Student Handbook
Physician Assistant Department
Student Handbook
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PREFACE

The information contained in this handbook, and a supplement you will receive prior to beginning your clinical rotations, is intended to assist you by drawing your attention to some of the policies and information you will need to know as a P.A. student. It is not offered as a substitute for the Western Michigan University Graduate Catalog and/or University policies, procedures, rules, requirements or publications. You are responsible for acquainting yourself with those as well.

We strongly encourage you to read the material contained within, and to refer to it periodically during the course of the next two years.

Hopefully, many of your questions and concerns will be addressed once you have familiarized yourself with the contents of this handbook, but please do not hesitate to ask appropriate members of the faculty/staff to clarify or expand upon any areas about which you seek additional information.

I. LETTER FROM A FOUNDING FATHER

Dear P.A. Student:

Welcome to Western’s Physician Assistant Program. First, a little history may put things in perspective. The Program was initiated at the recommendation of the Michigan State Medical Society and accepted its first class in the fall of 1972. Recommendation by the medical society was unique among programs at that time, as was the feature of being located at a University which did not have a medical school. This was also among the first programs to grant a Bachelor of Science in Medicine degree.

Now then, what are you going to be? First of all, you will learn how to be Assistants to Primary Care Physicians. Primary Care Physicians are simply those who have direct contact with patients. They may be specialists or generalists. In the latter field is where the greatest opportunity for your services lies since you are going to receive a "core" medical education involving the usual major fields of medicine: surgery, pediatrics, obstetrics and gynecology. In addition, as a major effort, the field of Human Psychology - normal and abnormal - will be covered. Much of the time spent by the busy doctor is in listening and talking about life’s problems with patients who do not need treatment of disease as much as guidance. You will be taught the background material necessary to read your own scientific literature so you can keep abreast of the rapidly changing picture of medical science. In this Program, we hope to give you an appreciation of professionalism and ethics for your guidance for as long as you live, remembering that basic concepts of honesty and cooperative endeavor will continue unchanged even if details of living and attitudes toward life do change. Remember these words - honesty,
professionalism and change. They are very important to your continuing development in your chosen field.

I want you to have and develop pride in your profession, realizing that although there will be times when you will be challenged both by doctors and the public, a mature, courteous attitude gains far more than bluster, dissimulation, and deceit.

Remember also that as Physician Assistants, you will have bosses - doctors and patients. All of us, whether nurse, doctor, assistant, or a technician, need to know what we can do and what we cannot do.

I have never lost face by telling a patient that I did not know or that the patient's problem was something someone else could better manage. I have never told anyone, however, that it was not my concern. There is a difference. As assistants, final decisions rest legally in the hands of the doctor for whom you work, and neither you nor the doctor can ignore this responsibility. What you ultimately do, in detail, is up to your employer and you must understand this from the beginning.

The doctor's responsibility is great and at times almost impossible to bear, but will be made easier with your help, so be sure you help the doctor and he/she will give you a full measure of gratitude.

Fellow students, (and I say this as advice, because not only are you going to learn by your experience here, but we will gain much through our mutual association) your entry upon a career in medicine will be most welcome. I sincerely hope you enjoy it and will have long and successful lives in the healing art. With this I welcome you, the survivors of a selective process which has brought together a group we feel has more reason for attainment than any I have ever known. Each of you represents the desire of many others. You dare not fail to graduate, and I may add, we dare not let you. And that is only the beginning.

In this Program you will be told about the background against which you will grow - the professionals with whom you will work, and the traditions which have made the medical profession the honorable estate of your involvement which it has become.

Like any other professionals, we can drive up blind alleys or we can change failure to success if we recognize it and correct the fault. We hope that the course of our progress will have few deflections, and that when we have a problem, we solve it intelligently, because this is a priceless ingredient in life's success. I am sure you know of what I speak; else you would not even be here. Some way, some how, you are not satisfied to tread a well-marked path just because it is there. You, and I, are working on a better way of doing things.

I believe that it is important that you know something of the origin of this Program, as well as its relation to other similar efforts. By 1960, I evolved a conclusion that all who worked significantly in the medical field need not be Doctors of Medicine, and that not all illnesses were potentially fatal. This concept resulted in my presenting to the House of Delegates of the Michigan State Medical Society "Resolution 20" in 1965, which in essence requested that a feasibility study be undertaken to determine the advisability and desirability of establishing a Baccalaureate degree Program for Physician Assistants. The Resolution was
adopted and a special committee appointed to investigate. Their investigation lasted five long years. Finally, we were ready to move ahead. After careful consideration during the latter part of the feasibility study, Western Michigan University was unofficially and finally officially approached concerning responsibility for the Program’s first development. Here, after policy consideration the Board of Trustees agreed to undertake responsibility and appointed Dr. George G. Mallinson, Dean, the Graduate College, to move ahead. University and medical committees were appointed. The support of the Kalamazoo Academy of Medicine, the State Board of Education, the State Medical Society, the American Medical Association, and the Department of HEW were all approached and gave their blessings. HEW funded the completion of the study and then the implementation of the Program.

It is anticipated that wherever you work, you will be under the responsibility of a specific physician. Even in a larger institution or clinic this will hold true. You are what the words state - "Physician Assistants". You are not a hospital or clinic assistant.

In your dealings with the public, remember that they are often fearful, emotional and unreasonable - as a professional, you cannot afford to be. Much of the problem of management in disease involves communication, and the real potential ever-present threat of malpractice can hinge upon misunderstanding or apparent lack of interest. Patients will even put up with human frailty if they know you are sincerely trying to help.

Give assurance where needed but not false hope. In a tense situation, I have told people that they should be all right, but not that they will be. Never, never guarantee success or a cure. I have seen people die from a very minor injury.

Don’t be afraid to ask for help, and when the time comes, don’t fail to tell even your doctor what you can do and what you can’t do. You, like a good doctor, will know your limitations. You will learn something in this Program of medical history, of other ancillary personnel and your relationships with them, of medicine and religion, osteopathy, frauds, malpractice and ethics and the structure of organized medicine.

It is my sincere hope that it will be a pleasant experience, one which will help you to see the horizons beyond the trees and one which will give you a true and deep approach to the pride in your contributions to the practice.

You are all intelligent, dedicated and possessing skill in relation to patient care. Don’t forget that for all these things which you have in common, you are individuals who through your education, will be disciplined by yourselves to enjoy the privileges I can see ahead. If you need help, ask for it. You want to make the grade - we insist on it. Later, after graduation, you should if possible, develop community activities where you can. It can be an additional reward. But while in school, we want you to eat, breathe, and dream about medicine. I cannot emphasize too much that we have done all we can to make you acceptable. I myself have given scores, maybe hundreds of talks often with much resistance, but now I am certain that as they see you, people will like you if you look good, talk well and listen, listen, listen.

I want to wish you all “good luck”, reminding you that this is often possible only through inspired effort.
William G. Birch, Sr., M.D., LL.D.
Honorary Physician Assistant

NOTE: The late William G. Birch was a Kalamazoo obstetrician whose efforts on a state and local level helped to develop and gain support for a Physician Assistant Program at Western Michigan University. His efforts were eventually realized in 1972. It is because of these efforts that Dr. Birch is generally regarded as the principal founder of the Physician Assistant Program at Western Michigan University.

II. INTRODUCTION

Welcome to the Western Michigan University Physician Assistant Department. CONGRATULATIONS! During the course of the next two years, you will be challenged to achieve the same standards of excellence that have been exhibited by hundreds of previous students and graduates of the Program. We are confident that you will succeed in this endeavor, and we will do all within our power to assist you in this process.

Remember that nothing of worth can be achieved without effort, but we expect you to have fun while you are learning, and to help make this a mutually beneficial experience for all concerned. Please become familiar with your assigned advisor and make an effort to get to know the faculty and staff.

One of the most important resources available to you is the class of which you are now a member. This support group will be invaluable to you now and in the years to come as a vehicle for mutual cooperation and the sharing of thoughts and concerns that are common to everyone.

With the distinction of being accepted into the Program and eventually becoming a member of the Physician Assistant profession, you bear a number of important responsibilities. You are, of course, ultimately responsible for the success or failure of your own educational process. It is also important that you serve as a goodwill ambassador for the Program and for the profession. You will be evaluated and questioned from this point forward by instructors, fellow P.A.s, other health care professionals, and the consumers you will serve. We cannot overemphasize the importance of fostering a good impression in these situations and are confident you will act professionally.

Welcome!

From the P.A. Department Faculty & Staff
III. DEPARTMENT ADMINISTRATION

P.A. Office

The faculty and administrative staff of the department are responsible for selection of students, curriculum design and development, student and course evaluation, student advising, and other items related to administration. The office of the department is located on the 3rd Floor of The College of Health & Human Services Building on Oakland Drive. We ask you to keep in mind that we are a business office when you are in the office suite.

The department maintains that the best way to be successful is to keep open lines of communication between students and faculty members. As a result, the faculty is available for student consultation. Please call ahead and schedule an appointment. See the Faculty/Staff Directory for the appropriate person to talk to when scheduling appointments.

There are copy machines available for student use within the building, as well as several private copy businesses in and around campus. The PA office staff cannot make copies for you.

There are student mailboxes located outside the PA office suite for first year students. These boxes should be checked regularly for handouts, communications from faculty, etc. Students are not to use the office address as a mailing address for personal mail.
PA Faculty and Staff Directory

Physician Assistant Department
College of Health & Human Services
Western Michigan University
1903 W. Michigan Avenue
Kalamazoo, MI  49008-5254
Phone: (269) 387-5311
Fax: (269) 387-5319

Eric Vangsnes, Ph.D., PA-C
Chair & Program Director
Room #3434
Office Phone: 387-5317

David Areaux, MPAS, PA-C
Associate Professor
Room #3442
Office Phone: 387-5315

Susan King-Barry, M.S., PA-C
Associate Professor
Room #3436
Office Phone: 387-7980

Denise Bowen, M.A., PA-C
Assistant Professor
Room #3444
Office Phone: 387-5316

Nicole Bradford, MSM, PA-C
Clinical Faculty Specialist
Room #3450
Office Phone: 387-8813

Open Staff Position
Office Associate
Room #3435
Office Phone: 387-5313

Jeanette Meyer, M.D.
Medical Director
Room #3446
Office Phone: 387-5441

Shannon Penny
Manager
Room #3424
Office Phone: 387-7265

Donna Stoker
Office Associate
Room #3439
Office Phone: 387-5321

Kathy Tuinhoff, M.S., PA-C
Clinical Coordinator
Room #3438
Office Phone: 387-6415

Phil Walcott, M.S.
Master Faculty Specialist
Academic Coordinator
Room #3440
Office Phone: 387-8465

Drew Zolp, MSM, PA-C
Clinical Faculty Specialist
Room #3448
Office Phone: 387-5318
Please provide the PA office with your new/local address

**PLEASE PRINT**

Name _________________________________________________

Address _______________________________________________

City, State, Zip _________________________________________

Phone _________________________________________________

Cell ___________________________________________________

Birthdate ______________________________________________

**Permanent Emergency Contact**

Name__________________________________________________

Phone Number____________________________________________

Relationship_____________________________________________
Library, Conference and PA Department Classroom Use

To reserve the conference room for meetings, arrangements must be made through pa-info@wmich.edu. Students will be responsible for seeing that the facilities are left neat and orderly when they vacate the premises. Any debris will be cause for closing of conference rooms to students.

Student Advisors

Your advisor is a faculty member assigned to advise you on educational and course issues. You should schedule a time to meet with your advisor during the first part of each semester and at other times as necessary.

Class Representatives

The class should elect class representatives to handle all administrative details concerning the class and serve as a liaison between the faculty and students. Occasionally, additional representatives from the class will be requested to sit on department committees to provide input from the students’ point of view. The faculty advisor of the student organization will meet with the class during fall semester to answer any questions.

Lab Access

Lab space (including rooms 3076, 3578, and 3085) will be available on specific days and times for your convenience. The lab schedule will be announced at a later time. A faculty member must be available to provide access to these labs. Office staff are unable to open these spaces.

IV. COURSE MATERIALS

Schedules

The schedule of class times received with your tuition bill will not be accurate. Because many instructors in the department are adjuncts to the University, scheduling changes do occur from the time course requests are submitted.

It is important for you to note that certain courses require your attendance for other activities related to that course, so not all unscheduled time is “free time”. For example, patient evaluation will require additional time for patient simulation projects and patient history & physicals in hospital and clinic settings. Schedules for these activities will be prepared and presented at the start of the class. If you have a schedule conflict with work, personal business, etc., be sure to notify the instructor as soon as possible. Course work must take first priority!

In addition, several courses depend on practicing physicians as lecturers. On occasion, patient responsibilities will take precedence, causing a class cancellation and the need to reschedule a lecture. The faculty realizes these disruptions can be confusing and frustrating and will make every attempt to minimize these changes.

Students admitted to the P.A. Program must take all courses in the prescribed sequence within a 24-month period.
### First Year

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>Credit Hours</th>
<th>Semester</th>
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<td>Procedures &amp; Diagnostic Testing I</td>
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<td>Professional Issues I</td>
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<td>The Diagnostic Process II</td>
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### Second Year

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<td>Professional Field Experience - Surgery</td>
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<tr>
<td>Professional Field Experience – Medical Psychiatry</td>
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<tr>
<td>Clinical Practice Issues I</td>
<td>MDSC 6910</td>
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<td>Research Project/Professional Experience</td>
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<td>Research Project/Professional Experience</td>
<td>MDSC 7100</td>
<td>4.0</td>
<td>Summer II</td>
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</table>
Registration Information

Procedure for Registration:

A late registration fee of $100.00 will be charged to all students not registered for at least one class PRIOR to the deadline indicated by the Registrar’s Office in each Academic Calendar. Please note: You are responsible for your registration and any subsequent withdrawal from classes. You must withdraw from classes by established deadlines if you do not intend to either attend or complete the class or be subject to failing grades and/or tuition and fees charges.

Payment of Fees: If you owe any money to the University for past bills or have any other restriction on your registration, you will not be allowed to register for classes until you have satisfied the registration hold. The on-line registration system will inform you of the nature of such holds and will direct you to the appropriate office. Students that register and incur holds after their registration will receive notification of such holds on their schedule/bill. All holds indicated on your schedule/bill must be satisfied by the tuition due date to retain the scheduled classes.

Students receiving financial aid: If you are receiving a scholarship, loan, grant, etc., and the balance on your bill is incorrect, contact Customer Account Services (387-6000) immediately. You must pay your bill before the deadline or show evidence of such financial aid in process to Customer Account Services so that your schedule will not be canceled. Students are responsible for payment by the due date even if they have not received their schedule/bill.

Tuition: Tuition is assessed on a credit hour basis. Fees per credit hour are published in the “Schedule of Classes.”

Non-resident students may be eligible for in-state status at the end of the Spring Semester in the first year. If you qualify, you begin paying in-state tuition with Summer I Semester. This is not automatic. You must apply in the Office of the V.P. for Business and Finance.

Student Recreation Center Fee Information: Students enrolled for 7 or more credit hours per semester (4 or more per session) are considered a "member" at the Student Recreation Center with unlimited access through the turnstile into the activity space.

Student Photo I.D. Cards: Each new student is eligible for an ID card for free the first semester of their enrollment. There will be a $25.00 charge for replacement of lost or mutilated I.D. cards.

New and replacement student ID cards will be available at the following locations:

- Bronco Card Center - 387-6278
- Bernhard Student Center
- Monday-Friday 8:00 AM - 4:00 PM
Each student on campus is required to have an identification card that includes photo, name, and WIN number. This card should be used throughout the student's entire enrollment at Western.

Lending this card to anyone or failure to present it when requested by University officials is a violation of University regulations and subjects the holder to disciplinary action. Each student is personally liable for all obligations incurred by use of this card. **PROTECT IT.** Lost or stolen ID cards should be reported to Public Safety at 387-CARD.

**PA Student Photo I.D. Cards:** During the first week of school you will have a professional photo taken. Your picture will be used to create a special PA Student I.D. Card that you will use on all mentoring and clinical placements. The cost is $15.00 and must be paid through the PA Online Store at [https://secure.touchnet.net/C21782_ustores/web/store_main.jsp?STOREID=95&clearPreview=true](https://secure.touchnet.net/C21782_ustores/web/store_main.jsp?STOREID=95&clearPreview=true). After payment has been made, you can come to the departmental office to pick up your I.D.

**V. Academic Policies**

Student Rights and Responsibilities

Refer to *WMU Graduate Catalog* and *Student Code Book* for student rights and responsibilities that include:

**Student Code of Conduct**

http://www.wmich.edu/conduct/expectations-students

Be sure you become well acquainted with this document.

**Graduate Catalog**

http://www.wmich.edu/registrar/catalogs/

- Academic Honesty
- Academic Conduct Violation: Consequences and Appeals
- Academic Grade Appeals Procedure
- General Academic Appeals Procedure
- Student Conduct
Certificate Ceremony

Upon completion of the P.A. curriculum in August of the second year, the department hosts a ceremony to recognize students, faculty, family members, and others who have contributed to the students’ education.

VI. Professional Manner

Characteristics of a Professional Student

The following list of characteristics is not intended to be complete. It is presented as a beginning for discussion and individual thought.

1. Treats the patients, staff, faculty, and property of the university with care and respect.
2. Performs with utmost personal and professional integrity.
3. Displays clinical and academic curiosity.
5. Utilizes self-disciplined study habits.
6. Develops and displays appropriate collaborative or teamwork skills.
7. Maintains a clear mind at all times.
8. Accepts criticism as constructive advice.
9. Admits limits of knowledge—does not try to “snow” the faculty, supervisors or patients.
10. Maintains physical and psychological stamina by getting adequate rest and recreation.
11. Is diplomatic/tactful, not manipulative.
12. Answers questions to the extent of her/his knowledge.
13. Maintains composure under questioning.
14. Takes advantage of all clinical opportunities, lectures, etc., provided by the department.
15. Does not arrange ancillary clinical learning opportunities without getting faculty approval.
17. Is assertive, not aggressive.
18. Smiles and acts professionally and politely even when frustrated or upset.
19. Dresses neatly and appropriately.

**Statement of Values of the Physician Assistant Profession**

This document defines the fundamental values that the PA profession strives to uphold. These values provide the foundation upon which the guidelines rest. The guidelines were written with the understanding that no document can encompass all actual and potential ethical responsibilities, and PAs should not regard them as comprehensive.

- Physician assistants hold as their primary responsibility the health, safety, welfare, and dignity of all human beings.
- Physician assistants uphold the tenets of patient autonomy, beneficence, non-maleficence, and justice.
- Physician assistants recognize and promote the value of diversity.
- Physician assistants treat equally all persons who seek their care.
- Physician assistants hold in confidence the information shared in the course of practicing medicine.
- Physician assistants assess their personal capabilities and limitations, striving always to improve their medical practice.
- Physician assistants actively seek to expand their knowledge and skills, keeping abreast of advances in medicine.
- Physician assistants work with other members of the health care team to provide compassionate and effective care of patients.
- Physician assistants use their knowledge and experience to contribute to an improved community.
- Physician assistants respect their professional relationship with physicians.
- Physician assistants share and expand knowledge within the profession.

**VII. MISCELLANEOUS INFORMATION**

**Program Patch**

The PA Department has available a patch to be worn for identification purposes in compliance with the requirements of hospitals, accrediting agencies, state regulations, etc. The patch will be sewn on the breast pocket of your white cost. The patches are
$8.00 each and may purchased online at:  
https://secure.touchnet.net/C21782_ustores/web/store_main.jsp?STOREID=92&clearPreview=true&SINGLESTORE=true

**Dress Code**

**Uniforms are required for all first year students.** The uniform consists of a scrub top and scrub bottom. The number of scrub tops and bottoms you choose to purchase is up to you. You will be required to wear scrub tops and bottoms at a minimum of four days each week. Suppliers of the scrub tops and bottoms will be available during the first week of orientation for you to place your orders.

Whenever students are in a patient-setting area (clinics, hospitals, physicians' offices, etc.) they are required to wear a short, white, lab coat with the Program patch and nametag clearly visible. The patch should be sewn on the breast pocket. When in clinic situations, it behooves the student to remember he/she is a professional associating with various other professionals and the appearance one presents to a patient is important in terms of how the patient will accept the student.

**VIII. P.A. PROFESSIONAL ORGANIZATIONS**

**Names and Addresses**

**AAPA**

The American Academy of Physician Assistants, chartered in 1968, is the professional organization representing Physician Assistants. The Academy’s purpose is to provide services to its members and to promote the interests of the profession by providing representatives to other medical associations, state and federal government, and the public at large. AAPA is dedicated through its members to improving the availability and quality of health care in the U.S.

**The William G. Birch, Sr., M.D. Association**

The Wm. Birch Assoc. is the WMU chapter of the Student Association of the American Academy of Physician Assistants (SAAAPA). The purpose of this organization is to promote professional excellence and unity. In addition, this association represents its membership to the Michigan Academy of Physician Assistants and the AAPA. Current Birch officers can be contacted for further information. By becoming members of SAAAPA you will be a member of AAPA.

**American Academy of Physician Assistants (AAPA)**

950 North Washington Street  
Alexandria, Virginia 22314  
703-836-2272  
[www.aapa.org](http://www.aapa.org)
MAPA

The Michigan Academy of Physician Assistants is a constituent chapter of AAPA for PAs in Michigan. Activities include public relations and liaisons with state government personnel, and CME Programs. Your student MAPA representative will keep you apprised of events as well as dues, etc. Membership is strongly recommended.

Michigan Academy of Physician Assistants (MAPA)
120 West Saginaw
East Lansing, MI 48823
1-877-937-6272
www.michiganpa.org

PAEA

The Physician Assistant Education Association is the national organization of PA Programs. It was formed in 1972 for the purpose of enhancing the quality of education offered by PA Programs.

Physician Assistant Education Association
655 K Street NW, Suite 700
Washington, DC 20001-2385
703-548-5538
www.paeaonline.org

NCCPA

The National Commission on Certification of Physician Assistants is responsible for administering the National certification exam. The exam is currently offered during the fall and spring of each year to graduates of accredited P.A. Programs. The address is listed below.

National Commission on Certification of Physician Assistants (NCCPA)
Suite 800
157 Technology Pkwy.
Norcross, GA 30092-2913
(770) 734-4500
www.nccpa.net

ARC-PA

The Committee is the body responsible for granting accreditation to P.A. Programs. Western Michigan University’s P.A. Department has been accredited since its beginning. ARC-PA
12000 Findley Road
Suite 240
Duluth, Georgia
770-476-1224
www.arc-pa.org
XI. UNIVERSITY INFORMATION

Student Code of Conduct

http://www.wmich.edu/conduct/expectations-students

Be sure you become well acquainted with this document.

Graduate Catalog

For your information: http://www.wmich.edu/registrar/catalogs/

Bookstore (387-3930)

Western offers its own campus bookstore located in the Bernard Student Center.

Knowing what services the bookstore offers, the varying prices, and some common sense can usually save a student time and money.

If the bookstore is out of a text you need for a class - don't panic! Talk to the bookstore staff and see when the next order is expected or if they can order the book for you. The staff can be extremely helpful and they don't bite. Ask!

The bookstore also offers WMU apparel, greeting cards, stationery, albums, toiletries, etc.

Sindecuse Health Center (387-3287)

The Sindecuse Health Center is a student oriented medical clinic that offers examinations, treatment, and minor surgical procedures that would be provided in a physician's office. In addition, the Health Center provides lab testing, x-rays and a pharmacy.

The staff is comprised of both physicians and Physician Assistants. The nature of your visit is kept strictly confidential. No information is released to anyone without written consent of the student.

All WMU students enrolled for seven or more non-exempt credit hours per semester are assessed a Student Health Fee as part of the enrollment fee. This entitles students to use all Health Center services (including those offered in the Sports Medicine Clinic). There are some charges on most services. Part-time students, non-enrolled students, spouses and dependents (12 years and older) of WMU students pay the Student Health Fee on their first visit of the semester and receive the same benefits. The Student Health Fee applies only to services rendered at the Health Center. For information on comprehensive health insurance for major medical expenses, call the Health Center at 387-3266. Fees are subject to change.

The Health Center provides a pharmacy. Under the Health Maintenance Fee, you will be charged for medications, but these are offered at reduced rates. Any prescriptions written by SHC physicians or your own physician may be filled at the pharmacy.
Regular clinic hours are posted at the Sindecuse Health Center. Appointments are strongly encouraged to reduce waiting time, but walk-ins are accepted. You may phone for appointments at 387-3290.

**Counseling Center** (387-1850)

There may come a time during your college days when you feel confused and faced with problems. If this should happen to you, or if you just need someone to talk to, by all means remember the University Counseling Center in the Sindecuse Health Center Building. This is a place where you can get help and direction. You will be treated as an individual rather than a social security number. Counseling Center services include individual counseling for personal, educational, and career concerns plus workshops for personal growth, assertiveness training, and test anxiety.

The Counseling Center is open Monday through Friday 8:00—5:00; evening hours are also available. Appointments may be made by calling the center at 387-1850. The counseling staff consists of professional counselors and psychologists who have had extensive experience working with students and their concerns. The Center is accredited by the International Assoc. of Counseling Services. Take advantage of the Counseling Center services.

**Legal Aid** (387-2125)

One of the benefits the Associated Student Government provides for students is free legal aid. During fall and winter semesters, the A.S.G. attorney will be more than happy to give you free legal advice. The office is located in Room 1112 Faunce Student Services Bldg. For more information, feel free to call the Associated Student Government at 387-2125.

If you are arrested, you have the right to make one phone call and consult with an attorney. Call someone responsible who will be able to contact an attorney or your family. If you can't afford an attorney, the Legal Aid Bureau will provide legal aid. Call 344-8113.

**University Police Department** (387-5555)

WMU's Police Dept., manned by deputy sheriffs of Kalamazoo County, is much more than an enforcement agency. Besides giving parking tickets, enforcing Michigan laws and campus restrictions, WMU's Police Dept. offers many crime prevention programs. They also fulfill such functions as transporting ill students to the Health Center, making emergency repairs on campus, and registering all motor vehicles.

**Veteran's Assistance** (387-4115)

The Academic Records office on the third floor of the Administration Bldg. certifies veterans under the GI Bill and its extensions.

The areas of assistance include, but are not limited to: veteran's educational benefits, vocational rehabilitation benefits, flight training benefits, and tutorial assistance. Veterans may contact this office to initiate GI benefits. If difficulties or problems arise in receiving benefits, the veteran is strongly advised to contact this office.
Changes in enrollment or current address must be reported immediately to the Academic Records office. Proof of a change in dependents should be sent directly to the VA Regional Office in Detroit. Forms may be obtained at the Academic Records office.

**Career and Student Employment Services (387-2745)**

The Career Advising office offers assistance in seeking employment. This includes advice on how to draft a resume, techniques used to find a position, as well as other services. For further information, or to open up a file, please contact Career Advising at 387-2745. www.wmich.edu/career

The AAPA maintains a current listing of employment opportunities which is available to members of the Academy who subscribe to "Job Find".

**Recreation (387-4732)**

The Student Recreation Center (SRC) is a student-oriented, multi-use recreational/fitness facility program, staffed, and financed by Western Michigan University Students. Recreational, educational, and health promotion programs are provided for the benefit of all Western Michigan University students, faculty, staff, spouses, emeriti and alumni. The facility includes an 8,000 square foot fitness/weight room with over 100 pieces of state-of-the-art equipment, a recreational pool with attached whirlpool and saunas, a 45’ climbing wall, an indoor jogging track, basketball courts, volleyball/badminton courts, indoor tennis courts, 10 racquetball courts, an aerobics room, multipurpose gyms, fitness testing laboratory, and much more.

The Student Recreation Center is equipped with a state-of-the-art electronic security system to help protect our student-funded facility from vandalism and to ensure that all users are properly authorized. Only ID cards belonging to individuals who have paid the facility fee may gain access and take advantage of programs and services.

**Informal Recreation**

Informal recreation permits individual choice of activity. Various facilities are available on a drop-in or reservation basis including basketball courts, volleyball courts, racquetball courts, tennis courts, indoor and outdoor tracks, fitness/weight room, and swimming pools. Other open recreation opportunities include badminton, table tennis, climbing wall and volleyball. Equipment for various activities may be checked out with a valid ID card from Equipment Issue located in the SRC.

**Outdoor Recreation**

The University Recreation system also includes a lighted, competition-style outdoor track, tennis courts, soccer fields, intramural fields and a sand volleyball court. Select outdoor equipment may be available for checkout with a valid ID card from the SRC. Cross-country ski equipment is available for weekend rental.
**Intramural Sports**

Intramural Sports are available to students, faculty and staff who are interested in competitive activities. The program offers both team and individual sports, such as basketball, volleyball, soccer, softball, ice hockey, touch football, tennis, racquetball, badminton and much more. Intramurals provide opportunities for individuals to participate in sports experiences that will help them to develop team building and leadership skills. These experiences permit participants to set goals, relate to others, participate in physical activity, and enrich their lives. Opportunities for leadership are available for students who wish to officiate contests.

**Fitness Programs**

Fitness classes are available for individuals interested in improving their health and physical development through safe and effective exercise programs. A variety of instructor-led classes are offered, including back care, water exercise, high/low impact aerobics, step aerobics, stretch and tone classes and those which promote a body/mind connection such as Tai Chi and yoga.

**Fitness Weight Room**

Located in the SRC, the 8,000 square foot fitness/weight room contains a full line of variable resistance weight machines and free weights, computerized exercise bicycles, stair climbers, rowers, and ski machines. Student Exercise Specialists are available at designated times to instruct on proper use of the equipment and to provide exercise training guidelines to meet personal goals.

**Climbing Wall**

The WMU Climbing Wall is designed to challenge and teach participants about the unique sport of indoor climbing. The wall is a top-rope system where climbers are harnessed in for safety. SRC members who wish to climb the wall must complete the URPF Climbing Clinic or pass the Department of Health, Physical Education and Recreation Climbing Class. Through the clinic or class, participants learn how to harness in for safety and belaying techniques.
CHHS Technology Support

John Stanford, IT Director    John Brown, Jim Burgess, Network Administrators

We manage all college computer labs, help desk, classroom teaching technologies and AV control for recording, streaming media, podcasting, multimedia production and other educational technologies

- **CHHS Help-Desk support** –
  - **For students:** Limited PC/Mac/Mobile device support ie. network connectivity/registration classroom AV help and general software tech support. CHHS help-desk, Room 2021 CHHS, by phone (269)387-7309 or visit: http://wmich.edu/helpdesk/mobilehelpdesk
  - **CHHS help-desk, Room 2021 CHHS, by phone (269)387-7309 or visit:**
  - http://wmich.edu/helpdesk/mobilehelpdesk
  - http://wmich.edu/helpdesk/selfhelp

- **Enterprise app support (students)** including webmail, broncoNet IDs/password, should be directed to the OIT helpdesk, helpdesk@wmich.edu, by phone to (269) 387-4357, Online Student support information:
  - http://wmich.edu/it/students

- **Personal Computer hardware support/repairs** should be directed to Total Tech in the WMU Bookstore
  - www.wmich.edu/totaltech

- **Computer Lab support** including student printing support and refunds (for refunds, visit the My Lab Printing Account link in GoWMU) Lab software now includes Adobe Creative Cloud suite.
  - http://wmich.edu/helpdesk/selfhelp/labprinting

Collaboration tools

- **Google Apps for Education:** Cloud-based, online collaboration tools from Google’s suite of applications.

- **Office 365 Pro Plus:** Desktop and mobile versions of Microsoft Office provided at no cost to current WMU students.

- **W-Exchange:** New e-mail system implemented Summer 2016. Access to MS office for desktop and mobile devices and tools such as OneDrive for document collaboration are available.
I have received a copy of the first year student handbook, web addresses for the *Student Code Book* and *Graduate Catalog*, and have had all questions pertaining to these materials answered.

I have been advised of and understand the following departmental policies:

- Grading (PA-001) & Schematic
- Transfer Credit (PA-002)
- Course Credit by Examination (PA-003)
- Advanced Placement (PA-004)
- Remediation (PA-005) & Schematic
- Academic Review (PA-006) & Schematic
- Technical Standards (PA-007)
- Admission Policy and Procedure (PA-009)
- Site Visit Policy (PA-010)
- Attendance and Tardiness (PA-011)
- Student Service Work (PA-012)
- Student Leave of Absence (PA-013) & Schematic
- Student Health (PA-015)
- Medical Terminology Test (PA-020)
- Basic Cardiac Life Support (PA-021)
- Accommodation for Disabilities (PA-022)
- E-Mail Policy (PA-030)
- Criminal Background Check (PA-031)
- Student Work Policy (PA-032)
- Alcohol and Illicit Drug Use (PA-033)
- Exposure Policy (PA-034)
- PA Testing (PA-35)
- Drug Screen Procedure Paperwork
- Photo Release
- Consent for Disclosure of Information
- WMU Policy on Duty to Report Criminal Acts

In addition, I have been advised of and understand all graduation and professional requirements for this Program.

_____________________________________     _____________________________________
Signature             Print Name

________________________________________
Date
Criminal Background Check
Agreement, Acknowledgment, and Waiver

For Students Participating In Clinical/Field Placements

Please Read This Carefully!

I, _________________________________________, am a student at Western Michigan University, and am or have applied to be a participant in the College of Health and Human Services Physician Assistant program. I acknowledge and agree that in connection with this program, the facility where clinical/field placements occur requires that a criminal background check be conducted on me. I am fully aware that, in the event the criminal background check reveals a history of criminal conviction(s) the consequences may include actions such as but not limited to termination or rejection from the facility’s clinical/field placement site as well as student disciplinary action under the student code up to and sanctions up to and including expulsion.

In consideration for the facility’s agreement to accept me in its clinical/field placement, I voluntarily agree to participate in a criminal background check at the beginning of my PA program and at the request of any facility at which I am assigned and I authorize the results of the criminal background check to be released to any such facility at which I perform a clinical/field placement. I further agree to release, indemnify, and hold harmless the health care facility, Western Michigan University, and their boards, officers, employees, and agents from any and all claims, liabilities, losses, damages and costs (including reasonable attorney fees, but excluding any settlement costs unless agreed to in writing by University) arising out of such a criminal background check or the use of the results thereof.

I HAVE READ THIS AGREEMENT, ACKNOWLEDGMENT, AND WAIVER IN ITS ENTIRETY BEFORE SIGNING IT, UNDERSTAND IT, AND AGREE TO ALL OF ITS TERMS.

______________________________       ________________________
Signature of Student              Date

______________________________       ________________________
Printed Name               Birthdate

______________________________
State of residency
V. ACADEMIC POLICIES

Western Michigan University
Physician Assistant Program

Policy Name: Grading Policy
Policy Number: PA-001

Policy Statement:

To achieve satisfactory academic progress in the Physician Assistant Program the student must maintain a cumulative GPA of 3.00. The PA Program considers a grade lower than a C in any of the MDSC courses to represent unsatisfactory academic progress. The faculty will review academic progress (grades, preceptor evaluations, clinical rotation exam scores) after each semester. Unsatisfactory academic progress will result in an Academic Board review and may result in academic probation or dismissal from the Program.

Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
<th>Grading Scale</th>
<th>Honors Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Outstanding</td>
<td>94-100%</td>
<td>4.0</td>
</tr>
<tr>
<td>BA</td>
<td></td>
<td>88-93%</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>Very good</td>
<td>82-87%</td>
<td>3.0</td>
</tr>
<tr>
<td>CB</td>
<td>High Pass</td>
<td>76-81%</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td></td>
<td>70-75%</td>
<td>2.0</td>
</tr>
<tr>
<td>E</td>
<td>Failing</td>
<td>&lt; 70%</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Clinical Rotation Grading:

Grading by preceptors for the clinical rotations will be on an Honors/Satisfactory/Unsatisfactory scale only. A minimum cumulative score of 82% is needed for clinical rotation examinations. Unsatisfactory academic progress will result in an Academic Board review and may result in academic probation or dismissal from the Program.

Date Reviewed: 8/26/16
Date Revised 8/22/11 – Addition of Schematic & 8/26/15
Be Reviewed: 8/26/17

Program Director
Western Michigan University
Physician Assistant Program

Policy Name: Transfer Credit
Policy Number: PA-002

Policy Statement:

Course work in the Physician Assistant professional curriculum is very different from most traditional graduate level work. Each semester’s course work builds on the prior semester’s work; therefore, it is imperative that all students of the Western Michigan University Physician Assistant Program complete the required course work in the prescribed sequence. **No transfer of credit** from any other institution will be allowed to fulfill any one of the Western Michigan University Physician Assistant Program Medical Science course work or clinical requirements.

Date Reviewed: 8/26/16
Be Reviewed: 8/26/17

[Signature]
Program Director
Policy Name: Course Credit by Examination  
Policy Number: PA-003

Policy Statement:

Course work in the Physician Assistant professional curriculum is very different from most traditional graduate level work. Due to the course work each semester building on the prior semester’s work, it is imperative that all students of the Western Michigan University Physician Assistant Program complete the required course work in the prescribed sequence. No course credit by examination for any Medical Science course in the Physician Assistant Program curriculum will be offered.

Date Reviewed: 8/26/16  
Be Reviewed: 8/26/17  

[Signature]
Program Director
Policy Name: Advanced Placement  
Policy Number: PA-004

Policy Statement:

Course work in the Physician Assistant professional curriculum is very different from most traditional graduate level work. Due to the course work each semester building on the prior semester’s work, it is imperative that all students of the Western Michigan University Physician Assistant Program complete the required course work in the prescribed sequence. **No advanced placement** within the Physician Assistant Program will be allowed for prior academic or clinical experience.

Date Reviewed: 8/26/16  
Be Reviewed: 8/26/17  

[Signature]
Program Director
Western Michigan University  
Physician Assistant Program  

Policy Name: Remediation Policy/Remediation Schematic  
Policy Number: PA-005  

Policy Statement:  

As it is the mission of the Physician Assistant Program to educate competent, caring Physician Assistants, each student must achieve a level of success as outlined in the grading policy (PA-001). The Program recognizes that situations may arise which may lead to a student not being able to achieve a minimum level of competence. Within a given course, or semester, the following remediation policy exists:  

**Test Remediation**  

1. Remediation of a given single exam within a course, both in the didactic and clinical education year, is left to the **discretion of the course instructor**. The instructor and student may develop a plan of remediation, including time frame for completion of the work, if deemed necessary by the instructor. The purpose of remediation is **NOT** to simply replace a low exam score, but rather allows a student to re-take a **SINGLE** exam when extenuating circumstances greatly impacted their performance.  

2. A student must score **BELOW** 70% to be eligible to request remediation.  

3. If the score on the remediation exam is **LESS THAN** the original exam score, the remediation exam score will **STILL** be entered into the grading matrix.  

4. The **MAXIMUM** score that can be achieved by the student from the remediation exam that will be entered into the grading matrix is 70%.  

5. If a student desires remediation for a failed exam, a written request, including a detailed explanation of the extenuating circumstances, **MUST** be received by the instructor of record within 72 hours after exam scores are available.  

6. Failure to complete the remediation plan as outlined may lead to failure of that exam and possible failure of the course. The Physician Assistant Program Director will be notified of any student failing to complete the remediation plan.  

**Course Remediation**  

Should the Physician Assistant student fail any MDSC course, it may result in dismissal from the program. Remediation of the failed course will be determined by the Physician Assistant Program Academic Review Committee. See Academic Review Policy (PA-006). Course remediation may result in deceleration which could change your graduation date.  

A second failure of any Medical Science course will result in immediate dismissal from the Physician Assistant Program. See Graduate Catalog and Academic Review Policy (PA-006) for appeal process.  

Date Reviewed: 8/26/16  
Date Revised 8/26/15  
Be Reviewed: 8/26/17  

Program Director
WMU – PA Program
Schematic
PA – 005 – Remediation Policy
Developed 4/20/11

- Student receives below a failing grade on a test during Didactic or during Clinical Year
  - Didactic Year < 70%
    - Instructor of Record Discretion
      - Remediation Offered
        - Remediation Denied
          - Grade Appeal Process as outlined in Graduate Catalog
          - Successful Remediation – Student continues in program
          - Instructor of Record determine content of remediation
          - Unsuccessful Remediation – PA-006 Policy Applies
  - Clinical Year < 76%

Date Developed: 4/20/11
Date Reviewed: 8/26/15
Be Reviewed: 8/26/17

Program Director
Western Michigan University
Physician Assistant Program

Policy Name: Semester and Academic Review Policy/Academic Review Schematic
Policy Number: PA-006

Policy Statement:

The principle goal of the Physician Assistant (PA) Program is to provide an educational process and environment through which students may become confident, competent Physician Assistants. The University and the Physician Assistant Program faculty are responsible for providing students with educational opportunities through which students can meet this goal. They also must protect the public welfare by insuring that all students who complete the Program meet or exceed the established minimum performance levels. This policy applies to the semester review and evaluation of the Physician Assistant students. This policy does not supersede or modify any other policies applicable to students regarding discipline and dismissal from the program or University due to unacceptable grade point average, violation of the student code, or other violation or application of University policies or law.

Academic Standards

To remain in compliance with the Graduate College request of Graduate Student Annual Review of Student Progress, the Physician Assistant Department will review each student’s progress each semester. The purpose of this review is to assist students and advise them of their progress toward completion of the Physician Assistant Program. Factors to be considered in this review include the following: professional development, professional/ethical behavior as well as an internal audit of courses. To achieve satisfactory academic progress in the Physician Assistant Program the student must maintain an aggregate grade of B (GPA of 3.00). The PA Program considers a grade below C in any of the medical science courses to represent unsatisfactory academic progress. Unsatisfactory academic progress will result in an academic board review and may result in repeating course work, academic probation, or dismissal from the PA Program. Academic progress in the second year is evaluated by end of rotation exams, preceptor evaluations, and other course work requirements. Students must maintain an average grade of at least 82% on rotation exams and preceptor evaluations must be scored as “satisfactory” or “honors.” Satisfactory progress for other second year courses (MDSC 6910, 6920, 6930 and 7100) is included in each course syllabus.

The academic review process exists to assist students with identification of their problems, appropriate guidance, and advice so that remediation can be effected. A copy of the semester review from the program director or designee shall be sent to each student each semester. The semester review will be kept on file and referenced in the next semester review period. The evaluation reporting form is attached as an appendix to PA Policy (006).

The department’s criteria, timetable, and procedures for the semester review will be provided to the student’s in electronic and/or paper form and provided to the student prior to implementation. This will be distributed at the student’s program orientation. The semester review provides the student with ratings and comments about the specifics of his or her accomplishments and deficiencies and indicates the student’s current status within the department.

Each semester review shall clearly indicate a decision for one of the following:

Continuation

32
Continuation with reservations
Dismissal

Dismissal from the program means that the graduate student is not eligible to continue as a student at the University unless he or she applies and is accepted into another program.

Academic Review Process

When a student fails to achieve satisfactory academic progress or has a semester review with the following recommendation: Continuation with reservations or, Dismissal the Academic Review Process will be initiated.

- The course instructor will, within 5 working days, inform the Program Director in writing of a student’s unsatisfactory academic performance.
- Within three working days of notification the Program Director will notify and refer the student to his or her academic advisor. The academic advisor will discuss the unsatisfactory academic progress with the student and the course instructor within five working days and review with the student the academic review process as described in the handbook.
- The Program Director will convene an academic review process within two weeks of notification of the student’s unsatisfactory academic performance. The academic review committee will consist of the Program Director, the student’s academic advisor, one or more academic PA faculty or preceptor, and the student. The instructor of record and/or the medical director will be asked to participate. The Program Director must approve requests for any other additional participants.
- At the academic review the student will be encouraged to discuss the circumstances of his or her unsatisfactory academic progress.
- Within two working days the PA faculty attending the review will prepare recommendations and forward them to the Program Director.
- The Program Director will accept or reject the recommendations including, if applicable, reasons for rejection of any recommendations. The Program Director will inform the student and other members of the review process in writing on the course of action within two working days.
- A form accompanying the written course of action must be signed and returned by the student to the Program Director within seven days of receipt.
- Copy of all final recommendations will be placed in the student’s academic file.
- Working days are defined as those days within an academic semester or session. Holidays recognized by WMU and days that separate academic semesters and sessions are not counted in these timetables.
- There will be times when extenuating circumstance call for an exception to these time frames. Requests for modification of these time frames must be presented to and approved by the Program Director.

Appeal Process

Students who disagree with the plan of action set forth by the Program Director may have the decision reviewed as outlined in the (Graduate Catalog)

Date Reviewed: 08/26/16
Revised: 4/20/11 – Addition of Schematic & 8/26/15
Be Reviewed: 8/26/17

[Signature]
Program Director
WMU – PA Program
Schematic PA – 006 and PA – 013
Developed 4/20/11

Student has to decelerate due to a course failure (PA-006)

Faculty inform program director of unsatisfactory academic performance

Program Director will convene Academic Review Committee

Faculty submit recommendations to program director. Program Director informs student of decision

if the student wishes to appeal the decision, appeal process outlined in the graduate catalog

Student has to decelerate due to a leave of absence request (PA-013)

Student requests leave of absence in writing to program director, supporting documentation may be required

Program director will act upon this request within 3 working days.

Letter to student granting leave. Letter states what will be needed of student for resumption of academic progress.

Student notified of Academic Review

Academic Review conducted with student input solicited

Student must follow the GAPDAC process as outlined in the graduate catalog

Date Developed: 4/20/11
Be Reviewed: 8/30/17

Program Director

Signature: [Signature]
Western Michigan University
Physician Assistant Program

Policy Name: Technical Standards
Policy Number: PA-007

Policy Statement:

The Western Michigan University (WMU) Physician Assistant Program's mission is to prepare students to practice medicine. Medical education requires that the accumulation of medical knowledge be accompanied by the acquisition of skills and professional attitudes and behavior. In all phases of the medical education the student's ability to utilize his/her intellectual ability and maintain emotional stability, particularly when under stress and within time limitations inherent in the medical setting, is vital to the successful completion of the Program.

The Physician Assistant Program, as part of Western Michigan University, is committed to the principle of equal opportunity. The WMU PA Program does not discriminate on the basis of race, color, creed, religion, national origin, gender, sexual orientation, age, marital status, or disability. When requested, the University will provide reasonable accommodation to otherwise qualified students with disabilities.

Applicants may not be accepted for admission that have the following:
1. Health problems of a recurring and unpredictable nature or other diseases that are poorly controlled, transmittable, or incurable by present standards.
2. Diseases that may be treatable but where the treatment itself is known to produce a serious impairment of cognitive, psychological, or physical functions.
3. Diseases affecting neuromuscular coordination, tactile sensitivity, and general or specific paralysis of the upper extremity.

All students should have these:

1. Sufficient posture control, neuromuscular control and eye-hand coordination to use effectively an ophthalmoscope, stethoscope, otoscope, and similar instruments required to conduct physical examinations and evaluations and to accomplish such tasks as interpreting x-rays and electrocardiograms.
2. Sufficient visual and auditory perception and the mental capacity to assimilate large volumes of detailed and complex information presented in formal lectures, small group discussions, and individual teaching settings.
3. Sufficient communication skills to:
   • Elicit all components of the medical history from patients with a wide range of literacy.
   • Perform the history-taking task at a pace that would not pose a potential danger to the patient.
Technical Standards continued…

- Transmit these findings quickly and effectively as may be necessary.
- Initiate emergency measures on a verbal basis.
- Effectively interact in two-way communication with patients to provide and clarify information, reduce apprehension, and provide counseling.

To work effectively in a clinical situation, the student is expected to perform adequately a number of technical functions required of the practicing Physician Assistant. Such functions include, but are not limited to, those of the special senses that allow for examination of the patient. Those persons deprived of their special senses to the point they cannot recognize normal versus abnormal could not acquire sufficient factual material to assess accurately a patient's health status. This capability to differentiate is crucial for the practicing Physician Assistant. Students must also have sufficient motor skills to respond promptly in an emergency.

Physician Assistant students are expected to meet all the standards outlined here. Prior to admission, the Admissions Committee will carefully review the applicant abilities. The Admissions Committee will recommend students for admission to the Program that meet the guidelines specified by the technical standards. Students who develop conditions while in the Program, which may impair their ability to meet the technical standards, will be reevaluated. If the student's abilities appear to be compromised, the Program Director may request a physician assessment of the student's cognitive, psychological, or physical abilities. After review of available information, the Chair/Program Director may terminate a student's enrollment if the student does not meet the technical standards.

In summary, every precaution is taken to ensure that students with substantially impaired intellectual, physical, or emotional functions place neither the educational process nor the patient in jeopardy. All students awarded a degree from the Western Michigan University PA Program must meet the basic standards for practice.

Date Reviewed: 8/26/16
Be Reviewed: 8/26/17

______________________________             ________________________________
Printed Name                                      Program Director

______________________________  
Signature
Western Michigan University
Physician Assistant Program

Policy Name: Admission Policy and Procedure
Policy Number: PA-009

Policy Statement:

The goal of the admissions committee is to screen all candidates to the program and select experienced, caring, and academically strong students who will be able to successfully complete the program and become competent Physician Assistants.

The admissions committee is comprised of faculty, from Physician Assistant and other health profession programs, Physician Assistant staff, and alumni. The admissions committee receives additional support from the Graduate College and Office of Admissions.

In addition to the University Graduate College requirements for admission (see Graduate Catalog for requirements) the prerequisites for admission to the Physician Assistant Graduate program are:

• A minimum of 1,000 hours of health care experience (Direct patient care is required)
• Successful completion of, and graduation from, an academic undergraduate degree program
• One semester of human anatomy with lab
• One semester of upper level biochemistry
• One semester of microbiology with lab
• One semester of upper level physiology
• One semester of life-span developmental psychology
• One semester of introductory statistics.

Prerequisite course work must have a cumulative GPA of 3.00 or better.

The program participates in the Centralized Application Service for Physician Assistants (CASPA). All documents must be into CASPA by December 1 (application deadline). All prerequisites must be finished at the end of that semester. The only exception is the Bachelor Degree, which must be completed prior to the program start date.

The program faculty will assist in the selection process. Each completed admission file is evaluated and scored for established criteria that include: 1) academic performance, 2) health care related experience, 3) personal statement, and 4) letters of recommendation. Any applicant not meeting the minimum standards is notified in writing at the completion of the initial review. Applicants who meet or exceed the established minimum requirements are invited to campus for a personal interview with a member of the faculty and/or selected members from the community (PAs), or other faculty members from the College of Health and Human Services. The purpose of this interview is to assess interpersonal skills, emotional and intellectual maturity, general knowledge of the PA profession and an understanding of its responsibilities and limitations. The interviewee completes an essay at the time of the interview to assess writing skills. Scores, generated from the initial application review and the interview, are then tabulated and each
interviewee is ranked accordingly. After final review by the program director, offers of admission are extended. Each applicant receives one of three letters explaining the final results:

1) Program acceptance letter
2) Program alternate letter
3) Program non-acceptance letter

Official admission of students is made in accordance with program practices published in program policies (PA-002, PA-003, PA-004).

The Physician Assistant Department will consider applicants who have completed advanced medical training but who are not already licensed to practice as a medical or osteopathic physician in the United States. Such applicants must demonstrate, by documentation or examination, successful completion of prerequisite course work or equivalents. Such applicants must meet all other admission requirements. Such applicants will also be required to demonstrate language competency by achieving a TOEFEL score of at least 570.

Date Reviewed: 8/26/16
Revised: 8/26/15
Be Reviewed: 8/26/17

Program Director
Western Michigan University
Physician Assistant Program

Policy Name: Site Visit Policy
Policy Number: PA-010

Policy Statement:

Understanding the importance of the clinical year, the Program has developed a site visit policy to ensure that students, preceptors, and program faculty are meeting all clinical rotation objectives.

The following are minimal guidelines for rotation site visits:

- All students will have a personal site visit during their second year by a PA Program faculty member.
- All students will have a phone or e-mail contact once per rotation.
- All active sites will have a site visit once per year via in person meeting, telephone call or Skype meeting.

After each site visit, the site visit evaluation form is to be completed and placed in the student’s file. Any problems that arise during the rotation are to be brought to the attention of the Clinical Coordinator or the Program Director.

Date Reviewed: 10/8/16
Be Reviewed: 10/8/17

_____________________________
Program Director
Policy Name: Attendance and Tardiness  
Policy Number: PA-011

Policy Statement:

Attendance is expected for the lecture portions of the Program. Attendance at lectures may be a grading factor at the instructor’s discretion. Attendance is mandatory for laboratories, small group discussions, and clinicals. The mandatory nature of these sessions is due to the type of instructor and student interaction required in these sessions. Failure to attend the mandatory sessions may lead to a decrease in the student’s grade for that course. See specific course syllabus for grading information.

**If a student is late for an examination the student will have the remaining time left in which to finish the examination.** This policy regarding test time remaining may be altered if the student has discussed this issue with the instructor prior to the test or has a medical note.

No examinations will be distributed after the first student has turned in a completed examination (or any student has left the room for any reason). If an examination is missed, arrangements to take a make-up exam must be made on the first day of return to school. Make-up tests are not a student right. The make-up examination does not have to match the original in format or degree of difficulty.

Date Reviewed: 8/26/16  
Be Reviewed: 8/26/17

Program Director
Western Michigan University
Physician Assistant Program

Policy Name: Student Service Work
Policy Number: PA-012

Policy Statement:

During the didactic or clinical year the PA students in the Program may not serve as a replacement for regular staff at the clinical sites where they are involved in mentoring or doing clerkships. Students may not take the responsibility or the place of qualified staff.

Students may be permitted to undertake certain defined activities with appropriate supervision and direction after proficiency has been demonstrated.

All clinical preceptors will be notified of this policy at the start of each clinical year or the first time a student is placed at that clinical site. Any violations of this policy, as determined by the Clinical Coordinator, will result in removal of the student from that clinical site and reevaluation of the clinical site by the Clinical Coordinator.

Date Reviewed: 8/26/16
Be Reviewed: 8/26/17

_____________________________
Program Director
Western Michigan University
Physician Assistant Program

Policy Name: Student-Leave of Absence/Schematic Associated with Policy PA-006
Policy Number: PA-013

Policy Statement:

Students may request from the Program a leave of absence for family, health, or personal reasons. The student must request the leave of absence in writing to the Program Director. This request should include the reason for the leave of absence and an estimate of the length of time the student will miss. The Program Director will act upon this request in 3 working days.

With the modular format used during the didactic year, any leave of absence during the first year may require the student to take a leave from the Program for one year in order to be able to complete all components of the Program. The student will be required to complete any rotations or projects missed during a leave of absence.

Second-Year Rotation Absences

If for any reason you are unable to go into your assigned clinical site (i.e. hospitalization, family emergency, illness, etc), contact your immediate supervising preceptor AND call or e-mail the PA Program Clinical Coordinator. The Clinical Coordinator will schedule extra rotation time to make up the absence. An absence greater than one day will be made up.

If a student is able to anticipate an absence from a rotation, a request should be made in writing to the Clinical Coordinator. The Clinical Coordinator and Program Director will make the decision to grant the leave. (A leave of absence is only good for one year) If you ask for a medical or personal leave of absence after you fail a rotation or exam, it will not be granted.

Rescheduling a rotation because of a leave of absence will be done by the Clinical Coordinator. Remember that you will be competing with the next class of students for available rotations and no guarantee can be made as to the availability of a specific rotation or the timing of the make-up rotation.

If a student has a leave of absence during their clinical rotation year in excess of sixty days for any reason, they will be evaluated for competency to resume clinical training.

Date Reviewed: 8/26/16
Revised: 04/20/11 – Addition of Schematic & 8/26/15
Be Reviewed: 8/26/17

_____________________________
Program Director
Western Michigan University
Physician Assistant Program

Policy Name:   Student Health Policy
Policy Number: PA-015

Policy Statement:

One of the responsibilities of a health care professional is to ensure that he or she does not have any medical or physical conditions that might endanger the health and well being of self or the patients whom they serve. In keeping with this responsibility and with similar guidelines of the Federal Occupational Safety and Health Administration (OSHA) established to protect patients and health care workers, the Physician Assistant Department has established the following policy.

The students must be free of conditions that might endanger patients and others they may work with, while accomplishing curricular requirements of the Program. Any conditions known by the student, which might impair the student’s ability to perform the required activities of the curriculum, must be made known to the Physician Assistant Program so that appropriate accommodations can be made.

The student must demonstrate the following:

• Attendance of an annual educational session that will present current standards and procedures for dealing with pathogens transmitted by human blood and secretions.
• Personal health insurance during the student’s time in the Physician Assistant Program. This must be above what is included in the student health fee.
• They are free of conditions that might endanger patients and others with whom they may work.
• Annually show they are free of tuberculosis.
• Immunity to tetanus, pertussis, rubeola, rubella, mumps, varicella, Hepatitis B and influenza.
• See specific requirements listed below.

TB TESTING

1. A two-step PPD or the QuantiFERON TB Gold is required before the end of July. It must be repeated during the clinical year.

PHYSICAL EXAM

1. The student’s primary care provider must complete the PA program health form in the summer preceding both the first year of the program and then again in the summer preceding clinical placements.
IMMUNIZATION REQUIREMENTS:

1. MMR (Mumps/Measles/Rubella) – 2 doses at least 4 weeks apart if born after 1957.
2. Varicella – 2 doses given 3 months apart if no history of varicella illness.
3. Hepatitis B – 3 doses.
4. Tetanus – initial series, updated within 10 years – the vaccine used for the last update must be Tdap (Adacel) in order to boost immunity for pertussis.
5. Influenza – this is required in the fall AFTER admission to the program. It must be repeated at the start of the clinical year.
6. Polio – Students who have resided or were born outside of the country may also need to show proof of receiving actual polio vaccines.

SEROLOGY REQUIREMENTS:

1. Immunity must be demonstrated by serology for the following:
   a. Measles (rubeola) IgG Antibody
   b. Mumps IgG Antibody
   c. Rubella IgG Antibody
   d. Varicella zoster IgG Antibody
   e. Hepatitis B surface Antibody (ANTI-HBs)
2. Serologic testing for immunity should be completed 30 days after immunizations are complete.
3. If titers do not indicate immunity, booster vaccines must be given before the start of the fall semester. In the case of Hepatitis B, you must repeat the entire series. (The first one must be given prior to the start of the fall semester, the second one must be given one month later and the final must be given before the start of clinical mentoring).

DOCUMENTATION OF PROOF:

1. The cost of meeting these requirements is the sole responsibility of the student.
2. With the exception of the Influenza vaccine, all other requirements must be completed by July 31. Exceptions will also be made if the student has had negative serology for Hepatitis B and is in the process of repeating the Hepatitis B vaccine series.
3. Documentation will be necessary for the following:
   a. Positive serology results for measles, mumps, rubella, varicella and hepatitis B
   b. Date of Tdap.
   c. Date of Influenza vaccine (after program start)
   d. Date of TB testing (after program start)
4. Immunizations, serology and TB testing will be tracked through CastleBranch at the student’s expense.
5. Serologic testing done for prior employment is acceptable. However, serologic testing may be performed at Sindecuse Health Center.
6. No immunization or serologic documentation is to be sent to the PA Program.

Note: Immunity standards may be revised by the Program at any time to comply with changing standards of OSHA, Public Health, clinical rotation sites or Western Michigan University.
The student who fails to complete the health requirements will not be allowed to attend sessions in which the student will have any patient contact. This may lead to the student being removed from the program.

Reviewed: 5/25/16
Be Reviewed: 5/25/17

Program Director
Policy Name: Medical Terminology Test
Policy Number: PA-020

Policy Statement:

The language of medicine is very important in the completion of the students’ training. The medical terminology self-instruction work is the first step in the learning of this new language. This self-instructional work is to be completed prior to the start of the fall semester of the first year of training. A test will be given during the Program orientation session. The student will have to score an 80% or better to pass the test.

Should a student not achieve a score of at least 80% or better, the student will be given an opportunity to retest to achieve 80% in order to pass. Failure to achieve 80% on the retest will require the student to register for MDSC 2010 Medical Terminology. If the student fails MDSC 2010 the academic review process will be started as outlined in Physician Assistant Program Policy PA-006. The final outcome of this process could be dismissal from the Program.

Revised: 8/26/15
Be Reviewed: 8/26/17
Policy Name: Basic Cardiac Life Support (BCLS) Certification
Policy Number: PA-021

Policy Statement:

During the first semester all students, regardless of current BCLS status, will be required to become BCLS certified. The opportunity for the student to become certified or re-certified will occur in the first semester of training. The student will have to successfully complete both the written and skills test as required by the certifying agency.

If the student fails to successfully complete the certification process, it will be the student’s responsibility to successfully complete the course outside of the Program’s regular schedule. A list of sites offering the BCLS course will be supplied to the student. The cost of this outside course will be the responsibility of the student. The student will have until the end of the first semester to become BCLS certified.

The academic review process will be started for any student who fails to become BCLS certified prior to the end of the first semester. This process is outlined in Physician Assistant Policy PA-006. The final outcome of this process could be dismissal from the Program.

Date Reviewed: 8/26/16
Be Reviewed: 8/26/17

[Signature]
Program Director
Policy Name: Accommodation for Disabilities
Policy Number: PA-022

Policy Statement:

Any student with a documented disability (e.g., physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact The Office of Disability Services for Students at 387-2116 at the beginning of the year or at the beginning of any semester. The Office of Disability Services for Students must make a disability determination before any accommodations are provided by the department or instructor.

Date Reviewed: 8/26/16
Be Reviewed: 8/26/17

Program Director
Western Michigan University
Physician Assistant Program

Policy Name: E-mail Policy
Policy Number: PA-030

Policy Statement:

The only e-mail address that should be used by WMU students and WMU faculty and staff is the e-mail address that typically takes the form firstname.middleinitial.lastname@wmich.edu or firstname.lastname@wmich.edu. An example is buster.h.bronco@wmich.edu. E-mail users cannot automatically forward e-mail from this address to other addresses. Students and faculty can access this e-mail account via their BroncoNet ID or get instructions for obtaining an account at GoWMU.wmich.edu.

Date Reviewed: 8/26/16
Be Reviewed: 8/26/17

______________________________
Program Director
Western Michigan University
Physician Assistant Program

Policy Name: Criminal Background Check
Policy Number: PA-031

Policy Statement:

Pursuant to Section 20173 of the Michigan Public Health Code and the requirements of clinical/field placement partners, a criminal background check is required for all applicants to the College of Health and Human Services programs as a part of the process for placement in clinical practice sites. The criminal background check is conducted in order to verify that the individual has had no criminal convictions. These would include:

- any felony, or an attempt or conspiracy to commit a felony within 15 years immediately preceding the date of clinical privileges;
- a misdemeanor that involved abuse, neglect, battery or criminal sexual conduct against anyone or fraud against a vulnerable adult or a state or federal crime that is substantially similar to such a misdemeanor, within the 10 years immediately preceding the date of clinical privileges.

Clinical Coordinator(s)
The Criminal Background Check with fingerprinting will be conducted by the WMU Police Department for all students. Students are responsible for completing this requirement at their own expense. A “Livescan Fingerprint Request” form must be completed and presented with photo ID and payment to the WMU Police Department prior to the start of classes. After a student has been admitted to PA Program, he/she is required to immediately inform the Director of the WMU PA Program if he or she is subsequently arrested for or convicted of any of the criminal offenses covered by the Michigan Public Health Code Section 20173.

Any student who has been convicted of a crime as indicated above or who is subsequently convicted of criminal offenses covered by Michigan Public Health Code 20173 will not be placed into the clinical/field placement of any course which requires such clinical/field placement, and will be removed from any such clinical/field placement if already placed. Completion of all clinical/field placements is a graduation requirement. A degree will not be granted to any student who does not successfully complete all required clinical/field placements.

Revised: 8/26/15
Be Reviewed: 8/26/17

Program Director
Policy Name: Student Work
Policy Number: PA-032

Policy Statement:

While the Physician Assistant Program does not encourage students to work during the didactic and clinical years the program does not prevent students from obtaining outside employment. The program will not employ any physician assistant student as a graduate study assistantship. The student who chooses to obtain outside employment must realize that the program will not make any EXCEPTIONS with regard to course work or clinical assignment due to their employment.

Date Reviewed: 8/26/16
Be Reviewed: 8/26/17

Program Director
Policy Name: Alcohol and Illicit Drug Use
Policy Number: PA-033

Policy Statement:

The WMU Physician Assistant Department is committed to protecting the health, safety, and welfare of students, staff, and patients that are involved in the education of PA students. We must assure that a drug-free workplace is maintained and that University students perform their duties unimpaired by the effects of drugs and or alcohol.

Signs and symptoms of possible substance-related impairment include, but are not limited to: odor of alcohol or cannabis (Marijuana) on the student, slurred or incoherent speech, a change in personality, a decline in academic performance. If, in the judgment of the instructor or supervisor it is determined that the student is impaired, he/she will be asked to be tested immediately (alcohol and illicit drug screen). In addition, testing may include a breathalyzer test. The student will then be asked to obtain transportation to leave the clinical site.

Any positive drug screen, whether random or for cause, or conviction of a substance related infraction, or a positive Blood Alcohol Concentration (BAC) or equivalent either as incoming students, first year students, or second year students, will result in immediate dismissal from the program without review.

The student may petition for re-admission ONLY upon documentation of a diagnosis of substance dependence, successfully treated, in remission and with the specific recommendation of the attending addictionologist. Such readmission is conditional on the student’s acceptance that a relapse/recurrence/re-offense will again result in automatic and immediate dismissal. In this instance, there will be no possibility of re-admission under any circumstances.

Any student refusing to be tested (an alcohol breath test or a blood or urine drug test) will be perse, considered positive on that test. Sanctions will be applied to that student consistent with a positive alcohol or drug result as described in this policy.

Revised: 05/25/16
Be Reviewed: 05/25/17

Program Director
Policy Statement:

Exposure to biological, nuclear, and chemical agents are common within the healthcare field. The Physician Assistant Department will notify all students that potential exists for such exposure and that they are considered occupational in nature. Students exposed to these situations will require the necessary precautions to protect themselves from harm i.e. personal protective equipment, lead aprons, aerator masks, and any other equipment deemed necessary for protection.
Western Michigan University
Physician Assistant Program

Policy Name: PA Testing
Policy Number: PA-035
Policy Statement:
These rules are established to:
1. Support academic honesty in all its dimensions.
2. Ensure equitability for all students.
3. Facilitate accurate and non-intrusive proctoring.

For all testing computer lab or classroom students must:
1. Arrive on time, as late arrivers will be turned away.
2. Leave all materials outside the testing room. This includes books, packs, coats, and all electronic devices. Anyone found to have such a device once testing has begun will be asked to leave, and a zero score will be recorded. Scratch paper and pencils will be provided and must be returned at completion of the exam.
3. Maintain absolute silence once the exam has begun.
4. Do not adjust or change any aspect of the environment without proctor approval (e.g., temperature, lighting, window coverings, etc.)
5. During computer testing, do not attempt to run or load any other program, or access any site other than the one announced by the proctor.
6. Do not have any food or beverages in the testing center.
7. Raise their hand for the proctor if any problems or technical questions occur. No questions regarding any aspect of the exam content will be answered at any time. Questions on content may be written down and given to proctor upon completion of the exam.
8. Plan on being in the testing center for the duration of the exam. Students will not be re-admitted after leaving the room for any reason: this constitutes submission of the exam.
9. Be respectful of other examinees when leaving the testing room to minimize distraction.
10. Students are not allowed to leave during exam or quiz without instructor permission.

Failure to observe any of these rules may be considered a prima facie violation of WMU’s academic policies, and will be addressed accordingly.

Developed: 1/13/12
Be Reviewed: 8/26/17
Approved

[Signature]
Program Director
Photo Release

I hereby give Western Michigan University the absolute right and permission to copyright and/or publish photographic portraits or pictures of me, or which I may be included in (whole or part) for news release, art, advertising, trade or any other lawful purpose whatsoever.

I hereby waive any right that I may have to inspect and/or approve the finished product or the advertising copy that may be used in connection therewith or the use to which it may be applied.

I hereby release, discharge and agree to save Western Michigan University from any liability by virtue of any blurring, distortion, alteration, optical illusion, or use in composite form, whether intentional or otherwise, that may occur or be produced in the making of said pictures, or in any processing tending towards the completion of the finished product.

________________________________________________________________________

Name of pictured person (student)

________________________________________________________________________

Student Signature                      Date
CONSENTS FOR DISCLOSURE

CONSENT FOR DISCLOSURE OF INFORMATION

Your clinical experience will involve both the inpatient and the outpatient setting. Typically, a letter is sent to a preceptor and the hospital(s) where the preceptor has privileges. Standards at most health care facilities require employees and students to have appropriate immunizations before they are allowed to work with patients. Therefore, you can expect that a copy of your immunizations will be sent to both the preceptor and hospital administration for each of your rotations. The information that will be sent to those institutions is shown on the “Student Verification Form” found in your clinical handbook. PLEASE INDICATE YOUR UNDERSTANDING AND CONSENT FOR THE DISCLOSURE OF THIS INFORMATION BY SIGNING THE STATEMENT BELOW:

I understand that medical and personal information (as exemplified on the form found in this handbook) will be sent to preceptors and hospitals for the purpose of allowing me to work in a clinical facility.

________________________  __________________________
INITIAL                  DATE
Duty to Report Criminal Acts

- Whereas, the Western Michigan University Board of Trustees and president strongly believe that it is essential to provide a safe, ethical and protective environment for all members of the University community; and

- Whereas the Board and president expect members of the campus community to always be vigilant for the well-being of colleagues, students and visitors and to be cognizant of the special needs of those populations the University serves that are particularly vulnerable to criminal abuse; and

- Whereas, the University has taken steps to ensure that all members of the University community have multiple ways to report possible criminal or ethical violations, including directly to the Department of Public Safety or anonymously through a secure website and phone line established through a well-respected external company;

Therefore, in furtherance of these principles, it is resolved that:

- It is the policy of Western Michigan University that all University employees, students, contractors, and other University-affiliated persons are charged with a duty to promptly report acts having any connection to the University that they in good faith believe could be criminal in nature. Such reports shall be made to the University’s Department of Public Safety or through a secure website and phone line established for that purpose and publicized on campus.

- This policy is not intended to supersede or conflict with any other duty to report conduct as required by law or University policies, rules, requirements, and collective bargaining agreements. The president and board treasurer are each empowered to enact additional requirements and procedures to effectuate this policy and make amendments as they deem appropriate in accordance with its purposes.

(Adopted by the Western Michigan University Board of Trustees Dec. 8, 2011.)