

Academic Policies 2021, 2022, & 2023 Cohorts

The information in this policy manual is consistent with the institutional catalog. In the event of apparent discrepancies, this policy supersedes the catalog.

Standard	Policy	Information
A3.15A	Grading Scale	<ul style="list-style-type: none"> The grading scale is set by each course director and is displayed in the syllabus. Final course grades will be rounded (0.5 or greater). Example: 89.50% will be rounded to 90%; 89.49% will stay the same grade and not be rounded. Clinical phase courses and rotations are graded as Satisfactory/Unsatisfactory. GPA's are not rounded up by the Institution.
A3.15A	Academic Standing/Standards	<ul style="list-style-type: none"> A cumulative 3.0 GPA is required to graduate from the UT PA program. A passing score on all courses and rotations are required to graduate.
A3.15A	Course/Rotation Failure	<ul style="list-style-type: none"> Final course grade of less than "C" is a course failure. Final rotation grade of "unsatisfactory" is a rotation failure.

A3.15 A- Didactic Phase		
	Academic Warning	Academic Coaching
What is it?	It is the policy of the program to utilize an academic warning system to early identify students who are struggling.	It is the policy of the program to utilize an academic monitoring/coaching system to identify students who are struggling academically and assist them in identifying strategies to improve their academic skills. This is our defined process for remediation.
Triggering Events	<ul style="list-style-type: none"> A single assessment score of less than 50%. The running average in two or more courses is less than 80%. Five or more assessment failures in a single semester. Two assessment failures in a single course A score of 2 or less on the professionalism assessment tool. 	<ul style="list-style-type: none"> A running average of less than 75% in two courses.
Process	<ul style="list-style-type: none"> Notified by Academic Director. The Faculty Advisor, Remediation Coordinator, and Chair of PPP are cc'd. Complete self-reflection exercise at scheduled exam reviews for all exams. Meet with the faculty advisor to discuss study habits and identify ways to improve. The faculty advisor may refer the student to the remediation coordinator for additional academic counseling. It is highly recommended that students hire a tutor in any course or courses in which they are struggling. 	<ul style="list-style-type: none"> Notified by the Academic Director. The Program Director (Interim Academic Coach), faculty advisor, and Chair of the PPP are cc'd. Meet with the interim academic coach to develop an academic monitoring agreement. The monitoring agreement may include academic coaching. Participate in a meeting(s) with the academic coach and follow their guidance (if required) Complete self-reflection exercise at scheduled exam reviews for <u>all</u> exams. Other requirements will be defined in the academic monitoring agreement. It is highly recommended that students hire a tutor in any course or courses in which they are struggling.
Outcomes	<ul style="list-style-type: none"> Status is removed at the end of the semester if the student does not meet any criteria for academic probation. Status is not reported to the institution or placed in student's permanent file. 	<ul style="list-style-type: none"> Status is removed at the end of the semester if the student completes all requirements of the monitoring plan and does not meet any criteria for academic probation. Status is not reported to the institution or placed in student's permanent file.

Fall 2023- the Remediation Coordinators will meet with all students who fail an exam to review their exam self-reflection and complete part 3 of the self-reflection.

Didactic Remediation	
Individual Skill or Procedure (OSCE, PE Check Off, Skill, Procedure)	Exam, Quiz, Project (Paper/Capstone)
It is the policy of the program to require a remediation process for individual skills or procedures assessments.	The program does not require retake of failed multiple-choice exams, quizzes, projects, etc. The grade earned on the first attempt is the grade recorded.
<ul style="list-style-type: none"> The course directors will notate with an “*” on their syllabi which skills or procedures the student must remediate <u>and</u> the process for successful remediation of the skill or procedure. 	<ul style="list-style-type: none"> The program does allow the student the <u>choice</u> to retake a single (one) failed exam or quiz for a change of grade to 70% per course per semester.
The student must successfully remediate the skill or procedure to pass the course.	<p>If a student chooses the retake an assessment, the following rules apply:</p> <ul style="list-style-type: none"> ▶ Any exam or quiz may be retaken, <u>EXCEPT</u> the final assessment in the course. ▶ The student must notify the course director at least one week before the last day of class which assessment they will retake. ▶ The retake assessment will be delivered, in person, during remediation week (without exception). ▶ The type of retake will be at the discretion of the course director.

A3.15 A Clinical Phase		
	Academic Warning	Academic Coach/Monitor
What is it?	It is the policy of the program to utilize an academic warning system to early identify students who are struggling.	<p>It is the policy of the program to utilize an academic monitoring and coaching system to identify students who are struggling academically and assist them in identifying strategies to improve their academic skills.</p> <p>This is the defined process for remediation.</p>
Triggering Events	<ul style="list-style-type: none"> Failure of the first EOR on first attempt. A score of “1” or “2” on any category of the end of rotation preceptor evaluation. 	<ul style="list-style-type: none"> Identified by the PANCE predictor process through statistical analysis of e-Packrat and EOR scores. Students in the three highest risk categories will be placed into academic monitoring status. Failure of two EOR’s on first attempt. Carry over from didactic phase.
Process	<ul style="list-style-type: none"> Notified by Clinical Director The Faculty Advisor and PPP Chair are cc’d. An improvement plan is discussed with the student and Clinical Director and documented on an advising form. An academic warning form will be completed and signed with the Faculty Advisor. 	<ul style="list-style-type: none"> Notified by the Program Director. The Faculty Advisor, Clinical Director, PPP Chair, and Academic Remediation/Coach will be cc’d. Meet with the Academic/Remediation Coach to develop an academic monitoring agreement. The monitoring agreement may include academic coaching. Participate in a meeting(s) with the academic coach and follow their guidance. Other requirements will be defined in the academic monitoring agreement. It is highly recommended that students hire a tutor in any course or courses in which they are struggling.
Outcomes	<ul style="list-style-type: none"> Status is removed at the end of the semester if the student successfully completes the improvement plan and does not meet any criteria for academic probation. 	<p>Status is removed when the student is no longer in a PANCE failure risk category.</p> <p>Status is not reported to the institution or placed in student’s permanent file.</p>

Clinical Remediation- Individual Assessments		
End of Rotation Exam	Preceptor Evaluation	Professionalism Score
<ul style="list-style-type: none"> For each rotation EOR exam, if failed, may retake it one time. Will meet with the clinical director to review the missed exam elements and discuss study plan/strategy. If the student passes the remediation (retake) then the student will pass the rotation. If the student fails the remediation (retake), the student will fail the rotation. 	<ul style="list-style-type: none"> Preceptor evaluation: scores of "1" or "2" in any category (without a recommendation of "fail") require remediation. The Clinical Director will meet with the student and discuss the remediation plan and track completion. The student will receive an "I" incomplete in the rotation until the remediation is completed. If the remediation is passed, then the student will pass the rotation. If the student fails the remediation, then the student will fail the rotation (see academic probation policy). 	<ul style="list-style-type: none"> If the student fails to achieve "satisfactory" they must meet with clinical director and a PCR may be filed. The remediation plan will be communicated, and the student must satisfactorily meet the expectations as outlined on remediation form. If professionalism concerns continue below expectation in subsequent rotations, the student will fail the current rotation.
<ul style="list-style-type: none"> <i>First fail of any EOR= warning- see warning policy</i> <i>Second fail of any EOR= probation- see probation policy</i> <i>Third fail of any EOR= dismissal- see dismissal policy</i> 	<ul style="list-style-type: none"> Preceptor evaluation: scores accompanied by a "failure" recommendation from the preceptor will require a review for accuracy. If the grade is accurate, the student will fail the rotation. There is no remediation available for preceptor failure. 	

Clinical Rotation Retake	
It is the policy of the program to provide a retake process for rotations as follows.	
Trigger	<ul style="list-style-type: none"> Failure of a Rotation documented on the rotation failure form.
Maximum Course/Rotation Remediation	<ul style="list-style-type: none"> A student may retake a maximum of two rotations during the clinical phase. After the first rotation failure, a student will be referred to the PPP for consideration of dismissal. The student's entire PA school performance will be considered in the decision. If they are allowed to stay in the program, then they must repeat the rotation in the Spring following the end of the clinical phase. This will result in a delay in graduation. The student will be charged tuition for the repeat course. After the second rotation failure, a student will be referred to the PPP for consideration of dismissal. The student's entire PA school performance will be considered in the decision. If they are allowed to stay in the program, then they must repeat the rotation in the Spring following the end of the clinical phase. This will result in a delay in graduation. The student will be charged tuition for the repeat course. Failure of a third rotation will result in dismissal.
Outcome	<ul style="list-style-type: none"> Any rotation failure automatically triggers the student to be on academic probation. One rotation failure coupled with a poor mid-rotation evaluation by the preceptor on the subsequent rotation may trigger a referral to the PPP.

Summative Remediation	
Failure of any component of the senior summative or being in the 3 highest categories of "at-risk" for failure of the PANCE after completion of the 7 th rotation will require remediation.	
Medical knowledge exam (EOC) failure	Retake after targeted remediation
Procedure failure	Retake after targeted remediation
OSCE failure	Retake after targeted remediation
Mini-CLIX failure	Retake after targeted remediation
"At-risk" PANCE Status	Participation in targeted remediation and completion of NCCPA PANCE preparation exams.

A3.15 A- Academic Probation

- Students who meet the academic probation criteria will be referred to the PPP committee and will be placed on academic probation or dismissed.
- If the student does not meet the criteria to come off probation in one semester, the PPP will complete a holistic review of the student's performance and will recommend an additional semester of probation **or** dismissal.

Trigger for Probation

- The semester GPA is less than 3.0.
- Two or more final course grades of "C."
- A score of "1" on any category of a professionalism assessment.
- Failure of 2 end of rotation exams on the 1st attempt.
- Immediately upon failure of a clinical phase rotation.
- May be applied for 2 professional conduct reports after PPP review.
- PPP decision during end of semester review or any meeting progress review.

Process

- Meet with the remediation coordinator to receive an academic monitoring plan which must be successfully completed to be relieved of probation status.
- It is highly recommended that students hire a tutor in any course or courses in which they are struggling.

Progress/Outcomes

- Academic probation status is reported to the Associate Dean of Graduate and Continuing studies.
- Didactic: Academic probation will be removed at the end of the semester if the student completes the semester with a cumulative GPA of 3.0 or greater and/or successful completion of PPP designated probation plan and has not met any new probation triggers.
- Clinical: Academic Probation due to failure of end of rotation exam will not be removed.
- Academic probation is recorded on the permanent file and will be reported to any licensure or credentialing board if requested.

A3.15B Progression, Promotion & Graduation

It is the program's policy to follow the UT time limit for completion deadline. A student is allowed seven years from the time graduate work has begun. Under certain circumstances, the student, with approval from the respective program director, may revalidate, by examination, courses that are outdated by the time limit. See UT Catalog: Time Limit.

Progression- semester to semester	<ul style="list-style-type: none"> • The student has earned a cumulative GPA of 3.0 or greater. <i>(See academic probation policy: students may progress on academic probation if the semester GPA is less than 3.0).</i> • The student has earned a "C" or better in every course (didactic). • The student has earned a "Satisfactory" in every rotation. • The student has demonstrated adherence to the AAPA Code of Ethics and UT Student Conduct requirements. • The student has participated in all program-required events (unless excused by the appropriate director).
Promotion- Didactic to Clinical Phase	<ul style="list-style-type: none"> • The student has earned a cumulative GPA of 3.0 or greater. <i>(See academic probation policy: students may progress on academic probation if the semester GPA is less than 3.0).</i> • Successfully complete all components of the didactic summative event. • Failure to pass a component will result in review of the student's over-all didactic performance by the PPP committee in conjunction with the Academic Director. • The PPP committee will make a recommendation to the Program Director to either promote with approval to begin clinical rotations with remediation plan in place, deceleration, or dismissal.
Graduation	<ul style="list-style-type: none"> • The student has passed each course with a minimum cumulative GPA of 3.0 and every rotation with a satisfactory score. • The student has participated in all program-required events. • The student has passed the graduation seminar course which includes the senior summative experience. • The student has met all UT graduation requirements.

	<ul style="list-style-type: none"> The student has demonstrated adherence evaluated by the PPP committee to the AAPA Code of Ethics and UT PA Standards of Professional Conduct.
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A3.15C Deceleration/Grade Forgiveness
<p>Deceleration is an action that may be recommended by the Progression, Promotion and Professionalism (PPP) Committee or Department Chair when the student is unable to meet technical standards.</p> <p>The request for deceleration/delay may not be initiated by the student. This option is exclusively available to the PPP committee or Department Chair for consideration and decision-making.</p> <ul style="list-style-type: none"> Deceleration is the loss of a student from the original matriculating cohort, who remains matriculated in the physician assistant program. The student would be removed from the current cohort and would return to the program at a later date. The student will remain admitted to the program but may be required to re-apply to the institution. See graduate leave of absence policy. The conditions of deceleration and return to enrollment status will be defined at the time the deceleration is imposed or granted. The student may be allowed to retake up to two courses for grade forgiveness or other courses for grade average. An assessment of competency may be required before re-entry. Returning as a decelerated student may result in tuition and fee costs that are not covered by financial aid. <p>See Page 307 of the UT 2020-2021 Catalog for the Graduate Academic Policy related to course repetition: https://www.ut.edu/academics/university-catalogs</p>

A3.15 C Approved Absence (Leave of Absence)
<p>Approved absence is an action that may be requested by the student. It is a request to be absent from the entire program of study for a defined period. There is no guarantee it will be granted.</p> <ul style="list-style-type: none"> Students may request an approved absence when personal circumstances arise which jeopardize the likelihood for successful completion of their studies. The student must be in good academic standing to request an approved absence. (This is defined as follows: not currently on academic probation, does not have a running average of less than 70% in any course, and has not triggered rotation remediation at the time of the request.) The approved absence request must be made before the final assessment or exam has been delivered in any course the semester it is being requested (see course syllabi for assessment dates). The request must be made, in writing, to the PPP committee chair and include verification of the reason for an approved absence. Approved absence is granted at the discretion of the PPP committee. If granted, the conditions for return will be documented by the PPP committee. If the student does not return on the date stated in their approval documentation, they will be dismissed from the program. Students will be required to provide written documentation that specifically addresses their readiness to return to the program which includes meeting the technical standards and their ability to progress unimpeded in the program of study. Examples of written documentation include, but are not limited to, a letter from the treating physician stating the student has been under their care and may return to full function meeting the program's technical standards. The student will be required to take a re-entry exam showing they have maintained competence in the content learned to date upon re-entry into the program. The student may appeal the decision to the physician assistant medicine department chair, in writing, within five days of receiving the decision.

A3.15D Withdrawal
<ul style="list-style-type: none"> Students are permitted to withdraw from the entire program of study at their discretion following the University defined procedure (withdrawal from a single course is not permissible). Students are advised to review institutional timelines for withdrawal to avoid receiving a grade of "WF" for courses in which they are enrolled. A withdrawal request to the PPP chair must be made before the final assessment or exam has been delivered in any course during the semester it is being made in (see course syllabi for assessment schedule). The UT withdrawal policy can be found at: Withdrawal from the University.

A 3.15D Dismissal

- Dismissal is an action that may be recommended by the PPP Committee to the program director when a student fails to adhere to the program's academic or technical standards.
- Dismissal is removal from the program such that re-application and re-admission is necessary for a student to return.

Dismissal Appeal Process:

To appeal the program's dismissal decision

- The student will first contact the *Program Director*, within five working days of the decision notification, that an appeal is forthcoming.
- The appeal must be sent to the *Program Director* within ten working days of the initial notification to the program director.
- The program director will forward the appeal to the CNHS dismissal appeals committee for review and a decision will be communicated within fifteen working days (five days to acknowledge the appeal and ten days to make decision). The chair of the committee will communicate the appeal decision to the student.
- See Graduate Academic Appeals. For more information.

Circumstances that **will** lead to a dismissal recommendation are:

- Failure of a single didactic course (less than "C")
- Failure of 3 clinical rotations
- Failure of a clinical rotation retake

Circumstances that **may** lead to a dismissal recommendation include the following.

The PPP will complete a holistic review of the student's performance and determine if the student will be dismissed or remain in the program based on their performance to date.

- Cheating/Dishonesty/Violation of UT Policies related to Academic Honesty.
- Failure to meet any of the UT PA technical standards.
- Conviction of a felony.
- Positive drug screen.
- Refusal to submit to a drug screen.
- Social media policy violation.
- HIPAA/FERPA violation.
- Cumulative GPA less than 3.0.
- Failure of clinical rotation(s).
- Failure of three end of rotation exams (on the first attempt).
- A score of "1" on any category of the professionalism assessment.
- Two or more professional conduct reports.

- 2021/2022 Cohort-- Failure of PAM 624, 625, 710, 711, 712, or 800- Requires retake the spring following the 7th semester.
- 2023 Cohort-- Failure of PAM 624, 625, 710, 711, or 712 will result in dismissal for the 2023 cohort with no option for repeat. Failure of PAM 800- Requires retake the spring following the 7th semester.

A3.15 E Student Employment Policy

- Training to become a PA demands a full-time commitment.
- Due to the rigorous nature of the curriculum, it is recommended that students not engage in outside employment.
- If a student chooses to work during the academic year, the work schedule must not interfere with class performance or clinical rotation schedules and may not be cited for an absence request.

A3.15 F Student Mistreatment Policy

Standard of Conduct

The University of Tampa's Physician Assistant Medicine Program is committed to the principle that educational relationships should be one of mutual respect between teacher and learner.

Because the school trains individuals who are entrusted with the lives and well-being of others, we have a unique responsibility to assure that students learn as members of a community of scholars in an environment that is conducive to learning. Maintaining such an environment requires that the faculty, staff, and students treat each other with the respect due to colleagues.

Exclusions to Policy	<p>This policy <u>DOES NOT</u> include issues related to sexual harassment, misconduct, and/or relationship violence- for those concerns see: https://www.ut.edu/about-ut/university-services/human-resources/title-ix-</p> <p>This policy <u>DOES NOT</u> include issues related to discrimination based on age, race, gender, sexual orientation, disability, religion, or national origin- for those concerns see: https://www.ut.edu/about-ut/university-services/human-resources/title-ix-</p> <p>This policy applies only to PA faculty mistreatment of PA students. If students are concerned about the professional behavior of another PA student, they may discuss this with their faculty advisor or file a professional conduct report with the PPP.</p>
Definition of student mistreatment	<p>Mistreatment occurs when “behavior shows disrespect for the dignity of others and unreasonably interferes with the learning process.”</p> <p>Examples include:</p> <ul style="list-style-type: none"> • Requiring learners to perform personal chores (e.g., running errands). • Verbal harassment, including humiliation or belittlement in public or privately. • Use of grading and other forms of assessment in a punitive or self-serving manner. • Romantic or sexual relationships between a teacher and student.
Informal Pathway for Resolution	<ul style="list-style-type: none"> • If the student feels comfortable doing so, the student may speak directly with the individual involved in the incident. • If the behavior stems from a misunderstanding or a need for increased sensitivity, the individual involved in the incident will often respond positively and stop the offending behavior. • Open communication may clarify any misunderstanding or issue(s) and lead to a successful informal resolution. • A student may discuss an incident or concern with their advisor who may be able to help the student achieve an informal resolution.
Formal Pathway for Resolution	<p>Students who chose to make a formal report or complaint of an incident of possible mistreatment may do so by filing a complaint with the PA program PPP committee chair using the “Mistreatment Form”.</p> <ul style="list-style-type: none"> • If a student chooses to pursue a formal complaint, they must identify themselves on the complaint which is shared with the faculty about which the complaint was made. • Only the student who is aggrieved may file the formal complaint. Complaints made “on behalf” of another student will not be accepted. • Complaints must be made within <u>seven days</u> of the alleged mistreatment incident.
Process for Resolution of Formal Complaint	<ul style="list-style-type: none"> • The PPP chair will review the complaint and assess whether it should be resolved through another UT process (Title IX or other) before pursuing the complaint. • The PPP chair will further investigate the complaint, which may include speaking with other students who were present at the time of the complaint. • The PPP chair will share their findings with the Department Chair. • If their finding is that student mistreatment did occur, then the Department Chair will discuss with the Dean to determine the most appropriate course of action utilizing UT policy regarding faculty behavioral expectations. • The Department Chair will discuss with the student once resolution has been completed. • The student may appeal the resolution to the Dean within seven days of notification.
Protection from Retaliation	<ul style="list-style-type: none"> • Retaliation against any student who comes forward with a complaint or concern is prohibited. • If a student feels they have been subjected to retaliation because of coming forward with a concern or a complaint, they should refer the matter to the department chair.
Notification	<ul style="list-style-type: none"> • Faculty are made aware of this policy during the annual summer retreat. • Students are made aware of this policy during orientation.

A3.15G—Grade Appeal

- Students with an academic grievance should first discuss the grievance with the course director.
- Students who believe that an exam or course assessment grade is unjust or inaccurate may submit a grade petition to the course director within two days of receiving the grade.
- If the student is dissatisfied with the course director’s response, they may appeal to the phase director within two days of receiving the response.

- If the student is dissatisfied with the course director's response, they may appeal to the associate director within two days of receiving the response.
- If the student is dissatisfied with the phase director's response, they may appeal to the program director within two days of receiving the response.

*Grade petition forms are located on the canvas organization site.

All other appeals- Course Failure, Dismissal, Etc.

Graduate Appeals Policy

It is understood that the student meets first with the instructor and the program director/department chair to resolve the academic issue at hand.

If the matter remains unresolved, the student must notify the program director in writing within five working days that an appeal is forthcoming. The written appeal must be submitted within ten working days of this notification, providing all supporting documents at that time.

The designated graduate appeals committee within the college must acknowledge receipt of the appeal and accompanying documents within five working days. Normally within ten working days of this acknowledgement the committee will notify the student in writing of its decision.

The student may appeal the committee decision, in writing, to the college dean within ten working days of notification. The appeal statement, however, must justify the need for a further level of review.

- by providing new evidence or evidence that the review process has somehow been violated. Should the appeal merit further consideration, the dean reviews the complete documentation from the student and the committee and has the option to consult with members of the college committee, to meet with the student making the appeal, and to ask for additional documentation. The dean issues a decision, normally within ten working days.

Only if the student provides new evidence about the case, beyond the dean's level of review, or evidence that the review process has been violated, may the college dean's decision be appealed to the associate dean of graduate studies. This written appeal must be delivered within ten working days of the dean's decision. If this justification is not established, the associate dean of graduate studies notifies the student (normally within ten working days) that the appeals process is complete. Should the appeal merit further consideration, the associate dean of graduate studies has the option to review all documentation pertaining to the case, to consult with members of the college committee and with the college dean, to meet with the student making the appeal and to ask for additional documentation. The associate dean of graduate studies notifies the student of the decision normally within ten working days. The decision is final.