



PHYSICIAN ASSISTANT PROGRAM

# Student Handbook

A Policy and Procedure Manual

Spring 2025

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## Welcome

On behalf of the faculty and staff of the Marshall University Physician Assistant Program, allow me to say congratulations on your pursuit of a Master of Medical Science in Physician Assistant Studies. Welcome to the journey that will span the next 28 months and prepare you to meet the needs of your future patients as a practicing physician assistant. As an enrolled student within our program, you will dedicate much of your time and focus to our rigorous curriculum. The work you undertake here will undoubtedly be both demanding and rewarding, although it may seem at times to be more the former.

Permit me to say this plainly. The faculty, the staff, the Joan C. Edwards School of Medicine, and Marshall University are here to help you. We are entirely committed to your success and will offer instruction, guidance, support, understanding, and oh-so-much to assist you in achieving your goals both while you are here and beyond. The MUPA program will forever be part of your life story, as you will be part of ours, from this moment on, and we are all dedicated to offering you a high-quality education and an environment that promotes your learning and development.

The first step in that journey begins with this MUPA Student Handbook: A Policy and Procedure Manual, which acts to answer questions as you matriculate into the program, provide details and policies to guide your path throughout the next 28 months, and creates an understanding for all of us to ensure your awareness of and compliance with all policies and procedures adopted by the MUPA program during your tenure here.

As a Marshall PA student, you are responsible for reading this handbook and adhering to the policies and procedures included here, as well as those of Marshall University. All policies in this handbook apply to all students, Principal Faculty, Staff, the Medical Director, and the Program Director.

A statement confirming that you have received and read the *MUPA Student Handbook: A Policy and Procedure Manual* is required of every student and is maintained in each student file.

Again, on behalf of the Marshall University Physician Assistant Program faculty and staff, as well as the Joan C. Edwards School of Medicine and Marshall University, I extend our best wishes for success and growth during your time with us as you prepare yourselves to be the next generation of physician assistants.

Strong work and Go Herd!

Ben Spurlock, MS, PA-C  
Interim Program Director  
Marshall University Physician Assistant Program

## Program Policies

Students enrolled in the Marshall University PA Program are subject to all policies contained in this handbook. Program policies apply to all students, Principal Faculty, Staff, Program Director, and Medical Director. Students are informed of program policies and practices by means of this manual. Review will occur at orientation. Any updates will be provided to students in writing.

## About Marshall University

Marshall University is a public historic university located in downtown Huntington, W.Va.

For information regarding the history of the University, please access the main Marshall University website at <http://www.marshall.edu/history-and-traditions/>.

The physician assistant program is housed within the Joan C. Edwards School of Medicine (School of Medicine) and is proud of its collaboration within the School of Medicine. Established in 1977, the School of Medicine is a state-supported, community-based medical school. Its faculty and administration are committed to providing high-quality medical education and graduate training to meet changing health care needs. We promote an inclusive environment by attracting, recruiting and retaining individuals who represent varying backgrounds and perspectives.

## Marshall University Accreditation

Marshall University is accredited by the Higher Learning Commission.

Marshall University is accredited as an institution of higher learning by [The Higher Learning Commission](https://www.hlcommission.org/). The Higher Learning Commission can be reached at 30 North LaSalle Street, Suite 2400, Chicago, IL 60602; toll-free 1-800-621-7440; (<https://www.hlcommission.org/>).

Marshall University in its entirety is accredited by HLC, and all of the University's programs are covered by the HLC accreditation.

## Marshall University Mission Statement

Revised and Adopted April 25, 2019 Board of Governors (BOG) meeting.

Marshall University is a public comprehensive university with a rich history as one of the oldest institutions of higher learning in West Virginia. Founded in 1837 and named after Chief Justice John Marshall, definer of the Constitution, Marshall University advances the public good through innovative accredited education programs. Marshall University's mission, inspired by our Vision and Creed, includes a commitment to:

- Offer a wide range of high quality, affordable, and accessible undergraduate, graduate, and professional education that prepares students to think, learn, work and live in an evolving global society.
- Create opportunities and experiences to foster understanding and appreciation of the rich diversity of thought and culture.
- Maintain a dynamic intellectual, artistic, and cultural life by promoting and supporting research and creative activities by undergraduates, graduates, and faculty.
- Contribute to the quality of life of the community, region, and beyond through applied research, economic development, health care and cultural enrichment.
- Cultivate the development of an inclusive, just and equitable community.

## Joan C. Edwards School of Medicine Mission Statement

The Joan C. Edwards School of Medicine at Marshall University is a community-based, Veterans Affairs affiliated medical school dedicated to providing high quality medical education and postgraduate training programs to foster a skilled physician workforce to meet the unique healthcare needs of West Virginia and Central Appalachia. Building upon its medical education foundation, the school seeks to develop centers of excellence in clinical care, including primary care in rural underserved areas, focused and responsive programs of biomedical science graduate study, biomedical and clinical science research, academic scholarship and public service outreach. The School is committed to fulfilling its mission by creating a diverse and inclusive academic community that is sustained in a collegial and nurturing environment of life-long learning.

## Marshall University Physician Assistant Program Mission Statement

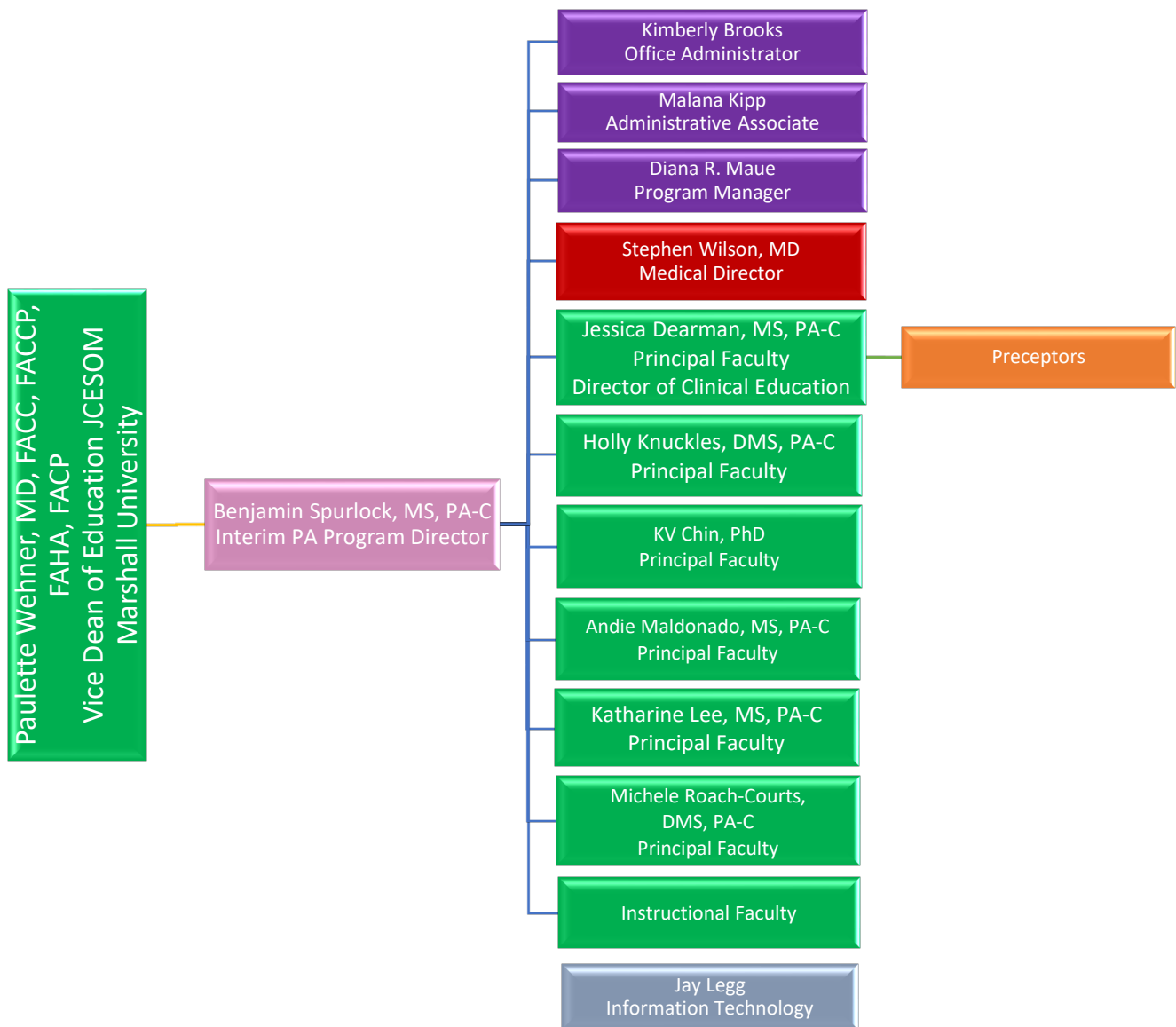
Revised and Adopted June 27, 2019 (Most Recently Reviewed Fall 2024)

The Marshall University Physician Assistant Program is dedicated to providing high-quality medical education to develop a competent physician assistant workforce to meet needs in primary and specialty care. Graduates of our program will contribute to the quality of life in their communities and regions through excellent health care. Building upon this foundation, we strive to fulfill the need for care in rural underserved areas and to engage our physician assistants in lifelong learning in an academic community that promotes diversity.

## Program Location

Robert W. Coon Education Building  
1542 Spring Valley Drive  
Huntington, WV 25704

## Program Organizational Chart



**NOTE:**

Principal Faculty are defined as faculty working at least 50% FTE with primary academic responsibility assigned to the PA program who report to the Program Director.

Instructional Faculty are defined as individuals providing instruction or supervision during the didactic and/or clinical phases of the program, regardless of length of time of instruction, faculty status or rank.

## PA Program Faculty and Staff

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## Program Goals

(Most Recently Reviewed Fall 2024)

1. To utilize an application process that selects quality students
2. To train physician assistants to work in interprofessional teams and to practice medicine with professionalism
3. For students to achieve a pass rate on the National Commission on Certification of Physician Assistants exam at or above the national average
4. 100% of Marshall University physician assistant graduates will have the knowledge, skills, and competencies to be employed in primary care or specialty care within six months of graduation
5. 20% of Marshall University physician assistant graduates will have the knowledge, skills, and competencies to be employed in a rural underserved area

## Program Competencies

In aligning with the physician assistant program goals, the Marshall University PA (MUPA) Program has developed the following competencies that each student of the PA program must achieve prior to graduation. Within each of these six building block competencies, there are two additional competency domains: cultural humility and self-assessment and ongoing professional development. These competencies and additional competency domains drive the curriculum for the Marshall University Physician Assistant Program.

### Patient-Centered Practice Knowledge

Graduates will demonstrate medical knowledge, which includes an understanding of pathophysiology, patient presentation, differential diagnosis, patient management, surgical principles, health promotion and disease prevention. Physician assistant graduates will demonstrate core knowledge that will enable them to apply evolving biomedical and clinical sciences to patient practice. In addition, graduates are expected to demonstrate an investigatory and analytic thinking approach to clinical situations.

Graduates are expected to:

- Perform a history and physical examination and assimilate information from that examination to order appropriate diagnostic and laboratory testing, interpret the testing results, and formulate an appropriate differential diagnosis.
- Use a patient-centered approach to develop a relationship with patients, their families, and/or their caregivers to partner with them in treating acute and chronic conditions.
- Manage general medical and surgical conditions to include understanding the indications, contraindications, side effects, interactions and adverse reactions of pharmacologic agents and other relevant treatment modalities.
- Differentiate between normal and abnormal findings in anatomic, physiological, laboratory and radiologic and other diagnostic data results.

Patient-Centered Practice Knowledge Competency Domain	Graduates Are Expected to:
<b>Cultural Humility</b>	<ul style="list-style-type: none"> <li>• Have an awareness of their own personal and professional beliefs, biases, attitudes and actions that affect patient care.</li> <li>• Be aware and respectful of cultural differences of others.</li> <li>• Have a commitment to ongoing professional development.</li> </ul>
<b>Self-Assessment and Ongoing Professional Development</b>	<ul style="list-style-type: none"> <li>• Have an awareness of personal and professional limitations.</li> <li>• Develop plans to address gaps in knowledge.</li> <li>• Use evidence-based medicine to effectively treat patients and understand commitment for ongoing use of ever evolving evidence-based medicine.</li> <li>• Self-reflect.</li> <li>• Participate in quality improvement activities and know why they are important.</li> <li>• Use discipline, reflection and self-control to develop a process for determining their level of understanding systems and strategies to address patient health care needs.</li> <li>• Self-evaluate and commit to career-long knowledge acquisition.</li> </ul>



## Society and Population Health

Graduates will understand how the health of individuals can be affected by and contribute to the health of a larger community. Graduates will understand how civic responsibility, patient advocacy, service to the community, diversity of the workforce, and improving the health of underserved populations factor into patient care.

Graduates are expected to:

- Understand and apply fundamental principles of epidemiology.
- Work effectively with physicians and other health care professionals in a team approach to sustain and improve community health in diverse populations.
- Recognize the cultural norms, needs, influences and socioeconomic, environmental and other population-level determinants affecting the health of the individual and the community being served.
- Recognize the potential impacts of the community, biology and genetics in the population and patients, and incorporate them into decisions of care.
- Demonstrate accountability and responsibility to removing barriers to health.

Society and Population Health Competency Domain	Graduates Are Expected to:
<b>Cultural Humility</b>	<ul style="list-style-type: none"> <li>• Have an awareness of their own personal and professional beliefs, biases, attitudes and actions that affect patient care.</li> <li>• Be aware and respectful of cultural differences of others.</li> <li>• Have a commitment to ongoing professional development.</li> </ul>
<b>Self-Assessment and Ongoing Professional Development</b>	<ul style="list-style-type: none"> <li>• Have an awareness of personal and professional limitations.</li> <li>• Develop plans to address gaps in knowledge.</li> <li>• Use evidence-based medicine to effectively treat patients and understand commitment for ongoing use of ever evolving evidence-based medicine.</li> <li>• Self-reflect.</li> <li>• Participate in quality improvement activities and know why they are important.</li> <li>• Use discipline, reflection and self-control to develop a process for determining their level of understanding systems and strategies to address patient health care needs.</li> <li>• Self-evaluate and commit to career-long knowledge acquisition.</li> </ul>

## Health Literacy and Communication

Graduates will understand the importance of collaboration between the patient and the provider and will encourage them to take an active role in their own health. PA program graduates will also use a variety of techniques to determine the patient’s capacities for understanding their health and the systems that serve them. New graduates must display emotional maturity and be able to determine the best way of communicating with patients.

Graduates are expected to:

- Use effective communication skills to elicit and provide information.
- Recognize and interpret verbal and non-verbal cues.
- Interpret and convey information to patients so that the patient understands and can apply learned knowledge to their own health care.
- Provide effective, equitable, understandable, and respectful quality care and services that are responsive to diverse cultural health beliefs and practices, preferred languages, health literacy and other communication needs.
- Organize and communicate information with patients, families, community members, and health care team members in a form that is understandable while avoiding discipline-specific terminology when possible and checking to ensure understanding.
- Use appropriate literature to make evidence-based decisions for patient care.

Health Literacy and Communication Competency Domain	Graduates Are Expected to:
<b>Cultural Humility</b>	<ul style="list-style-type: none"> <li>• Have an awareness of their own personal and professional beliefs, biases, attitudes and actions that affect patient care.</li> <li>• Be aware and respectful of cultural differences of others.</li> <li>• Have a commitment to ongoing professional development.</li> </ul>
<b>Self-Assessment and Ongoing Professional Development</b>	<ul style="list-style-type: none"> <li>• Have an awareness of personal and professional limitations.</li> <li>• Develop plans to address gaps in knowledge.</li> <li>• Use evidence-based medicine to effectively treat patients and understand commitment for ongoing use of ever evolving evidence-based medicine.</li> <li>• Self-reflect.</li> <li>• Participate in quality improvement activities and know why they are important.</li> <li>• Use discipline, reflection and self-control to develop a process for determining their level of understanding systems and strategies to address patient health care needs.</li> <li>• Self-evaluate and commit to career-long knowledge acquisition.</li> </ul>

## Interprofessional Collaborative Practice and Leadership

Graduates will have a firm grasp of the roles and responsibilities of physician assistants and team members and will demonstrate the ability to work effectively in a team-based approach to assure the goals of the patient remain the focus. Graduates of the PA program will be prepared to assume a leadership role on a health care team and will be able to contribute to quality patient care by working with other health care professionals. Knowing when to lead and when to follow is essential in health care and demonstrates the graduate's ability to value the needs of the patient over themselves.

Graduates are expected to:

- Work effectively with physicians and other health care professionals as a member or leader of a health care team or other professional group.
- Articulate the PA's role and responsibility to patients, families, communities and other professionals.
- Assure patients they are being heard and that their needs are the focus of care.
- Recognize when referrals are needed and arrange for appropriate consultations.
- Engage diverse professionals who complement one's own professional expertise, as well as associated resources to develop strategies to meet specific health care needs of patients and populations.
- Describe how professionals in health care and other fields can collaborate and integrate clinical care and public health interventions to optimize population health.

Interprofessional Collaborative Practice and Leadership Competency Domain	Graduates Are Expected to:
<b>Cultural Humility</b>	<ul style="list-style-type: none"> <li>• Have an awareness of their own personal and professional beliefs, biases, attitudes and actions that affect patient care.</li> <li>• Be aware and respectful of cultural differences of others.</li> <li>• Have a commitment to ongoing professional development.</li> </ul>
<b>Self-Assessment and Ongoing Professional Development</b>	<ul style="list-style-type: none"> <li>• Have an awareness of personal and professional limitations.</li> <li>• Develop plans to address gaps in knowledge.</li> <li>• Use evidence-based medicine to effectively treat patients and understand commitment for ongoing use of ever evolving evidence-based medicine.</li> <li>• Self-reflect.</li> <li>• Participate in quality improvement activities and know why they are important.</li> <li>• Use discipline, reflection and self-control to develop a process for determining their level of understanding systems and strategies to address patient health care needs.</li> <li>• Self-evaluate and commit to career-long knowledge acquisition.</li> </ul>

## Professional and Legal Aspects of Health Care

Graduates will demonstrate ethical and legally appropriate ways to care for patients. Competent PA graduates will be able to articulate and adhere to current standards of care and will possess knowledge of the laws and regulations that govern the delivery of health care in the United States. Graduates will be able to display professional maturity and use self-assessment and metacognitive skills. Graduates will display compassion and exercise humility consistently even in high stress, ambiguous and uncomfortable situations.

Graduates are expected to:

- Accurately and adequately document information regarding care for legal and quality purposes.
- Recognize their limits and establish healthy boundaries to support healthy partnerships.
- Participate in difficult conversations with patients and colleagues.
- Articulate the standard of care for practice of medicine.
- Exhibit an understanding of the regulatory environment, accountability to the patients, society and profession, and to be responsive to needs of the patient that supersede self-interest.

Professional and Legal Aspects of Health Care Competency Domain	Graduates Are Expected to:
<b>Cultural Humility</b>	<ul style="list-style-type: none"> <li>• Have an awareness of their own personal and professional beliefs, biases, attitudes and actions that affect patient care.</li> <li>• Be aware and respectful of cultural differences of others.</li> <li>• Have a commitment to ongoing professional development.</li> </ul>
<b>Self-Assessment and Ongoing Professional Development</b>	<ul style="list-style-type: none"> <li>• Have an awareness of personal and professional limitations.</li> <li>• Develop plans to address gaps in knowledge.</li> <li>• Use evidence-based medicine to effectively treat patients and understand commitment for ongoing use of ever evolving evidence-based medicine.</li> <li>• Self-reflect.</li> <li>• Participate in quality improvement activities and know why they are important.</li> <li>• Use discipline, reflection and self-control to develop a process for determining their level of understanding systems and strategies to address patient health care needs.</li> <li>• Self-evaluate and commit to career-long knowledge acquisition.</li> </ul>

## Health Care and Finance Systems

Graduates will demonstrate the knowledge and skills needed to navigate the health care system and deliver high-quality, patient-centered care while being cost effective and mindful of the patient's financial situation. Graduates will understand how their productivity in a health care organization can affect the finance of their organization. Graduates will understand how patient outcomes are affected by a patient's access to care and identify possible barriers to health care.

Graduates are expected to:

- Recognize financial implications to the provision of health care.
- Understand different payor systems in health care, including Medicare and Medicaid, and how this affects practice effectiveness.
- Understand the working PA/physician relationship.
- Identify and participate in quality improvement endeavors to improve patient care.

Health Care and Finance Systems Competency Domain	Graduates Are Expected to:
<b>Cultural Humility</b>	<ul style="list-style-type: none"> <li>• Have an awareness of their own personal and professional beliefs, biases, attitudes and actions that affect patient care.</li> <li>• Be aware and respectful of cultural differences of others.</li> <li>• Have a commitment to ongoing professional development.</li> </ul>
<b>Self-Assessment and Ongoing Professional Development</b>	<ul style="list-style-type: none"> <li>• Have an awareness of personal and professional limitations.</li> <li>• Develop plans to address gaps in knowledge.</li> <li>• Use evidence-based medicine to effectively treat patients and understand commitment for ongoing use of ever evolving evidence-based medicine.</li> <li>• Self-reflect.</li> <li>• Participate in quality improvement activities and know why they are important.</li> <li>• Use discipline, reflection and self-control to develop a process for determining their level of understanding systems and strategies to address patient health care needs.</li> <li>• Self-evaluate and commit to career-long knowledge acquisition.</li> </ul>

## Diversity, Equity, and Inclusion

The Marshall University Physician Assistant (MUPA) Program embraces diversity, equity, and inclusion. Diversity is not just a concept but a cornerstone of our identity, and we are committed to fostering a culture of equity. As we open our doors to a world of possibilities, we recognize and celebrate the richness that diversity brings to our community.

Our commitment to diversity extends beyond surface-level differences to embrace the uniqueness that each individual brings to our community. We understand that diversity encompasses a spectrum of identities, including but not limited to race, ethnicity, gender, sexual orientation and more. We actively seek to foster an inclusive culture that not only embraces differences but also celebrates and learns from them.

In recognition of our local area, population and community needs, the program enthusiastically welcomes all diverse backgrounds with a focus on students with a low socioeconomic status.

At the Marshall University Physician Assistant Program, we are dedicated to cultivating a vibrant and inclusive community that embraces individuals from all walks of life. We recognize the rich tapestry of diversity that shapes our world and are committed to creating an environment where everyone, regardless of socioeconomic status, feels valued, supported, and empowered.

We understand that individuals with low socioeconomic status may face unique challenges and barriers, and we are actively working to break down those barriers. We believe that by embracing individuals from all socioeconomic backgrounds, we enrich our collective experience and strengthen the fabric of our institution.

We actively seek to create opportunities for individuals with low socioeconomic status to thrive academically, professionally, and personally. Through targeted initiatives, support programs, and a commitment to equity, we aim to level the playing field and create a more just and inclusive community.

In our ongoing pursuit of diversity, equity, and inclusion, we pledge to listen, learn, and adapt our policies and practices to better serve individuals with low socioeconomic status. By doing so, we not only strengthen our institution but also contribute to a more just and equitable society.

Together, let us build a community where everyone, regardless of socioeconomic background, can thrive, succeed, and contribute to the collective success of Marshall University Physician Assistant graduates.

Entering graduate school for the first time is a transformative experience, and we are committed to ensuring that every PA program student feels welcomed, supported, and empowered to succeed. We understand that the transition to graduate school can be both exciting and challenging, and we are dedicated to providing resources and programs that address the specific needs of our PA students.

Through mentorship programs, support services, and a culture of inclusivity, we strive to create a space where our PA program students can thrive academically, personally, and socially. We encourage the exploration of diverse ideas, cultures, and identities to enrich the learning experience for all.

By fostering an environment that values and supports you, we not only enhance the educational experience for you as an individual but also contribute to the overall strength and diversity of our academic community. Together, let us build a campus where every student can embark on their academic journey with confidence, knowing that they are a valued and integral part of our Marshall University Physician Assistant Program.

## Marshall University Physician Assistant Program Accreditation

The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) is the accrediting agency that protects the interests of the public and PA profession by defining the standards for PA education and evaluating PA educational programs within the territorial United States to ensure their compliance with those standards.

The ARC-PA is an independent accrediting body authorized to accredit qualified PA educational programs leading to the professional credential, Physician Assistant (PA). Accreditation is a process of quality assurance that determines whether the program meets established standards for function, structure and performance. The ARC-PA does not accredit any academic degree awarded by the sponsoring institution of the PA program.

The ARC-PA encourages excellence in PA education through its accreditation process by establishing and maintaining standards of quality for educational programs. It awards accreditation to programs through a peer review process that includes documentation and periodic site visit evaluation to substantiate compliance with the Accreditation Standards for Physician Assistant Education. The accreditation process is designed to encourage sound educational practices and innovation by programs and to stimulate continuous self-study and improvement.

In addition to establishing educational standards and fostering excellence in PA programs, the ARC-PA provides information and guidance to individuals and organizations regarding PA program accreditation. The American Academy of Family Physicians, the American Academy of Pediatrics, the American Academy of Physician Assistants, the American College of Physicians, the American College of Surgeons, the American Medical Association, and the Physician Assistant Education Association (formerly the Association of Physician Assistant Programs) all cooperate with the ARC-PA as collaborating organizations to establish, maintain, and promote appropriate standards of quality for entry level education of physician assistants (PAs) and to provide recognition for education programs that meet the minimum requirements outlined in these Standards. These Standards are to be used for the development, evaluation, and self-analysis of physician assistant programs. The ARC-PA is recognized by the Council for Higher Education Accreditation (CHEA). The CHEA scope of recognition is for programs preparing individuals for entry into PA practice located in institutions in the US that are accredited by recognized regional accrediting bodies.

At its June 2023 meeting, the [Accreditation Review Commission on Education for the Physician Assistant, Inc.](#) (ARC-PA) placed the Marshall University Physician Assistant Program sponsored by Marshall University on Accreditation-Probation status until its next review in June 2025.

Probation accreditation is a temporary accreditation status initially of not less than two years. However, that period may be extended by the ARC-PA for up to an additional two years if the ARC-PA finds that the program is making substantial progress toward meeting all applicable standards but requires additional time to come into full compliance.

Probation accreditation status is granted, at the sole discretion of the ARC-PA, when a program holding an accreditation status of Accreditation - Provisional or Accreditation - Continued does not, in the judgment of the ARC-PA, meet the Standards or when the capability of the program to provide an acceptable educational experience for its students is threatened.

Once placed on probation, a program that fails to comply with accreditation requirements in a timely manner, as specified by the ARC-PA, may be scheduled for a focused site visit and is subject to having its accreditation withdrawn.

Specific questions regarding the Program and its plans should be directed to the Program Director and/or the appropriate institutional official(s).

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



## Prospective Students

Physician assistants (PAs) are vital members of a patient's health care team and are in demand nationwide.

Marshall University's PA graduates will earn a Master of Medical Science Physician Assistant degree (MMS PA), and will be prepared to evaluate, diagnose, and manage patients in primary and specialty care across all stages of life as well as patients in culturally diverse and rural settings. Additionally, the program will provide its students with the competencies and skills to support lifelong learning, to apply evidence-based medicine in practice, and to work in interprofessional teams. When this team approach of health care professionals is used, a wider range of services can be offered, and more patients will benefit at the regional, state, and national levels.

## Important Dates

<b>April 2025</b> – CASPA cycle opens
<b>May 2025</b> – First test date for Casper assessment
<b>June 2025</b> – Interviews with completion of supplemental application, Casper examination, and Technical Standards
<b>September 1, 2025</b> – Application deadline for Marshall University graduates for guaranteed interview (must meet minimum requirements to qualify)
<b>October 1, 2025</b> – Deadline for application to be verified by CASPA
<b>Within 30 days of interview</b> – Admission offers disseminated to applicants

## Admission

The Physician Assistant program at Marshall University is a non-thesis, 28-month graduate-level program awarding the Master of Medical Science Physician Assistant (MMS PA) degree upon completion.

Applicants will be evaluated using the applicant's academic record, Casper assessment, recommendations, entrance exam, personal statement and interview. Consistent with our mission, applicants who are West Virginia residents will be given additional points in the admission rubrics.

Applicants who have obtained, or will obtain by matriculation, an undergraduate degree from Marshall University, who meet the minimum admissions requirements, and who have their applications submitted and verified (**by CASPA**) by **September 1st** will be offered an interview. Note: The application requirement, process, and other deadlines still apply to all Marshall students.

Marshall University does not discriminate on the basis of race, color, national origin, ancestry, age, physical or mental disability, marital or family status, pregnancy, veteran status, service in the uniformed services (as defined in state and federal law), religion, creed, sex, sexual orientation, genetic information, gender identity, or gender expression in the administration of any of its educational programs, activities, or with respect to admission or employment.

## Rolling Admission

Admission is selective and operates on a rolling admission cycle. Therefore, it will benefit applicants to complete their applications early. All applications verified (by CASPA) prior to the October 1 deadline will be reviewed on a rolling basis. Please note that although an application may be verified by CASPA, Marshall's PA program has additional requirements as outlined on its website (i.e. three letters of recommendation, Casper scores, and official entrance exam scores). Applications that are not verified by CASPA by Marshall's Physician Assistant program admission deadline will NOT be considered. Decisions to reject or offer an interview to the applicant will be made using a rubric designed to be objective.

Applicants who are offered an interview will receive notice via email to the email address listed on the CASPA application. Interviews will be scheduled on a rolling basis. Rejection notices will be sent via mail to the applicant's current address listed on the CASPA application. Invited applicants will be given an interview date, provided a Marshall University supplemental application and questionnaire to be completed as well as a technical standards document to review and sign.

## Application Deadline – October 1, 2025

Applicants who wish to join the cohort in January 2026 must have their CASPA application **verified** by October 1, 2025.

## Prerequisites

**Baccalaureate degree** from an accepted accredited U.S. institution; no specific major is required so long as prerequisites are successfully completed.

**Required minimum overall GPA** of 3.0 (4.0 scale), as calculated by CASPA

**Required minimum science GPA** of 3.0 (4.0 scale), as calculated by CASPA

**Required minimum prerequisite coursework GPA** of 3.0 (4.0 scale), as calculated by Marshall University's PA Program (All applicants in consideration for admission to the MUPA program must meet minimum requirements for all GPAs, and preference will be given to applicants with higher GPAs.)

**Prerequisite coursework.** All prerequisite coursework should have been taken within the last 10 years. No Advanced Placement (AP), International Baccalaureate (IB), or College Level Examination Program (CLEP) coursework will be accepted in lieu of taking the courses themselves. All courses must be taken for a letter grade and be passed at the *C* or better level; a *C minus* is not acceptable. Applicants who are currently enrolled in required undergraduate prerequisite courses, or obtaining their bachelor's degree, may apply for preliminary admission. Once all required courses are successfully completed, prior to the designated start term of the application and as evidenced by an official transcript from the sending institution, those applicants may be regularly admitted to the program.

The credit hours (cr) of the following prerequisites are considered equivalent to semester hours. Please take this into consideration if you are taking courses using a different system. Quarter hour system prerequisite courses must equal the listed semester hour requirements. To calculate semester credit hours, multiply the number of quarter hour credits by 0.667.

General Chemistry with associated lab	8 cr
Statistics	3 cr
Human Anatomy with lab	4 cr
Human Physiology	3 cr
Organic Chemistry I with lab – 4 cr (or Biochemistry – 3 cr)	4 cr OR 3 cr
Microbiology with lab	3 cr
Medical Terminology	One semester (1-3 cr)
Psychology	3 cr
College Algebra – May be replaced with college-level pre-calculus or calculus	3 cr

Prerequisite coursework notes:

- Combined Human Anatomy and Physiology courses are accepted in lieu of separate Human Anatomy with lab and Human Physiology courses. However, applicants must take two semesters of Anatomy and Physiology with associated labs (totaling 8 cr).
- No Advanced Placement (AP), International Baccalaureate (IB), or College Level Examination Program (CLEP) credit will be accepted for any prerequisite courses.
- All prerequisite courses must have an assigned letter grade and not Pass/Fail or CR/NC.
- While the program encourages in-person labs, both in-person and virtual labs will be accepted.

**Recommendations.** Three recommendations are required, and these recommendations are used in the application process. They must be submitted through [CASPA](#) and be from recommenders who can attest to the applicant’s abilities to succeed, such as the capacity to learn, work ethic, and/or educational or professional goals. Recommendations should NOT be from family members or friends.

**Entrance exam – Graduate Record Exam (GRE).** The MCAT may be substituted for the GRE. GRE/MCAT scores must be less than five years old at the time of application. There is no minimum score required, and, though the GRE/MCAT is not weighted heavily within our application process, preference is given to applicants who rank in the higher 50% on their entrance exam. Official scores must be submitted electronically to CASPA directly from ETS using a special CASPA code. Visit the [CASPA Official GRE Scores](#) webpage to learn how to submit your official GRE scores. Visit the [CASPA Official MCAT Scores](#) webpage to learn how to submit your official MCAT scores.

**Personal Statement.** This statement is required and must be submitted through [CASPA](#). Personal statements are utilized in the application review process, and preference is given based on content and structure. (CASPA has added an optional “Life Experiences Essay” which is NOT required by our program and is therefore not utilized within the application review process.)

**CASPA and supplemental application.** Complete both the Central Application Service for Physician Assistants (CASPA) application and the Marshall University PA Program’s **supplemental application**; this includes the non-refundable supplemental application fee (\$40 for domestic applicants and \$150 for international). The supplemental application will be completed *only* by applicants who are invited for and accept an interview. Interviewees will be expected to complete and submit their supplemental application at the time of their interview.

**Casper assessment.** All applicants applying to the Marshall University Physician Assistant Program are required to complete Acuity Insights (Casper test only) for the 2025-2026 admissions cycle.

Casper, through Acuity Insights Assessments, is a standardized, multi-part online assessment that measures different competencies and attributes that we believe are important for successful students and graduates of our program. The Casper assessment will complement the other tools that we use for applicant review and evaluation. By implementing the Casper assessment, we are trying to further enhance fairness and objectivity in our selection process.

Acuity Insights Assessments consists of:

- Casper: 90-110 minute online, open-response situational judgment test
- Duet: 15-minute value-alignment assessment

NOTE: Duet is not required to apply to our program.

You will register for the Casper assessment using code CSP-10101-U.S. Professional Health Sciences. Visit <https://acuityinsights.app/> to create an account, access the Acuity Insights Assessments, and for test dates and requirements.

Marshall University's PA program strongly encourages applicants to take the assessment early as there is a limited number of slots for each day the exam is offered, and their application cannot be considered complete until the exam is taken and scores are received.

An applicant does not need to wait until their CASPA application is completed and/or verified to take the Casper assessment. Since our program utilizes a rolling admissions cycle, it is advantageous to complete your application as early as possible. Casper scores are utilized in the application review process, and preference is given to those with higher scores on this assessment.

**Casper assessment results are only valid for a single admissions cycle and must be taken again if an applicant is reapplying.** Since there is a cost associated with Casper, if there is a financial hardship that would otherwise prevent an applicant from taking the test, please reach out to the program at [paprogram@marshall.edu](mailto:paprogram@marshall.edu).

**PA shadowing.** Shadowing a current physician assistant in the field is encouraged, but not required. Shadowing can help an applicant better understand the role of a physician assistant. If invited for an interview, the applicant will be expected to briefly discuss the role of a physician assistant.

**Basic computer skills.** Skills must include the use of email and web-based and electronic searches.

**Patient care experience.** Not required.

## Advanced Placement

No advanced placement is granted in the program. All courses must be taken in the Marshall University Physician Assistant Program.

## Credit by Examination

There is no credit by examination for courses or credit given for life experience. All students must take all courses within the MUPA Program.

## Part Time Status

There is no part time option for the MUPA Program.

## Transfer of Credit

Neither transfer credit nor work-related experiences will be accepted toward the MUPA Program.

## Transfer Students

The MUPA program does not accept transfer students from other PA programs.

## Technical Standards

Most recently reviewed Fall 2024

### Marshall University Joan C. Edwards School of Medicine Physician Assistant Program Technical Standards for Admission

These technical standards for admission are set forth by the Marshall University Physician Assistant (PA) Program to establish the expectations and requisite abilities considered essential for students admitted to its educational and training programs. These standards are intended to achieve the levels of competency stipulated by the PA Program, its accrediting agency (the Accreditation Review Commission on Education for the Physician Assistant – ARC-PA), and the Higher Educational Policy Commission of the State of West Virginia.

A practicing physician assistant must possess the physical, mental, behavioral, and social competencies to function in a variety of clinical situations and to render a broad spectrum of patient care in multiple and varied settings.

Accepted students must be able to perform the academic and clinical competencies to meet the full requirements of the school's curriculum.

The academic and clinical competencies of the school's curriculum include the capacity to observe and communicate and demonstrate sufficient motor ability to perform physical examinations and basic laboratory and diagnostic procedures. Students must demonstrate emotional stability, exercise sound judgment, work effectively in stressful situations, and have the intellectual ability to synthesize data and solve problems.

Applicants for admission to the PA Program at Marshall University who are invited for an interview are required to certify on the day of their interview that they understand and are able to meet the Technical Standards described herein with or without reasonable accommodations. A description of the actual disability and the need for accommodations should not be disclosed at this time. Reasonable accommodations can be made for accepted students with appropriately documented disabilities. An accommodation is not reasonable if it poses a direct threat to the health or safety of self and/or others, if making it requires a substantial modification in an essential element of the curriculum, if it lowers academic standards, or poses an undue administrative or financial burden. Except in rare circumstances, the use by the candidate of a third party (e.g., an intermediary) to perform any of the functions described in the Technical Standards set forth would constitute an unacceptable modification.

An accepted student who has a disability and needs accommodations should initiate the appropriate steps to register with the Marshall University Office of Disability Services. The Office of Disability Services will notify the PA Program Director as soon as the accepted student is to receive services. Once the accepted student is approved for disability services, the student should contact the PA Program Director regarding the approved accommodations. Accepted students with disabilities which may compromise their educational process and their ability to practice medicine or which might compromise the educational process of their classmates may be required to undergo appropriate evaluation to assess their ability to meet the school's competencies and/or continue in the program.

Candidates for admission to the Marshall University Physician Assistant Program must meet the following Technical Standards:

1. Must be able to obtain information presented in classroom, laboratory, and clinical experiences, including but not limited to lecture, anatomical dissection, and simulated and real treatment situations;
2. Must be able to process information presented in classroom, laboratory, and clinical experiences, including but not limited to lecture, anatomical dissection, and simulated and real treatment situations;
3. Must be able to learn information presented in classroom, laboratory, and clinical experiences, including but not limited to lecture, anatomical dissection, and simulated and real treatment situations;
4. Must be able to acquire information from a variety of sources, including but not limited to texts, journals, written documentation, videotapes, films, slides, and advanced media resources;
5. Must have the mental capacity to, in a timely manner, assimilate, learn, and communicate large volumes of complex, technically detailed information, to perform clinical problem-solving, and synthesize and apply concepts and information from different disciplines to formulate evaluative and therapeutic judgments;
6. Must be able to measure, calculate, analyze, synthesize, and evaluate information;
7. Must be able to comprehend three-dimensional relationships and understand spatial relationships of structures;
8. Must be able to process information in a timely manner;
9. Must be able to solve clinical problems in a timely manner;
10. Must be able to observe simulated and real patients accurately close at hand and at a distance;
11. Must be able to assess verbal and non-verbal communication from others;
12. Must be able to demonstrate effective, efficient, and sensitive verbal, non-verbal, and written communication skills with faculty, peers, patients, and other members of the health care team from different cultural and social backgrounds;
13. Must be able to consistently perform a complete history and physical exam on any patient regardless of the patient's race, religion, ethnicity, socioeconomic status, gender, age, or sexual orientation;
14. Must be able to tolerate long periods of sitting as well as long periods of physical activity;
15. Must be able to manipulate parts of, or whole bodies of, simulated and real patients;
16. Must be able to tolerate close physical contact with patients for instructional purposes while maintaining professional deportment;

17. Must possess the emotional health necessary for the full use of intellectual abilities, the exercise of sound judgment, and the effective completion of all responsibilities attendant to the educational expectations, assessment and treatment of patients, and the development of mature, sensitive, and effective relationships with patients, family members, colleagues, and others;
18. Must be able to endure physically and mentally stressful workloads and function effectively and professionally under stress;
19. Must be able to adapt to changing environments and expectations;
20. Must be able to prioritize activities effectively;
21. Must possess adequate sensory function to fulfill the minimum competency objectives for auscultation, percussion, and other physical assessment and treatment procedures commonly used in the medical practice;
22. Must have the capacity to learn, model and abide by the professional competencies of the profession;
23. Must have the ability to record examination and diagnostic results clearly, accurately and efficiently, and communicate them effectively to the patient and colleagues.

Most Recently Reviewed December 9, 2024

Approved by Marshall University Associate General Counsel April 3, 2019

Approved by Curriculum Committee PA Program Marshall University April 4, 2019



## General MUPA Program Information

The PA program at Marshall University is a 28-month graduate curriculum leading to a Master of Medical Science Physician Assistant from Marshall University. The curriculum consists of two main parts: the didactic phase and the clinical phase.

The didactic phase consists of coursework comprised of lectures, lab activities, hands-on clinical learning experiences as well as independent study. The clinical phase is composed of 11 consecutive four-week rotations in PA Primary Care I, PA Primary Care II, PA Psychiatry I, PA Internal Medicine I, PA Internal Medicine Subspecialty, PA Women's Health, PA Pediatrics, PA General Surgery, PA Emergency Medicine, PA Orthopedics, and PA Clinical Elective. The final year is capped by a three-week senior seminar, which will include a summative evaluation and will serve to verify each student is prepared to enter clinical practice.

The sequencing and site placement of rotations is at the sole discretion of the PA program. More information is provided throughout the program. Students will be provided with a clinical rotation handbook (SCPE Handbook) and will be required to attend sessions for orientation to the clinical year.

## Course Registration

The MUPA program staff will register all students for all PA courses.

## MUPA Program Policy No. 1 - Dismissal and Appeal Policies

The Marshall University Physician Assistant (MUPA) Program has established a Student Progress Committee (SPC) to review the academic and professional performance of the PA program students, including compliance with the technical standards. For those students experiencing academic or professional difficulty, including non-compliance with the technical standards, the SPC will consider the totality of the circumstances and determine disciplinary actions when needed.

The Student Progress Committee bears the responsibility of evaluating Marshall University Physician Assistant students who are at risk for not meeting established academic performance and/or professional standards. This Committee will review the entire circumstances surrounding the student's alleged violation as well as the student's entire record within the MUPA Program before making recommendations to the Program Director. These recommendations may include various forms of remediation, probation, deceleration, or dismissal from the MUPA Program. The Program Director will review the recommendations of the Student Progress Committee and render the final decision to the student both in writing and in person/or virtually. Any action taken by the SPC may be appealed as outlined herein.

Areas addressed by the Student Progress Committee include:

- Academic Progression
- Academic Dishonesty
- Professional Integrity (Conduct/Professionalism)

After reviewing the presented information, recommendations will be made regarding students in one or more of the following situations:

1. Who have received grades that are unsatisfactory
2. Whose professional behavior and/or ethics have been questioned by a faculty member, peer, staff member, preceptor, or patient; or
3. Whose academic, clinical, and professional progress is in question

The SPC may take or recommend the following actions:

1. Dismissal of complaint
2. Letter of reprimand
3. Academic and/or professional performance remediation plan
4. Probation
5. Deceleration
6. Dismissal from the MUPA Program
7. Other such actions as may be deemed necessary by the Committee

Depending on the action taken, the SPC will monitor the student's progress and may take further action.

Committee members: The SPC is chaired by a member of the Principal Faculty. The SPC is comprised of the Medical Director, other principal faculty members, instructional faculty, or other individuals deemed appropriate who are appointed by the Program Director. The Program Director is not a member of the SPC and does not participate in its routine deliberation process.

## I. Definitions

- A. **Academic Exercise** – any assignment either graded or not graded, that is given in an academic course or one that must be completed toward the completion of degree requirements.
- B. **Assignment** – includes but is not limited to exam, quiz, homework, assignment, log, paper or oral presentation, lab assignment, and/or data gathering exercise.
- C. **Professional conduct** – refers to the characteristic conduct that reflects the commonly held values and beliefs of the PA profession and Marshall University. At all times students are expected to conduct themselves in a professional manner and abide by the highest standards of professional conduct.
- D. **Remediation** – is the MUPA Program defined and applied process for addressing deficiencies in a student’s knowledge and skills, such that the correction of these deficiencies is measurable and can be documented (as defined by the ARC-PA).
- E. **Probation** – is the period of time to be determined by the Student Progress Committee where the conduct and performance of a student are reviewed with heightened scrutiny.
- F. **Deceleration** – is defined by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) as the loss of a student from the entering cohort who remains matriculated in the Physician Assistant program.

## II. Academic and Professionalism Violations, Excluding Grade Appeals

### Section 1 - Academic Progression

- AP-1** Failure to successfully achieve a grade of 79.5% or better in any didactic and/or clinical course
- AP-2** Failure to raise the cumulative GPA to 3.0 the semester following the semester the student was placed on academic probation
- AP-3** Failure to meet academic standards while decelerated
- AP-4** Failure of more than 2 End-of-Rotation exams during the clinical year

### Section 2 - Academic Dishonesty

- AD-1** The unauthorized use or distribution of any materials, notes, sources of information, study aids, technologies, or tools during or for a graded academic exercise
- AD-2** The unauthorized assistance of a person other than the course director or their designated person during a graded academic exercise
- AD-3** The unauthorized viewing of another person’s work during a graded academic exercise
- AD-4** The unauthorized securing of all or part of assignments or examinations, in advance of submission by the course director or their appropriate designee
- AD-5** The unauthorized invention or alteration of any information, citation, data or means of verification in a graded academic exercise, official correspondence, or University record
- AD-6** Plagiarism or the submission as one’s own work any material or idea, wholly or in part, created by another, including, but not limited to, oral, written, and/or graphical material whether published and/or unpublished. It is the student’s responsibility to clearly distinguish their own work from that created by others. This includes the proper use of quotation marks, paraphrasing and the citation of the original source.
- AD-7** The attempt to obtain or obtaining a grade or the satisfaction of degree requirements by illegal or unethical means
- AD-8** Assisting another person to commit an act of Academic Dishonesty

### Section 3 - Professional Integrity

- PI-1** Any violation of Academic Dishonesty
- PI-2** Failing a drug screen while enrolled in the MUPA Program without proper proof of licensed health provider's prescription for the medication during the time of the drug screen
- PI-3** The unauthorized distribution of medication or drugs of any kind, either prescription or nonprescription
- PI-4** Being intoxicated with alcohol, prescribed or unprescribed medication or drugs while enrolled in the PA program (during class, clinical rotation shifts, while on the MUPA program campus or affiliated campuses, or other events mandated by the MUPA Program)
- PI-5** Failure to meet conditions established in a remediation agreement or learning contract
- PI-6** Failure to follow social media guidelines stated in the student handbook under "Social Media Policy".
- PI-7** Repeated tardiness (three or greater) or unexcused absenteeism during class or clinical rotation
- PI-8** Conduct that would render a student ineligible to participate in clinical rotations, sit for National Board Examination, or obtain licensure.
- PI-9** Behavior that poses a threat to the standards of orderly operation and scholarship or the mental and/or physical well-being of others.
- PI-10** Violation of or failure to comply with any required safety measures or public health guidelines, directives, or laws, as promulgated or mandated by the University, PA Program, city, state or federal officials, including but not limited to, the following requirements:
  - a. Failure to use Personal Protective Equipment (PPE), such as face masks, and/or gloves as directed or required
  - b. Failure to comply with social distancing directives and practices
  - c. Failure to adhere to guidelines related to groups
  - d. Failure to comply with any safety directives or mandates

### III. Sanctions for Academic and Professionalism Violations

#### Section 1 - Probation

- A. Students may be placed on probation for the following reasons, including, but not limited to:
  - 1. Failure to achieve or maintain the required 3.00 semester GPA (for one semester only),
  - 2. Repeated or egregious violation(s) of the Student Code of Conduct or Technical Standards, and/or
  - 3. Violation of HIPAA or other confidentiality requirements.
- B. All students placed on probation shall have an Academic Plan.
- C. The Academic Plan will outline corrective actions the student must take while on probation.
- D. Students placed on probation must also meet, as set forth in the plan, with their advisor to discuss their academic progress and compliance with the Academic Plan.
- E. The Academic Plan may be amended at the discretion of the Program Director to address any additional issues that are discovered or not previously addressed.
- F. Students who fail to successfully abide by the Academic Plan, or who have future academic and/or professional conduct issues, shall be subject to dismissal.

## Section 2 - Dismissal

- A. Students may be dismissed from the MUPA program for the following reasons, including, but not limited to:
  - 1. Failure to adhere to academic, clinical, and/or professional MUPA Program standards
  - 2. Failure to meet Academic Progression standards
    - a. Failure to achieve or maintain a cumulative GPA of 3.0 or greater after one semester of academic probation
    - b. Failure of more than two (2) End-of-Rotation exams, including remediation End-of-Rotation exams
  - 3. Continuing conduct for which the sanction of probation has already occurred
  - 4. Gross or intentional violations of the Marshall University Student Code of Conduct, Technical Standard and/or confidentiality requirements
  - 5. Other acts for which immediate dismissal may be appropriate include, but are not limited to, the following: cheating, plagiarism, conviction of a felony, moral turpitude, positive drug screen without proper medical authorization, refusal to submit to a drug screen, multiple exam failures, course failure, or significant Professional Integrity violation/s
  - 6. Sale or the unauthorized distribution of medication or drugs of any kind, either prescription or nonprescription
- B. Dismissal will occur after review of the student's academic and/or professional deficiency by the Student Progress Committee results in referral for dismissal, and final determination is made by the Program Director.
- C. In addition to referral to the SPC and corresponding sanctions, any acts which may involve criminal conduct may also be reported to the appropriate law enforcement agency.

## Section 3 - Deceleration

- A. As defined by ARC-PA, deceleration is the loss of a student from the entering cohort who remains matriculated in the Physician Assistant Program.
- B. The Student Progress Committee has the option to require deceleration due to academic, professional or personal reasons.
- C. Decelerated students will be required to enter with the next class at the time determined by the Student Progress Committee.
- D. Tuition, fees, and other related expenses are the responsibility of the student.

## Section 4 - Remediation

- A. Remediation is defined by the ARC-PA as "the program defined and applied process for addressing deficiencies in a student's knowledge and skills, such that the correction of these deficiencies is measurable and can be documented".
- B. The goal of the Marshall University PA Program's remediation process is to foster the student in the mastery of knowledge, skills and behavior in the areas that are defined to be deficient.

#### IV. Academic Grade Appeal Process

The MUPA Program Academic Grade Appeal Process is a formal process for MUPA students to request, review and redress academic grievances. The purpose of this process is to resolve academic disputes in a fair, collegial and timely manner.

- A. Students may appeal a final grade. Please note that appeals will not be considered for incorrect answers on assignments, quizzes, texts, etc. Appeals will be considered for questioned error in calculation of a course grade.
- B. Notification of grades is considered the date grades are posted.
- C. Timeline for Academic Grade Appeal
  1. Within two (2) business days of receipt of a final grade, the aggrieved MUPA student may appeal the final course grade with the course director<sup>1</sup>;
  2. Within two (2) business days of receipt of the appeal, the course director will issue their decision to the student. The course director's decision will include the rationale for their decision and a statement informing the student of the right for further appeal.
  3. Within two (2) business days of receipt of the course director's decision, the student may appeal the course director's decision to the Student Progress Committee.
  4. The appeal must be submitted in writing to the Chair of the Student Progress Committee.
    - a. The appeal should include a clear, concise statement of appeal and justification for this request.
    - b. The Student Progress Committee will meet within two (2) business days of receipt of the appeal. The student may be present for this meeting and provide any additional information to support their appeal.
    - c. The course director will have the opportunity to be present and to submit, in writing, their justification for not granting the student's appeal.
    - d. The Student Progress Committee will adjourn the hearing for deliberations and a decision on the matter, along with the appropriate sanction to be issued. The deliberations are not recorded.
    - e. Faculty serving on the Student Progress Committee should be aware of potential conflicts of interest and recuse themselves from the committee, if appropriate. In these circumstances, the Program Director will appoint another faculty member of the PA program (if available), or a faculty member from the Joan C. Edwards School of Medicine.
    - f. If the affected student believes a faculty member has conflict of interest, the student will notify the Program Director in writing and the Program Director will refer to the Student Progress Committee about a decision if the faculty member should be recused.
    - g. Approval or denial of an appeal with recommendations shall be determined by majority vote of those present at the Student

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<sup>1</sup> All clinical rotation grades will be addressed as above with the director of clinical education being the course director.

Progress Committee hearing. All documentation pertaining to the matter will be kept in the student's file.

- h. Within five (5) business days, the Student Progress Committee Chair will prepare a written decision outlining the findings. Their decision will be forwarded to the MUPA Program Director and the student.
  5. The decision of the Student Progress Committee is final.
  6. A copy of this communication will be placed in the student's file.
  7. If a grade is affected at any point in the process above, this change will be instituted by the course director, as soon as possible.
- D. Matriculation during pendency of the Grade Appeal
1. If the next didactic semester commences during the Grade Appeal process, the student will be permitted to attend class until the final decision has been rendered.
  2. If the student is in the clinical rotation year, it is at the discretion of the Program Director and Director of Clinical Education as to whether the student will continue clinical rotations or if they will delay their rotation until the grade appeal process is complete. If the student is to delay their clinical rotations, this may delay graduation.

## V. Appeal of an Academic Action Based on An Academic or Professional Integrity Issue (Including Academic or Professionalism Dismissal)

1. Each allegation of an academic or professional integrity violation by a Physician Assistant Program student will be forwarded to the Student Progress Committee (SPC).
  - a. Allegations may be forwarded to the SPC by any faculty member of the Physician Assistant program, the Program Director, or any administrator of Marshall University.
  - b. Allegations must be sent in writing or electronically to the chair of the Student Progress Committee.
2. The SPC will meet in person or electronically to consider the allegation.
3. The SPC may determine that no sanction is warranted or may recommend a sanction for the violation.
4. Within 10 business days of receiving the allegation, the SPC will provide the Program Director a written statement of the allegation against the student and the recommended sanction (if any).
5. The Program Director may choose to:
  - a. Accept the allegation and impose the sanction recommended by the SPC,
  - b. Accept the allegation and impose a modified sanction, or
  - c. Reject the allegation. In this case, no record of the allegation will be placed in the student's file.
6. Within 10 business days of receiving the recommendation of the SPC, if the allegation is accepted, the Program Director will provide a written Notice of Charges including the allegation and sanction to the student.
  - a. The Notice of Charges may be delivered in person with a signature acknowledgement or by certified mail with a copy of the letter to the Chair of the Student Progress Committee.
  - b. A copy of the Notice of Charges will be placed in the student's file.

7. If the student wishes to appeal the Notice of Charges, the student will proceed with the appeal process as outline in the Marshall University Graduate Catalog. Additional information can be found at <https://www.marshall.edu/graduate/graduate-student-appeals/>.
  - a. The decision of any appeal will be forwarded in writing to the Program Director and the student. A copy of the decision will be placed in the student's file.
8. Matriculation during pendency of an Academic or Professional Integrity Issue Appeal
  - a. If the next didactic semester commences during the appeal process, the student will be permitted to attend class until the final decision has been rendered.
  - b. If the student's clinical rotations commence, the student will delay their clinical rotations until the appeal process has been completed. This may delay graduation.
  - c. If the student is in clinical rotations and an appeal for an Academic or Professional Integrity Issue is being considered, the Program Director and Director of Clinical Education have the discretion to decide if the student will be allowed to continue in clinical rotations or to delay/cease their clinical rotations. If the student is to delay their clinical rotations, this may delay graduation.



## MUPA Program Policy No. 2 - Screening

Prior to matriculation into the Marshall University PA Program, students are required to obtain a complete history and physical and required health immunizations. In addition, a background check and drug screening must be done. All documentation is due to the PA program office by December 1. The program adheres to the Center for Disease Control and Prevention vaccination standards for health care workers. Prior to the beginning of rotations, all students will be required to repeat all screening. Due dates will be communicated to students by the director of clinical education well in advance of required dates.

## MUPA Program Policy No. 3 - Immunization Policy

To ensure compliance with the current recommendations of the Centers for Disease Control and Prevention (CDC), all matriculating and current students of the physician assistant program at Marshall University are required to present proof of immunity to the following:

- Rubella (German Measles) – titer required
- Rubeola (Measles) – titer required
- Mumps – titer required
- Varicella (Chicken Pox) – titer required
- Hepatitis B – documentation of three immunizations and quantitative titer required
- Tetanus; Diphtheria; Pertussis – Proof of immunization
- Tdap – recent Td > 10 years Tdap required
- TST (Tuberculin skin testing) or QuantiFERON Gold Assay
- Flu – One dose yearly
- COVID Vaccine 2 dose series if Pfizer or Moderna, or single dose Johnson and Johnson

A student physical examination form shall be provided to all students upon acceptance to the program. A physician or designated health care provider MUST complete and sign the form. The form must be returned (along with the proper titer and immunization documentation) to Amanda Chaffins, MU JCESOM Family Medicine, Division of Occupational Health and Wellness, 1600 Medical Center Drive, Suite 1500 Huntington, WV 25701. Any treatable conditions that the student is at increased risk for or health impairments that may interfere with the student performance of their duties must be reported. Documentation of immunity (i.e. titer results) must accompany the returned form. Should the titer indicate that the student is not appropriately immunized, additional vaccines may be required. In the case of a positive TB reading, documentation of follow-up (i.e. x-ray) and any needed treatment will also be required.

Noncompliant students will not be eligible for registration and, therefore, matriculation will be delayed. Extensions may be granted based upon late acceptance or other special circumstances as deemed necessary and appropriate by the program director for the PA program. Those granted an extension may have up to one semester to become compliant. In cases of allergy or religious objections, please contact Marshall Health at 304-691-1110.

## MUPA Program Policy No. 4 - Health Care Provider Policy

Principal Faculty, the Program Director and the Medical Director must not participate as health care providers for students in the MUPA Program unless in an emergency situation.

## MUPA Program Policy No. 5 - Background Check

When accepted to the program, all students will receive an application packet that will include information on obtaining a background check. This must be done with the designated vendor; no others will be accepted. This MUST be completed by the designated due date on the information provided to the students. Typically, this will be by December 1 of the year preceding matriculation.

Background checks are required to assure patient safety. Clinical sites require this information prior to accepting students for placement. All costs associated with background checks are the responsibility of the student. A second background check will be obtained prior to the beginning of clinical rotations. Occasionally sites may require further or more detailed background checks. Students will be notified of this as soon as possible and will be required to comply as directed by program faculty.

Positive results in the criminal background check will be handled on a case-by-case basis, depending on the nature of the charges and the outcome of the charges.

### Drug Screening

Documentation of a negative drug screen is a common requirement. When accepted to the program, all students will receive a packet that will include information on obtaining a urine drug screen. This must be done with the designated vendor; no others will be accepted. A minimum of ten percent of Marshall's PA class will be submitted to random drug screening every semester. Students with a positive drug screen at any time during enrollment in the program will be advised on a case-by-case basis and will be subject to action by the Student Progress Committee.

## MUPA Program Policy No. 6 - Illicit Drug and Alcohol Screening Policy

Entering the medical profession is a profound privilege and responsibility to not only oneself but to future patients. Physician assistant students should hold themselves to the highest of standards. This policy is intended to improve the culture and reputation of the Marshall University Joan C. Edwards School of Medicine Physician Assistant Program. Substance abuse is not appropriate for PA students as it is a reflection of poor judgement that can affect personal lives, professional careers, and the lives of our current and future patients and their families. The intent is that current and future Marshall University PA students continue to foster an environment of professionalism and integrity. Formal education will occur at matriculation and annually thereafter regarding substance abuse and its impact on health care providers and their patients; the roles and responsibilities of the West Virginia Medical Professionals Health Program (WVMPHP) regarding providing testing, evaluation and treatment of substance abuse; and the responsibility of all members of the Marshall University PA Program, and the school of medicine community in reporting incidents of substance abuse.

We have established a drug-free workplace (DFWP) policy that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

## Requirement for Testing

- Drug testing is required for all PA students prior to matriculation and prior to beginning rotations (at a time specified by the program).
- Random drug and alcohol testing of 10% of enrolled students can occur at any time at the discretion of the administration with a recommendation of at least three random screenings per academic year.
- Two or more expressions of concern from any combination of classmate, faculty, attending, staff or administrator will be considered reason for testing of the student in question.
- No student is exempt from random or probable cause drug testing including students in leadership positions.

## Drug Testing

- To ensure accuracy and fairness, all testing will be conducted according to accepted industry standards allowing for confidentiality and privacy. Pre-access, random and reasonable suspicion testing will be conducted using lab-based testing. In the event of a non-negative result, a confirmation test will be conducted with the opportunity for review by a medical review officer. This includes the opportunity for students who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result and a documented chain of custody.
- All drug-testing information will be maintained in separate confidential records.
- Each student, as a condition of continued participation in the program, will be required to participate in pre-access and random testing upon selection or request of management.

## Prohibited Behavior

It is a violation of our policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants.

## Procedures upon a Positive Result

- The student will be removed from classes and/or clinical duties and placed on administrative leave until formal assessment is completed. Return to academic responsibilities are handled on a case-by-case basis and in coordination with the WVMPHP.
- The student has the right to review and provide explanation for any positive drug or alcohol screen with the chair of the Student Progress Committee or the Program Director.
- Confirmatory testing may be required or at the request of the student or administration.
- First Offense: The student will be referred to the WVPHP for a formal assessment to assure no emotional distress is present and student safety is confirmed. The student will be subject to increased frequency of drug and alcohol testing and counseling as recommended by the PHP. Upon satisfactory completion/compliance of such a program, the student has the right to have their record in the PA program expunged. Any cost of recommendations by the WVMPHP is the responsibility of the student.
- Second Offense/Non-compliant First Offense: Student will be referred to the Student Progress Committee.
- Any student who refuses drug or alcohol testing is subjected to referral to the Student Progress Committee for consideration of program dismissal.

### Additional Consequences

- Any student with a positive result who holds a leadership position will be removed from their position and be deemed ineligible for other leadership positions.
- Any student proven to be distributing drugs of any kind, either prescription or nonprescription, will automatically be referred to the Student Progress Committee and will be subject to immediate dismissal. Referral to law enforcement will occur if necessary.
- Any student suspected of using prescription medication without proper proof of a physician's prescription in their name will be subject to the same policies as above.

## Student Professional Responsibility

- It is the professional responsibility of any student to report any concerns of others using or distributing drugs and/or overconsumption of alcohol.
- Students with signs or symptoms of impairment should be reported to the Program Director.
- “Red Flag” warning signs that possibly suggest impairment include, but are not limited to, the following:
  - Physical
    - Sleep disorders
    - Frequent accidents
    - Eating disorders
    - Deterioration in personal hygiene or appearance
    - Multiple chronic physical complaints for which no physical basis has been found
  - Family
    - Conflict
    - Disturbed spouse
    - Withdrawal from family members
    - Separation or divorce proceedings
    - Sexual problems, extramarital affairs
  - Social
    - Isolation from peers
    - Withdrawal from outside activities
    - Embarrassing or inappropriate behavior at social functions
    - Driving while intoxicated
    - Unreliability, unpredictability
    - Interaction with police
  - Depression
    - Risk-taking behavior
    - Tearfulness
    - Mention of death wish/suicide
    - Slowed behavior and attention
    - Flat or sad affect
    - Dilated or pin-point pupils
    - Wide swings in mood
    - Self-medication with psychotropic drugs
    - Alcohol on breath at work or in class
    - Uncontrolled drinking at social events
    - Concerns of spouse or significant other about alcohol or drugs
    - Moroseness
  - In Hospital
    - Unexplained absences or chronic tardiness
    - Spending excessive time at the hospital
    - Marked behavioral changes
    - Decreasing quality of or interest in work
    - Increasing difficulties with peers or staff
  - In Academic Settings:
    - Absence from required classes or coursework
    - Any sharp variance in grades or academic performances
    - Change in behaviors
    - Unprofessional actions

## Assistance

Marshall University Physician Assistant Program recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our students, our policy encourages students to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.

## Confidentiality in Regard to Illicit Drug and Alcohol Screening Policy

Information provided to the physician assistant program regarding drug and alcohol issues will be kept confidential to the extent permitted by law.

\* If a student is referred to the WVPHP, in order to assure that proper communication between all parties, the student must sign a release of information allowing the WVPHP to submit a general summary of the student's compliance with requirements of the WVPHP to the Program Director. All information exchanged will remain confidential and will be maintained in a secure file in the Program Director's office. Any medical/health related records will be confidentially stored.

If a clinical affiliation requires additional immunization, health screening, background check, or drug screening, it will be the student's responsibility, at their cost, to comply. The PA program will provide notification of such requirement to students as soon as possible.

## Prevention of Exposure to Infectious and Environmental Hazards

Students receive ongoing education in the Marshall University PA Program on how to protect themselves and others from exposure to infectious and environmental hazards. Students will be required to attend/obtain blood borne pathogen training during the first semester of the PA program. This occurs prior to any exposures in Gross Anatomy for the PA or clinical experiences. In addition, Universal Precautions will be taught during History and Physical Examination Blood Borne Pathogen training and Universal Precautions will be reviewed prior to beginning clinical rotations.

## MUPA Program Policy No. 7 - Post-Exposure Policy for Management of Blood and Body Fluid Exposure

OCCUPATIONAL HEALTH & WELLNESS

304-691-1110

If, at any time, an exposed PA student is unable to contact the MUPA Director of Clinical Education or Program Director, any of the administrative safety officers listed below should be contacted.

### Safety Officers

Maynard, Lisa	Administration	1.1720	<a href="mailto:maynard241@marshall.edu">maynard241@marshall.edu</a>
Ward, Nathan	Administration	1.1705	<a href="mailto:ward85@marshall.edu">ward85@marshall.edu</a>
Davis, Evie	Cardiology	1.8536	<a href="mailto:davis118@marshall.edu">davis118@marshall.edu</a>
Sizemore, Brittany	Cardiology	1.8528	<a href="mailto:likens3@marshall.edu">likens3@marshall.edu</a>
Woodyard, Lexa	Dentistry	1.1246	<a href="mailto:halstead4@marshall.edu">halstead4@marshall.edu</a>
Alexander, Teresa	Dermatology	1.6829	<a href="mailto:alexander22@marshall.edu">alexander22@marshall.edu</a>
Lange, Tracy	Director of Nursing/Peds	1.1361	<a href="mailto:langet@marshall.edu">langet@marshall.edu</a>
Lowe, Tamara	Family Medicine	1.1057	<a href="mailto:lowe16@marshall.edu">lowe16@marshall.edu</a>
Watters, Judy	Family Medicine	1.1190	<a href="mailto:watters@marshall.edu">watters@marshall.edu</a>
Jones, Amanda	GME	1.1817	<a href="mailto:cartmel1@marshall.edu">cartmel1@marshall.edu</a>
Christopher, Laura	Holmes Wellness Center	1.1730	<a href="mailto:christopherl@marshall.edu">christopherl@marshall.edu</a>
Montgomery, Jamey	Housekeeping Services	740.645.8404	<a href="mailto:montgomery34@marshall.edu">montgomery34@marshall.edu</a>
Caldwell, Amy	Internal Medicine	1.1007	<a href="mailto:caldwell7@marshall.edu">caldwell7@marshall.edu</a>
Johnson, Jim	Internal Medicine	1.6370	<a href="mailto:johnsonjame@marshall.edu">johnsonjame@marshall.edu</a>
McCarthy, Mike	IT	1.1765	<a href="mailto:mccarthy@marshall.edu">mccarthy@marshall.edu</a>
Montgomery, Jamey	Maintenance	1.1642	<a href="mailto:montgomer34@marshall.edu">montgomer34@marshall.edu</a>
Spence, Sheanna	Marketing	1.1639	<a href="mailto:smith566@marshall.edu">smith566@marshall.edu</a>
Adkins, Brandy	Neurosurgery	304.691.1988	<a href="mailto:adkinsbra@marshall.edu">adkinsbra@marshall.edu</a>
O'Dell, David	Neurosurgery	1.1157	<a href="mailto:odell@marshall.edu">odell@marshall.edu</a>
Galloway, Rachel	OB/GYN	1.1464	<a href="mailto:rachel.sargent@marshall.edu">rachel.sargent@marshall.edu</a>
Lloyd, Mindy	OB/GYN	1.1413	<a href="mailto:mbates@marshall.edu">mbates@marshall.edu</a>
Chaffins, Amanda	Occupational Health	1.1110	<a href="mailto:foglesong@marshall.edu">foglesong@marshall.edu</a>
Smith, Amy	Office of Medical Education	1.8684	<a href="mailto:smith305@marshall.edu">smith305@marshall.edu</a>
Woodyard, Lexa	Ophthalmology	1.8804	<a href="mailto:halstead4@marshall.edu">halstead4@marshall.edu</a>
McSweeney, Melanie	Orthopaedics	304.526.2607	<a href="mailto:sargent5@marshall.edu">sargent5@marshall.edu</a>
Porter, Amber	Orthopaedics	1.1348	<a href="mailto:byard@marshall.edu">byard@marshall.edu</a>
Blatt, Michael	Pathology	1.8860	<a href="mailto:blatt16@marshall.edu">blatt16@marshall.edu</a>
Woodrum, Cole	Pediatrics	1.1312	<a href="mailto:woodrum33@marshall.edu">woodrum33@marshall.edu</a>
Maynard, Jessica	Pharmacy	1.6879	<a href="mailto:maynard153@marshall.edu">maynard153@marshall.edu</a>
Preece, Carly	Pharmacy	1.8778	<a href="mailto:preecec@marshall.edu">preecec@marshall.edu</a>
Myhrwold, Angela	Psychiatry	1.1568	<a href="mailto:myhrwol1@marshall.edu">myhrwol1@marshall.edu</a>
Montgomery, Jamey	Safety Director	1.1642	<a href="mailto:montgomery34@marshall.edu">montgomery34@marshall.edu</a>
Gerlach, Jarrett	Surgery	1.1298	<a href="mailto:gerlach8@marshall.edu">gerlach8@marshall.edu</a>
Jones, Sarah	Surgery	1.6916	<a href="mailto:herbert4@marshall.edu">herbert4@marshall.edu</a>

**INTRODUCTION:** Post-exposure evaluation and initiation of prophylaxis therapy, if indicated, should be available to those who have sustained exposures to blood or body fluids that may be infected with blood borne pathogens. Those covered under this policy include faculty, employees, residents, PA students, patients, visiting students, visitors and authorized guests or vendors.

**RATIONALE:** While avoiding occupational exposure to blood borne pathogens is the best way to prevent transmission of HIV and viral hepatitis, exposures can and do happen in the workplace. There are regimens for post-exposure management and follow-up, approved and recommended by the U.S. Public Health Service and the Centers for Disease Control and Prevention (CDC) that can potentially minimize the morbidity and mortality from such exposures.

**PURPOSE:** To provide timely post-exposure evaluation and follow-up to those sustaining exposure to potentially infectious blood or body fluids.

**REVIEW:** This policy is subject to review and approval by the Administration of Joan C. Edwards School of Medicine at Marshall University and University Physicians & Surgeons, Inc. (SOM/UP&S) as required by changes in CDC guidelines, West Virginia statute or institutional need.

## I. DEFINITIONS

**A. Body fluids considered infectious:** substances that have been implicated in the transmission of HIV and viral hepatitis, i.e., blood, cerebrospinal, synovial, pleural, peritoneal, pericardial, amniotic fluids. Breast milk, semen and vaginal secretions are known as infectious agents but have not been implicated in occupational settings as a mechanism of transmission unless they are contaminated with VISIBLE blood.

**B. Body fluids considered non-infectious if no visible blood present:** sputum, nasal secretions, saliva, sweat, tears, urine, feces, emesis (gastric fluids).

**C. Blood Borne Pathogens:** for the purpose of this policy blood borne pathogens refer to HIV, Hepatitis B and Hepatitis C.

**D. Collateral Safety Officer:** an employee within a department designated to handle safety issues outlined by SOM/UP&S.

**E. Emergency Department (ED):** a facility which is usually attached to a general medical hospital; sometimes referred to as an emergency room (ER), which is staffed and manned 24 hours a day by physicians and trained personnel who handle a wide range of medical emergencies.

**F. Exposed person:** a person exposed to blood or body fluids through needle stick, instruments, sharps, surgery or traumatic events; or

**G. HIV:** the human immunodeficiency virus that has been identified as the causative agent of AIDS

**H. Non-exposed person:** a person whose intact skin only has been in contact with a substance that potentially carries a blood borne pathogen.

**I. Post-Exposure Prophylaxis (PEP):** a defined regimen, as formulated by the CDC, to aid in the prevention of the development of infection with HIV and prescribed by an evaluating institution or physician.

**J. Post-Exposure Management Team:** a team of individuals identified usually by the SOM/UP&S Safety Officer or other responsible personnel involved in an exposure that is responsible for follow-up with the exposed person. Members of the team may vary according to need and circumstance and will usually include the physician involved in source patient evaluation, a physician to continue PEP treatment, and/or other persons knowledgeable in the process of care and evaluation of individuals exposed to blood borne pathogens.



**K. Post-Exposure Management to Hepatitis B and Hepatitis C:** a defined regimen of serologic testing, follow-up and treatment may be recommended by an evaluating institution or physician.

1. a person whose mucous membranes are exposed to visible blood or body fluids or laboratory specimens considered occupationally infectious; or
2. a person whose of intact skin is exposed to similar substances when such skin is chapped, abraded or afflicted with dermatitis or the contact is prolonged or involving an extensive area.

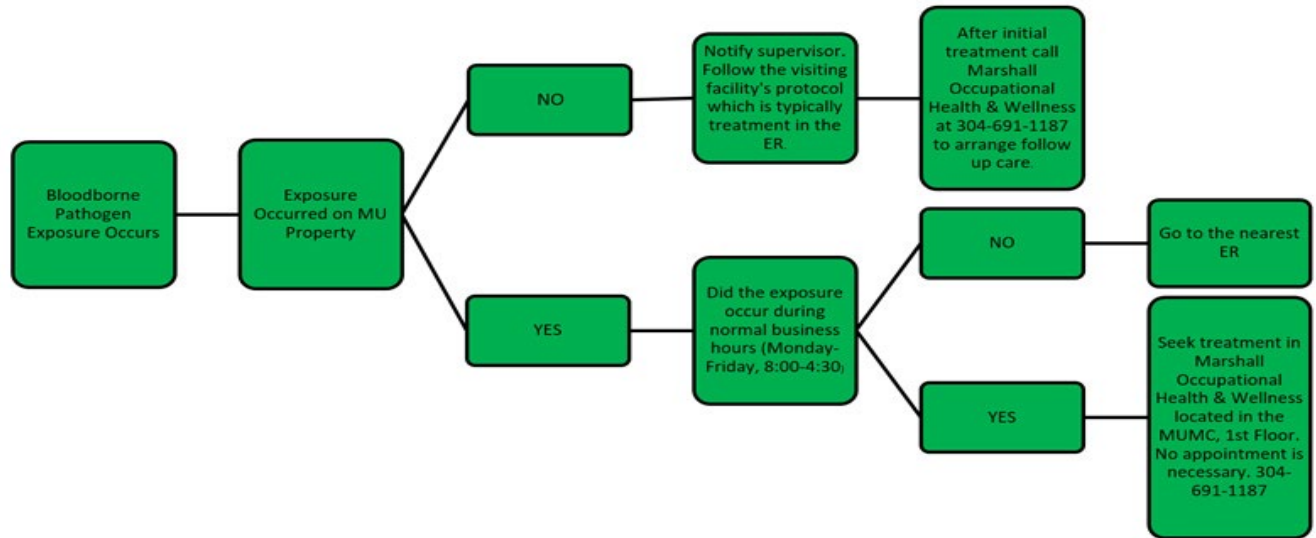
L. **Source Patient:** any individual, living or dead, whose blood or other potentially infectious materials may be a source of exposure to an exposed person.

## II. SCOPE OF IMPLEMENTATION

- A. This policy is meant to cover anyone as defined in the introduction above who sustains an exposure to blood or body fluid that would define them as an **exposed person** in the previous section of Definitions.
- B. The method of dissemination and education regarding such policy shall be the responsibilities of the Department Chairs or their designee (Safety Collateral Officer), the Program Directors for each residency, the Associate Dean of Academic Affairs for medical students and the SOM/UP&S Safety Officer for those not directly under those areas. It is the intention that every person who may potentially be involved with an occupational exposure of this type be aware of the basic policy and steps for management.
- C. Physician assistant students and resident physicians must be vaccinated for Hepatitis B and present serologic results before beginning their programs. Those who are classified as having potential for blood borne pathogen exposure are to have the prescribed OSHA education and training at the time of matriculation and yearly thereafter. Every person, considered at risk or not, however, is to report an exposure immediately.
- D. It is the intention that exposures as described within this policy be reported and handled appropriately. No impediment to this process is to be tolerated and problems associated with such are to be reported to the SOM/UP&S Safety Officer or other person of responsibility for this policy within the SOM/UP&S.

## MUPA Policy No. 8 - Policy for Exposure to Infectious and Environmental Hazards

Policy for exposure to needle stick, blood or body fluid:



### III. PROCEDURE

#### STEP 1: Immediate Treatment

Percutaneous injury by needle sticks or other sharp objects, in which there is the slightest suggestion that the integrity of skin has been broken by a potentially contaminated item, requires immediate treatment.

1. Wash the wound thoroughly with a sudsy soap and running water; the soap directly reduces the virus's ability to infect. If water is not available, use alcohol.
2. Remove any foreign materials embedded in the wound.
3. If not allergic, disinfect with Betadine solution.

#### Non-intact Skin Exposure

1. Wash skin thoroughly as in #1 above.
2. If not allergic, disinfect with Betadine solution.
3. There is no evidence that squeezing the wound or applying topical antiseptics further reduces the risk of viral transmission.

#### Mucous Membrane Exposure

Irrigate copiously with tap water, sterile saline or sterile water.

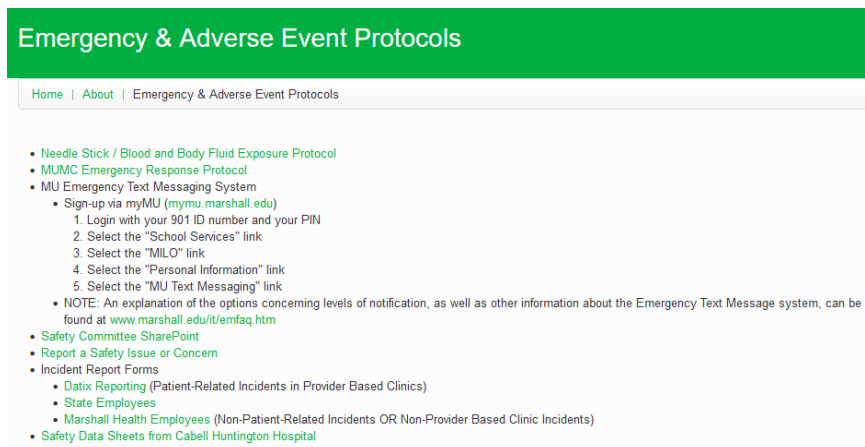
#### Intact Skin Exposure

Exposure of intact skin to potentially contaminated material is not considered an exposure at any significant risk and is neither considered an exposed person or in need of evaluation. Thoroughly clean and wash exposed intact skin.

## STEP 2: Exposure Protocol

### *Exposure within Marshall University Joan C. Edwards School of Medicine or University Physicians and Surgeons (SOM/UP&S):*

If the PA student is within the local geographic work areas of SOM or UP&S and during normal business hours, the exposure should be immediately communicated to the Collateral Safety Officer within that Department. If the exposed person cannot identify the Collateral Safety Officer immediately, that person should ask for immediate help or direction from other responsible personnel. The Collateral Safety Officer or other responsible person should immediately direct the exposed patient to Family Medicine Division of Occupational Health & Wellness. The exposed person should immediately identify themselves as having been exposed to a blood borne pathogen and insist on urgent evaluation. If PEP is going to be recommended or initiated to an exposed person, this needs to be started within two hours of exposure per current CDC guidelines. If the exposed person is an employee of SOM/UP&S, it is important to make sure that the Family Medicine Division of Occupational Health & Wellness generates a Worker's Compensation Form and does not bill your insurance. Because PA students are not employees who are covered by Worker's Compensation, a Worker's Compensation Form need not be completed. In the case of a medical student, his or her health insurance will be billed. If the exposure occurs after work hours or a safety officer or other responsible personnel within the work area is not immediately available, the exposed person should proceed on their own to the ED for immediate and timely evaluation. The exposed person is to report back the incident and the outcome of that initial evaluation as soon as feasibly possible to the SOM/UP&S Safety Officer or the Collateral Safety Officer. It will be the responsibility of the exposed person to complete the appropriate Incident Report Form (<https://jcesom.marshall.edu/about/emergency-adverse-event-protocols/>). From this website, please select Marshall Health Employees (see screenshot below).



### *Exposure within an Affiliated Hospital:*

If the exposed PA student is functioning within an affiliated hospital, the incident is to be reported immediately to a nursing supervisor or other obvious hospital personnel. The exposed person will be handled according to the hospital's policies and procedures for such an exposure. This process should involve immediate referral to an ED. These hospitals will have their own mechanisms for tracking and Post-Exposure Management, if needed. However, the incident is to be reported as soon as possible to the Division of Occupational Health & Wellness. If the exposed person is unable to reach the Div. of Occupational Health & Wellness representative within 24 hours or the next business day, then another responsible person within administration must be contacted. The exposed person must complete the appropriate Incident Report Form. If appropriate, they will identify a Post-Exposure Management Team for the exposed person.

### *Exposure at a Health Facility other than SOM/UP&S or an Affiliate Hospital:*

When a person is exposed at a health facility other than SOM/UP&S or an affiliated hospital, the exposed person should immediately report the incident to a person of responsibility at the location. Each office or facility dealing with healthcare or handling blood or body fluids pathogens should have its own procedures and policies for dealing with an exposure. If it is clear to the exposed person that the remote facility has no mechanism in place to deal with the exposure that includes evaluation by a trained medical professional, that person is to go to the nearest ED and ask for initial and emergent evaluation for exposure to a blood borne pathogen. These instances would most frequently involve a medical student or resident assigned off-site. The Division of Occupational Health & Wellness should be contacted as soon as possible about the exposure. If the exposed person is unable to reach the Division of Occupational Health & Wellness within 24 hours or the next business day, then another responsible person within administration must be contacted. The exposed person must complete the appropriate Incident Report Form, which is available through the Division of Occupational Health & Wellness administration. If appropriate, the Division of Occupational Health & Wellness will identify a Post-Exposure Management Team for the exposed person.

### STEP 3: SOURCE PATIENT

If the exposure occurs within the confines of SOM or UP&S areas of responsibility, it is the duty of the Division of Occupational Health & Wellness, the Collateral Safety Officer or other responsible person available at the time of exposure to begin the assessment and evaluation of the source patient or source specimen according to protocol, if such source is identifiable.

Under circumstances where a source patient or known source patient's specimen has been implicated in an exposure, that source patient will be asked to submit to HIV and acute Hepatitis B and C testing. Obtain a specific consent (**MUMC HIV (AIDS) Laboratory Consent**) for HIV testing by contacting Division of Occupational Health & Wellness safety officer. If this source is under SOM or UP&S jurisdiction, it will be done at no cost to the individual. The cost is to be covered by the individual department or independent site where the exposure occurred. No source patient or source patient's specimen may be tested for HIV without their specific consent under West Virginia Code. It is the responsibility of the SOM/UP&S Safety Officer, Collateral Safety Officer or other responsible personnel to appoint a healthcare provider within our system to handle the issues surrounding a source patient when an exposure occurs. Blood may be tested in lieu of full consent in bonafide medical emergencies, when in the estimation of the physician treating the exposed person that the exposure was significant and substantial and the HIV status of the source absolutely must be known. However, blood cannot be obtained on a patient actively refusing a blood draw, so this procedure can only be followed when there is already appropriate blood available for the patient, the patient cannot be contacted within a reasonable time, or the patient is unable to express open refusal. If the source patient refuses testing or cannot give consent, then it should be documented on the **MUMC HIV (AIDS) Laboratory Consent Form** in section 4 labeled "UNCONSENT".

The source patient is to be notified of all results, if possible, having been given the required pre- and post-exposure counseling. The source patient's health care provider may also be notified if appropriately approved for release by the patient. The only other persons made aware of such results are the exposed person and the post-exposure management team. These records will be maintained in a confidential manner within the SOM/UP&S Safety Officer's files. An identifying number will be assigned to the source patient file for tracking purposes.

Treatments involving PEP for the exposed person and any possible future exposure-related diseases or disabilities for the exposed person shall not be the responsibility of SOM or UP&S. These costs are to be covered under appropriate entities such as Worker's Compensation, Health Insurance, Disability

Insurance or the responsibility of the exposed person. Any diseases or disabilities discovered during testing of the source patient are not the responsibility of SOM or UP&S and are the responsibility of the source patient.

#### IV. DOCUMENTATION

The details of an exposure and all associated testing, treatment and follow-up for exposed person are not placed in a medical record unless appropriately approved for release. Documentation of the incident is to be kept in the SOM/UP&S Safety Officer's files. The results of the source patient's testing shall be anonymously placed in the exposed person's record using only a traceable identifying number.

All forms required and necessary to document and report the totality of the circumstances surrounding each incident and exposed person shall be the responsibility of the UP&S/SOM Safety Officer. The format and content of all forms required in this policy are to meet any state or regulatory requirements.

#### V. ADDITIONAL INFORMATION

The CDC maintains a 24-hour, seven days a week hotline called PEP line, which offers health care providers around-the-clock advice on managing occupational exposures to HIV and hepatitis B and C. Exposed persons are encouraged to seek advice and direction from this source at any time but may find it particularly helpful if there are questions in the immediate exposure period that are not being immediately handled or answered clearly. This number is 888-448-4911 to seek additional counsel or advice.

#### For Physician Assistant Students: Financial Concerns Associated with an Exposure

The PA program encourages students to become aware of the Blood and Body Fluids Exposure Protocol so that an appropriate course of action can be followed in the event of an exposure. Please do not let a concern over expenses result in the lack of health care. With appropriate documentation, Marshall University Joan C. Edwards School of Medicine will reimburse any enrolled student up to \$10,000 for costs related to an exposure. Students must provide a copy of their Explanation of Benefits (EOB) from the health insurance AND a copy of the bill from the site at which you received services, such as lab work, to Ms. Laura Christopher in the Office of Student Affairs at the Byrd Clinical Center. Submit this documentation for payment or reimbursement as soon as possible after the event. Direct any question to Amy Smith at 304-691-8684 or by email at [smith305@marshall.edu](mailto:smith305@marshall.edu).

#### MUPA Program Policy No. 9 - Student Employment Policy

Due to the intense and demanding nature of study during Marshall University's Physician Assistant Program, employment during this time is strongly discouraged. Students should treat their PA education as a full-time job and use their time for class, assignments, labs, study, and personal reflection. In the event that a student still wants to pursue employment, the student must receive written permission from the Program Director prior to employment. If permission is received, no accommodations will be made by the program to adapt to the student's employment schedule. Students are not permitted to work during the clinical phase of the program due to the variety of schedules encountered during their rotations.

Additionally, students are not required to ever work for the program, substitute for or function as instructional faculty, or substitute for clinical or administrative staff during supervised clinical practical experiences.

#### MUPA Program Policy No. 10 - Salutations Policy

All health care professionals, faculty and staff should be addressed by their titles: Miss, Ms., Mrs., Mr. Dr., PA, etc. Treat everyone with respect. Patients should not be identified by their first name unless otherwise instructed.

## MUPA Program Policy No. 11 – Professional Integrity/Conduct (Professionalism)

As part of their educational process at Marshall University, Physician Assistant (PA) students are expected to develop and demonstrate professional integrity or conduct. This is commonly referred to as Professionalism. Throughout the PA curricula, Professionalism will be emphasized in many ways. Professional conduct refers to the characteristics of behavior that reflect the commonly held values and beliefs of the PA profession and Marshall University. At all times, students are expected to conduct themselves in a professional manner and abide by the highest standards of professional conduct.

As defined in the Physician Assistant Education Association (PAEA) Competencies document as follows:

“Professionalism is the expression of positive values and ideals as care is delivered. Foremost, it involves prioritizing the interests of those being served above one’s own. Physician assistants must know their professional and personal limitations. Professionalism also requires that PAs practice without impairment from substance abuse, cognitive deficiency or mental illness. Physician assistants must demonstrate a high level of responsibility, ethical practice, sensitivity to a diverse patient population and adherence to legal and regulatory requirements.”

Professional Conduct is conveyed on two levels:

1. On an individual level to patients, peers, faculty, and
2. On a larger level to society.

The faculty recognizes that you, as a student, may have little experience and understanding of the importance of ethics and professionalism in everyday encounters. Thus, it is essential for you to develop these concepts and mindset during the educational process.

**As a Student, Professional Integrity/ Conduct (Professionalism) in the following areas is paramount:**

### **Area 1: HONESTY AND INTEGRITY**

- Responsibility
- Self-advocacy
- Integrity
- Ethical decision making in a non-biased manner
- Receptive to feedback
- Maintains honesty with patients, peers, staff and in professional work (e.g. presentations, documentation, communication, and classwork)

### **Area 2: RELIABILITY AND RESPONSIBILITY**

- Arrives to class/ activities timely
- Commitment to excellence and on-going professional development
- Commitment to self-reflection
- Commitment to life-long learning
- Responsive to patient needs above own needs
- Completes tasks as assigned
- Admits mistakes and errors/accepts responsibility for errors

**Area 3: RESPECT**

- Respectful to peers, faculty, staff, health care team and patients
- Does not inappropriately use cell phone in class or on rotations
- Maintains appropriate boundaries
- Able to interact with other members of the healthcare team/ peers in a manner that displays a professional relationship
- Communicates effectively
- Commitment to ethical principles pertaining to provision or withholding of clinical care, confidentiality of patient information, informed consent, and business practices

**Area 4: ALTRUISM AND ADVOCACY**

- Accountable to patients, peers, faculty, society and the profession
- Adheres to the best interests of the patients and advocates for them

**Area 5: APPEARANCE**

- Adheres to dress code requirements
- Wears lab coat and identifying name badge in clinical settings as instructed

**Area 6: IDENTITY**

- Understanding of legal and regulatory requirements, as well as the appropriate role of the physician assistant
- Understands the role and limitations of the physician assistant student and does not represent oneself otherwise
- Sensitive and responsive to the needs of others
- Sensitive and responsive to patients' culture, age, gender, and disabilities

When a student does not demonstrate Professionalism as listed above, the student will be referred to the Student Progress Committee. Sanctions can include various forms of remediation, probation, deceleration, including but not limited to, dismissal from the PA program.

By signing below, I attest that I have read both pages of the expectations contained in this document and understand that the consequences for any unprofessional conduct or behavior can include possible dismissal from the program.

\_\_\_\_\_  
STUDENT'S NAME (print)

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
DATE

## Classroom Etiquette

1. Food and drink may be consumed in the classrooms during a learning event as long as it is not distracting to other students. Food will not be permitted in labs. Areas must be clean before leaving the learning environment.
2. Sustained conversation that is considered disruptive and impeding to student learning may result in the student being asked to cease the conversation or depart from the classroom.
3. Cell phones, pagers, and PDAs are to be on “silent mode” (not “vibrate”) while class is in session. Texting will not be permitted during class periods. Students failing to follow such policies may be subject to being asked to leave class at the discretion of the instructor.
4. Students are expected to be prepared for class at the designated start time and attentive during the lecture. Any students considered to not be meeting these criteria (e.g. sleeping) may be asked to leave the classroom.
5. Any behavior determined to be disrespectful to peers or instructors will not be tolerated and may result in the student being dismissed from class and referral to the Student Progress Committee.
6. Students may use computers for academic purposes; however, non-productive activities will not be tolerated, and offenders may be asked to leave the classroom.
7. Any individual faculty member reserves the right to be more stringent with the rules for classroom etiquette, provided that the framework for those changes is made known through the student’s syllabus for the course.
8. In the event of an emergency, family may notify the PA program office and we will get you any urgent messages.

## MUPA Program Policy No. 12 - Social Media Policy

Social media are internet-based tools designed to create a highly accessible information highway. They are a powerful and far-reaching means of communication. As a PA student at Marshall University, and as a future PA, social media posts can have a significant impact on your professional reputation.

Students are responsible for anything they post on any social media site.

If you state a connection to the MUPA program on your social media account, you must identify your role (i.e. student) and use a disclaimer saying that your views are your own and do not reflect the views of the MUPA program.

Failure to follow appropriate social media guidelines is considered unprofessional, and students will be referred to the Student Progress Committee. Such actions may be subject to discipline, up to and including dismissal from the program.

The following examples have been developed to outline appropriate and expected standards for Marshall University PA student conduct.

### Example 1

A student posts on Facebook their frustration with a course instructor or preceptor after receiving feedback on an exam or clinical interaction with a patient. Even though the student does not name a specific individual but does name “my course instructor” or “the Program Director”, this kind of posting can permanently affect the student’s reputation. Social media sites are not appropriate avenues to vent unhappiness.



### Example 2

A student posts a concern on Twitter for a patient they are treating. Even if the patient is not identified by name, or other identifiable factors, the patient's prognosis, diagnosis and place of treatment are recorded. This is considered a breach of confidentiality.

### Example 3

A student finds a case during the day to be exceptionally interesting and posts a picture of a surgical specimen on their Facebook account. Even though a patient is not identified, this is a breach of confidentiality.

## Academic and Intellectual Honesty

The full policy may be found at [University Policy for Academic Affairs \(UPAA\) on Academic Dishonesty \(Policy No. UPAA-1\)](#).

Academic and intellectual honesty are paramount to any education program:

Academic Dishonesty is something that will not be tolerated as these actions are fundamentally opposed to assuring the integrity of the curriculum through the maintenance of rigorous standards and high expectations for student learning and performance as described in Marshall University's Statement of Philosophy. A student, by voluntarily accepting admission to the institution or enrolling in a class or course of study offered by Marshall University accepts the academic requirements and criteria of the institution. It is the student's responsibility to be aware of policies regulating academic conduct, including the definitions of academic dishonesty, the possible sanctions and the appeal process.

For the purposes of this policy:

An **academic exercise** is defined as any assignment, whether graded or ungraded, that is given in an academic course or must be completed toward the completion of degree or certification requirements.

An **assignment** includes, but is not limited to, the following academic exercises: exam, quiz, homework assignment, log, paper, oral presentation, lab assignment, and/or data gathering exercise.

Academic Dishonesty, which includes but is not limited to the following actions, is prohibited and is considered a violation of Academic and Professionalism Standards:

- a. The unauthorized use or distribution of any materials, notes, sources of information, study aids, technologies or tools during an academic exercise;
- b. The unauthorized assistance of a person other than the course director or his/her designated person during an academic exercise;
- c. The unauthorized viewing of another person's work during an academic exercise;
- d. The unauthorized securing of all or part of assignments or examinations, in advance of submission by the course director or his/her appropriate designee;
- e. The unauthorized invention or alteration of any information, citation, data or means of verification in an academic exercise, official correspondence or university record;
- f. The submission as one's own work of any material or idea wholly or in part created by another. This work is, but not limited to, oral, written and graphical material and both published and unpublished work. It is the student's responsibility to clearly distinguish his/her own work from that created by others. This includes the proper use of quotation marks, paraphrase and the citation of the original source. Students are responsible for both intentional and unintentional acts of plagiarism;
- g. Attempting to unfairly influence a course grade or the satisfaction of degree requirements through any of these actions is prohibited;
- h. Helping or attempting to help someone commit an act of academic dishonesty

Any accusation of academic dishonesty should be reported directly to the course director or to the Program Director. Upon receipt of the complaint, the Student Progress Committee chair will be contacted and charged with the investigation.

If a faculty member observes a student violating the above policy, the Program Director will be notified immediately. Upon receipt of the complaint, the Student Progress Committee chair will be contacted immediately and charged with the investigation.

In the case where the faculty member involved is on the Student Progress Committee or Chair of the Student Progress Committee, that person will recuse himself/herself and the Program Director will appoint a replacement.

## Attendance

Attendance and being on time to all program-related activities is expected of all students. Class attendance and punctuality are considered areas of professionalism. Both the volume and the pace of instruction in the program require diligence and for all classes to ensure academic success. Disruptions to class due to tardiness will not be tolerated and are considered a violation of professionalism.

## Tardiness

Punctuality and attendance are markers of professional behaviors and attitudes. Tardiness, early departures and absence from classes are not conducive to optimal learning for any student in the program. It is the student's responsibility, and an expectation of professional behavior, to arrive on time, be prepared for class on time (with belongings put away before class begins) and remain for the entire class period.

Arriving on time shows respect for your instructors and peers in your class. Therefore, tardiness to class will be considered a violation of professionalism.

The first incident of tardiness will result in a verbal warning by the instructor, with an email to follow. The second incident will result in a written warning from the instructor, which will be placed in the student's file; a mandatory meeting with the student's advisor will follow. The third incident will result in a mandatory meeting with the Program Director and another written warning to be placed in the student's file. In addition, information will be forwarded to the Student Progress Committee for further recommendations and actions.

## MUPA Program Policy No. 13 - Deceleration Policy

Deceleration is defined by ARC-PA as “the loss of a student from the entering cohort, who remains matriculated in the physician assistant program.”

Students in the Marshall University Physician Assistant Program will be allowed to decelerate in the program one time only.

Deceleration may occur for the following reasons:

- Voluntary – Student requests to Student Progress Committee to decelerate to next class for personal, family, health or academic reasons. This is considered a proactive action on the part of the student prior to encountering academic difficulty. Students may be required to retake courses; this will be determined by the Student Progress Committee. Tuition, fees and other related expenses are the responsibility of the student.
- Mandatory – The Student Progress Committee may require deceleration due to academic, professional, or personal reasons. Student will be required to enter with the next class at the time determined by the Student Progress Committee. Tuition, fees and other related expenses are the responsibility of the student.

Conditions of Deceleration:

- Deceleration will be allowed only one time.
- Students who have decelerated must comply with any changes in the curriculum that may occur.
- Students who decelerated must pay current tuition and fees.

## MUPA Program Policy No. 14 - Military Policy

A PA student at Marshall University called to active duty in the United States Armed Forces is eligible for a leave of absence and will be reinstated following their term of service. Immediately upon receiving their orders, a student should present them to the Program Director. Upon satisfactory completion of military service, the student should present discharge papers to the PA Program Director, and the Student Progress Committee will determine if the student may re-enter at the semester they left, or if some classes need to be retaken.

## MUPA Program Policy No. 15 - Withdrawal Policy

A student may voluntarily withdraw from the Marshall University PA Program at any time by the last day of class in a semester. Written application must be made to the Program Director for the Physician Assistant program. A student who completely withdraws will receive a grade of “W”. Withdrawal notification will be sent to the office of Financial Aid and the Registrar’s office. To be considered for a tuition refund, see the policy “Withdrawing from Marshall University – Refunds of Tuition and Fees”. Should a student seek readmission, application must be made again through the admission process.

## Withdrawing from Marshall University – Refunds of Tuition and Fees

Tuition refunds for students who officially withdraw (complete withdrawals only) through the Registrar's office will be made according to a schedule that can be found on the Marshall University Bursar's website under Reduction (Refund) Schedule – <https://www.marshall.edu/bursar>. Personal check refunds will not be processed until 21 business days after they are posted, and electronic check refunds will not be processed until 14 business days after they are posted.

NOTE: Financial aid recipients must have their accounts reviewed and approved by the Office of Student Financial Assistance before a refund may be issued. If your financial aid is adjusted, you may owe back for refunds issued based on the original aid amounts disbursed. Adjustments to financial aid can be the result of a change in hours, a change in the students eligibility for certain types of aid, or failure to meet satisfactory academic progress (SAP).

**Students Receiving Financial Assistance:** Students receiving financial assistance covered by Title IV of the 1992 Higher Education Act, who officially withdraw shall receive a refund in accordance with the Higher Education Amendments of 1998. Marshall University will determine how much Title IV aid a student has received and not earned at the time of total withdrawal. The amount of aid earned is calculated on a prorated basis through 60% of the payment period.

**Students Receiving Military Tuition Assistance (TA):** The Department of Defense requires the university to return any unearned Military Tuition Assistance (TA) funds to the Department should a service member withdraw from a course that was paid for using TA. If a service member withdraws from any course on or before the 60% completion date, a prorated refund will be issued to the Military Service where the TA funds originated.

**Marshall University Physician Assistant Program**  
**Academic Calendar**  
**Spring 2025 – Spring 2026**  
**(Rotation calendar listed separately)**

**Spring Semester 2025**

January 2, 2025	Orientation week for 1 <sup>st</sup> year students (required)
January 6, 2025	First Day of Classes for 2 <sup>nd</sup> year students
January 20, 2025	MLK Jr. Day, no classes – University closed
April 25, 2025	Last day to withdraw from classes
TBA	Human Gift Registry Memorial Service
April 21-25, 2025	Final Exams
April 28-May 2, 2025	Remediation – as needed for students
TBA	Commencement Ceremony – Class of 2025
May 10, 2025	Graduation Date – Class of 2025

**Summer Semester 2025**

May 12, 2025	First day of classes
May 26, 2025	Memorial Day, no classes
June 2025	White Coat Ceremony
July 4, 2025	Independence Day, no classes
July 31, 2025	Last day to withdraw from classes
August 11-15, 2025	Final Exams
August 18-22, 2025	Remediation – as needed for students

**Fall Semester 2025**

September 1, 2025	Labor Day, no classes
September 2, 2025	First day of classes
November 21, 2025	Last day to withdraw from classes
November 27-28, 2025	Thanksgiving break, no classes
December 8-12, 2025	Final Exams
December 15-19, 2025	Remediation – as needed for students

**Spring Semester 2026**

January 5, 2026	Orientation week for 1 <sup>st</sup> year students (required)
January 5, 2026	First Day of Classes for 2 <sup>nd</sup> year students
January 19, 2026	MLK Jr. Day, no classes – University closed
April 24, 2026	Last day to withdraw from classes
TBA	Human Gift Registry Memorial Service
April 20-24, 2026	Final Exams
April 27-May 1, 2026	Remediation – as needed for students
May TBA 2026	Commencement Ceremony – Class of 2026
May 9, 2026	Graduation Date – Class of 2026

## Tuition and Fees Academic Year 2024-2025

*Tuition and Fees are subject to change on a yearly basis.*

	Tuition Per Semester	Fees Per Semester	Total Per Semester
WV Resident	\$9,372.00	\$960.00	\$10,332.00
Non-resident	\$14,191.00	\$1,555.00	\$15,746.00

WV Resident – for total of seven (7) semesters	\$72,324.00
Non-resident – for total of seven (7) semesters	\$110,222.00

### Required Expenses – Not Tuition Related

**Unless indicated below, students will be given specific order/purchase instructions for required items.**

Lab Coat and Scrubs	\$60.00 lab coat Two sets of program-required scrubs, \$60.00 each In addition, students must have one pair of scrubs (their preference) for anatomy lab – these will be disposed of after anatomy lab course – estimated cost is \$20.00
Books and equipment (includes stethoscope and any needed medical equipment)	\$1,700.00 (program estimate)**
Physical Examination	Prior to matriculation, cost will vary depending on student insurance and area. After students matriculate into the program for year two, costs are covered.
Immunizations	Prior to matriculation, cost will vary depending on previous student immunizations.
Background Check	\$139.60 – this will be performed two times at \$69.80 each – once prior to matriculation and once prior to beginning clinical rotations. Various health care sites may require additional testing (to be at student expense).
Drug Screen	\$45.00 prior to matriculation (if done locally at Huntington site; if not done in Huntington, then \$60.00) \$45.00 prior to going on rotations (random drug screens are paid by the program)
AAPA Dues	\$75.00 (one-time fee)
WVAPA Dues	\$20.00 (one-time fee)
Marshall PA Program Student Society Dues	\$10.00 (one-time fee)
Physician Assistant National Certifying Exam (PANCE)	\$550.00

Health Insurance	Cost to be determined by health insurance carrier chosen by the student
Computer (student preference of laptop or desktop)	\$2,200.00
BLS/ACLS Trainings	\$36.00/\$168.00
Commencement Fee	\$100.00 to be paid in last semester

\*\*Cost for books and equipment above reflects the purchase of texts not available via our online database. Many of our required texts are available as e-texts at no additional cost to students resulting in significant savings.

### Living Expenses Estimate

Living Expenses Estimate (per month) Rent/Mortgage \$750.00 Utilities \$400.00 Food @ \$275.00	\$17,100.00 per year
Loan Fees	Direct Unsubsidized Loan Fees \$246.00 Direct Graduate Plus Fees \$772.00
Miscellaneous/Personal Expenses (per month) Clothing \$100.00 Recreation \$100.00 Other \$500.00	\$8,400.00



## Financial Aid and Scholarships

To discuss financial assistance, please contact the assistant director for student financial assistance for the Marshall University Joan C. Edwards School of Medicine (JCESOM) at [unroep@marshall.edu](mailto:unroep@marshall.edu) or 304-691-8739. You may also visit the JCESOM Financial Assistance website at <https://jcesom.marshall.edu/students/financial-assistance/>.

### Scholarship Opportunities

#### **Potential scholarship opportunities include:**

AAPA - African Heritage PA Caucus Scholarship –

<https://ahcaapa.myanetwork.com/page/106-scholarship-information>

AAPA - Veterans Caucus Scholarships

<https://www.veteranscaucus.org/scholarships/>

AASPA Scholarships

<https://www.aaspa.com/membership/aaspa-scholarships>

AAUW Career Development Grants for Women

<https://www.aauw.org/what-we-do/educational-funding-and-awards/career-development-grants/>

Indian Health Service Loan Repayment Program

<https://www.ihs.gov/loanrepayment/>

Indian Health Service Scholarships

<https://www.ihs.gov/scholarship/>

National Health Service Corps (NHSC) Scholarship Program

<https://nhsc.hrsa.gov/scholarships/overview>

PA Foundation Scholarship

<https://www.pa-foundation.org/scholarships-fellowships/pa-student-scholarships/>

PAOS Scholarships

<https://paos.site-ym.com/?page=ScholarshipApp>

Society of Army Physician Assistants Scholarship

<https://sapa.wildapricot.org/scholarships>

Tylenol Future Cares Scholarship

<https://www.tylenol.com/news/scholarship>

## Security

Marshall University takes security for all students, including PA program students, very seriously. The Robert W. Coon Education Building is accessed through ID badge only. Visitors to the building must call personnel to enter the building.

The Marshall University Police Department (MUPD) does patrol the building. In the event of an emergency, call 911. The first level of security for the PA program is the Veterans Affairs (VA) Federal Police, which is adjacent to the Robert W. Coon Education Building. If an emergency occurs, the Federal Police respond first with the MUPD responding second and, if needed, the Wayne County Police will respond. When on the Huntington campus, there are more than 30 help phones made available throughout the campus in addition to the MUPD patrolling. Locations of help phones may be identified on the Office of Public Safety's <https://www.marshall.edu/mupd/>. Also available on this site is information regarding crime prevention, safety tips, self-defense courses, information about a service to escort you to your vehicle after dark, and more.

## MUPA Program Policy No. 16 - Safety Policy

Each Marshall PA student and faculty/staff will have a Marshall University ID to help assure on-campus security. The building where didactic instruction for PA students occurs is locked and students, faculty, and staff gain entry by utilizing their Marshall ID. Entry cannot be obtained without a Marshall ID. If students need an escort to their car at any time at the Robert W. Coon Education Building, they should call MUPD at 304-696-HELP for a safe escort to or from the building.

Marshall University has provided MU Alert which allows the university to quickly communicate health and safety related information through a combination of communication methods, including text message, emails and phone calls. All students, faculty, and staff can manage their own contact information and choose the contact methods they prefer. At orientation, PA students will receive training on the MU Alert system as well as training regarding safety in parking lots, sexual assault prevention, reporting procedures, etc.

Students are instructed to notify faculty or the Program Director immediately, whether in a didactic or clinical setting, if there are any issues of concern for safety.

Other Student Safety Programs:

### Self-Defense Training

Situational awareness and active shooter training will be held during orientation week.

### HELP Phones

More than 30 emergency/service phones are located throughout the Huntington campus and provide direct contact with police dispatcher 24 hours a day. If for any reason you feel unsafe walking on campus, do not hesitate to use one of these phones to alert Marshall University policy department to your situation. You can also contact MUPD directly by calling 304-696-HELP.

The Marshall University Student Safety website is <https://www.marshall.edu/mupd/safety/>.

### Safety Reports

There are additional safety reports available on Marshall University's website. The Marshall University Fire and Safety report is available online <https://www.marshall.edu/disclosures/securityreport/>. This report contains campus security and personal safety topics such as crime prevention, university policy, law enforcement authority, crime reporting policies, fire safety policies, disciplinary procedures, and other matters of importance related to security on campus. The report also contains information about crime statistics for the past three calendar years, concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by MU, and on public property within or immediately adjacent to and accessible from the campus.

For general safety questions or concerns, students may approach Principal Faculty, the Program Director, or the Office of Student Affairs (at 304-696-6422). For the Environmental Health and Safety manual, visit <https://www.marshall.edu/safety>.

For each clinical rotation that will be used by the program, as the Director of Clinical Education does site visits prior to student placement, assessment is done for student safety in regard to parking areas, reporting procedures for students, and resources available at each site for safety.

For clinical rotations, students receive information about each clinical site they are going to, prior to that rotation. Students will be instructed to notify their preceptor, Director of Clinical Education, and/or Academic Advisor if they have any concerns for safety.

At each Call Back Day, students are questioned about any safety concerns while at sites. In addition, safety concerns are included on preceptor and site evaluation forms. Preceptors are oriented to notify the student of safety policies and procedures at the student's initial contact or the first day of rotation.

### Program Office Hours

Office hours for the physician assistant program are 8:00 a.m. - 4:30 p.m., Monday through Friday.

## Classroom Hours

Regular didactic class days are generally Monday through Friday, 8 a.m. to 5:30 p.m. **Please note** that there will be exceptions to this, such as interprofessional events, BCLS, ACLS, required guest lectures, makeup classes outside of these hours and on weekends, etc. As a PA student, all program-related activities take priority over personal activities, and students should plan schedules accordingly. The PA program will make every reasonable effort to notify students of changes in a timely manner. Class times and locations are subject to change at any time.

## Faculty Office Hours

Principal Faculty, the PA Program Director and the PA Medical Director will post their office hours each semester of at least three hours per week of availability for consultation. For an appointment outside of scheduled hours, please contact them via email, phone or in-person. Principal faculty members maintain an open-door policy, but students should not enter a faculty member's office without permission.

## Office of Accessibility and Accommodations

Please contact the Office of Accessibility and Accommodations, housed in Prichard Hall on Marshall University's main campus. No accommodations will be provided unless the student is registered with the Office of Accessibility and Accommodations and their accommodations, if any, have been approved. This office offers free services to students with any documented disability. Once the student is registered with the office, information will be sent to their instructors concerning any approved accommodations the student will receive. The MUPA Program highly encourages students who are seeking accommodations to reach out to the Office of Accessibility and Accommodations as early as possible to facilitate the processing of their needs. Please call 304-696-2467 or visit <https://www.marshall.edu/accessibility/> for additional information.

## PA Curriculum Sequence

Course Number	Course Name	Credit Hours
PAS 500	Foundations of Medicine	7
PAS 520	Gross Anatomy for the PA	4 (with lab)
PAS 530	Pharmacology Principles	3
PAS 550	History and Physical Exam	3 (with lab)
<b>Second Semester</b>		
PAS 600	Clinical Medicine I	6
PAS 601	Pharmacology for the PA I	2
PAS 602	Clinical Concepts I	2
PAS 603	Clinical Assessment I	2
PAS 604	Testing and Procedures I	2
PAS 605	PAs in Health Care	2
PAS 606	PA Evidence Based Practice	2
<b>Third Semester</b>		
PAS 610	Clinical Medicine II	6
PAS 611	Pharmacology for the PA II	2
PAS 612	Clinical Concepts II	2
PAS 613	Clinical Assessment II	2
PAS 614	Testing and Procedures II	2
PAS 615	Health Policy for the PA	2
PAS 616	Clinical Specialties I	3
<b>Fourth Semester</b>		
PAS 620	Clinical Medicine III	6
PAS 621	Pharmacology for the PA III	2
PAS 622	Clinical Concepts III	2
PAS 623	Clinical Assessment III	2
PAS 624	Testing and Procedures III	2
PAS 625	PA Professional Practice	2
PAS 626	Clinical Specialties II	3
PAS 627	Psychiatry for the PA	2
<b>Clinical Year</b>		
PAS 650	PA Primary Care I	4
PAS 651	PA Primary Care II	4
PAS 652	PA Psychiatry I	4
PAS 653	PA Internal Medicine I	4
PAS 654	PA Internal Medicine Subspecialty	4
PAS 655	PA Women's Health	4
PAS 656	PA Pediatrics	4
PAS 657	PA General Surgery	4
PAS 658	PA Emergency Medicine	4
PAS 659	PA Orthopedics	4
PAS 660	PA Clinical Elective	4
PAS 690	Senior Seminar	3

## Course Descriptions

### First Semester – Spring 2025

#### **PAS 500 – Foundations of Medicine – 7 credit hours**

This course develops an understanding of normal physiology, genetics, microbiology, pathology and pathophysiologic concepts of diseases per organ system. Knowledge will be applied in subsequent semesters.

#### **PAS 520 – Gross Anatomy for the PA – 4 credit hours (includes lab)**

This course encompasses a comprehensive approach to the study of gross anatomy while incorporating appropriate clinical application to basic organization, structure, sectional, and surface anatomy.

#### **PAS 530 – Pharmacology Principles – 3 credit hours**

This course, the first in a series, develops skills related to applying general principles of pharmacology and pharmacotherapeutics to the treatment and management of disease.

#### **PAS 550 History and Physical Exam – 3 credit hours (includes lab)**

This course focuses on the medical record and the skills needed to obtain a medical history and perform a complete physical examination. Students will apply knowledge through experiential components.

### Second Semester – Summer 2025

#### **PAS 600 – Clinical Medicine I – 6 credit hours**

This course, the first in a series, provides intensive study of human diseases and disorders in the selected areas of clinical medicine.

#### **PAS 601 – Pharmacology for the PA I – 2 credit hours**

Aligning with the topics in Clinical Medicine I, this course applies pharmacologic and pharmacotherapeutics' principles to the treatments of diseases and disorders studied.

#### **PAS 602 – Clinical Concepts I – 2 credit hours**

Aligning with the topics in Clinical Medicine I, this course deepens knowledge by developing clinical decision-making and problem-solving skills in a case-based format.

#### **PAS 603 – Clinical Assessment I – 2 credit hours**

Building on History and Physical Examination and aligning with the topics in Clinical Medicine I, this course applies physical assessment skills to the organ systems being concurrently studied.

#### **PAS 604 – Testing and Procedures I – 2 credit hours**

This course develops diagnostic and therapeutic skills along with essential technical skills and procedures necessary for clinical practice.

#### **PAS 605 – PAs in Health Care – 2 credit hours**

This course provides students with the knowledge and understanding of the history of the physician assistant profession and the development and status of the profession within the US health system.

#### **PAS 606 – PA Evidence Based Practice – 2 credit hours**

This course prepares students to search, interpret, and evaluate the medical literature. Emphasis is placed on lifelong learning and the importance of applying gained knowledge to patient care.

## Third Semester – Fall 2025

### **PAS 610 – Clinical Medicine II – 6 credit hours**

This course, the second in a series, provides intensive study of human diseases and disorders in the selected areas of clinical medicine.

### **PAS 611 – Pharmacology for the PA II – 2 credit hours**

Aligning with the topics in Clinical Medicine II, this course applies pharmacologic and pharmacotherapeutic principles to the treatments of diseases and disorders studied.

### **PAS 612 – Clinical Concepts II – 2 credit hours**

Aligning with the topics in Clinical Medicine II, this course deepens knowledge by developing clinical decision making and problem-solving skills in a case-based format.

### **PAS 613 – Clinical Assessment II – 2 credit hours**

Building on History and Physical Examination and aligning with the topics in Clinical Medicine II, this course applies physical assessment skills to the organ systems being concurrently studied.

### **PAS 614 – Testing and Procedures II – 2 credit hours**

This course develops diagnostic and therapeutic skills along with essential technical skills and procedures necessary for clinical practice.

### **PAS 615 – Health Policy for the PA – 2 credit hours**

This course explores issues of cultural competence, ethics, patient safety, and the political and public health issues that affect patient care for the practicing PA.

### **PAS 616 – Clinical Specialties I – 3 credit hours**

This course provides an intensive study in the evaluation, diagnosis and treatment of patients in the specialty areas of pediatrics, reproductive medicine and geriatrics.

## Fourth Semester – Spring 2026

### **PAS 620 – Clinical Medicine III – 6 credit hours**

This course, the third in a series, provides intensive study of human diseases and disorders in the selected areas of clinical medicine.

### **PAS 621 – Pharmacology for the PA III – 2 credit hours**

Aligning with the topics in Clinical Medicine III, this course applies pharmacologic and pharmacotherapeutic principles to the treatments of diseases and disorders studied.

### **PAS 622 – Clinical Concepts III – 2 credit hours**

Aligning with the topics in Clinical Medicine II, this course deepens knowledge by developing clinical decision making and problem-solving skills in a case-based format.

### **PAS 623 – Clinical Assessment III – 2 credit hours**

Building on History and Physical Examination and aligning with the topics in Clinical Medicine III, this course applies physical assessment skills to the organ systems being concurrently studied.

### **PAS 624 – Testing and Procedures III – 2 credit hours**

This course develops diagnostic and therapeutic skills along with essential technical skills and procedures necessary for clinical practice.

### **PAS 625 – PA Professional Practice – 2 credit hours**

This course focuses on the economics of health care, risk reduction, billing and coding, preparing for clinical practice, and interprofessional collaboration.

### **PAS 626 – Clinical Specialties II – 3 credit hours**

This course provides an intensive study in the evaluation, diagnosis and treatment of patients in the areas of surgery, emergency medicine, and rehabilitative medicine.

### **PAS 627 – Psychiatry for the PA – 2 credit hours**

This course provides a basic knowledge of psychiatry, psychiatric medical conditions, and special approaches to care for patients with a variety of mental health conditions.



## Clinical Year – Summer 2026

### **PAS 650 – PA Primary Care I – 4 credit hours**

This rotation provides clinical instruction in primary care in an outpatient medical setting.

### **PAS 651 – PA Primary Care II – 4 credit hours**

This rotation provides clinical instruction in primary care in a rural, outpatient setting.

### **PAS 652 – PA Psychiatry I – 4 credit hours**

This rotation provides clinical instruction in the care with patients with psychiatric illness and behavioral health disorders. Differing aspects of psychiatric care and medication management are introduced.

### **PAS 653 – PA Internal Medicine I – 4 credit hours**

This rotation provides clinical instruction in internal medicine in an inpatient setting. The student will develop an awareness of the complexity of disease processes and differential diagnosis.

### **PAS 654 – PA Internal Medicine Subspecialty – 4 credit hours**

This rotation provides clinical instruction in an internal medicine specialty.

### **PAS 655 – PA Women’s Health – 4 credit hours**

This rotation provides clinical instruction in obstetrics and gynecology in both outpatient and inpatient settings.

### **PAS 656 – PA Pediatrics – 4 credit hours**

This rotation provides clinical instruction in pediatric primary care.

### **PAS 657 – PA General Surgery – 4 credit hours**

This rotation provides clinical instruction in the principles of surgery, pre-operative evaluation and preparatory procedures, post-operative care, and development of surgical skills.

### **PAS 658 – PA Emergency Medicine – 4 credit hours**

This rotation provides clinical instruction in emergency medicine.

### **PAS 659 – PA Orthopedics – 4 credit hours**

This rotation provides clinical instruction in orthopedics in outpatient and inpatient settings.

### **PAS 660 – PA Clinical Elective – 4 credit hours**

This rotation provides clinical instruction in an area of medicine related to a student's clinical or academic interest. Faculty approval is required.

### **PAS 690 – Senior Seminar – 3 credit hours**

This course applies medical knowledge, interpersonal skills, patient care skills and professionalism learned in preparation for a student to enter clinical practice.

## Communication with the PA Program

Once students matriculate into the program, the only email address to be used is the assigned email from Marshall University. Students are required to check their email once every 24 hours, Monday - Friday. The program must have an up-to-date phone number for each student, and the student should inform the program of any change of phone number or mailing address within 24 hours of the change.

## Teaching out Responsibilities

Marshall University is responsible for teaching out currently matriculated students in the event of program closure and/or loss of accreditation.

## MUPA Program Policy No. 17 - Remediation Policy

Remediation is the program's defined and applied process for addressing deficiencies in a student's knowledge and/or skills, such that the correction of these deficiencies is measurable and documented (as defined by the ARC-PA).

The goal of the Marshall University Physician Assistant Program remediation process is to foster the student in mastery of the knowledge, skills, and behavior in the areas that are defined by instructors and/or principal faculty to be deficient. These areas may be in any of the competency areas for the Marshall University Physician Assistant Program.

Students are required to maintain a cumulative GPA of 3.0 or higher throughout the program. If the GPA falls below 3.0, with no failed courses, the student will be placed on academic probation for one semester only. At the end of that semester, if the cumulative GPA is 3.0 or above, academic probation will be removed.

- Student may be on probation only one time
- If GPA is below 3.0, the student will be referred to the Student Progress Committee

All remediation is student- or situation-specific and is determined by the faculty, instructor, and/or course director.

1. Remediation is mandatory after each evaluation or skills assessment when the student scores below 69.5%. The student **must initiate** contact with their advisor within 24 hours. A remediation plan will be documented by the faculty advisor, after discussion with the course instructor/director.
2. If a student scores  $\geq 69.5\%$  -  $\leq 79.4\%$ , this will prompt reinforced learning to be determined by the course director.
3. The remediation plan must be completed as soon as possible within seven calendar days after the failed skills assessment.
4. The faculty advisor will monitor and document the student's remediation.
5. Examples of forms of remediation are the following:
  - a. Reading assignments
  - b. Question-based assessments (includes retesting)
  - c. Written assignments
  - d. Written responses to selected exam items with reference citations
  - e. Written self-reflection
  - f. Problem-based learning exercises focused on areas of weakness
  - g. Individualized faculty-led tutoring on skills related to deficiencies
6. A student may formulate a self-directed plan to identify and overcome deficiency; however, the faculty advisor and chair of the Remediation Committee must be included in the formulation of the discussion. After the remediation, the student will be required to take a second assessment to prove mastery of the subject. The retake assessment will be determined by the course director. If the student does not score  $\geq 80\%$  on the retake assessment, the student will return to remediation.
7. If a student receives a failing grade on a final course exam, they will have the opportunity to meet with the class instructor or course director at the end of the semester. Weak areas will be identified, and the student will be able to repeat a comprehensive final exam within seven days.
  - a. A course grade of C will be needed to progress to the next semester.
  - b. A student must have a cumulative GPA of 3.0 or higher in order to progress to the next semester with absolutely no failed classes.

8. If a student fails a course during a semester, the student will fail to progress; however, the student may repeat the semester with the next cohort of students. The student will be responsible for all tuition and fees.
9. If at the conclusion of any semester a student's GPA falls below 3.0, the student will progress to the next semester on academic probation; however, at the end of the following semester, the student's cumulative GPA must be 3.0 or higher.
  - a. Student may be on academic probation only one time
  - b. If student's cumulative program GPA is below 3.0, then the student will be referred to the Student Progress Committee
  - c. The student has the option to repeat the entire *same* semester with the next cohort of PA students. The student will be responsible for all tuition and fees.
10. If a student scores less than 70% on two exams/skills assessments in a semester, the student will be referred to the Student Progress Committee.

**ALL remediation plans will be written by the faculty advisor on the designated form and placed in the student's file.**

## Supervised Clinical Practice Experience (SCPE)

Consult the SCPE Handbook for specific policies pertaining to Supervised Clinical Practice Experiences

Failure of an End-of-Rotation (EOR) exam—a score below 74.5%—will result in remediation followed by a retake of the EOR in 14 days. The student must score  $\geq 79.5\%$  to pass remediation; failure to do so will result in repeating of the rotation thus delay of graduation. After repeating the rotation, the student must pass the EOR on the first attempt with a score of  $\geq 74.5\%$ . Failure to do so will result in dismissal from the program. The highest recorded grade attainable will be a 75%. The student may fail a maximum of two (2) EOR exams. Failure of three (3) EOR exams is grounds for dismissal from the PA Program. Failure of a remediation EOR exam will count toward the maximum of two (2) EOR exam failures before dismissal from the program. The elective rotation may not be used to repeat a rotation experience to pass an EOR exam.

Additionally, the student will meet with their advisor/advisor representative immediately on Call Back Day. The advisor will provide the student with a list of content missed on the EOR exam. The student will then be required to complete a remediation assignment of missed content, including the following:

1. Disease state
2. Significant detail
3. Clinical presentation
4. Diagnosis

Management Components included in the total score calculation for the clinical rotation course are:

1. Preceptor Evaluation
2. EOR Exam
3. Patient Log
4. Assignment
5. OSCE
6. Professionalism

Failure of a clinical rotation course may occur related to a deficiency in any of the above components. Passage of an EOR exam does not guarantee passage of the course. A failed final preceptor evaluation or at discretion of director of clinical education will require repeat of the rotation. Other failed components (score below 74.5%) will require remediation.

### Summative Exam

In the event a student scores less than a 69.5% on the summative examination in PAS 690—also referred to as the End-of-Curriculum (EOC) exam—the student will be required to remediate in person then retake the EOC exam 60 days later. This will result in a delay of graduation. The student must score  $\geq 69.5\%$  to pass this exam. Scores below 69.5% for remediation will result in dismissal from the program. Other components of the summative exam that should require remediation will occur within the scheduled course time.

## Academic Standards in the Marshall University PA Program

Required Academic Standards for the Marshall University Physician Assistant Program consist of attaining a cumulative 3.0 grade point average. All didactic courses and SCPE courses will be graded with a letter grade A-C, F. All didactic courses and SCPE courses have been assigned appropriate credit hours. A grade of 'C' may be earned in a course, but the cumulative GPA cannot fall below 3.0. If this does occur then the student will be placed on academic probation for one semester only. If a student earns a grade lower than a 'C' in a course, then the student is unable to progress to the next semester and is eligible for deceleration (please see Deceleration Policy in this manual). Deceleration will only be allowed one time. All students must complete all courses. Graduation requirements are outlined in the section marked "Graduation Requirements".

## Progression Standards

### Didactic Phase:

All students must successfully complete the following to progress to the clinical phase:

1. All didactic designated courses
2. Earn a grade of "C" or better in all courses and maintain the overall 3.0 GPA requirement
3. Have met all SCPE requirements for training and have all paperwork submitted to the Director of Clinical Education or his/her designee
4. Complete the end of didactic phase program evaluation
5. Take the PACKRAT
6. Adhere to all program policies in the PA Student Handbook: A Policy and Procedure Manual

### Clinical Phase:

All students must successfully complete the following to progress through the clinical phase of the program:

1. Complete all clinical site and rotation requirements
2. Earn a grade of "C" or better in all courses and maintain the overall 3.0 GPA requirement
3. Complete all program requirements related to patient tracking, procedures as presented in the syllabus for all SCPEs
4. Take PACKRAT for second time
5. Fail no more than two (2) EOR exams
6. Successfully pass the MUPA program Summative Examination – Every student must successfully complete all portions of the Summative Examination as defined in the course syllabus for PAS 690
7. Complete all End-of-Year program evaluations
8. Adhere to all program policies in the MUPA Student Handbook: A Policy and Procedure Manual and the SCPE Handbook

### MUPA Program Graduation Requirements:

All students must successfully complete the following to successfully graduate from the MUPA program:

1. Successfully complete the PA Program with an overall cumulative 3.0 GPA
2. Successfully complete all didactic and clinical courses
3. Successfully pass the MUPA program summative examination as outlined in the PAS 690 course syllabus
4. Adhere to all program policies in the PA Student Handbook: A Policy and Procedure Manual and the SCPE Handbook
5. Be recommended by the Student Progress Committee of the Physician Assistant Program for graduation

## Graduation Requirements

In order to receive the Master of Medical Science Physician Assistant, each student must satisfactorily complete all required courses in the curricula and maintain the program's performance standards, which include adhering to the program's professionalism policies.

Students will graduate from the Marshall University Physician Assistant Program when they have met the following requirements. A formal vote by faculty on the Student Progress Committee will be required for students to graduate:

1. Student has earned a cumulative GPA of 3.0 (the summative evaluation for the PA program is contained in the PAS 690 Senior Seminar course).
2. All borrowed items from faculty, staff, program or university must be returned. Students are responsible to pay for any lost or damaged items.
3. All fees must be paid.

## MUPA Program Policy No. 26 – Degree Completion

It is the policy of the Marshall University Physician Assistant Program that any student who enters the program must complete the program within six years of beginning the program. This accounts for a leave of absence if it is requested. It should be understood that most students will complete the program in the 28 month time period, but all Master of Medical Science graduates must complete this degree within six years from the date of matriculation.

## Community Service

All PA students are required to have at least eight contact hours per semester of community service. Service opportunities will be provided through the PA student organization. If a student wants to submit an additional opportunity for faculty approval, he/she should submit a request to the PA student organization's faculty advisor. Failure to meet this requirement will prompt referral to the Student Progress Committee.

## Grading Scale

The Marshall University PA Program uses the following grading scale:

- A – 89.5 - 100%
- B – 79.5 - 89.4%
- C – 69.5 - 79.4%
- F – ≤ 69.4%

## Advanced Academic Standing

Attendance in the program is on a full-time basis only. Students entering the PA program must complete the curricula in its entirety. Advanced standing or transfer credit is not awarded, regardless of previous academic, professional or employment experience.

## Academic Advising

Each student is assigned a PA program faculty advisor. Students will meet with their advisor once during orientation week, then during the first four semesters of the program. Each student is expected to meet with their advisor at least twice during the semester for routine academic advising. These times will be communicated to the student by the advisor. During the clinical year, advising sessions will occur with faculty once during each call back day. Students may request to meet with advisors as often as needed.

## Recording of Lectures

Recording of lectures is at the sole discretion of the course director. In the event that a guest is speaking, said lecturer must provide permission to record. If recording of lectures is being requested as a disability accommodation, please contact the Office of Disability Services. Recording of group discussions, meetings with faculty, and exams is strictly prohibited.

## Clinical Rotation Assignments

All clinical rotation assignments will be made by the Director of Clinical Education and are final.

## MUPA Program Policy No. 18 – Clinical Rotation Sites

Students are not required to provide their own sites for clinical rotations. Students may make **suggestions** to the Director of Clinical Education for sites and preceptors but are not required to do so. All sites will be provided by the program. All sites and preceptors are to be reviewed, evaluated, and approved for educational suitability by the program.

Students must not substitute for clinical or administrative staff during supervised clinical practical experiences.

At this time, there are NO experiences available for international rotations.

## Incidents in the Clinical Setting

Any incident that arises in the clinical setting that affects patient, preceptor, student or staff well-being must be reported to the preceptor and Director of Clinical Education immediately. Such incidents may be grounds for being dismissed from the clinical site. Further, if the Director of Clinical Education is not available, then the Program Director should be called. Filing a clinic/hospital incident report may be required as well. A duplicate of any paperwork a student fills out for a preceptor/clinic/hospital must be given to the Director of Clinical Education as soon as possible. Incidents involving gross errors in judgment or practice on the part of the student will be grounds for dismissal from the program.



## MUPA Program Policy No. 19 - Inclement Weather Policy

The full university policy regarding weather-related and/or emergency closings and delays may be found at [University Policy for General Administration \(Policy No. UPGA-2\)](#).

Whenever by action of the University President (or their designee), official announcements are made that classes are delayed or canceled due to inclement weather, educational and clinical experiences for all physician assistant students will be amended accordingly. If, for example, the university issues a two-hour delay, the physician assistant class and rotation schedules will also be delayed. Because it is the premise of the university that regularly scheduled hours begin at 8 am, classes normally scheduled from 8 - 10 am will not meet; classes meeting from 9 - 11 am will only meet from 10 - 11 am, thus absorbing the two-hour delay. All classes meeting thereafter on that day will not be affected. If the university cancels classes, PA program classes will also be canceled.

During times when the Huntington campus is not in session, such as semester break, and courses or rotations within the PA program are being conducted, the administration of the physician assistant program in conjunction with JCESOM may choose to delay or cancel classes. Delays or cancellations will be posted on the PA program website.

Although it is the policy that every reasonable effort must be made to meet classroom responsibilities, students and faculty will work together to develop a mechanism to make up what was missed.

Faculty, administration and support staff will adhere to the regular MU inclement weather policy.

Because clinical students serve in an apprenticeship/relationship with physicians in the care of patients, these students will be expected to make every effort to meet their responsibilities. However, in the case of inclement weather, clinical students shall not be penalized for adhering to the inclement weather policy announced by the university. Furthermore, students on rural, out-of-state, or out-of-Huntington area electives are expected to contact the local preceptors for appropriate instruction. Local preceptors shall have the authority to cancel or delay educational and clinical activities for the student(s) due to inclement weather.

## MUPA Program Policy No. 20 - Dress Code Policy

### Introduction

The following standards for attire apply to all students enrolled in the Marshall University Physician Assistant Program.

### Purpose

To establish standards for student dress and conduct when on campus or when representing the Marshall University Physician Assistant Program. Our goal is to provide an environment that is comfortable and inclusive for all. It is expected that your attire will exhibit common sense and professionalism.

### Review of Policy and Procedure

This policy will be reviewed by the Program Director and faculty/staff committee every year when preparing the student faculty handbook for the next cohort.

### Identification

Students must wear the MUPA Program-provided nametag that identifies them as a physician assistant student during all clinical encounters.

## General Personal Care Standards

### Personal Hygiene

Students will maintain good personal hygiene including regular bathing, use of deodorants, and oral care.

### Hair Maintenance

- Hair needs to be neat and clean. Styled off the face and should be of a non-distracting color, especially during clinical rotations. Hair longer than shoulder length should be secured when in close contact with patient.
- Facial hair should be clean and well groomed.

### Cosmetics

- Excessive cologne, perfume, fragrant lotions or aftershave is discouraged.
- Cosmetics should be used in moderation.
- Nails will be well groomed and of short-to-medium length to facilitate patient care. Acrylic or other artificial nails may not be worn in clinical settings.
- Fake eyelashes are discouraged and are not permitted during clinical rotations.

### Jewelry and Accessories

- Jewelry and accessories must be non-distracting.
- Piercings should remain modest and not excessive (limited to ears and modest, non-distracting nostrils, especially during clinical rotations).

### Tattoos

- Every effort should be made to cover visible tattoos on the face, neck, arms, and hands while on clinical rotations.
- Graphic and disturbing tattoos must be covered at all times. Examples include, but are not limited to, tattoos displaying violence, drugs, sex, alcohol or tobacco products.

## Attire

- Unless otherwise stated in the policy, a minimum of **business casual clothing and footwear** is required for rotation and classroom settings. Business casual is defined as dress shirts, sweaters, polo-type shirts, suit/sport coats, dress pants, dress khakis, capris, dresses, and skirts. Appropriate footwear includes loafers, clogs, flats, dress heels, and leather deck-type shoes, tie up shoes, clean sneakers, and dress boots. Sweatshirts, hoodies, or pull-overs may be worn in the didactic classroom setting.
- Leggings/jeggings will be permitted as business casual if they are worn with an appropriate blouse or tunic that is long enough so that it covers to mid-thigh length.
- “Marshall Day” will be every Friday during the school year. Marshall University and green colored t-shirts/sweatshirts may be worn along with khakis or jeans.
- Casual attire will be permitted during scheduled exam blocks, after hours, and weekends. Casual attire includes pants with no holes and workplace-appropriate t-shirts. Sneakers and flip-flop sandals (though not in laboratories) will be permitted on these days.
- Special exceptions to the above rules may be considered. Written requests must be submitted to the Program Director at least two weeks prior to the date of the requested exception. Examples where exceptions may be requested include, but are not limited to Halloween, student training events, departmental retreats, and Marshall University spirit events.

## Laboratory Attire

- Marshall University Physician Assistant Program-approved scrubs and closed-toe shoes will be worn in the Gross Anatomy Lab and in the Clinical Skills Lab as directed.

## Items not Permitted

- Hats, caps, bandanas. These items may be worn on campus; however, while in the classroom they are to be removed. Headgear considered a part of religious/cultural dress or in cases of medical need (e.g. chemotherapy) are permitted.
- Any clothing that are soiled or torn excessively (e.g. slacks, denims, skirts, shirts, lab coats).
- Any dress considered incompletely covering undergarments or unprofessional by the faculty
- Clothing that advertises or represents “mock advertising,” including alcoholic beverages, sexual behavior or innuendo, tobacco products, profane language or gestures, or any other advertising considered unprofessional.
- Tight-fitting workout clothes (e.g. spandex, biking shorts), pajamas, halter tops, tube tops, miniskirts, skorts, sun dresses, beach dresses, spaghetti strap dresses, midriff tops, low-cut tops, tops with bare shoulders, or any dress otherwise considered provocative or exposing undergarments.
- Open-toe and backless shoes are not permitted to be worn in laboratories. Examples may include, but are not limited to flip-flops, “Birkenstocks” or other sandals. Slippers are not allowed.
- Any institution in which MUPA students are practicing reserves the right to employ dress code policies that are viewed as stricter than the MUPA Dress Code Policy.

### Appropriate Attire Standards in the Context of Patient Care and Public Interactions

- Appropriate attire is defined to include, but not limit to, the following situations:
  - Patient experiences in didactic or clinical rotation year
  - Professional student seminar series
  - Professional meeting functions
  - When prior notification is given (e.g. a patient will be in class)

### Attire for Community Service Participation

- Any context where the student is representing the PA program in public, and the attire that is worn or the personal hygiene is such that the PA program or university could be perceived in a negative light, may result in that student being dismissed from the activity.
- Any individual faculty member reserves the right to be more stringent with the rules for classroom etiquette, provided that the framework for those changes is made known through the course syllabus.

### Disciplinary Action

- Students inappropriately dressed or groomed, or otherwise considered disruptive, may be dismissed from class and reminded to comply with the MUPA Dress Code Policy.
- Questionable or disputed cases of dress or grooming will be presented to the Student Progress Committee.
- Repeated actions judged to be violations by the Student Progress Committee will be considered improper professional behavior and may result in disciplinary action.
- Other policies may be implemented as warranted to ensure adherence to these standards by the Student Progress Committee.

## MUPA Program Policy No. 21 – Resources for Students with Personal Concerns

Students will meet with advising faculty at a minimum of two times per semester. Personal concerns can be identified at that time, and students will be encouraged to seek help. The Program Director and advisory faculty will exercise an open-door policy, which students can use at any time assistance is needed.

The Marshall University Counseling Center is located on the first floor of Prichard Hall and offers professional therapeutic services that can assist students with mental health, academic, career, and personal needs. Counseling services are confidential and free for Marshall University students. Our primary goal is to support the mission of Marshall University and the Division of Student Affairs by providing support and assistance to develop students' personal growth, academic success, and mental health. The Marshall University Counseling Center recognizes and supports the diverse needs of students through counseling, educational, assessment, outreach, and training activities.

The physician assistant program has also worked with Cabell Huntington Hospital Counseling Center to develop a program where students have quick accessibility to needed services by either faculty referral or self-referral. Students have access to 10 counseling sessions at no charge. If more sessions are needed, then insurance can be billed. The counseling center will work with students for appropriate referrals.

Psychological services are also provided at Prestera Center for Mental Health and Valley Health East Huntington. PA students have access to the Cabell Huntington Hospital Counseling Center, too. Students may self-refer or be referred by faculty.

## MUPA Program Policy No. 22 - Discrimination or Harassment of Students

Marshall University has a commitment to preventing harassment of any type in the institution and the MUPA Program has zero tolerance toward such acts either by or toward any of its students. The PA program adheres to the university's policies on the reporting and handling of any complaint of discrimination or harassment related to its students. Per Marshall University Board of Governor's Policy No. GA-1:

"... the University does not discriminate on the basis of race, color, national origin, ancestry, age, physical or mental disability, marital or family status, pregnancy, veteran status, service in the uniformed services (as defined in state and federal law), religion, creed, sex, sexual orientation, genetic information, gender identity, or gender expression in the administration of any of its educational programs, activities, or with respect to admission or employment."

## Grievances, Complaints and Student Appeals (not Grade Appeals)

All issues or concerns related to PA program courses should first be directed to the respective course director. All clinical rotation matters should be addressed with the Director of Clinical Education. If a student concern is not resolved at that level, then it should be directed to the Program Director. If a matter is not resolved at the Program Director level, then the matter will be directed to the Student Progress Committee. This committee will resolve the matter.

Non-academic issues should be addressed with the Program Director.

Marshall University expects all members of its community to act in respectful and responsible ways toward one another. Our university is committed to providing programs, activities and an educational environment free from discrimination and harassment of any kind. If you feel this has not been the case, Marshall University has developed an online complaint/incident system for reporting any complaints: [https://marshall-advocate.symplicity.com/public\\_report/index.php/pid694611?](https://marshall-advocate.symplicity.com/public_report/index.php/pid694611?)

## Emergency Communication

In the event there is an emergency and someone outside the university needs to reach a student, they should contact the program Office Administrator at 304-696-6035 or the Program Director at 304-696-5128. The program staff will attempt to forward a message to the student. The program WILL NOT give out student information or location.

## MUPA Program Policy No. 24 - Examination Policies and Procedures

One of the primary means of student assessment during the MUPA Program is written testing of course material. The following policies apply to the testing procedures for the PA program:

### Taking Exams

- For paper exams, only a pencil or pen is allowed. The program will provide paper and calculators if they are needed. Students may not have food or drink during standardized exams. Students must leave all paper with the proctor at the end of the exam.
- For electronic exams, only a pencil or pen is allowed. The program will provide scratch paper and calculators if needed. Food and drink are not allowed during standardized exams. Students must leave all paper with the proctor at the end of the exam.
- The use of programmable calculators, cell phone calculators, or any other electronic device is prohibited during the exam.
- All books and notes must be secured and placed away from the student at either the front or rear of the room prior to the exam beginning and must remain for the entire exam.
- Students are expected to work without taking breaks during exams.
- No talking is allowed during exams.
- No hats, caps, scarves or hoodies are to be worn during exams. Accommodations may be made for religious reasons.
- Proctors may not answer questions related to understanding or interpreting exam material.
- Proctors will assess technical issues with exams. Students should quietly notify the proctor if there is a problem with the exam, missing pages, illegibility, etc.
- Upon completing a paper exam, submit the exam to the proctor and then quietly leave the room. Upon completing an exam electronically, quietly leave the room. Do not disrupt other test takers.
- An allotted amount of time will be allowed for completion of each exam. At the end of that time, if exam is written, all exams must be submitted to the proctor. All scrap paper, if used, must be returned to the proctor.
- For either paper or electronic exams, only the answer indicated on the official test item will be counted. Scratch paper and other writing materials will not be considered.
- Students are responsible for all course learning objectives, lecture material, and reading assignments.

### Missed Exams

- It is expected that students will be present for all exams.
- In the case of an emergency, students must notify the course director as soon as possible. The student will be asked to provide written documentation of the absence.
- Students may notify the course director via phone or email. If the course director is unavailable, the student should leave a detailed message and a call back number.
- If a student misses an exam due to illness or injury, they are required to make up the exam at the earliest reasonable time to be scheduled by the course director. Students must take make up examinations as scheduled or receive a zero for the missed exam. Any make up exam may be a different format and/or questions than the original exam.
- Except under extraordinary circumstances, it is not acceptable to notify the course director AFTER the exam is missed.
- Failure to notify the course director of a missed exam in a timely manner will result in a zero on the exam.

### Late Arrival to Exams

If a student arrives late to the exam, it is at the discretion of the course director (or exam proctor) whether the student may take the exam. Students who arrive late will not be given additional time to take the exam.

### Exam Integrity

Exam integrity is vital to the assessment and academic learning of all students. It is therefore essential that all academic and professional standards be maintained at all times to ensure fairness and validity of the exams. Students are expected to follow these standards at all times.

The National Commission on Certification of Physician Assistants (NCCPA) has strict policies on exam integrity. The Marshall University PA Program also has strict exam policies, including:

- No exam may be removed from the assessment room.
- No exam may be copied in any form, including attempting to duplicate questions after the student leaves the exam room.
- A student should not seek or obtain a copy of a prior exam given by the PA program at Marshall University.
- A student may not receive or give help from another student during an exam.
- The above actions will result in immediate referral of the student to the Student Progress Committee, a zero for the exam grade, and possible dismissal from the program due to unprofessional behavior.

### Academic Appeal Process

<https://www.marshall.edu/graduate/graduate-student-appeals/>

### Evaluation of Student Performance

The methods listed below are used to evaluate performance:

- Written examination and quizzes
- Class/lab/seminar assignments papers and oral presentations
- Class/lab/seminar attendance and/or participation
- Lab examinations
- History and physical examination assignments
- Practical examinations/Objective Structured Clinical Exam (OSCEs)
- Clinical site visits
- Clinical year assignments
- Patient logging system
- Academic faculty observations

### Marshall University Medical Liability Insurance

Liability insurance coverage applies to those learning opportunities assigned to a student by the PA program as part of training in the PA curriculum. Coverage is not in effect and does not cover student activities when they are associated with outside employment, volunteer work or other activities.



## Student Records

Records of admitted students kept by the PA program include:

- CASPA application, supplemental application
- Signed statement regarding completion of health screening and completion of immunizations from nurse manager, Marshall University Family Medicine, Division of Occupational Health and Wellness Coordinator
- Student grades of all courses
- Remediation efforts and outcomes
- Any academic or behavioral disciplinary action
- That the student has met requirements for program completion

## Access to Student Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Students possess the right to grant individuals access to certain records and the steps for the proxy process can be found here, <https://www.marshall.edu/student-affairs/ferpa/>. In addition, these rights include:

- (1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.
- (2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- (3) 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.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

## Directory Information

The Family Education Rights and Privacy states that an educational institution may release without written consent those records identified as public or directory information for students who are currently enrolled provided that the institution informs the students of the categories defined as directory information and students are given an opportunity to refuse disclosure of any or all of the defined categories.

Marshall University designates the following categories of student information as "Directory Information": Student's official name; Student's hometown (City, County, State, Country); parents' names; major and minor fields of study; dates of attendance; degree(s) and date(s) conferred, including anticipated graduation dates; previous educational institution attended; photographs, videos or other media containing a student's image or likeness (collectively "Student Images"); honors and awards received; classification or class status; participation in officially recognized activities and sports; weight and height of members of athletic teams; and duties and responsibilities, including dates of service of graduate assistants, student workers, interns or student volunteers. Requests to prevent the release of a Student's directory information can be sent to the Registrar's office.

To learn more about FERPA and the sharing of directory information, please go to this site.

<https://www.marshall.edu/disclosures/ferpa/>.

## Student Study Space

On the main floor of the Robert W. Coon Educational Building, there are rooms 105 and 106, which may be reserved by MUPA students only by contacting the administrative assistant for the PA program. There are study rooms on both the first and second levels of the building; each offers multiple chairs and large tables for group study. In addition, there are rooms and space available in the Health Sciences Library in the SOM building near Cabell Huntington Hospital, and space and rooms are available at the Drinko Library on the main campus.

## Graduate Student Society

A Marshall University Physician Assistant Program Student Society has been formed. Details will be presented during orientation.

## WV Association of Physician Assistants (WVAPA)

The West Virginia Association of Physician Assistants (WVAPA) was established in 1977 and is devoted to representing PAs in West Virginia. "WVAPA promotes the physician assistant concept and profession through education of professional and lay people and by rendering loyal and honest service to the medical profession and to the public". One student from each ARC-PA accredited program is elected to the board. Membership is mandatory for Marshall University PA students. Application forms can be found at <https://wvapa.org/membershipapplication.htm>. Membership is \$10 for your time as an MUPA student.

## American Academy of Physician Assistants (AAPA)

The American Academy of Physician Assistants was founded in 1968. This national organization represents over 130,000 physician assistants in the country and in the armed services. They represent all medical and surgical specialties. The AAPA advocates for PAs and educates the public and patients we serve. Student dues are \$75.00 for the duration of your PA education, and membership is required. Membership application forms can be obtained from the Program Director.

## HIPAA Training

The Health Insurance Portability and Accountability Act (HIPAA) of 1996 is a law designed to improve portability of health insurance coverage, reduce health care fraud and abuse, and to protect individual privacy of personal health records. There are two parts of this: 1) the Privacy Rule created national standards to protect the privacy of personal information and 2) the Security Rule governs the security of electronic health care information.

In 2013, the omnibus rule was made to provide the public with more control of their personal health care information.

Students will attend mandatory HIPAA training yearly. The first training will be prior to any patient encounters in the first year of didactic training. The second will occur prior to the beginning of clinical rotations. This will be mandatory training for every student.

## Blood Borne Pathogen Training

All MUPA students will complete Blood Borne Pathogen training during orientation week as they prepare to begin their first semester in the Gross Anatomy Lab. This training is mandatory on an annual basis and is required prior to any clinical experiences or clinical rotations.

## Basic Cardiac Life Support

Basic Cardiac Life Support (BCLS) will be taken as a class during the first semester of the MUPA Program. This will be mandatory.

## Advanced Cardiac Life Support

Advanced Cardiac Life Support (ACLS) will be taken during the third semester of the MUPA program, embedded in PAS 614 Testing and Procedures II. This will be mandatory.

## Electronic Devices in Class

We realize that students carry mobile phones and other electronic communication devices; however, their use **MUST** not interfere with class activity. All mobile phones, pagers, IPADS, etc. must either be turned off or the ringer silenced during class unless being used for academic purposes. Disruption to class activity due to these devices will not be tolerated. Unless during an emergency, use of these devices during class is considered unprofessional and a violation of professionalism.

## MUPA Program Policy No. 25 - Health Insurance Policy for PA Students

It is the policy of the Marshall University Joan C. Edwards School of Medicine Physician Assistant Program that all enrolled physician assistant students have health insurance. All students are automatically enrolled in the school sponsored student health insurance plan and, per policy, must “waive” out by demonstrating adequate health care coverage. The Consolidated Health Plans student health website is available at <https://www.studentinsurance.com/>.

All students are permitted to waive health insurance as long as they have one of the following means of credible Insurance:

1. Medicare/Medicaid: must provide full coverage in the state of West Virginia.
2. VA or Tri-Care
3. Valid health insurance (e.g. individual coverage, from parents or from employer) including emergency services, local urgent care facilities, diagnostic x-rays, laboratory services, mental health coverage, prescription drugs, and inpatient and outpatient hospitalization.

All students who choose to waive out must do so annually by the date posted on the annual renewal notices.

## Career Planning

The Office of Career Education will work with Marshall University PA students at different phases of the program as determined by the faculty. Services provided include résumé development and professional development. Please contact them at 304-696-2570 at any time if additional assistance is needed.

## Leave of Absence

A student may be permitted to decelerate by requesting a leave of absence from the Student Progress Committee, as long as the following conditions are met:

- The student must be in good standing (i.e. having complied with obligations, while not being the subject of any form of sanction, suspension or disciplinary action) with the Marshall University PA program, and Marshall University.
- The student must have a 3.0 cumulative grade point average (GPA) and have a 3.0 GPA in current classes.

## Once a Leave of Absence is Granted

- The student may be required to re-take courses at the discretion of the Student Progress Committee.
- The student must request, in writing to the Student Progress Committee, to re-enter within two years of the date that the leave of absence was granted.
- If the leave of absence occurs mid-semester, a grade of incomplete will be entered for the student.
- The student may not re-enter mid-semester, but will be required to re-enter, at a minimum, at the beginning of the semester in which the leave of absence was granted.
- The student must re-enter the program within two years. If not done within two years, students must reapply and start the PA program at the beginning, if accepted.

## MUPA Program Policy No. 27 – MUPA Program Absence Policy

### Attendance

Regular attendance and punctuality are of utmost importance for students enrolled in the MUPA program. This is critical for personal and professional growth as well as measurement of student achievement in academic knowledge and clinical skills. Attendance will be used in assessment of student performance and professionalism. MUPA supports and understands the right of faculty to uphold these expectations and impose consequences if expectations are not met.

As future medical providers, MUPA students will enter careers in which unplanned absences may be disruptive to the healthcare team and patients. Students have a personal responsibility to take advantage of all learning opportunities available and a professional responsibility to be present and actively involved in all academic and clinical activities. Attendance and timeliness while enrolled in the MUPA program is viewed as an indicator of the student's future attendance and timeliness as a clinician.

MUPA students are expected to punctually attend all classes and program activities. It is understood that there may be RARE events which may prevent a student from attending required activities. Students are expected to demonstrate personal responsibility and integrity by seeking excused absences whenever possible. Communication regarding unplanned absences due to health issues or family emergencies must be completed in a timely, professional, and honest manner.

Students are expected to take all examinations at their originally scheduled times. In the event of any absence, students are still expected to complete the requirements outlined in the course syllabus.

During the student's clinical year, the program policy is that students are expected to attend all rotations and adhere to the rotation schedule. Absences during the clinical year are addressed separately below, as well as in the Supervised Clinical Practice Experience (SCPE) Handbook.

### University Closure

In the event of Marshall University closure due to inclement weather or other unforeseen circumstances, any cancelled or missed didactic program activities will be rescheduled and coursework made up at another time. If the clinical site remains open and students can travel safely to the site, it is expected that they will attend. If the student is unable to travel safely to the clinical site, the process for unplanned absence should be followed as described below.

### Scheduled Meetings

Students are expected to respond to requests for meetings in a timely manner. Students are expected to attend all scheduled meetings with MUPA faculty and staff. It is considered unprofessional for students not to show, be tardy to, or cancel planned meetings without at least 24 hours' notice and approval from the faculty or staff with whom the student is meeting, unless an emergency arises.

### Isolation Policy

All students with confirmed tests for communicable diseases that require isolation periods are expected to comply with CDC guidelines and current Marshall University best practices for that illness. Absences for these reasons will be considered excused with submission of the Excused Absence Request Form and appropriate documentation as outlined below. Absences required for isolation will not be counted against the six days allowed for the clinical year.

## Didactic Phase

Didactic phase occurs during the first four semesters of the program. Lectures, various learning modalities such as flipped classroom etc, labs, standardized patient encounters, and assessments will be the primary modalities of education.

## Didactic Schedule

Program hours are generally from 8:00am to 5:00pm. There are several days of the week when students will be expected to stay until 6:00pm. Please see the current semester schedule for information on which days this will occur. In addition, there will be occasional evening hours for required activities. Saturday can be used for makeup time or service hours if needed. The program reserves the right to use evening and weekends to schedule classes or activities.

The student schedule should be viewed as always subject to change. It is posted prior to the beginning of each semester. In the event of a change, the program will notify students via email or posted schedule as soon as possible or communication from faculty will occur in class.

## Absence

Absence is defined as not being present, regardless of reason, for an activity where student presence is expected.

## Excused Absence

Absence from any program activity (class, lab, Supervised Clinical Practice Experience, white coat ceremony, etc.) that is planned, requested, and approved at least two weeks in advance.

These will be rare and exceptional circumstances.

Requesting an excused absence will involve discussion of the need for an absence as well as your plan to remediate missed coursework with your advisor and appropriate faculty. The student will also submit a completed Excused Absence Request Form with necessary signatures. This form is available as an Appendix at the back of this handbook. Materials documenting the reason for the absence should be submitted with the Excused Absence Request Form. Filling out the form does not guarantee that the excused absence will be approved.

In the event of an excused absence, it is expected that students will complete and submit required coursework prior to the absence.

Excused absence requests for events such as vacations, family celebrations, or social events will be denied. Excused absence requests for weddings will be determined on a case-by-case basis.

The MUPA program expects that students will make medical appointments outside of class time. If this is not possible, the program permits students time to attend appointments with healthcare providers. Students must submit a completed Excused Absence Request Form as described above.

No excused absences will be granted for days on which an examination occurs in a course, standardized patients are scheduled, or an assessment occurs in a lab.

When two or more requests for excused absences occur in a semester, the student will be referred to the Student Progress Committee (SPC) for an evaluation of professionalism.

## Unplanned Absence

Illness and family emergencies are the only acceptable reasons for unplanned absence.

Emergencies are defined as acute illness, injury, hospitalization, or death of the student or immediate family member. Automobile accidents involving the student are also considered an emergency. Appropriate faculty should be notified of such an event as soon as possible.

Immediate family is defined by the Family and Medical Leave Act as parents, siblings, spouse, and children or dependents. If you feel that your family structure varies from this and requires an exception, these requests will be handled on a case-by-case basis.

A completed Excused Absence Request Form with signatures and supporting documentation must be received within one week of return from the absence to request a retroactive excused absence. Failure to request a retroactive excused absence within one week will result in an unexcused absence.

Unplanned absences of three or more days due to injury or illness must be accompanied by written verification from the licensed health care provider providing treatment for the injury or illness.

Unplanned absences due to death in the family will be approved for a maximum of three days for immediate family and one day for extended family.

In the event of an unplanned absence, it is the student's responsibility to contact each Course Director to obtain any missed work. It is expected that students will complete and submit required coursework within 24 hours upon return unless a short extension is approved by the Course Director.

## Unexcused Absence

Defined as a non-emergency absence from any program activity for which a completed Excused Absence Request Form with necessary signatures and supporting documentation is not submitted and approved two weeks prior to a planned absence or within one week after return from an unplanned absence.

This should never occur and will not be tolerated. Unexcused absences are considered a violation of professionalism and subject to consequences up to and including course failure, delay of graduation, dismissal from the program, or any other disciplinary action felt appropriate by the program. Students will be responsible for any tuition or fees incurred because of delayed graduation due to unexcused absences.

For any occurrence of an unexcused absence the student will be referred to the SPC to be evaluated for professionalism probation.

## Extended Absence

Defined as an absence greater than three days. These do not include routine medical care or appointments which should be scheduled during non-academic time.

These will be addressed by the Program Director with consultation from all MUPA Principal Faculty. Extended absences may result in deceleration, delayed graduation, or dismissal from the program. Students will be responsible for any tuition or fees incurred because of delayed graduation due to extended absences.

To request an extended absence students should submit a completed Excused Absence Request Form with signatures and supporting documentation two weeks prior to a planned absence and within one week of return from an unplanned absence. Filling out the form does not guarantee that the extended excused absence will be approved.

## Tardiness

Defined as student not being present for any portion of a class, lab, event, or SCPE. This includes being late for the planned start time as well as leaving at any time before the event concludes.

In the event of tardiness to an exam, no time extensions will be granted beyond the originally scheduled conclusion of the exam. If another student has completed the exam and left the room, the tardy student will not be permitted to take the exam.

The first incident of tardiness will result in a verbal warning by the instructor, with an email to follow. The second incident will result in a written warning from the instructor, which will be placed in the student's file; a mandatory meeting with the student's advisor will follow. The third incident will result in a mandatory meeting with the Program Director and another written warning to be placed in the student's file. In addition, information will be forwarded to the Student Progress Committee for further recommendations and actions.

## Conferences

The MUPA program encourages students to participate in local, regional, state, national, and international PA association meetings. However, the program also realizes that a student's academic success within the program should remain the number one priority. It is the student's responsibility to complete all course work missed during conference attendance. Conferences that occur during exams, assessments in labs, or standardized patient events will not be approved.

If a student wishes to attend a conference, the student should submit a completed and signed Excused Absence Request Form with a copy of the conference agenda at least two weeks prior to the conference.

## Supervised Clinical Practice Experience (SPCE)

### Clinical phase

Clinical phase occurs during the second year of the program. Clinical rotations will be utilized as a primary teaching tool.

Students should be present for all SCPE activities, including clinic and Call Back Day activities. Call Back days are mandatory and considered part of the preceding SCPE rotation.

Six days is the maximum number of absences allowed during the SCPE year.

The Director of Clinical Education (DCE) is:

Jessica Dearman, MS, PA-C  
Robert W. Coon Education Building, Office 135  
Office phone: 304-691-6966  
Email Address: [dearmanj@marshall.edu](mailto:dearmanj@marshall.edu)

If the DCE cannot be reached, communication should be directed to the Program Director:

Ben Spurlock, MS, PA-C  
Robert W. Coon Education Building, Office 134  
Office phone: 304-696-5128  
Email Address: [spurlock30@marshall.edu](mailto:spurlock30@marshall.edu)



## SCPE Schedule

By Tuesday of the first week of the SCPE rotation, the student should email the DCE a confirmation of their rotation schedule for the remainder of the rotation. If there are ANY changes to the schedule, the student should email the DCE as soon as possible. This includes when a preceptor dismisses the student early, if the preceptor advises the student to come in late, or if there is any other change to the schedule.

Students are expected to adhere to arrival time and preceptor instructions for the schedule of each SCPE rotation. A suitable work schedule will be determined by the preceptor or authorized designee and should include a minimum of 32 hours per week averaged over the 4-week rotation. While 32 hours per week is the MINIMUM requirement, the student is required to continue attending the rotation even if they have achieved an average of 32 hours per week. Students should expect to work much more than the 32-hour per week minimum requirement.

Students should expect to work any time their preceptor is working. Many SCPE sites have different work hours, including shift work and call expectations. As such, different SCPE sites will require students to work evenings, weekends, and holidays during the rotation. Days will often exceed eight hours.

University holidays that fall on scheduled clinic days do not apply to the clinical year. Preceptors and the DCE are not obligated to give time off during holidays or weekends.

Be advised that the program may make random calls or visits to rotation sites to verify student attendance and performance.

Remember that every patient encounter is a valuable addition to your education. Use this time to soak up all the knowledge and experience that you can. The more time spent on site and with patients, the more you will understand about the given specialty.

## Excused Absence

To request an excused absence, students are expected to submit the completed Excused Absence Request Form with necessary signatures and supporting documentation to the DCE two weeks prior to the expected absence. Filling out the form does not guarantee that the excused absence will be approved.

Excused absence requests for events such as vacations, family celebrations, or social events will be denied. Excused absence requests will be determined on a case-by-case basis.

Excused absences of more than one day per rotation must be made-up regardless of the number of hours logged during that rotation. All attempts should be made to reschedule the absence during the same rotation. If this is not possible, the rotation will be considered incomplete until the time is made up. This may result in delayed graduation. The plan for when and how the absence will be made up must be communicated to and approved by the DCE.

For the clinical phase of the program, more than one excused absence per semester is considered a professionalism issue and an obstacle to the student's ability to meet the MUPA technical standards. As such, this will result in referral to the SPC to be evaluated for professionalism probation.

NO absences will be approved during the PAS 690 course.

### Unplanned Absence

In the event of an emergency, the student should contact their preceptor and the DCE at least one hour before the scheduled start of their shift or as soon as possible.

Students are expected to submit the completed Excused Absence Request Form with necessary signatures and supporting documentation within one week of return from the absence. Filling out the form does not guarantee that the excused absence will be approved.

### Unexcused Absence

Defined as a non-emergency absence from any SCPE activity for which a completed Excused Absence Request Form with necessary signatures and supporting documentation is not submitted and approved two weeks prior to a planned absence or within one week after return from an unplanned absence.

This should never occur and will not be tolerated. Unexcused absences are considered a violation of professionalism and subject to consequences up to and including course failure and delay of graduation. Students will be responsible for any tuition or fees incurred because of delayed graduation due to unexcused absences.

All unexcused absences must be made up.

Each unexcused absence in an SCPE rotation will result in a reduction of the final grade. Consequences for unexcused absences will be as follows:

- a) The first event will result in a 50-point reduction in the final SCPE grade.
- b) The second event will result in an additional 100-point reduction in the final SCPE grade.
- c) The third event will result in referral to the SPC for further evaluation.

## Personal Day

The personal day policy has been developed because the MUPA program understands the incredible time commitment of the program and that many students will greatly benefit from a much-needed, rare day off.

There is no personal day granted during the didactic phase because students receive breaks between semesters and holidays off.

The following rules apply to use of the personal day:

- One day for the clinical year.
- Personal days should be requested 48 hours in advance by submitting the Excused Absence Request Form with necessary signatures and supporting documentation.
- Personal day may not be divided. It must be used on only one date. A partial day is equal to a whole day.
- Students are responsible for completing any missed course work.
- A personal day cannot occur during a Call Back Day.
- A personal day cannot be taken on the first or last day of a SCPE rotation.
- A personal day cannot be taken in succession with school breaks, holidays, holiday weekends, or requested excused absences.
- A personal day cannot be taken if it will drop the student below the 32-hour weekly rotation requirement.
- The DCE can deny a personal day if the student has missed other days of the rotation for any reason or if they have concerns for the student's academic success on a rotation.
- Students on professionalism probation may not take a personal day.
- The MUPA program reserves the right to place a moratorium on all personal days for all students for any reason.

## Job Interviews

All attempts should be made by the student to schedule job interviews so that they do not interfere with the SCPE rotation schedule. If this is not possible, the student must first obtain permission from the DCE and request an excused absence two weeks prior to the interview as described previously. Excused absence approvals are at the discretion of the preceptor and the DCE.

Students will not be permitted to attend job interviews on Call Back days, examination days, remediation activities, or during the PAS 690 course.

No more than three days may be used for job interviews during the SCPE year. These three days are included in the six absences allowed for the year. No more than one interview day per rotation will be granted.

Students are required to complete any course work that is missed.

## Extended Absences, Tardiness, and Conferences

Extended absences, tardiness, and conference attendance policies described above also apply to the clinical year.

Arriving on time and staying for the duration of your SCPE rotation day is considered part of professionalism. As such, tardiness to rotations or SCPE events is not acceptable and may be counted as an unexcused absence at the discretion of the DCE.

Conferences that prevent the student from attending Call Back Day, examination days, remediation activities, or the PAS 690 course will not be approved.

Extended absences during the clinical year may delay graduation. Students will be responsible for any tuition or fees incurred because of delayed graduation due to unexcused absences.



PHYSICIAN ASSISTANT PROGRAM

**Marshall University Physician Assistant (MUPA) Student Handbook:  
A Policy and Procedure Manual  
Receipt and Acknowledgement form**

The information contained in this student handbook is an overview of current policies and procedures specific to the Marshall University Physician Assistant Program. It is not designed to replace the university's policies and procedures. Students are required and expected to follow university policies and the policies and procedures as noted in the [Marshall University Campus Resource Handbook](#), [Marshall University Graduate Catalog](#) and the MUPA SCPE Handbook. The MUPA Student Handbook: A Policy and Procedure Manual is published annually. While every effort is made to provide accurate and correct information at the time of publication, the university or MUPA program reserves the right to change policies, calendar dates, and any statements in the handbook. Any changes will be provided in writing to the student.

**Please read the following statements and sign below to indicate your receipt and acknowledgment of this material:**

1. I have received a copy of and reviewed the Marshall University Physician Assistant Student Handbook: A Policy and Procedure Manual and agree to abide by the rules and policies contained therein.
2. I understand that the policies, rules and benefits described in this handbook are subject to change.
3. I understand that, should the content be changed in any way, the MUPA program may require an additional signature from me to indicate that I am aware of and understand any new policies or procedures.
4. I understand that any issues of concern may be referred to the Student Progress Committee.
5. I understand that my signature below indicates that I understand the above statements.

\_\_\_\_\_  
STUDENT'S NAME (print)

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
DATE



PHYSICIAN ASSISTANT PROGRAM

**Illicit Drug and Alcohol Screening Policy  
Receipt and Acknowledgement form**

Entering the medical profession is a profound privilege and responsibility to not only oneself but to future patients. Physician assistant students should hold themselves to the highest of standards. This policy is intended to improve the culture and reputation of the Marshall University Joan C. Edwards School of Medicine Physician Assistant Program. Substance abuse is not appropriate for PA students as it is a reflection of poor judgement that can affect personal lives, professional careers, and the lives of our current and future patients and their families. The intent is that current and future Marshall University PA students continue to foster an environment of professionalism and integrity. Formal education will occur at matriculation and annually thereafter regarding substance abuse and its impact on health care providers and their patients; the roles and responsibilities of the West Virginia Medical Professionals Health Program (WVMPHP) regarding providing testing, evaluation and treatment of substance abuse; and the responsibility of all members of the Marshall University PA Program, school of medicine community reporting incidents of substance abuse.

We have established a drug-free workplace (DFWP) policy that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

I hereby acknowledge receipt of the Marshall University Physician Assistant Program Illicit Drug and Alcohol Screening policy. I understand this policy and will abide by its requirements.

\_\_\_\_\_  
STUDENT'S NAME (print)

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
DATE



PHYSICIAN ASSISTANT PROGRAM

### Excused Absence Request Form

It is the Marshall University Physician Assistant (MUPA) Program policy that students attend all program activities. In the rare event that an activity must be missed, this form must be completed and submitted in accordance with the guidelines outlined in the Absence Policy. Vacation requests will be denied.

1. Meet with your advisor, affected faculty members, and/or preceptor to discuss the need for this absence, assignments that will be missed, and your plan to remediate missed work. Ask them to sign this form if they approve of your absence and remediation plan. Assignments due during your absence need to be turned in PRIOR to the absence.
2. To request an excused absence, this signed and completed form should be submitted to the Program Director, your advisor, affected faculty members, and/or preceptor two weeks prior to an anticipated absence or within one week after an unplanned absence.
3. The Program Director will have one week to return a decision about the request, as there may be need for consideration with the chair of the Student Progress Committee or additional faculty members.

\_\_\_\_\_  
STUDENT'S NAME (print)

\_\_\_\_\_  
DATE/S OF REQUESTED ABSENCE

\_\_\_\_\_  
DATE OF FORM SUBMISSION

State the reason for the absence. Please be specific without divulging sensitive personal information.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Class missing: PAS \_\_\_\_\_

Faculty Signature: \_\_\_\_\_

Class missing: PAS \_\_\_\_\_

Faculty Signature: \_\_\_\_\_

Class missing: PAS \_\_\_\_\_

Faculty Signature: \_\_\_\_\_

Class missing: PAS \_\_\_\_\_

Faculty Signature: \_\_\_\_\_

Please describe your plans to ensure that you successfully remediate missed coursework. Please be aware that individual faculty members are not expected to provide special assistance in this plan.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that by submitting this form, my request for an excused absence is pending approval and is not automatically granted. I understand that I will be notified in one week if this request is approved or denied.

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ADVISOR'S SIGNATURE

\_\_\_\_\_  
DATE

Program Director Approves \_\_\_\_\_ Program Director Disapproves \_\_\_\_\_

\_\_\_\_\_  
PROGRAM DIRECTOR'S SIGNATURE

\_\_\_\_\_  
DATE





PHYSICIAN ASSISTANT PROGRAM

## Authorization for Release of Information for Promotional Purposes

I voluntarily give my permission for the following information to be used or disclosed by the Marshall University Physician Assistant (MUPA) Program. Check all those that **do** apply.

- Photographs or video recording of me while I am on the premises of the Marshall University Physician Assistant Program
- Other information described here: \_\_\_\_\_

The information will be used or disclosed by Marshall University Physician Assistant Program for news stories, articles, publications, brochures, journal publications, newsletters, advertisements, promotional videos, social media posts, website-related uses and/or other public relations purposes. The MUPA program may disclose the information to any news television media, **unless otherwise specified below:**

I acknowledge that I am waiving my rights to confidentiality of the above information by signing this authorization. I understand that once materials are released to the media, the MUPA program has no further control over their use or disclosure. **I also understand that once information is released in any form, it might be re-released and no longer protected by federal student privacy rules.** I understand that I am not required to sign this authorization. I understand that I may revoke this authorization at any time. To do that, I must say so in writing and give or send it to the MUPA Program at 1542 Spring Valley Drive, Huntington, WV 25704. I understand the revocation will not apply to information that had already been released while the authorization was in effect.

This authorization will be in effect until further notice.

\_\_\_\_\_  
STUDENT'S NAME (print)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
EMAIL

\_\_\_\_\_  
CELL PHONE NUMBER

\_\_\_\_\_  
NAME of WITNESS (print)

\_\_\_\_\_  
SIGNATURE OF WITNESS

\_\_\_\_\_  
DATE

### FOR STAFF USE ONLY:

Student's printed name: \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_

Story or project: \_\_\_\_\_ Photographed by: \_\_\_\_\_

Your assistance is extremely helpful with generating goodwill and increasing visibility of the Marshall University Physician Assistant Program. Thank you!

## MUPA Program Policy No. 23 – Student Grievances and Allegations of Harassment

The link to Marshall University Board of Governors Discrimination, Harassment, Sexual Harassment, Sexual & Domestic Misconduct, Stalking, and Retaliation Policy – Including Title IX is found on the Board of University's Policy page <https://www.marshall.edu/policies/>. It is policy MUBOG GA-3, and it is stated as follows.

## Title IX Complaints

Title IX of the Education Amendments Act of 1972 is a federal law that states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” Marshall University takes complaints of prohibited conduct very seriously. Marshall has a Title IX Staff who may be contacted by phone at 304-696-2934 or by email at [TitleIX@marshall.edu](mailto:TitleIX@marshall.edu); for more contact information as well as more information on Title IX policy, please refer to the following website: <https://www.marshall.edu/titleix/>.

# MARSHALL UNIVERSITY BOARD OF GOVERNORS

## Rule No. GA-3

### DISCRIMINATION, HARASSMENT, SEXUAL HARASSMENT, SEXUAL & DOMESTIC MISCONDUCT, STALKING, AND RETALIATION POLICY – INCLUDING TITLE IX

#### Section 1: General.

- 1.1 Scope & Purpose: Marshall University (“University”) is committed to fostering a diverse and inclusive culture by promoting diversity, inclusion, equality, intercultural and intercommunity outreach. Accordingly, the University does not discriminate on the basis of race, color, national origin, ancestry, age, physical or mental disability, marital or family status, pregnancy, veteran status, service in the uniformed services (as defined in state and federal law), religion, creed, sex, sexual orientation, genetic information, gender identity, or gender expression in the administration of any of its educational programs, activities, or with respect to admission or employment. This Policy sets forth how discrimination, harassment, sexual harassment, sexual and domestic misconduct, certain consensual relationships, stalking, and retaliation will be addressed by Marshall University.
- 1.2 Authority: W. Va. Code §§ 18B-1-6, 18B-2A-4; Title VII of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000e to 2000e-17; Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681; the West Virginia Human Rights Act, W. Va. Code §§ 5-11-1 to -20; the Campus Sexual Violence Elimination Act (“Clery Act”), 20 U.S.C. §1092, and the Violence Against Women Act (“VAWA”) of 1994, 42 U.S.C. §13925.
- 1.3 Effective Date: September 15, 2023
- 1.4 Revision History: Originally replaced Board of Trustees Series No. 9 which was transferred by the Higher Education Policy Commission to the institutional boards of governors. This policy was previously numbered as MUBOG Policy No. 5,” amended again on April 27, 2016, and title changed to “Policy Regarding Discrimination, Harassment, Sexual Harassment, Sexual & Domestic Misconduct, Stalking, and Retaliation,” which was amended effective February 22, 2017. Due to changes in the federal guidelines, this policy originally became effective on August 14, 2020, by Marshall University Executive Order of the President. Thereafter, it was passed at the August 27, 2020, meeting of the MUBOG and became effective on November 18, 2020. Additional changes were made in 2021 and 2022. The current changes were passed on August 8, 2023.

#### Section 2: General Definitions.

- 2.1 “Actual Knowledge” means notice of sexual harassment or other prohibited conduct or allegations of sexual harassment or other prohibited conduct to the University’s Title IX

Coordinator or any official of the University who has authority to institute corrective measures on behalf of the University. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the University with actual knowledge is the Respondent. The mere ability or obligation to report sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has the authority to institute corrective measures on behalf of the University. “Notice” as used in this paragraph includes but is not limited to a report of sexual harassment to the Title IX Coordinator.

- 2.2 “Complainant” means, for purposes of this Policy, an individual who is alleged to be the victim of conduct that could constitute sexual harassment (under Title IX) or other prohibited conduct that is reported to the University. Provided that, where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a Complainant or otherwise a party under this part or under Grievance Procedures.
- 2.3 “Reporter” means, for purposes of this Policy, any individual that makes or files a complaint about prohibited conduct under this Policy. The Reporter may be the Complainant, any other person, or the University.
- 2.4 “Respondent” means, for purposes of this Policy, an individual who has been reported to be the perpetrator of conduct prohibited by Section 3. Any “individual” can be a Respondent, whether such individual is a student, faculty member, another employee of the University, or other person with or without any affiliation with the University.
- 2.5 “Member of the University Community,” for purposes of this Policy only, means an individual engaged in any University activity or program, whether on or off campus, or any individual lawfully on University property, including, but not limited to, any person who is a student, staff, faculty member, other University official, or a visitor.
- 2.6 “Student” means, for purposes of this Policy, an individual subject to the Marshall University Board of Governors Policy SA-3, The Code of Student Rights and Responsibilities.
- 2.7 “Consensual Relationship” means a mutually acceptable romantic, dating, or sexual relationship between individuals.
- 2.8 “Education Program or Activity” includes, for purposes of this Policy, locations, events, or circumstances over which the University exercised substantial control over both Respondent and the Complainant and the context in which the prohibited conduct occurs, and also included any building owned or controlled by a student organization that is officially recognized by a postsecondary institution.

### **Section 3: Defining and Recognizing Prohibited Conduct.**

3.1. General. The University prohibits Discrimination, Harassment, Sexual Harassment, Sexual Misconduct, Domestic Misconduct, Stalking, and Retaliation as defined in this Policy (collectively referred to as “prohibited conduct”) by or against any member of the University community.

#### 3.1.1 Jurisdiction.

##### 3.1.1.1 – Jurisdiction for Title IX Complaints.

The University will address prohibited “Sexual Harassment” in its programs and activities, including locations, events, or circumstances over which the University exercises substantial control over both the Respondent and the Complainant and the context in which the alleged sexual harassment occurs. Locations include buildings owned or controlled by officially recognized student organizations.

Jurisdiction for Title IX Complaints does not apply if:

- (1) the conduct alleged in the formal complaint would not constitute sexual harassment as defined in this policy, even if proved;
- (2) the conduct alleged did not occur in the University’s education program or activity; or
- (3) the conduct alleged did not occur against a person in the United States.

If any of the above do not apply, the University must dismiss the formal complaint with regard to that conduct for the purposes of sexual harassment under Title IX; however, such dismissal does not preclude action under another provision of the University’s policies or procedures. Off-campus conduct at private residences, businesses, events, or other locations outside of the University’s substantial control does not fall under the University’s jurisdiction for Title IX Complaints.

Any person may submit reports of prohibited behavior. Further, this policy encourages, and in some cases requires, reports of sexual harassment and other sexual misconduct regardless of where the incident occurred.

Reports of prohibited behavior on the part of third parties, such as agents, vendors, guests, visitors, volunteers, and campers, will be assessed by the Title IX Coordinator to determine the best means to stop the behavior, remediate the impact on the Complainant, and prevent further prohibited behavior, such as barring individuals from University property or events, among other possible actions. If the Respondent is unknown or is not a member of the University community, the University will not be able to utilize the grievance process; however, resources and other supportive measures will be offered to the Complainant by the Title IX Coordinator.

Marshall University will respond to reports of sexual harassment or other sexual misconduct irrespective of when the alleged incident occurred, including during semester breaks, leaves

of absence, or periods of dismissal. There is no time limit on making a report or submitting a formal complaint to the Title IX Coordinator; however, if the Respondent is no longer a student or employee and/or if significant time has passed, the ability to investigate, respond, and provide remedies may be limited or not possible.

Acting on reports or formal complaints significantly impacted by the passage of time is at the discretion of the Title IX Coordinator, who may document allegations for future reference, offer supportive measures and/or remedies, and/or engage informal action as appropriate. Marshall University will typically apply the policy in place at the time of the alleged misconduct and the procedures in place at the time a formal complaint is submitted by the complainant or signed by the Title IX Coordinator.

#### 3.1.1.2 – Jurisdiction for Non-Title IX Complaints.

This prohibition applies to other conduct for which jurisdiction under Title IX does not apply that occurs on University premises or in connection with a University education program or activity; off-campus conduct that unreasonably interferes with the educational or orderly operation of the University community, its mission, or its objectives as determined by a reasonable person; any off campus conduct that, in light of all of the facts and circumstances, would endanger the health and safety of the University community. As a result, any individual found to have committed these acts against another is subject to appropriate disciplinary action.

### 3.2 Discrimination.

3.2.1 “Discrimination” means conduct that is based upon an individual’s race, color, national origin, ancestry, age, physical or mental disability, marital or family status, pregnancy, veteran status, service in the uniformed services (as defined in state and federal law), religion, creed, sex, sexual orientation, genetic information, gender identity, or gender expression and excludes an individual from participation, denies the individual the benefits of, treats the individual differently or otherwise adversely affects a term or condition of an individual’s employment, education, living environment or participation in a University program or activity. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities. It does not, however, include programs or activities specifically exempt by law. *See, e.g.,* 20 U.S.C. § 1681(a) (2015).

### 3.3 Harassment and Sexual Harassment.

3.3.1 “Harassment” means conduct that creates a hostile environment, as defined below, and is based upon an individual’s race, color, national origin, ancestry, age, physical or mental disability, marital or family status, pregnancy, veteran status, service in the uniformed services (as defined in state and federal law), religion, creed, sex, sexual orientation, genetic information, gender identity, or gender expression. Harassment may take various forms, including, but not limited to, name-calling, graphic or written statements (including the use of social media, text messages, e-mail, or other similar forms), or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not necessarily have to

include intent to harm, be directed at a specific target, or involve repeated incidents.

- 3.3.2 “Hostile Environment” means a situation where an individual is subjected to any conduct based on the reasons set forth in Section 3.3.1 and that conduct is sufficiently severe or pervasive, or so objectively offensive, so as to unreasonably interfere with an individual’s educational experience, work or academic performance or deny or limit the individual’s ability to participate in or benefit from the University’s programs, services, opportunities, or activities.

A hostile environment can be created by anyone involved in a University program or activity (e.g., administrators, faculty members, students, and even campus guests). Mere offensiveness is not enough to create a hostile environment. Although repeated incidents increase the likelihood that harassment has created a hostile environment, a serious incident, even if isolated, can be sufficient to create a hostile environment.

In determining whether harassment has created a hostile environment, consideration will be made not only as to whether the conduct was unwelcomed to the person who feels harassed but also whether a reasonable person in a similar situation would have perceived the conduct as sufficiently severe or pervasive, or objectively offensive. Also, the following factors will be considered:

3.3.2.1 The degree to which the conduct affected one or more students’ education or individual’s employment;

3.3.2.1 The nature, scope, frequency, duration, and location of incident or incidents;

3.3.2.2 The identity, number, and relationships of persons involved; and

3.3.2.3 The nature of higher education. The classroom or other instructional setting (e.g., studio, laboratory, office hours) presents special issues because academic freedom protects the expression of ideas, even where the idea or its expression is perceived to be mature, controversial, explicit, graphic, or offensive. Nevertheless, conduct that would otherwise constitute a violation of this policy will not be exempt merely because it occurs in an instructional setting. Rather, the investigation will consider the legitimate pedagogical context and will take into account discipline-specific guidelines for professional practice as defined by the appropriate educational unit. Accordingly, broad deference is given if the conduct that was the basis for the complaint occurred in an instructional context. When there is a legitimate pedagogical basis, the presentation or discussion of sexual topics that are mature, controversial, graphic, or explicit shall not be considered sexual harassment, even if some persons find these topics subjectively offensive.

- 3.3.3 In addition to hostile environment harassment, sex-based harassment includes sexual harassment and non-sexual harassment based on stereotypical notions of what is female/feminine versus male/masculine behavior or nonconformity with gender stereotypes.



3.3.4 “Title IX Sexual Harassment” means conduct on the basis of sex that satisfies one or more of the following:

3.3.4.1 An employee of the University conditioning the provision of aid, benefit, or service of the University on an individual’s participation in unwelcome sexual conduct (i.e., *quid pro quo*); or

3.3.4.2 Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University’s education program or activity; or

3.3.4.3 “Sexual assault” as defined in the Clery Act – 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in VAWA 34 U.S.C. 12291(a)(8), or “stalking” as defined in VAWA 34 U.S.C. 1229(a)(30).

3.3.5 Comments or communications may be verbal, written, or electronic. Behavior does not need to be directed at or to a specific individual in order to constitute sexual harassment but may consist of generalized unwelcome and inappropriate comments based on sex or gender stereotypes.

3.3.6 Determination of whether alleged conduct constitutes sexual harassment requires consideration of all the circumstances, including the context in which the alleged incidents occurred.

### 3.4 Sexual Misconduct.

3.4.1.1 “Sexual Misconduct” means any act of a sexual nature perpetrated against an individual without effective consent or when an individual is unable to freely give consent. Effective consent is defined in 3.4.4 of this Policy. Sexual misconduct includes, but is not limited to:

3.4.1.2 Attempted or completed intercourse or penetration (anal, oral, or vaginal), however slight, with any body part or any object, by one person upon another person, without effective Consent. This includes vaginal penetration by a penis, object, tongue, or finger; anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital to mouth contact).

3.4.1.3 Sexual touching (including disrobing or exposure), however slight, with any body part or any object, by one person upon another person, without effective consent. Sexual touching includes any contact with the breasts, buttocks, groin, or genitals, touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts when such touching would be reasonably and objectively offensive.

3.4.2 “Sexual Assault” means an offense that meets the definition of rape, sodomy, sexual assault with an object, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime

Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

3.4.2.1 “Rape” means the carnal knowledge of a person, without the consent of the victim, including instances where the victim is unable to give consent because of their age or because of their temporary or permanent mental or physical incapacity.

3.4.2.1.1 Rape happens regardless of the age of the victim if the victim did not consent or if the victim was incapable of giving consent. If the victim was under the statutory age of consent, then it is statutory rape, irrespective of whether the victim consented

3.4.2.1.2 Carnal knowledge is defined as the act of an individual having sexual bodily connections, however slight, with another.

3.4.2.1.3 In cases where several offenders rape one person, each offender will be investigated, and information will be reported for each offender.

3.4.2.2 “Sodomy” means oral or anal intercourse with another person, without the consent of the victim, including instances where the victim is unable to give consent because of their age or because of their temporary or permanent mental or physical incapacity.

3.4.2.3 “Sexual Assault With An Object” means using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is unable to give consent because of their age or because of their temporary or permanent mental or physical incapacity.

3.4.2.3.1 An “object” or “instrument” is anything used by the offender other than the offender’s genitalia, e.g., a finger, bottle, handgun, or stick.

3.4.2.4 “Fondling” means the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is unable to give consent because of their age or because of their temporary or permanent mental or physical incapacity.

3.4.2.5 “Incest” means sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law in West Virginia.

3.4.2.6 “Statutory Rape” means sexual intercourse with a person who is under the statutory age of consent in West Virginia (Age 16).

3.4.3 “Sexual Intimidation” means threatening to commit a sexual act upon another person, stalking, cyber-stalking, or engaging in indecent exposure

3.4.4 “Consent” or “Effective Consent” means informed, freely and actively given, mutually understandable words or actions, which indicate a willingness to participate in mutually

agreed upon sexual activity. In the absence of mutually understandable words or actions, it is the responsibility of the initiator, that is, the person who wants to engage in the specific sexual activity, to make sure that they have consent from their partner(s). Consent is mutually understandable when a reasonable person would consider the words or actions of the parties to have manifested a mutually understandable agreement between them to do the same act, in the same way, at the same time, with each other. Relying solely upon non-verbal communication can lead to miscommunication. It is important not to make assumptions. If confusion or ambiguity on the issue of consent arises at any time during the sexual interaction, it is important that the initiator stops and verbally clarifies the other individual's willingness to continue.

3.4.4.1 Consent may not be inferred from silence, passivity, or lack of active resistance alone.

3.4.4.2 A current or previous dating or sexual relationship (or the existence of such a relationship with anyone else) may not, in itself, be taken to imply consent.

3.4.4.3 Consent cannot be implied or inferred by attire or from purchases made, such as buying dinner or spending money on a date.

3.4.4.4 Consent to one type of sexual act may not, in itself, be taken to imply consent to another type of sexual act.

3.4.4.5 Consent expires. Consent lasts for a reasonable time, depending on the circumstances.

3.4.4.6 Consent to sexual activity may be withdrawn at any time as long as the withdrawal is communicated clearly; upon clear communication, all sexual activity must cease.

3.4.4.7 Consent which is obtained by use of deception, fraud, or force, whether that force is physical force, threats, intimidation, or coercion, is ineffective consent. Intimidation or coercion is determined by reference to the reasonable perception of a person found in the same or similar circumstances.

3.4.4.8 Consent may never be given by:

3.4.4.8.1 Minors under the age of 16

3.4.4.8.2 Mentally disabled persons

3.4.4.8.3 Persons who are incapacitated as a result of alcohol or other drugs or who are unconscious or otherwise physically helpless. Incapacitation means being in a state where a person lacks the capacity to appreciate the nature of giving consent to participate in sexual activity.

3.4.4.9 One may not engage in sexual activity with another whom one knows, or should reasonably have known, is incapacitated as a result of alcohol or other drugs.

3.4.4.10 The use of alcohol or other drugs can have unintended consequences. Alcohol or other drugs can lower inhibitions and create an atmosphere of confusion over whether consent is freely and effectively given. The perspective of a reasonable person will be the basis for

determining whether one should have known about the impact of the use of alcohol or drugs on another's ability to give consent. Being intoxicated or high does not diminish one's responsibility to obtain consent and is never an excuse for sexual misconduct.

3.4.5 "Forcible Compulsion" means (a) physical force that overcomes such earnest resistance as might reasonably be expected under the circumstances; or (b) threat or intimidation, expressed or implied, placing a person in fear of immediate death or bodily injury to oneself or another person or in fear that oneself or another person will be kidnapped.

3.4.6 "Sexual Exploitation" means taking non-consensual, unjust, or abusive sexual advantage of another for one's own advantage or benefit; or to benefit or advantage anyone other than the one being exploited. Sexual exploitation encompasses a wide range of behaviors which may include, but are not limited to:

3.4.6.1 Inducing incapacitation with the intent to rape or sexually assault a student or other individual;

3.4.6.2 Non-consensual video or audio-recording of sexual activity;

3.4.6.3 Allowing others to observe a personal act of consensual sex without knowledge or consent of the partner;

3.4.6.4 Engaging in voyeurism;

3.4.6.5 Knowingly transmitting a sexually transmitted disease, including HIV, to a student or other individual;

3.4.6.6 Prostituting a student or other individual (e.g., personally gaining money, privilege, or power from the sexual activities of another individual)

3.5 Domestic Misconduct.

3.5.1. "Domestic Misconduct" means "Domestic Violence" and "Dating Violence" as defined below.

3.5.2 "Domestic Violence" means a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the alleged victim, by a person with whom the alleged victim shares a child in common, by a person who is cohabitating with or who has cohabitated with the alleged victim as a spouse, by a person similarly situated to a spouse of the alleged victim under the domestic or family laws of the State of West Virginia, by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of West Virginia. The term spouse or intimate partner of the victim includes a person who is or has been in a social relationship of a romantic or intimate nature with the victim, as determined by the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship.

"Domestic Violence" under the laws of the State of West Virginia, which is also prohibited by this Policy, means: (i) unlawfully and intentionally making physical contact of an insulting or provoking nature with one's family or household member(s); (ii) unlawfully and intentionally causing physical harm to one's family or household member(s); (iii)

unlawfully attempting to commit a violent injury against one's family or household member(s); or (iv) unlawfully committing an act which places one's family or household member(s) in reasonable apprehension of immediately receiving a violent injury.

For purposes of this subsection, "family or household members" means persons who: (1) are or were married to each other; (2) are or were living together as spouses; (3) are or were sexual or intimate partners; (4) are or were dating: provided, that a casual acquaintance or ordinary fraternization between persons in a business or social context does not establish a dating relationship; (5) are or were residing together in the same household; (6) have a child in common regardless of whether they have ever married or lived together; or (7) have the relationships described in W. Va. Code § 48-27-204.

- 3.5.3 "Dating Violence" means violence committed by a person:
  - 3.5.3.1 who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  - 3.5.3.2 where the existence of such a relationship shall be determined based on a consideration of the following factors:
    - 3.5.3.2.1 the length of the relationship;
    - 3.5.3.2.2 the type of relationship; and
    - 3.5.3.2.3 the frequency of interaction between the persons involved in the relationship.
  - 3.5.3.3 Violence under this section means actual or an attempt to cause physical injury or threat to cause physical injury. Dating violence, for purposes of this Policy, does not include emotional abuse.
  - 3.5.3.4 The view of the Complainant shall generally be controlling in determining whether such a relationship existed. Dating violence includes but is not limited to, sexual or physical abuse or the threat of such abuse.
  
- 3.6 "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
  - 3.6.1 Fear for the person's safety or the safety of others; or
  - 3.6.2 Suffer substantial emotional distress.
  - 3.6.3 For the purposes of this definition:
    - 3.6.3.1 "Course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
    - 3.6.3.2 "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim.
    - 3.6.3.3 "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
    - 3.6.3.4

### 3.7 Consequences & Corrective Action.

Violators of this Policy are subject to appropriate disciplinary action that may include sanctions such as warning, suspension, or discharge of an employee, suspension, or expulsion of a student in accordance with the Student Code of Conduct, or other action depending on the particular circumstances. In addition, prohibited conduct that constitutes a criminal law violation will be referred to the appropriate authorities for prosecution.

Furthermore, although conduct may not violate this Policy, it may still be prohibited by the University under a different policy or standard of behavior. Accordingly, in such cases, the University reserves the ability to take any necessary action.

### 3.8 Amnesty for Violations of Alcohol and Drug Policies

To encourage reporting of alleged violations of this policy and to support candid communication of information, students participating in the grievance process (Complainants, Respondents, and Witnesses) will not be charged with alcohol or drug-related violations if they engaged in unlawful or prohibited personal use of alcohol or drugs during the incident when the alleged violation occurred. Amnesty applies only to the personal use of alcohol or drugs during the incident in question and does not extend to other potential violations. University officials may consider the use of alcohol or drugs involving other disciplinary issues or actions outside this BOG policy and the related grievance process. Amnesty does not apply to the Respondent if drugs or alcohol were allegedly used to facilitate a violation of this policy.

### 3.9 Consensual Relationships.

Although consensual relationships are within the purview of individual privacy, those engaging in such relationships that occur between persons in inherently unequal and closely related positions at the University or employees within the same reporting line, including those between supervisors and supervisees, must remain aware that such relationships could lead to circumstances that result in harassment or sexual or domestic misconduct.

In these specific cases of consensual relationships, the individuals shall notify their immediate supervisor or other appropriate administrator. The supervisor or administrator shall be responsible for making arrangements to eliminate or to mitigate any conflict of interest or other legitimate occupational interest related to employment, the consequences of which might prove detrimental to the University or to either party in the relationship. In some instances, if no suitable way to eliminate or mitigate the conflict is reasonably feasible, one or both individuals may be separated from employment at the University.

It is important to note that these types of consensual relationships also may result in a hostile or offensive environment affecting other employees or students. For example, others may perceive a person involved in the consensual relationship as receiving favorable treatment in employment or educational decisions and actions.

### 3.10 Prohibited Relationships with Students.

Staff Members, Faculty Members, Instructors, Coaches, or other employees are prohibited from engaging in a consensual relationship with a student whom one may instruct, evaluate, supervise, instruct, advise, or coach.

Where there is a pre-existing consensual relationship, the staff, faculty, instructor, or coach shall forthwith notify one's immediate supervisor or other appropriate administrator. The supervisor or other appropriate administrator shall be responsible for making arrangements to eliminate or to mitigate any conflict, the consequences of which might prove detrimental to the University or to either party in the relationship.

Although Marshall University cannot prohibit consensual relationships between employees and students, whom they do not instruct, evaluate, supervise, advise, or coach, the University strongly discourages such relationships. In addition, nothing contained in this Policy would otherwise prohibit a complaint from being made by either.

### 3.11 Disability Complaint Procedures

Marshall University does not discriminate or permit discrimination on the basis of disability in matters of admissions, employment, housing, or services or in the educational programs or activities it operates. The Vice-President for Intercultural and Student Affairs has been designated as the Section 504 Coordinator for students. The Chief Talent Officer/Human Resources Director has been designated the Section 504 Coordinator for employees. Those serving as the Section 504 Coordinator coordinate compliance with the nondiscrimination requirements of Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and applicable federal and state regulations.

Marshall University adopts MUBOG Policy No. GA-1 as its ADA/Section 504 complaint procedures to provide prompt, equitable, and impartial resolution of complaints alleging any action prohibited by the ADA or Section 504. This policy applies to complaints of discrimination or harassment on the basis of disability by staff, faculty, students, or applicants for both University employment and academic admission, vendors, contractors, and third parties.

These rules will be construed to protect the substantive rights of interested persons, meet appropriate due process standards, and assure that Marshall University complies with the ADA, Section 504, and their implementing regulations.

The Office of Disability Services will maintain the files and records relating to complaints filed under this policy and other procedures.

Marshall University Office of Disability Services

Stephanie Ballou, Director

Prichard Hall, Room 117

Phone: 304-696-2467

Fax: 304-696-2288

#### **Section 4: Reports of Misconduct and Complaints.**

##### 4.1 Coordinator.

The President or the President's designee shall appoint an administrator to act as the University's Coordinator to handle all reports of prohibited conduct and complaints under this Policy, including acting as the University's Title IX Coordinator. The Coordinator will oversee all complaints filed under this Policy generally and identify and address any patterns or systemic problems that arise during the review of such complaints. The Coordinator is further responsible for coordination of training, education, communications, and administration of complaint procedures for faculty, staff, students, and other members of the University community. The Coordinator may also appoint deputy coordinators to assist the University in furthering this policy.

##### 4.2 Reporting.

Any member of the University community who believes someone has been subject to any of the prohibited conduct set forth in Section 3, or they have witnessed or is aware of such prohibited conduct, is encouraged to report this information.

##### 4.2.1 All Campus Security Authorities must report incidents of prohibited conduct to the University's Title IX Coordinator at:

Title IX Coordinator  
Title IX Office  
Old Main 107  
One John Marshall Drive  
Huntington, WV 25755  
Phone: 304-696-2934  
Email: [titleIX@marshall.edu](mailto:titleIX@marshall.edu)

##### 4.2.2 "Campus Security Authority" means an official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. For example, a dean of students overseeing student housing, a student center, or student extra-curricular activities has significant responsibility for student and campus activities. Similarly, a director of athletics, team coach, and faculty advisor to a student group also have significant responsibility for student and campus activities. A single teaching faculty member is unlikely to have significant responsibility for student and campus activities except when serving as an advisor to a student group. A physician in a campus health center or a counselor in a counseling center whose only responsibility is to provide care to students are unlikely to have significant responsibility for student and campus activities. Also, clerical staff are unlikely to have significant responsibility for student and campus activities.

##### 4.2.3 Confidential resources are available for members of the University community who have been subject to prohibited conduct. For a more detailed list of confidential resources available to members of the University community, please see:



Marshall University Office of Equity Programs/Title IX Staff  
Marshall University Counseling Center Staff  
Marshall University Women's & Gender Center Staff  
Marshall University Violence Prevention and Response Program Staff  
Marshall University Psychology Clinic Staff

- 4.2.4 The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. A Complainant may choose to make a report to the OCR at any time by contacting:

Philadelphia Office  
Office of Civil Rights, U.S. Department of Education  
The Wanamaker Building  
100 Penn Square East, Suite 515  
Philadelphia, PA 19107-3323

Telephone: 215-656-8541  
FAX: 215-656-8605; TDD: 800-877-8339  
Email: [OCR.Philadelphia@ed.gov](mailto:OCR.Philadelphia@ed.gov)  
<http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>

#### 4.3 Filing a Complaint.

Any member of the University community who believes one has been subject to, has witnessed, or is aware of any of the prohibited conduct set forth in Section 3 may file a complaint in any manner set forth in the applicable procedure.

#### 4.4 Procedure for Responding to Complaints.

The President or the President's designee(s) shall formulate a complaint procedure to investigate and respond to all complaints regarding alleged misconduct in violation of this Policy. In all cases, complaints will be handled in such a manner to achieve a prompt and equitable resolution. Further, the University will take the appropriate steps to end the misconduct, prevent any further misconduct or retaliation, remedy the effects of misconduct, and eliminate any hostile environment that has been created. Any investigation resulting from a complaint will be separate from and in addition to any criminal investigation that may result.

#### 4.5 Disclosure and Confidentiality.

The University respects the privacy of those reporting prohibited conduct and will endeavor to respect requests for confidentiality to the extent permissible by law. However, the University has certain legal obligations to address this conduct and to prevent its recurrence and, as a result, cannot guarantee confidentiality to a complainant in all cases. In determining whether, an individual's request for confidentiality that could preclude a

meaningful investigation or potential discipline of the alleged perpetrator, the University may consider a range of factors, including: whether there have been other sexual violence complaints about the same alleged perpetrator; whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence; whether the alleged perpetrator threatened further sexual violence or other violence against the complainant or others; whether the sexual violence was committed by multiple perpetrators; whether the complainant's report or allegation reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group; whether the sexual violence was perpetrated with a weapon; the age of the complainant subject to the sexual violence; and whether the University possesses other means to obtain relevant evidence (e.g., security cameras or personnel, physical evidence). Pursuant to Title IX Regulations, the University must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. That said, as set forth in Section 4.2.3., there are places where a victim can receive confidential services, and the complaint procedure must clearly identify additional resources, if any, where a victim can go to receive such services without having to risk confidentiality.

#### 4.6 Dishonest or Frivolous Complaints.

If a party is found to have intentionally or maliciously been dishonest, reckless, or frivolous in making allegations of a violation under this Policy, that party shall be subject to appropriate disciplinary action.

### **Section 5: Retaliation Prohibited.**

- 5.1 The University or other person may not intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this part, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this part. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or its implementing regulations, constitutes retaliation. Complaints alleging retaliation may be filed according to the grievance procedures for sex discrimination.
- 5.2. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited under paragraph 5.1 of this section.
- 5.3 Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not

constitute retaliation prohibited under paragraph 5.1, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.