Maurelian Lounges: The Rozier and Maurelian lounges are located on the bottom floor of their respective buildings. They are available for commuter and resident student use-equipped with a big screen television and game tables. Snack and drink machines are also available.

3. Swashbuckler Fitness Center: The Swashbuckler Fitness Center is located on the first floor of the Thomas Center. It includes a variety of cardio and strength training equipment. The fitness Center is open daily.

4. Intramurals: Intramural activities are available to all commuters. Organized activities include basketball, softball, soccer and volleyball. Contact the Director of Student Activities in Student Life Office. Careful consideration should be given to participation in intramural activities by PA Program due to the strenuous nature of the program.

5. Lockers: Commuter students may obtain lockers in Kenrick Hall for storage of their personal possessions. Interested commuters should contact the Dean of Students.

6. Good Morning Commuters Breakfast: Coffee, juice and donuts are served to commuters in front of the Science Building on the first Wednesday of each month from September through April.

7. Commuter Newsletter: Published once a semester to assist with keeping commuters informed of programs and services offered on campus.

8. Other Information: All campus organizations and clubs are open to commuters. The University encourages students to enrich their educational experience by participating in student organizations. See Section 4 of this Handbook for information on recognized campus organizations and clubs. Information is also available from the Student Government Association office located in the basement of Kenrick Hall. The Office of the Dean of Students is open to commuters during regular business hours to answer questions or provide information about commuter life at CBU. Please contact the office for more information.

E. INTERNATIONAL STUDENT LIFE

Throughout its more than 130 year history, Christian Brothers University has opened its doors to individuals from all walks of life. The University has a population that represents students from approximately 30 countries. The Office of the Dean of Students supports the international student population by providing the following programs and services:

- Immigration issues - Academic policies
- Taxes - Cultural adjustment
- Employment - Health Insurance
- And other pertinent issues

For more information on international students programs and services, come by the Office of the Dean of Students, located in the Thomas Center, or by calling 321-3536.

F. RESIDENCE LIFE

CBU recognizes the intensity of the study required of the MSPAS program students. Graduate housing has been developed for students. Details are available from Student Housing as well as Section 7 “Residence Life Responsibilities and Procedures” in “The Compass” on-line at www.cbu.edu.

G. STUDENT DISABILITY SERVICES

Christian Brothers University is committed to ensuring that educational programs are accessible to all qualified students in accordance with the provisions of Section 504 of the Rehabilitation Act of 1973 and expanded by Title III of the Americans with Disabilities Act of 1990. To that end, Christian
Brothers University offers a variety of services to accommodate students with disabilities. Student Disability Services is under the auspices of the Dean of Students, whose office is located in the Thomas Center. The telephone number is (901) 321-3536. For more information on available services, go to http://www2.cbu.edu/cbu/StudentLife/DisabilityServices/Services:

To guard against discrimination on the basis of disability, reasonable and appropriate accommodations are determined on a case-by-case basis for otherwise qualified students who have a demonstrated documented need for these services. Depending on the disability, some of the services may include one or more of the following:

- A Writing Assistance Program to assist with writing assignments.
- A Math Center to assist with math assignments.
- Peer Counselors to answer questions and assist entering students in transition to college.
- Study skills workshops that stress time management, concentration, motivation, note taking and test preparation.
- Extended time on in-class assignments and exams.
- Note takers.
- Use of tape-recorders.
- Preferential seating.
- Short term personal counseling.

**Grievance:**
A student who believes he or she has been discriminated against based on a disability, or who has a complaint against services offered for a disability, may file a written complaint with the Dean of Students, or in the event that the complaint alleges a violation by the Dean of Students, to the Academic Vice President. Detailed information regarding the grievance procedures can be obtained from the Office of the Dean of Students or downloaded from: http://www.cbu.edu/studentlife/disability

**H. STUDENT RIGHT TO KNOW (CLERY ACT)**
Christian Brothers University is in compliance with federal legislation known as the Student Right to Know Act and the “Clery Act.” The legislation requires institutions to make available to prospective students, currently enrolled students, and interested parties information about campus safety policies and procedures, established safety programs, and statistics concerning crimes that have taken place on campus. This information is available on the Campus Safety website at: cbu.edu/studentlife/security.

**EMERGENCY PHONE NUMBERS**
- Fire/Ambulance 911
- Police 911
- Campus Safety 321-3550
- Physical Plant 321-3395
- Director of Residence Life 321-4102
- Dean of Students 321-3536
- Academic Vice President 321-3231
- Vice President for Ministry and Identity 321-3531

**SECTION 7: RESIDENCE LIFE RESPONSIBILITIES AND PROCEDURES**
This section has been removed from the Physician Assistant Program Handbook in consideration of applicability and appropriateness. The University has availed on-campus housing for Graduate Students including those of the MSPAS program. Specifics related to the policies are contained in “The Compass”, Section 7 available on line at www.cbu.edu.

**SECTION 8: STUDENT CODE OF CONDUCT**
MSPAS students are referred to [www.cbu.edu](http://www.cbu.edu) Section 8 of “The Compass” for description and discussion of the following topics related to the Student Code of Conduct.

A. THE CODE
B. PROHIBITED CONDUCT
C. JUDICIAL AUTHORITY
D. DISCIPLINARY PROCEDURES
E. FORMAL DISCIPLINARY HEARINGS
F. DISCIPLINARY APPEALS PROCEDURES
G. DISCIPLINARY SANCTIONS
H. ALCOHOL AND DRUG POLICY
I. ANTI-DISCRIMINATION/HARASSMENT POLICY
J. SEXUAL ASSAULT POLICY
K. GRIEVANCE POLICY AND PROCEDURE

Furthermore, MSPAS students are reminded that they are enrolled in a professional program and should exhibit appropriate conduct and behavior at all times. Questions related to professionalism should be directed to program faculty.

**PROHIBITED CONDUCT**

Christian Brothers University students, as members of the academic community, are expected to accept and adhere to high standards of personal conduct. Conduct which is not acceptable includes but is not limited to the following:

1. **Academic Misconduct**
   Academic misconduct, as described earlier in Section 5, is prohibited.

2. **Alcohol/Drug Violations**
   Possession, use, manufacture, distribution (exchange), or sale of alcoholic beverages or illegal drugs as an individual or recognized University organization, in violation of the law or University policies, is prohibited. Refer to the University policy on alcohol and drug use in Section 7.H. of the Student Code in the Student Handbook.

3. **Conduct Dangerous to Self or Others**
   Students shall not exhibit dangerous conduct either to self or others. This includes, but is not limited to, taking any action, reckless or intentional, for the purpose of inflicting harm or creating a risk of harm for any person; or threatening by any means the use of force to harm or injure another person.

4. **Contempt of the University Judicial System**
   A student who takes action to influence or coerce testimony, or takes any action which disrupts or impairs a University judicial hearing, may be found in contempt of the judicial process. Any student who knowingly provides false information in a University judicial hearing, may also be found in contempt of the judicial process and may be subject to judicial action.

5. **Failure to Respond to Instruction**
   Failure to comply with any written or verbal instructions of University officials who are performing their duties is prohibited. This includes, but is not limited to, safety officers, residence hall staff, faculty and administrative staff.

6. **False Reports**
   Knowingly initiating any false report, warning, threat of fire (e.g., pulling a fire alarm), threat of explosion, or other emergencies on University premises or any University-sponsored activity is prohibited. This includes any activity on or off campus which is initiated, aided, authorized, or supervised by the University. It is also a violation of the Code to knowingly make false reports or statements to University officials, including but not limited to safety officers, residence hall staff, administrative staff or faculty.

7. **Falsification of Information**
   Forgery, alteration, falsification, or misrepresentation of University documents, records, or credentials is prohibited. This includes grade transcripts, student identification cards,
computer records, and other official documents. The use of a document that has been forged or altered by someone else is also a Code violation.

8. Harassment/Discrimination
Students may not engage in any behavior that has the effect of subjecting a member of the University community to harassment, discrimination or intimidation on the basis of age, sex, color, disability status, nationality or race. For further clarification, see (I) Anti-Discrimination/Harassment Policy later in this section.

9. Hazing
Hazing is strictly prohibited. Any action that in any way adversely affects the health or safety of any person as a condition of participating in any student organization or activity will result in judicial action. (For complete details of the Hazing Policy, see Section 4, E., Policies Governing Student Organizations earlier in this document.)

10. Identification Misuse
Possession, use, or attempt to use false or illegally altered identification is prohibited. Also, student identification cards are University property and must be shown or surrendered when requested by a University official.

11. Interference, Obstruction or Disruption
It is a violation of this Code to interfere with, obstruct, or disrupt any normal University activity such as teaching, research, recreation, meetings, public events, and disciplinary proceedings, the freedom of expression and movement of students or other members of the University community and their invited guests, and police or fire responses to an emergency.

12. Lewd or Disorderly Conduct
Students shall not commit any act that is lewd or indecent in nature, or disorderly, such as indecent exposure, profanity, or inappropriate language on University property, and/or at University-sponsored events, or inappropriate computer practice that is indecent, harassing or discriminatory in nature. (See Anti-Discrimination/Harassment Policy).

13. Misuse of Safety Equipment
The unauthorized use of any safety equipment or other emergency device is prohibited. tampering with or otherwise rendering safety equipment useless, such as exit signs, fire extinguishers, fire alarms, fire boxes, water/steam pipes, first aid equipment, or emergency telephones is also prohibited. Obstructing fire routes, such as hallways or stairwells, is not permitted.

14. Misuse of University Facilities or Property
Entering, climbing or using University buildings, facilities, structures or property in a way that is unauthorized is prohibited. This includes but is not limited to climbing the Belltower, driving on athletic fields, unsupervised use of the pool, or the reproduction of keys.

15. Open Flames
Open flames, torches, or other incendiary or explosive devices of any type are prohibited on University property, except as authorized by the Director of Campus Safety.

16. Possession of Stolen Property
Students are prohibited from possession of property that they know or have reason to believe may be stolen or misappropriated.

17. Property Damage
Damaging University property (including vandalism or graffiti) or property belonging to visitors or anyone else on University premises is prohibited

18. Sexual Assault/Misconduct
Inflicting sexual contact, sexual intrusion, or sexual penetration on any person without that consent is a violation of this Code. (See Anti-Discrimination/Harassment Policy and Sexual Assault Policy later in this section). Conduct will be considered “without consent” if no clear consent is given; if inflicted through force, threat of force, or coercion; or when inflicted upon a person who is unconscious or otherwise without the physical or mental capacity to
consent. For example, if you inflict sexual contact or intrusion on someone who is under the influence of alcohol or drugs, it may be considered “without consent” because that person may not have the physical or mental capacity to consent. Harassment without physical contact will not be deemed sexual assault, but is also subject to sanction. If events do not constitute sexual assault, they may constitute sexual harassment and be subject to sanction(s) (See Anti-Discrimination/Harassment Policy).

19. Theft, Misappropriation, or Unauthorized Sale
Students are to refrain from the unauthorized occupancy, use, possession or removal from a designated area, of property belonging to the University, its community members, guests or vendors.

20. Vandalism
Any student found responsible for vandalism in the Residence Halls or on other University property will be fined $500 for the first offense as well as charged with paying for damages. On the second offense, a fine of $1,000 will be charged to each responsible student as well as charges for damages. Vandalism of University property at any time may result in eviction from University housing. The University reserve right to deny application for housing based on previous damages and/or vandalism of University property.

21. Violation of Local Laws/Off-Campus Conduct
Violating any federal, state or local laws while on University premises is prohibited. Violation of such laws while off campus is also a violation of this Code, if the conduct, in the sole judgment of the University, indicates the student may be a threat to the safety or security of the University or its personnel. The adjudication of such violations may proceed independently of state or federal agencies.

22. Violation of University Policies or Procedures
Students are expected to follow all University policies and procedures, including, but not limited to the following: academic, residential, facilities, judicial and other institutional policies as described in University publications.

23. Violation of University Judicial Sanctions
Violating the terms of any disciplinary sanction imposed for an earlier violation of the Code will result in additional sanctions being levied.

24. Weapons, Firearms and Fireworks
Possession or use of firearms, tasers/ stun guns, explosives, unauthorized fireworks, or other dangerous weapons (any object or substance designed to or used to inflict a wound, cause injury, cause damage, or incapacitate, including but not limited to all firearms, pellet guns, BB guns, air rifles, switchblade knives, and knives with blades longer than 3-1/2 inches) that are used to cause fear in or assault on another person is considered a dangerous weapon and is prohibited. While possession of mace is not prohibited, offensive or reckless use may constitute physical harassment or assault and may be subject to disciplinary action.

In accordance with Tennessee State Law (TCA 39-17-1309) carrying a firearm on any college or university campus is prohibited. A lawful firearms permit does not exempt one from this law. Campus Police officers in execution of their duties are authorized under state law to possess and carry a firearm in their discharge of their duties.

ALCOHOL AND DRUG POLICY
1. Alcohol Policy
The Christian Brothers University Alcohol Policy, developed from the spirit of the University mission statement, is, insofar as possible, educational in nature. The goals of this policy are to create a non-coercive social environment respectful of those who choose not to drink; to promote
moderation, safety and individual accountability for those who choose to drink legally; and to
establish and maintain an informed community where the effects of alcohol abuse and the
behavioral problems associated with it are minimal. Christian Brothers University permits the moderate use
of alcohol within the limits of applicable state, city, and county liquor laws and the policies of the University.
The use of alcoholic beverages is viewed as a privilege, not a right. All persons within the CBU community
are expected to observe the following alcohol policy that prohibits:
   i. Drinking at athletic events
   ii. Public intoxication
   iii. Providing an alcoholic beverage to an obviously intoxicated person
   iv. Drunk or disorderly conduct
   v. Persons under the age of 21 serving, possessing or consuming alcohol
Additional information related to violations and discipline regarding Alcohol Policy are contained in “The
Compass” Section H available on-line at www.cbu.edu.

2. Drug Policy
Christian Brothers University has a prime concern for the well-being of its students, including
their psychological and medical welfare, and recognizes the problems created by the misuse of
controlled substances. The University prohibits the possession, distribution, sale or use of controlled
substances (i.e., marijuana, narcotics, barbiturates, hallucinogens or amphetamines and all other
drugs prohibited by state and federal law). The University also prohibits the possession of drug
paraphernalia (i.e., bongs, one hitters, pipes, clips, etc.). Students who violate this policy are liable
for disciplinary action by the University and/or criminal prosecution by civil authorities.

a. Sale: When, in the opinion of the Dean of Students, there is a reasonable basis for believing that a
   student is or has been trafficking in controlled drugs, or is or has been in possession of such
   amounts as to make this a reasonable suspicion, the student will be subject to interim suspension
   pending a judicial hearing.

b. Use: When, in the opinion of the Dean of Students, there is a reasonable basis for believing that a
   student has been in possession of prohibited drugs, the student will be subject to judicial action.

c. The Law: Possession, manufacture, sale and/or distribution of controlled substances are illegal
   under both state and federal law. Giving marijuana or other drugs free of charge to friends will be
   interpreted by the University to be the same as sale or distribution.

d. Student-Athlete: In observance with N.C.A.A. regulations, each academic year, student-athletes
   shall sign a form consenting to be tested for the use of drugs prohibited by the Athletic Association.
   Failure to complete and sign the consent form prior to practice or competition shall result in the
   student-athlete becoming ineligible for participation (i.e., practice and competition) in all
   intercollegiate athletics;

   1) All student-athletes will adhere to the Christian Brothers Athletic Alcohol & Drug Policy
      and shall sign a Christian Brothers University Drug Education Program Statement of
      Understanding and Consent Form. Failure to do so will result in dismissal from the athletic
      team and loss of any athletic aid;
   2) Use of tobacco products for student-athletes is prohibited during practice and competition. A
      student-athlete who uses tobacco products during practice or competition shall be disqualified
      for the remainder of that practice or competition.

e. Sanctions
i. A drug offense under Tennessee or Federal Law can be a misdemeanor or a felony depending on
   the charge and the amount of drugs. In either case, a criminal record will very likely hamper the
   chances of a person gaining admission to another school or future employment opportunities.

ii. Court-imposed sanctions for a first offense for possession, distribution or use of drugs are as
    follows:
    • Fines of $1000 to $200,000 or more.
    • Jail terms of 30 days to 20 years or more.
    • Community service hours.
These sanctions can be combined or issued separately depending upon the interpretation of the judge.

iii. Christian Brothers University sanctions will be issued by the Dean of Students or the Judicial Board. These sanctions are listed in the Code of Student Conduct. A first drug violation will result, minimally, in a fine for $150.00. It will be paired with an additional sanction, ranging from reprimand to suspension or expulsion.

iv. Federal Government guidelines state that anyone receiving Federal Financial Aid (Pell Grants) who is convicted of violating established Federal or State controlled substance laws may lose his or her financial aid.

If students of Christian Brothers University feel they may be experiencing a drug problem, they are encouraged to contact the University Counseling Center. The Director of Counseling is available for confidential consultation on a walk-in basis or by appointment. Confidentiality will not be violated unless authorized by the student or a threat to life occurs. The Director will be able to provide information and testing, or assist in making a referral to a local agency or treatment facility. The Director may be reached at 321-3527.

Additional information on Alcohol and Drug Help Resources is available on the Counseling Center’s website at http://www2.cbu.edu/cbu/StudentLife/StudentCounseling/AlcoholDrugAssistance/index.htm

I. ANTI DISCRIMINATION AND HARRASSMENT POLICY

Discrimination and harassment on grounds of age, sex, color, disability status, nationality or race, are all forms of misconduct that undermine the institutional mission of Christian Brothers University and thus will not be tolerated. All members of the University community are responsible for maintaining an environment of mutual respect for all persons.

These procedures may be utilized by any student, employee, or applicant for employment who believes he or she has been subjected to discrimination or harassment by a CBU student, CBU employee or a third party on the CBU campus or at a CBU-sponsored event. Former employees or students may file complaints concerning conduct which took place during the time of employment or enrollment provided the complaint is filed in a timely manner. For further information regarding the University officials to whom complaints should be directed, please refer to Complaint Reporting.

University Commitment

The University takes all accusations of harassment or discrimination seriously. The University also recognizes that accusations can have serious and far-reaching effects on the lives and careers of individuals. False complaints, that is, allegations made knowing that they are not true, can have a similar impact. Therefore, intentionally false charges are grounds for discipline, up to and including discharge and/or expulsion. Disciplinary proceedings shall follow applicable procedures as set forth in the Student Handbook or the Employee Handbook.

It is important that Christian Brothers University students, faculty and staff enjoy an environment free from implicit and explicit behavior used to control, influence or affect the well-being of any member of our community. Discrimination or harassment of any individual based on age, sex, color, disability, status, nationality or race, is unacceptable and grounds for disciplinary action. The University deplores such conduct, not only as a violation of the law, but also as an abuse of authority and an infringement upon an individual’s right to a discrimination/harassment free environment. Whenever CBU has knowledge that discrimination or harassment of any form has occurred, prompt and remedial action will be taken. The University assumes full responsibility for investigating and adjudicating any such complaint, including anonymous or third party complaints.

Educational Programs

The University will take measures annually to educate and train students, faculty and staff regarding conduct that could constitute a violation of this procedure. All employees, faculty members, and
students are expected to participate in such education and training and to be knowledgeable of policies and procedures concerning harassment.

Disciplinary Action
All students, faculty and staff are subject to this policy. Any student, faculty or staff member found to have violated this policy by engaging in behavior constituting discrimination/harassment as stated below will be subject to disciplinary action which may include dismissal, expulsion or termination, or other appropriate sanctions.

Responsibility of Employees
All faculty members and staff, particularly management and supervisory personnel, are responsible for taking reasonable and necessary action to prevent and discourage harassment and discrimination. Faculty and staff are strongly encouraged to report to the Dean of Students within twenty four (24) hours, conduct that could be in violation of institutional policies and guidelines. Such reporting should occur when information about harassment or discrimination or pertaining to an observation of discrimination or harassment is received formally or informally. In these instances, the Dean of Students will conduct an investigation, in conjunction with Campus Safety, when appropriate. If, after investigation, the Dean of Students determines sufficient information to proceed with the disciplinary process, the University will assume the role of accuser.

Sexual harassment in the educational/working environment:
Generally, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when one of the following criteria is met:
- submission to such conduct is made either explicitly or implicitly as a term or condition of the individual’s employment or of the individual’s status in a program, course or activity;
- submission to or rejection of such conduct by an individual is used as a basis for employment decisions, a criterion for evaluation, or a basis for academic or other decisions affecting such individual;
- such conduct is sufficiently severe, pervasive or persistent, as to deny or limit the ability of an individual to participate in or benefit from the educational program, thereby creating an intimidating, hostile or offensive educational or work environment.

Examples of Sexual Harassment:
Sexual harassment can take many forms, but most sexual harassment falls into three categories: verbal, visual or physical. Some examples of behavior that may constitute sexual harassment are:
- Use in the classroom of sexual jokes, stories, remarks or images when such use is in no way germane to the subject matter of the class.
- Attempted or actual kissing or fondling.
- Coerced sexual intercourse.
- Sexual assault. (See also Section 7.J., Sexual Assault Policy).
- Promising a work-related benefit or a grade in return for sexual favors.
- Inappropriate touching or brushing against the body.
- Implied or overt sexual threats.
- E-mail, voicemail, notes, letters, or other written materials displaying objects or pictures which are sexual in nature that would create hostile or offensive environments.
- Refusing to hire, promote or grant certain privileges because of acceptance or rejection of sexual advances.

The examples listed above are not exclusive, but simply represent types of conduct that may constitute sexual harassment. Not every act that might be offensive to an individual or group will be considered harassment whether the alleged conduct constitutes sexual harassment depends upon the record as a whole and the totality of the circumstances, such as the nature of sexual advances in the context within
which the alleged incident occurs. Harassment may not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum. Please note that sexual assaults are criminal acts and, as such, the University may coordinate its internal investigation and processing with local police, crisis intervention centers and other agencies as appropriate.

SECTION 9: INSTITUTIONAL POLICIES
Details of each of the following topics may be found in Section 9 of “The Compass” available on line at www.cbu.edu.

A. CLASS WITHDRAWAL AND TUITION ADJUSTMENT POLICY
B. CODE OF COMPUTER PRACTICES
C. COMMUNICABLE DISEASES POLICY
D. INFORMATION DISPLAY
E. PARKING AND TRAFFIC REGULATIONS
F. SCHOOL CLOSING POLICY
G. SMOKING POLICY
H. SPORTSMANSHIP AT ATHLETIC EVENTS
I. STUDENT FREEDOMS
J. USE AND CONTROL OF FACILITIES

General IT Usage Policies
The following terms and conditions are in effect for the use of the CBUnet:
Access to both CBUnet and the Internet, provided by CBU, is a privilege that all users have and must respect. Abuse of these privileges may cause the user to lose some or all access.
Abusive use may be seen as, but not limited to:
• Activities conducted from computer accounts issued by ITS, University owned computers, or personally owned computers, all of which may be connected to the CBUnet,
• Deprive others of CBUnet resources such as excessive use of bandwidth or excessive use of server resources,
• Infringe on others use of the facilities, such as conducting non-academic activities that prevent others from performing academic work,
• Malicious acts created within the CBUnet, such as unsolicited email, propagation unauthorized software or events leading to or unauthorized entry into another device,
• Unauthorized downloading, copying, or distribution of copyrighted software, documentation or electronic media, all a direct violation of this Code and Federal law which carries maximum criminal fines of up to $250,000 and imprisonment up to 5 years.
• Retrieval or sending of lewd or pornographic materials.
• Use of threatening language in public or private messages

1. Commercial use is prohibited for all users, such as, but not limited to, selling services or products over the CBUnet.
2. It is the user’s responsibility to keep their computer passwords confidential. Users may not use computer accounts other than his or her own, and users may not release password information to anyone else.
3. It is the user’s responsibility to keep their long distance access code and voice mail passwords confidential. Abuse of these privileges may cause the user to lose some or all access. Abuse may be seen as, but not limited to:
   - Prank or harassing telephone calls
   - Users may not use access codes other than his or her own
- Users may not release password information to anyone else

**Other Information:**

The maintenance of computers not owned by the University is the sole responsibility of the owner. Privacy of electronic transmissions across network devices is solely the responsibility of the sender (encryption software can be used to safeguard your transmissions).

CBU reserves the right to monitor any data on the CBUnet.

CBU will not be held liable if a user’s personal data is lost or becomes corrupt.

You may stop by the ITS Helpdesk in the ITS Center to pick up your new account or reset password. You must present a photo ID when picking up your username and/or password. Your USER-ID will be valid as long as you remain an active student/faculty/staff at Christian Brothers University.

**C. COMMUNICABLE DISEASES POLICY**

The purpose of this policy is to provide protection and ensure the safety of all employees and students in the Christian Brothers University community, while upholding the dignity and integrity of each individual. Any employee, student or other associated personnel who has a potentially life-threatening communicable disease should be under the medical supervision of his/her physician. Such person or persons are encouraged, though not required, to inform the Director of Health Services concerning their condition. Each situation, with the exception of diseases identified by the Center for Disease Control, will be handled with confidentiality and in an individual manner based on the directions of the physician, and in accordance with all applicable local, state and federal laws. Faculty of the Department of Physician Assistant Studies may not provide or serve as a health care provider of students except in an emergent or life threatening situation. Health care services are available to all students through the Health Care Office located on the bottom floor of the Thomas Center.

**Information for PA Program Students**

The Occupational and Safety Administration (OSHA) has developed rules and regulations based upon Federal regulations (Chapter 29 of the Code of Federal Register, Section 1910) to reduce the risks to healthcare workers. These rules include the requirement for safety training that must be provided to employees on an annual basis. Training must include information on the General Duty Clause and The Blood Borne Pathogen Standard as well as the use of needleless systems to reduce sharps injuries. While these items will be discussed within the course of your instruction they are referenced here for your awareness.

The “General Duty Clause” Section 5A.1 of the OSH Act requires all employers to “furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or likely to cause death or serious physical harm to his employees.” There are inherit risks in healthcare including but not limited to that of exposure to various chemicals or agents that may cause harm if mishandled, radiation, physical threat, and emotional stress. OSHA requires employers make sure their employees understand potential hazards of the chemicals they work with and how to protect themselves against these hazards. This is known as the Hazard Communication Standard (HazCom) or Right to Know. This standard requires instruction in reading chemical labels, Material Safety Data Sheets (MSDS) and the presence of a written hazard communication program. Employees are required to learn about chemicals BEFORE using them. This requirement extends to you as a student. While training, it is imperative for your safety, the safety of your classmates, and instructors that you be aware of the hazards of and proper handling of any agent prior to its use. The greatest risk for healthcare risks occur with accidental needle-sticks or sharps injuries. The Blood-borne Pathogen Standard (29 CFR 1910.1030(g) and (h) states that
“...workers in healthcare-related fields and certain other occupations can be exposed to extremely dangerous viruses such as AIDS and Hepatitis B that are primarily transmitted through contact with blood.” OSHA requires a written Exposure Control Plan to include training for workers and the requirement that healthcare workers use protective measures. These measures include use of protective clothing, housekeeping and engineering controls, and specific procedures known as “Universal Precautions”. Universal precautions is defined as “Treating all human blood and other bodily fluids as though they were infected with blood-borne pathogens (HIV, HBV)”. While the risk is low, the use of Personal Protective Equipment when engaged in at-risk activities is required. This includes the use of gloves, masks, face shields, goggles, gowns, caps, and shoe covers as necessary to prevent exposure. In the event of an exposure you must report it immediately to your instructor or site preceptor. TOSHA has revised its policy related to the costs associated with evaluation and management of any exposures. While many practices will extend coverage for revaluation to students the law no longer requires institutions to absorb these expenses UNLESS the student is compensated for their services. In that PA students are not compensated financially for activities performed on supervised clinical experiences, nor are they employees of the University, they should submit any charges related to exposure evaluation and management to their individual health insurance carrier.

Recognition of the potential hazards in any site and being aware of materials such as personal protective equipment, material safety data sheets, and utilizing Universal Precautions throughout your training and career will afford you protection from inadvertent injury or illness.

Health Insurance and Immunization: Students are responsible for purchasing and maintaining health insurance coverage. Verification of personal health insurance will be kept on file in the PA Program office and is required of all students. All clinical experiences require health and immunization information to be provided to clinical preceptors 4 weeks prior to a clinical rotation. Students should also have a copy of this form on their person the first day of each rotation.

Please note that students without completed vaccination cannot be permitted to participate in patient contact activities, both in the didactic and clinical phase, and therefore cannot successfully complete the program.

Immunizations: All students entering the CBU PA program must submit health provider proof of a health examination and updated information of immunization (letter from provider/health certificate) indicating TB testing results and HBV immunization series.

Specific related requirements include:
1. Provide proof of personal health insurance throughout the entire program;
2. Provide Varicella history or vaccination.
3. Provide proof of a satisfactory physical examination (also prior to clinical year);
4. Provide proof of TB Tine Test (positive results will require the student to receive a chest x-ray and further evaluation);
5. Provide proof of Hepatitis B vaccine and positive Hep B Ab;
6. Provide proof of MMR vaccine or immunity; and,

Prior to entering the clinical phase of the program, students must again update their immunization and health certificate and provide proof of the following:
1. Provide proof of updated annual TB PPD or tine test;
2. Attestation and/or evidence of Influenza vaccination.
3. Provide proof of current personal health insurance, throughout the clinical year.

For more information about immunization of Health Care Workers go to: http://www.cdc.gov/mmwr/
PARKING AND TRAFFIC REGULATIONS are detailed in “The Compass” but are summarized as follows:
Parking control on campus requires everyone’s cooperation, even if it means having to walk a short distance. Please drive carefully and remember to remove your keys and lock your car. Do not leave anything of value in your car. If it must be left in the car, leave it in the trunk. Students and motorists may obtain assistance and information from Campus Safety by calling 321-3550. The Office of Campus Safety is located in St. Joseph’s Hall, next to the Computer Center.

**All Student autos parked on campus must have valid permits and be parked in Student designated areas.**

CBU SCHOOL CLOSING POLICY: TELEVISION/RADIO CHANNELS AND SOCIAL MEDIA
Should weather conditions call for CBU classes or events to be cancelled or offices to be closed, here are some reminders on how to best stay informed on university closing situations:
The Academic Vice President will make the decision concerning day class cancellation no later than 5:45 a.m. on the day of the closing. The Executive Director of Communications and Marketing will notify Television channels WREG-TV 3, WMC 5 TV (includes WMC-790 AM and 99.7 FM), EYEWITNESS NEWS ABC24/CW30, and WHBQ 13; so as to report the closing as soon as possible.

The CBU Web site will be updated with the latest information regarding class cancellations and school closings. The CBU mass notification system allows students, faculty and staff to receive closure and cancellation messages on multiple devices. Individuals may identify as many as three telephone numbers and one CBU email address (automatically) for receiving emergency notifications. Both voice and text messages can be sent to cell phones. To register or update your information, a valid CBU email account is required. Registration or updating your information is simple and straightforward. Simply visit the Registration Page and follow the instructions. You can also receive closure and cancellation messages via Twitter. If you have an active Twitter account, simply sign up to follow CBU at http://twitter.com/FromCBU.

**NOTE THAT SCHOOL CLOSURE IMPACTS MSPAS DURING THE DIDACTIC PHASE ONLY. STUDENTS ON CLINICAL ROTATIONS SHOULD REPORT TO THEIR ASSIGNED CLINICAL SITE UNLESS DIRECTED BY THEIR PRECEPTOR.** Failure to report as scheduled despite school closure will be counted as an unexcused absence and may impact the course grade.

SMOKING POLICY
As a healthcare provider we should promote healthy lifestyles by our actions. Christian Brothers University is committed to providing a safe and healthy work and learning environment. Smoking of tobacco products has been proven by the Surgeon General of the United States to be hazardous to health. Further studies have proven that secondhand smoke is a health hazard also. Therefore, smoking is prohibited in all campus buildings. Christian Brothers University is a tobacco-free campus effective Fall of 2011.

The Family Education Rights and Privacy Act of 1974
The University is the guardian of students’ records. In conformity with the Privacy Law, these records, including transcripts of credits, are kept with professional confidentiality, and other than the exceptions noted in the “Policy Statement” given below, are released only with the student’s written permission. The Family Education Rights and Privacy Act of 1974, as amended is a federal law which states that:
(a) a written institutional policy must be established, and
(b) statement of adopted procedures covering the privacy rights of students must be made available.
The law provides that the institution will maintain confidentiality of student education records.

Confidentiality of Student Records
Christian Brothers University accords all rights under the law to enrolled students. Students have the right to provide written consent before the University discloses personally identifiable information from the student's
education records, except to the extent that FERPA authorizes disclosure without consent. Prior consent is not required to disclose personally identifiable information:

1. to a school official who has a legitimate educational interest. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as but not limited to an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Legitimate educational interest means the demonstrated need to know by those officials of an institution who act in the student’s educational interest, including faculty, administration, clerical and professional employees, and other persons who manage student record information, including academic excellence and varsity and intramural sports.

2. to schools in which a student seeks or intends to enroll.

3. to Federal, State and local authorities involving an audit or evaluation of compliance with education programs.
   a. in connection with financial aid (such as the administration or continuation of aid).
   b. to individuals or organizations conducting studies for or on behalf of an educational institution.
   c. to regional or professional accreditation organizations.
   d. to parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1954.
   e. to comply with a judicial order or subpoena.
   f. in the event of a health or safety emergency where the information is required to resolve the emergency.
   g. that which is considered directory information, so long as the student has not requested nondisclosure of this information.

4. to the student.

5. that is the result of a disciplinary hearing where the student is the perpetrator crime of violence or a non-forcible sex offense.

6. of a student under the age of 21 who has committed a drug or alcohol related offense (e.g., reporting the offense to the parents of the student).

No one outside the institution shall have access to nor will the institution disclose any information from students’ educational records without the written consent of the student except, as listed above and any other exceptions as permitted under the Act. Disciplinary records will not be released to other institutions or employers unless the University is instructed to do so by civil authorities or by permission of the student. Students who believe that the adjudications of their challenges were unfair, or not in keeping with the provisions of the Act, may request, in writing, assistance from the President of the University. Furthermore, students who believe their rights may have been abridged may file complaints with the

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave. Southwest
Washington DC 20202.

To comply with Federal Law, all disciplinary records are kept on file for three years following graduation or until the student has not attended CBU for two consecutive years, whichever comes first. No disciplinary records will be released to other institutions or employers unless the University is directed to do so by civil authorities or written request by the student.

Revisions and clarifications will be published as experience with the law and University policy warrant. Annual notice of Compliance within Act is published in the Student Handbook (Compass).
USE AND CONTROL OF FACILITIES
Various activities and events are scheduled throughout the year to enrich the academic life at Christian Brothers University. To support these activities, University facilities are made available for use by individual students, student groups and outside groups. Guidelines govern all social and cultural activities are listed in “The Compass” on-line at www.cbu.edu.

The Swashbuckler Fitness Center
The Swashbuckler Fitness Center is located on the ground floor of the Thomas Center. It is open to CBU faculty, staff and students. The Fitness Center includes a variety of cardio and strength training equipment. The Fitness Center is open daily with the following hours of operation:
   - Monday – Friday: 7 a.m. – 10 p.m.
   - Saturday – Sunday: 9 a.m. – 9 p.m.

Rozier Lounge
Rozier Lounge is available for commuter students and residents. Normally, no scheduled events are held here other than residence hall meetings.

The Buccaneer Snackbar
The “BUC” Snack Bar is located on the ground floor of the Thomas Center. It is open to all CBU Faculty, staff and students. Proper attire must be worn at all times; this includes shoes, shirts and pants/shorts. The hours of operation for the BUC Lounge operations are:
   - Monday – Thursday: 7:30 a.m. – 7:00 p.m.
   - Friday’s 7:30 a.m. – 2:00 p.m.

Sabbatini Lounge, Dining Hall, Science Auditoriums and Classrooms
Available on a request and reservation basis.

Canale Arena
The use of this facility is restricted to students, faculty and staff. One guest may accompany a CBU student, faculty member or staff member. Requests for use are to be made to the Director of Athletics and the Director of Events.
   - The basketball court is open to the CBU community during posted hours. Each student is allowed one guest each time he/she uses the gymnasium. ID card must be shown.
   - The gymnasium will be off-limits while classes are being conducted, during intramurals, during special events and while varsity teams practice and conduct games.
   - The racquetball court and weight room are open to the CBU community during posted hours. ID cards must be shown. All courts and weight rooms are closed during varsity sporting events held in the gymnasium.

Swimming Pool
Open to the CBU community. The general public is not allowed. Children under 14 must be accompanied by an adult. No running, eating, drinking or smoking in the pool area. No cut-offs or jeans should be worn in the pool. No horseplay or hanging on the rope. A CBU ID card must be shown to enter the pool area. Hours will be posted. No swimming unless a lifeguard is on duty. One person at a time on the diving board.

Jogging Track/Soccer Field
No wheeled vehicles of any type are to be used on the track or field. Students can use the track for fitness purposes only.

D. RECREATIONAL ACTIVITIES POLICY
Christian Brothers University cannot and will not be able to supervise all activities of users. Users assume full responsibility for any injuries, damages or losses which occur to or are occasioned by use in or about the overall facilities. Additional details available on line at www.cbu.edu.

OFFICE OF STUDENT LIFE PROGRAMS AND SERVICES

Academic Vice President 321-3231 Buckman Hall - Second Floor
Services: Chief Student Life Officer with supervision of the Division of Student Life, advocacy for students

Dean of Students 321-3536 Thomas Center
Services: Chief judicial officer, international student advisor, disability services, cross-cultural and commuter services.

Director of the Career Center 321-3330 Buckman Hall – Second Floor
Services: Career Counseling; Placement Counseling; Full-time Employment; Resume Referral; Career Lab; Corporate Resume Guide; Computerized Career Guidance; On-Campus Interviewing; Alumni Placement; Part-time and Career Related Employment

Director of Health Resources 321-3260 Thomas Center
Services: Nursing Diagnosis; Health Consultant; Referral to Area Physicians; First Aid; Blood Pressures, Information on Prescribed Medicines; Physical Exams; Total Patient Assessment; Prescribe Medications; Self-Care Station; Lab Tests as appropriate

Director of Residence Life 321-4102 Thomas Center
Services: Coordination of Residence Hall maintenance and management

Director of Student Activities 321-3529 Thomas Center
Services: Coordination of Student Activities; Greek Advisor; SGA Advisor; Coordination for Events

OFFICE OF MISSION AND IDENTITY SERVICES

Vice President of Mission and Identity 321-3530 Barry Hall – Second Floor
Services: Chief Advocate for the LaSallian Mission on campus and in the community with supervision of the following offices:

Director of Campus Safety 321-3550 St. Joseph Hall
Services: Coordination of all security personnel and responsible for the overall protection of the campus community

Director of Campus Ministry 321-3509 Thomas Center
Services: Mirrors to the University community the Lasallian traditions and values of faith, community and service.

Director of the Counseling Center 321-3527 Thomas Center
Services: Personal, confidential counseling; consultation and referral services; crisis counseling/intervention, Peer Counseling/Freshman Orientation Program; Personal Development Workshops/Seminars; study skills assistance
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Visitor Parking:  www.cbu.edu/compass/p 66
Warning:  15, www.cbu.edu/compass/p46
Water Furniture:  www.cbu.edu/compass/p33
Water Sprinklers:  www.cbu.edu/compass/p36
Weapons, Firearms, Fireworks:  47
Who’s Who Committee:  www.cbu.edu/compass/p9
Withdrawal from the University:  www.cbu.edu/compass/p24
Withdrawal & Tuition Adjustments, Class:  51
EMERGENCY PROCEDURES
Quick Reference Guide
In the event of an evacuation of a building on the entire campus, you will be alerted by a fire alarm, the Bell tower, a University Administrator or Campus Safety Officer with a bullhorn. Evacuations would be because of fire, bomb threats, or any other emergencies. The procedure will be to go to the buildings designated as a “staging area” where authorities will account for building occupants or, to the CBU Theatre, if the threat continues or the buildings or if the area continue to be deemed unsafe.

The following are the staging areas for each building:

**Academic & Administrative Buildings**

**Residence Halls**

<table>
<thead>
<tr>
<th>Building</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barry Hall</td>
<td>Grassy area beside statue of St. John De LaSalle</td>
</tr>
<tr>
<td>Battersby</td>
<td>Faculty/staff parking lot behind Canale Arena</td>
</tr>
<tr>
<td>Buckman Hall</td>
<td>Boshwit Courtyard</td>
</tr>
<tr>
<td>Canale Arena/Theatre Offices</td>
<td>Theatre or lawn outside of Deal Plaza</td>
</tr>
<tr>
<td>CBU Maintenance Building</td>
<td>Student/Visitor lot next to central guard shack</td>
</tr>
<tr>
<td>Cooper-Wilson Center for Life Sciences and Assisi Hall</td>
<td>Student parking lot, Central lot</td>
</tr>
<tr>
<td>Kenrick Hall</td>
<td>Grassy area between Maurelian and Kenrick</td>
</tr>
<tr>
<td>Nolan</td>
<td>Buckman Quad</td>
</tr>
<tr>
<td>Plough Library</td>
<td>Buckman Quad</td>
</tr>
<tr>
<td>Saint Benilde Hall</td>
<td>Faculty/staff parking lot behind Canale Arena</td>
</tr>
<tr>
<td>Saint Joseph Hall</td>
<td>Boshwit Courtyard</td>
</tr>
<tr>
<td>Thomas Center</td>
<td>Buckman Quad</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td></td>
</tr>
<tr>
<td>Avery Apartments</td>
<td>Baseball Field</td>
</tr>
<tr>
<td>170 Oakdale (Baseball Apartments)</td>
<td>Baseball Field</td>
</tr>
<tr>
<td>Lambert/Stritch Hall</td>
<td>Grassy Area by Southeast Side of Stritch Chapel</td>
</tr>
<tr>
<td>Maurelian Hall</td>
<td>Grassy Area by Near Belltower</td>
</tr>
<tr>
<td>O”Hara Hall (600 Apartments)</td>
<td>Outdoor Basketball Court</td>
</tr>
<tr>
<td>Pender Hall (604 Apartments)</td>
<td>Outdoor Basketball Court</td>
</tr>
<tr>
<td>Rozier Hall</td>
<td>Outdoor Basketball Court</td>
</tr>
</tbody>
</table>

**EMERGENCIES**

**CALL CAMPUS SAFETY**

**(901) 321-3550**
SEVERE WEATHER
TORNADO
IF INDOORS:
• Move quickly to a safe interior area without windows (e.g., hallways, basements, restrooms).
• Move to the lowest levels using stairways, NOT elevators.
• If possible, close all doors as you leave an area.
• Stay away from windows, doors, and exterior walls.
• Do NOT go outdoors.
IF OUTDOORS:
• Get inside if possible.
• Stay away from trees, power lines, utility poles, and other hazards.
• Curl up in a ditch or low-lying area; stay low to the ground; use your arms to protect your head and neck.

SUSPICIOUS PERSON
• Do not physically confront the person.
• Do not let anyone into a locked building/office.
• Do not block the person’s access to an exit.
• Call 911 or 3550 from a campus phone or from a cell phone; or if available in the lobby, use the red emergency phone.
• Provide as much information as possible about the person and their direction of travel.

SUSPICIOUS OBJECT
• Do not touch or disturb the object.
• Do NOT use a cell phone!
• Call 911 or 3550 from a campus phone; or use the red emergency phone.
• Notify your instructor or supervisor.
• Be prepared to evacuate.

EARTHQUAKE
• “Drop, Cover, and Hold” under a table or desk or against an inside wall, not in a doorway, until the shaking stops.
• After the shaking stops, check yourself and others for injuries and move toward the nearest exit or alternate exit.
• Evacuate the building.
• Do not leave the area/campus without reporting your status to your instructor or supervisor.

FIRE
• Remain Calm.
• Activate the nearest fire alarm pull station and call 911 or 3550 from a campus phone; call 911 from a cell phone.
• Evacuate the building.
• Do NOT use elevators!
• Do NOT enter the building until authorized by emergency personnel.

HAZARDOUS MATERIALS
RELEASE
• If an emergency exists or if anyone is in danger, move away from the site of the hazard to a safe location.
• Follow the instructions of emergency personnel.
• Alert others to stay clear of the area.
• Notify emergency personnel if you have been exposed or have information about the release.

POWER OUTAGE
• Remain calm; provide assistance to others if necessary.
• Move cautiously to a lighted area. Exits may be indicated by lighted signs if the emergency power is operating.
• Turn off and unplug computers and other voltage sensitive equipment.
• For information about a prolonged outage, call Physical Plant at 321-3395

EVACUATION
• Remain calm.
• Evacuate using the nearest safe stairs and safe exit.
• Do NOT use elevators!
• Gather personal belongings (medication, keys, purses, wallets, etc.), but only if safe to do so.
• Follow directions given by emergency personnel.
• Go to identified assembly points at least 500 feet from the affected building.
• Assist persons with disabilities or injuries without jeopardizing your safety.
• If you are unable to evacuate due to a physical disability, go to a safe location (e.g., stairwell) and wait for assistance. Ask others to inform emergency personnel of your location.
• If there is time:
  • Turn off all electronics including computers (except in cases of leaking gas or other flammable substances).
  • Secure any hazardous materials or equipment before leaving.
# TELEPHONE GUIDE
(901) 321-3000

## OFFICE PHONES

<table>
<thead>
<tr>
<th>Position</th>
<th>Phone Number</th>
<th>Department</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Vice President</td>
<td>321-3231</td>
<td>Institutional Advancement</td>
<td>321-3270</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>321-3231</td>
<td>Alumni Office</td>
<td>321-4306</td>
</tr>
<tr>
<td>School of: Arts</td>
<td>321-3335</td>
<td>Institutional Aid (Grants)</td>
<td>321-4299</td>
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<tr>
<td>Business</td>
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<td>321-3315</td>
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<tr>
<td>Engineering</td>
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<td>321-3405</td>
</tr>
<tr>
<td>Science</td>
<td>321-3445</td>
<td>Mission and Identity Vice President</td>
<td>321-3530</td>
</tr>
<tr>
<td>Dean of Academic Services</td>
<td>321-3235</td>
<td>Office of Campus Safety</td>
<td>321-3550</td>
</tr>
<tr>
<td>Admissions Office</td>
<td>321-3205</td>
<td>Director of Campus Ministry</td>
<td>321-3509</td>
</tr>
<tr>
<td>Admission Office (Day Students)</td>
<td>321-3291</td>
<td>Counseling Center</td>
<td>321-3527</td>
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<tr>
<td>Information Technology Center</td>
<td>321-4438</td>
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<tr>
<td>Plough Library</td>
<td>321-3432</td>
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<tr>
<td>Media Center – Library</td>
<td>321-3431</td>
<td>Archives</td>
<td>321-3243</td>
</tr>
<tr>
<td>Registrar/Records Office</td>
<td>321-3889</td>
<td>Athletic Office</td>
<td>321-3370</td>
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<td>Student Life Division</td>
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<td>Christian Brothers</td>
<td>321-3515</td>
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<td>Residence Life</td>
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<tr>
<td>Career Center</td>
<td>321-3330</td>
<td>Gymnasium</td>
<td>321-3370</td>
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<tr>
<td>Dean of Students</td>
<td>321-3536</td>
<td>Music Department</td>
<td>321-3390</td>
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<tr>
<td>Health Resources (Nurse)</td>
<td>321-3260</td>
<td>Theater</td>
<td>321-3026</td>
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<tr>
<td>Office Manager for Student Life</td>
<td>321-3531</td>
<td>Tutoring</td>
<td>321-3536</td>
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<tr>
<td>Administration and Finance</td>
<td>321-3255</td>
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<td>DIAL 911</td>
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<tr>
<td>Administrative Assistant</td>
<td>321-3256</td>
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<tr>
<td>Bookstore</td>
<td>321-3545</td>
<td>Notify Campus Safety of an Emergency</td>
<td>321-3550</td>
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<tr>
<td>Business Office</td>
<td>321-3380</td>
<td>On Campus</td>
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<td>Events Management</td>
<td>321-3235</td>
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<td>Financial Aid Office</td>
<td>321-3305</td>
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<td>Food Service</td>
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<td>President's Office</td>
<td>321-3251</td>
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<tr>
<td>Communications and Marketing</td>
<td>321-4417</td>
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