



**MARY LOU CORNWALL HAWKES '65
AND JAMES B. HAWKES**

PHYSICIAN ASSISTANT PROGRAM HANDBOOK 2025-2026

**AGNES
SCOTT**
COLLEGE

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Welcome

Welcome to Agnes Scott College's Mary Lou Cornwall Hawkes '65 and James B. Hawkes Physician Assistant Program. We are thrilled to have you join our community of dedicated students, faculty, and healthcare professionals. Congratulations on your admission. This is a significant milestone in your journey to becoming a PA.

At Agnes Scott College, we are committed to providing a rigorous and supportive learning environment that will prepare you for the challenges and rewards of a career in medicine. Our curriculum is designed to offer a strong foundation in the basic and clinical sciences while fostering the development of critical thinking, compassionate care, and ethical leadership.

Throughout your time here, you will have the opportunity to work alongside some of the brightest minds in medicine, engage in small group and educational lectures, and gain hands-on experience through supervised clinical practice experiences. We encourage you to take advantage of these opportunities, immerse yourself in the learning process, and actively contribute to the vibrant community that makes our school unique.

As you embark on this new chapter, remember that our faculty, staff, and your fellow students are here to support you every step of the way. PA school is demanding, but we are confident that with hard work, perseverance, and the support of your peers, you will thrive in this environment.

Once again, welcome to the Cornwall Hawkes PA Program. We look forward to witnessing your growth and success over the coming months. Together, we will work towards achieving excellence in education and patient care.

Wishing you all the best as you begin this exciting journey.

Sincerely,

LeAnne Martinelli, DHSc, PA-C

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Accreditation (A3.12a)

Agnes Scott College has applied for Accreditation - Provisional from the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA). Agnes Scott College's Mary Lou Cornwall Hawkes '65 and James B. Hawkes Physician Assistant Program anticipates matriculating its first class in October 2026, pending achieving Accreditation - Provisional status at the July 2026 ARC-PA meeting. Accreditation - Provisional is an accreditation status granted when the plans and resource allocation, if fully implemented as planned, of a proposed program that has not yet enrolled students appear to demonstrate the program's ability to meet the ARC-PA Standards or when a program holding accreditation-provisional status appears to demonstrate continued progress in complying with the Standards as it prepares for the graduation of the first class (cohort) of students.

Agnes Scott College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). SACSCOC is the accrediting commission that defines the standards for institutions in the Southern states to award baccalaureate, master's degrees, and doctoral degrees. Questions about the accreditation of Agnes Scott College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling 404.679.4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Purpose (A1.02f, A3.02)

The information appearing in this Program Handbook is an overview of the current policies and procedures for Agnes Scott College's Cornwall Hawkes PA Program. It is designed to assist students in maximizing their academic success throughout the didactic and clinical phases of training. In addition, the Cornwall Hawkes PA Program Handbook serves as a guide to assist the PA program with meeting the standards set forth by Accreditation Review Commission on the Education of the Physician Assistant (ARC-PA). It is not designed to replace the policies and procedures outlined in the College's [Graduate Catalog](#) and the College's [Student Handbook](#). Therefore, students are also expected to review and follow the Agnes Scott College policies covered in the Graduate Catalog and the Student Handbook. **The program handbook defines, publishes, makes readily available and consistently applies its policies and practices to all students.**

It is the responsibility of students to read, understand, and follow the policies detailed in this handbook and those defined by Agnes Scott College.

Agnes Scott College is responsible for ensuring that all PA personnel and student policies are consistent with federal, state, and local statutes, rules, and regulations. *This handbook is updated annually under the supervision of the Associate Vice President for Academic Affairs and Associate Dean of Graduate Studies in collaboration with the program director and operations staff.*

Cornwall Hawkes PA Program (A3.12b,c)

Mission Statement

The mission of Agnes Scott College's Mary Lou Cornwall Hawkes '65 and James B. Hawkes Physician Assistant Program cultivates compassionate, critical-thinking physician assistants (PAs) to practice evidence-based medicine, serve local communities, and assume leadership roles that help promote patient-centered healthcare.

Vision

The Cornwall Hawkes PA Program is intentional about creating a collaborative environment that produces high-quality healthcare providers committed to community health.

Core Values

Cornwall Hawkes PA Program's core values include:

- A Commitment to Excellence in Innovation, Teaching and Learning
- A Commitment to an Appreciation of Various Life Experiences
- A Commitment to a Community that Values Justice, Healthcare Equity, and Integrity

Core Values Expanded

- A Commitment to Excellence in Innovation, Teaching and Learning
 - To academic excellence and creativity that encourages lifelong learning.
 - To personal interaction between students and faculty that emphasizes mentorship, collaborative learning and professional growth.
 - To the utilization of wide-ranging, innovative techniques and technologies.
- A Commitment to an Appreciation of Various Life Experiences
 - To a student body and a faculty who contribute diverse perspectives of their life experiences.
 - To respectful engagement with divergent ideas, philosophies and perspectives from all members of the college community.
 - To foster a collaborative community that encourages scientific inquiry and promotes respectful dialogue across differences.
- A Commitment to a Community that Values Justice, Healthcare Equity, and Integrity
 - To support the development of leadership skills and community service experiences needed to provide high-quality, equitable care to all patient populations.
 - To develop clinical education opportunities in urban and rural communities.
 - To provide a learning community that expects honorable behavior and professionalism.

Goals of the Cornwall Hawkes PA Program

1. Recruit, admit, and support students with varied life experiences committed to the PA Profession.

2. Provide a comprehensive evidence-based curriculum to prepare PA graduates with the advanced medical knowledge and clinical skills to think critically and to provide high-quality, patient-centered care.
3. Prepare PA students to communicate effectively with patients and to collaborate as an integral member of an interprofessional healthcare team to provide high-quality, patient-centered care.
4. Foster a learning environment that promotes faculty, staff, and student leadership and community service experiences.

Goals of the Cornwall Hawkes PA Program Expanded

1. **Recruit, admit, and support students with varied life experiences** committed to the PA Profession.

Outcome Goal	Success Definition	Benchmark Rationale	Successful? (yes/no)
Yearly, Cornwall Hawkes PA Program will recruit students with varied life experiences committed to the PA profession.	Success will be defined as 6 program-initiated recruitment activities with a focus on communities of varied life experiences	As the goal of the PA program, recruiting students with variable life experiences is a priority. The goal of 6 recruitment activities allows for one activity every other month throughout the year. With a developing program, this shows consistent and ongoing recruitment but also allows for improvement in the future.	Pending self study analysis
Yearly, Cornwall Hawkes PA Program will admit students with varied life experiences committed to the PA profession.	Success will be defined as being above the national average in varied life experiences.	Although the number of PAs has grown, the overall demographics of the profession have remained relatively unchanged, with 80% identifying as white and 70% as female, according to the NCCPA annual report. The PA program aims to broaden the range of perspectives within the profession by admitting students from varied life experiences. Setting the benchmark slightly above the national average reflects both a commitment to meaningful progress and an acknowledgment that	Pending self study analysis

		there is still room for continued improvement.	
Yearly, Cornwall Hawkes PA Program will support students with varied life experiences committed to the PA profession	Success would be defined as 90% of the student body feeling supported.	The PA program seeks to have our students feel supported. The goal of 90% of students shows sufficiency in supporting students but also allows for improvement in the future.	Pending self study analysis

* Outcome data via chart or graph will be uploaded pending self study analysis

2. **Provide a comprehensive evidence-based curriculum** to prepare PA graduates with the advanced medical knowledge and clinical skills to think critically and to provide high-quality patient-centered care.

Outcome Goal	Success Definition	Benchmark Rationale	Successful? (yes/no)
Yearly, Cornwall Hawkes PA Program will provide biomedical and clinical science courses.	Success will be defined as providing biomedical and clinical science courses each year, having 90% of students pass course exams and 90% of students passing the applying basic sciences task category of the PACKRAT and PANCE exams.	According to the ARC-PA standards (B2.02) the biomedical and clinical science courses are required to provide a comprehensive curriculum. PACKRAT and PANCE exams were utilized in the benchmarks as they are standardized exams used to evaluate curriculum and also can be divided into specific task categories for analysis. The 90% benchmark shows sufficiency in the biomedical and clinical science courses and yet also allows the program space for improvement in the future.	Pending self study analysis
Yearly, Cornwall Hawkes PA Program will instruct students on clinical medicine in all the organ systems.	Success will be defined as 90% of students passing each organ specific system in the PANCE and PACKRAT exams and 90% of students passing the specific organ system	According to the ARC-PA standards (B2.03) and PANCE blueprint instruction on all organ systems is required for a comprehensive curriculum. PACKRAT and PANCE exams were	Pending self study analysis

	exam in Clinical Medicine I, II, and III.	utilized as they are standardized exams used to evaluate curriculum and also can be divided into specific organ systems for analysis. The 90% benchmark shows sufficiency in all the organ systems and yet also allows the program space for improvement in the future.	
Yearly, Cornwall Hawkes PA Program will instruct students on clinical and technical skills of a competent PA.	Success will be defined as the program providing instruction on all the clinical and technical skills and 85% of the student body passing the summative evaluation.	As a program competency, ARC-PA standard (B2.07), and PANCE blueprint task, instructions of clinical and technical skills is essential for providing a comprehensive curriculum. According to the following two articles: “ The relationship between formative and summative examination and PANCE Results: A multi-program study” and “ The relationship between formative and summative examinations and PANCE scores; Can the past predict the future?” Summative examinations are predictive of PANCE pass rates and therefore a good assessment tool for competency of PAs. The benchmark of 85% was chosen as the ARC-PA requires a submission analysis with less than 85% for the PANCE for PA programs. 85% shows current sufficiency but allows for improvement in the future.	Pending self study analysis

Yearly, Cornwall Hawkes PA Program will teach medical care across the life span.	Success will be defined as 90% of the student body passing the life span specific exam (prenatal, geriatrics, and pediatrics) in Clinical Medicine III, Women's Health PAEA EOR exam and Pediatric PAEA EOR exam.	According to the ARC-PA standards (B2.08) instruction across the life span is required for a comprehensive curriculum. The PA program seeks to have all students pass all exams related to medical care across the lifespan. A goal of 90% of students passing each exam, shows sufficiency across the life span, but also allows for improvement in the future.	Pending self study analysis
Yearly, Cornwall Hawkes PA Program will provide essential medical and surgical procedures for entry level PAs.	Success will be defined as 90% of the student body passing the milestone-based assessments for each of the medical and surgical procedures in the didactic year and 90% of the student body getting a 3.5 or higher on clinical specific milestone assessment tools of any medical or surgical procedure performed during clinical rotations (SPCEs).	As a program competency, education on essential medical and surgical procedures is a foundational aspect of creating a comprehensive curriculum. According to the Journal of Clinical Science article "Planning and implementation of milestone-based assessments in competency-based medical education", milestone based assessments possess immense potential in assessing and guiding learning progression among medical students since the framework allows constructive feedback to enable students to better meet learning outcomes and competency level expectations. The benchmark of 90% shows sufficiency but also allows for improvement in the future. The clinical preceptor evaluation of	Pending self study analysis

		3.5 was chosen as it is defined above average.	
Yearly, Cornwall Hawkes PA Program will utilize technology to support patient care decisions and patient education.	Success is defined as 90% of students utilizing at least 3 different forms of technology yearly to support patient care decisions and patient education.	In this current world of technology, the program believes in order to provide a comprehensive curriculum it must also utilize technology. Utilizing technology is both a program competency and a core value of the PA program and thus expected for all the students to experience these goals. The benchmark of three forms of technology was chosen as it allows for variability in multiple technological avenues. The 90% success allowed a large majority of students to experience the goal and yet also allow the program space for improvement in the future.	Pending self study analysis

* Outcome data via chart or graph will be uploaded pending self study analysis

3. **Prepare PA students to communicate effectively** with patients and to collaborate as an integral member of an interprofessional healthcare team to provide high-quality, patient-centered care.

Outcome Goal	Success Definition	Benchmark Rationale	Successful? (yes/no)
Yearly, Agnes Scott will prepare PA students to communicate effectively by training students in verbal, nonverbal and written communication skills.	Success will be defined as 90% of the students passing the communications section of the summative evaluation.	Interpersonal and communication skills is one the of the core competencies for the PA profession according to the AAPA. Similarly, the PA program has adapted this as a program competency essential to being a high quality healthcare provider. Research has shown that training in communication skills improves	Pending self study analysis

		performance and self efficacy of health professionals. The PA program seeks to have all students effectively communicate. However, realistically a goal of 90% of students passing the communication section of the summative evaluation, for a developing program, shows sufficiency in communication but also allows for improvement in the future.	
Yearly, Cornwall Hawkes PA Program will foster respectful dialogue.	Success will be defined as 90% of the PA program community feeling the program fosters respectful dialogue.	The program believes that fostering respectful dialogue encourages effective communication. As a program competency, it is an essential stepping stone for creating high quality healthcare providers. The PA program seeks that all students feel the Cornwall Hawkes PA Program fosters respectful dialogue. However, realistically a goal of 90% of students shows sufficiency in fostering respectful dialogue but also allows for improvement in the future.	Pending self study analysis

* Outcome data via chart or graph will be uploaded pending self study analysis

4. Foster a learning environment that **promotes faculty, staff, and student leadership** and **community service experiences**.

Outcome Goal	Success Definition	Benchmark Rationale	Successful? (yes/no)
Yearly, Cornwall Hawkes PA Program will support leadership skills development in faculty and staff.	Success will be defined as 90% of faculty and staff having leadership roles.	The Cornwall Hawkes PA Program wants their faculty and staff to be leaders in their	Pending self study analysis

		community. According to the AAPA review, “PAs in Leadership: How did they get there?”, only 40% of PAs indicated they were currently in a formal or informal leadership role. The program goal of 90% fair outweighs the current 40% of practicing PAs who are in leadership roles.	
Yearly, Cornwall Hawkes PA Program will support leadership skills in students.	Success would be defined as 75% of the student body having leadership positions.	The Cornwall Hawkes PA Program wants their graduates to be leaders in their community. According to the AAPA review, “PAs in Leadership: How did they get there?”, the first step on the path of leadership involves actively participating as an informal leader. As a program goal, it is believed that supporting student leadership by the program will thus encourage and formulate aspirations for future leadership in the communities after graduation. The benchmark of 75% was chosen as it far outweighs the current 40% of practicing PAs who are in leadership roles. This benchmark also allows flexibility that some students might not be able to assume leadership roles while enrolled in a demanding PA program.	Pending self study analysis
Agnes Scott is committed to fostering a service-minded environment by providing community service	Success will be defined as 20 hrs of community service per student and 8 hrs for faculty/staff yearly	Agnes Scott College considers at least 10 hours of community engagement per semester	Pending self study analysis

opportunities annually.		as outstanding as it qualifies for the President's Community Engagement Honor Roll. The benchmark of 20 hrs per year will allow all PA students to be outstanding community members while maintaining the President's Community Engagement Honor Roll (College requirements of 10 hrs for a total of two semesters). The benchmark of 8 hours per year was utilized as it is consistent with what is encouraged by the Agnes Scott employee handbook.	
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** Outcome data via chart or graph will be uploaded pending self study analysis*

Cornwall Hawkes PA Program Competencies (A3.12g)

The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) defines competencies as “the knowledge; interpersonal, clinical, and technical skills; professional behaviors; and clinical reasoning and problem-solving abilities required for PA practice.” (ARC-PA, 2020).

PA students of Agnes Scott College's Cornwall Hawkes PA Program will build upon the knowledge and skills gained during the didactic and clinical year training to achieve the competencies upon completion of the program:

1. Medical Knowledge

1.1 Demonstrate understanding of biomedical and clinical sciences to include anatomy and physiology, pathophysiology, epidemiology, and the mechanisms of common diseases for all major organ systems to provide culturally sensitive patient care across the life span.

1.2 Order and interpret appropriate diagnostic studies to develop differential diagnosis.

1.3 Develop individualized therapeutic management plans using pharmacologic and nonpharmacologic modalities.

2. Interpersonal and Communication Skills

2.1 Demonstrate verbal, nonverbal, and written communication skills to elicit and provide effective exchange of information to patients, their families, and all members of the health care team.

2.2 Use interpersonal and communication skills to foster a collaborative community that promotes respectful dialogue across differences.

3. Clinical and Technical Skills

- 3.1 Demonstrate proficiency in performing a history and physical examination across the lifespan.
- 3.2 Demonstrate proficiency in performing essential medical and surgical procedural skills for entry into PA Practice.
- 3.3 Use information technology to support patient care decisions and patient education.
- 4. Professional Behaviors
 - 4.1 Demonstrate an understanding of the laws and regulations that govern PA professional practice.
 - 4.2 Demonstrate respect for others in health care decision making.
 - 4.3 Exhibit responsible and ethical practice in patient-centered care.
- 5. Clinical Reasoning and Problem-solving Abilities
 - 5.1 Critically interpret and analyze collected data to formulate differential diagnoses, therapeutic care plans, and appropriate preventative strategies.
 - 5.2 Applies knowledge of evidence-based medicine to provide patient-centered care.

Program Admission Requirements

Academic Requirements

Through a rigorous, cohort-based 24-month curriculum, Agnes Scott College's Cornwall Hawkes PA Program will cultivate compassionate, critical-thinking physician assistants to practice evidence-based medicine, serve local communities, and assume leadership roles that help promote patient-centered healthcare.

The Cornwall Hawkes PA Program seeks to admit students who complete a competitive application, demonstrate academic excellence, leadership and community service. No GRE is required.

Prior Education Requirement (A3.13b)

The completion of a 4-year bachelor's degree from a regionally accredited U.S. college or university is required to matriculate in the program.

If a baccalaureate degree is obtained from an institution outside of the United States, then applicants must complete at least one year (30 semester hours) of additional undergraduate or graduate course work at a regionally accredited U.S. institution prior to application.

Residency Requirement

Applicants must be a U.S. citizen or U.S. legal permanent resident to qualify for admission to the program.

Advanced Placement (A3.13c)

The Cornwall Hawkes PA Program does not award or grant advanced placement.

- Courses for which credit was awarded by examination, such as AP courses, are not accepted toward any of the prerequisite courses.
- Advanced placement, IB, or transfer credit from previous coursework will not be accepted towards this program's degree requirements.

Prerequisite Course Requirements (A3.13d)

The following courses must be completed within the last ten years. All courses with a laboratory component must have been completed in-person. Due to the COVID-19 pandemic, the Agnes Scott College will accept online lab courses completed between Spring 2020 through Fall 2021. Prior to these dates and beginning Spring 2022, all lab courses must have been completed in-person.

- Human Anatomy and Physiology w/laboratory (2 courses)
- General Biology w/laboratory (2 courses)
- General Chemistry w/laboratory (2 courses)
- Organic Chemistry w/laboratory (1 course)
- Additional chemistry or biochemistry (1 course)
- Statistics or biostatistics (1 course)
- Recommended, not required: Microbiology

Prerequisite courses must meet the following requirements for consideration:

- Applicants may apply with no more than TWO outstanding prerequisite courses. Exceptions to this requirement include currently enrolled Agnes Scott students applying as part of an Agnes Scott linkage program. See Admissions and Enrollment practices favoring specified individuals or groups for more information.
- All prerequisite courses must be completed by June 15 for admitted applicants to matriculate into this program.
- All prerequisite courses must be completed with grades of “C” or better (not C minus). Classes completed as “pass/fail” will not be considered.
- All prerequisite courses with a laboratory component must have been completed in-person. Completion through online course instruction will not meet the prerequisite requirement.

Grade Point Average (GPA) Requirements (A3.13d)

- 3.0 minimum cumulative overall grade point average - AND -3.0 minimum BCP grade point average.

Cumulative overall GPA and BCP GPA are calculated based on all undergraduate and graduate coursework completed from all post-secondary institutions, whether or not a degree was received from a given institution as verified and calculated by Graduate Admissions.

Work Experience Recommendations (A3.13b)

Prior work experience (e.g. patient contact hours, paid vs volunteer requirements) is not required for admission. Although not required for admission, **more competitive applicants will meet the recommended minimum of 1,000 hours of direct “hands-on” patient care experience, completed as either paid or volunteer experience.**

Experiences considered do not include observation or shadowing, non-clinical research experience, CPR or ACLS instructor, student intern hours, patient transporter, pharmaceutical or medical device representatives, lifeguard, medical secretary, insurance secretary, medical clerical positions, aerobics or yoga instructors, or

personal trainers.

Applicants with completed experiences should update the "Experiences" section of the application.

Application Review Process (A3.14)

Application Process

Agnes Scott College's Cornwall Hawkes PA Program makes admission decisions on a rolling basis. The following must be received by the final deadline for an applicant to be considered: application and application fee; all official transcripts; personal statement; Agnes Scott essay; resume or curriculum vitae (CV); and a minimum of three recommendations.

- Early application submission is highly encouraged.
- Admission decisions are made on a rolling basis.

Application Review Process

Agnes Scott College's Cornwall Hawkes PA Program employs a holistic approach during its rolling admissions process. Applicants are evaluated on how their attributes and life experiences align to the program's mission and values.

Once an application is verified by Graduate Admissions, we follow a multi-step application review process. First, the admission team determines that minimum requirements are met by the applicant, followed by scoring of applicants utilizing a Likert scale rubric. Selected applicants are invited to interview. PA faculty conducts a second and third read of the applicant. The interview day process consists of: introduction/orientation; group interview; team activity; campus tour; lunch; writing sample; and one-on-one interview. Interview day evaluators include PA faculty, admission staff, and community physician assistants. The PA program then meets to review each applicant and determine a final decision of admit, waitlist, or deny.

***Due to the competitive nature of the Cornwall Hawkes PA Program, not all candidates will be offered an interview or admission into the program. Candidates that are offered an interview will be invited to campus.**

Admissions and Enrollment practices favoring specified individuals or groups (A3.13a)

Deferred (A3.13a)

Agnes Scott College's Cornwall Hawkes PA Program gives special admissions preference to enrolled applicants who are granted a deferral of enrollment. All applicants must meet the admissions requirements.

Grade Point Average (A3.13a)

The following preferences are in keeping with the mission and values of Agnes Scott College's Cornwall Hawkes PA Program. Meeting any/all of the preferences does not guarantee an invitation for an interview or acceptance to the program.

Cornwall Hawkes PA Program gives special admissions preference to applicants with higher GPAs in the admissions review process.

Patient Care Experience (A3.13a)

The following preferences are in keeping with the mission and values of Agnes Scott College's Cornwall Hawkes PA Program. Meeting any/all of the preferences does not guarantee an invitation for an interview or acceptance to the program.

Cornwall Hawkes PA Program gives special admissions preference to applicants who meet **the recommended minimum of 1,000 hours of direct "hands-on" patient care experience, completed as either paid or volunteer experience.**

Linkage (A3.13a)

Agnes Scott College's Cornwall Hawkes PA Program has linkages with all Post-Baccalaureate and Medical Sciences master's programs offered by Agnes Scott College. All students who are currently enrolled in one of these programs or within six months of graduation, and meet the following qualifications will be guaranteed an interview for admission consideration. Applicants to this linkage are not guaranteed direct admission:

- Completed, verified application submitted by application deadline
- Official transcripts from Agnes Scott showing a minimum of one semester of post-bacc or master's coursework
- Students who apply as part of the linkage may have outstanding prerequisites by time of application, to be completed fall and/or spring prior to matriculation at Agnes Scott
- Incoming GPAs (prior to matriculation into a participating ASC program): 3.0 minimum BCP and 3.0 minimum cumulative overall GPA
- Agnes Scott program GPA of 3.75 or higher
- Remain in good overall standing at Agnes Scott College and complete degree requirements for certificate or master's, including remaining requirements for the PA program
- Meet all other PA program admission requirements
- Currently enrolled in or recently matriculated (within 6-months of application submission) in a participating program at Agnes Scott College

Wait List

Some applicants may be offered the option to be on a waitlist. As places in the program become available, students on the waitlist may be offered a place in the program. Once the program is full and the cohort has matriculated, we will communicate this to students on the waitlist. Students on the waitlist that are not offered admission will need to reapply for admission the following academic year.

Technical Standards (A3.13e)

The abilities and skills which candidates and students must possess in order to successfully complete the training associated with physician assistant education are referred to as the "Technical Standards." The six categorical areas listed below represent the essential qualities that are considered necessary in order for students to achieve the knowledge, skills, and levels of competency stipulated for graduation by the faculty and expected by the physician assistant profession. Prior to matriculation, all candidates must attest that they meet all Technical Standards as established by the Cornwall Hawkes PA Program. Additionally, these standards must be maintained

throughout the student's progress while enrolled in the Cornwall Hawkes PA Program. Students found to be in violation of the Technical Standards are at risk of dismissal from the program.

Candidates and students for the Cornwall Hawkes PA Program must possess the following abilities and skills:

1. **Observation**

Students are expected to participate in and observe demonstrations and experiments in basic and clinical sciences including classroom, laboratory, and computer assisted instruction. This involves the ability to use sensory functions of vision, hearing, and somatic sensation. Students must be able to observe a patient accurately at a distance and close at hand.

2. **Communication**

Students must be able to effectively and sensitively communicate with patients, their families, and all members of the health care team including faculty and staff. Effective communication skills not only include spoken language, but also reading, writing, and non-verbal cues.

3. **Motor Function**

Students must possess the gross and fine motor skills, including but not limited to coordination and dexterity to perform diagnostic physical examinations and clinical procedures necessary to safely care for patients in emergent as well as non emergent settings. Students must have the physical and mental capacity to function competently throughout the program in changing environments academically and clinically. This includes, but is not limited to, walking, using stairs, sitting and standing for long hours, and varying shift schedules.

4. **Intellection-Conceptual, Integrative, and Quantitative Abilities**

Students must demonstrate the ability to collect, measure, analyze, synthesize, and interpret complex information. Students must be able to critically apply knowledge learned in problem solving and medical decision making.

5. **Behavioral and Social Attributes**

Students are expected to think independently and honorably with maturity, empathy, and integrity. Students must demonstrate the emotional stability to function competently and professionally under times of stress and physically taxing working environments. Students must display flexibility and good judgment. Students must accept constructive feedback and demonstrate personal motivation and responsibility to implement positive change. Students must demonstrate cultural competence in all patient and professional encounters.

6. **Ethical and Legal Standards**

Students must adhere to the high ethical standards of the College and the PA Profession. Students must meet the legal standards and regulations to obtain licensure and practice medicine as a PA.

Candidates for admission to the Cornwall Hawkes PA Program, who are accepted, will be required to verify that they understand and meet these technical standards. Admission decisions are made on the supposition that the candidate believes that they meet the technical standards with or without a reasonable accommodation.

Candidates are urged to ask questions about the program's technical standards for clarification, and to determine if they meet the standards with or without reasonable accommodation. The Cornwall Hawkes PA Program acknowledges Section 504 of the 1973 Vocational Rehabilitation Act and the Americans with Disabilities Act of 1990, and asserts that the ability to meet certain essential technical standards with or without reasonable accommodation must be present in the prospective candidate. Disclosure of a disability is voluntary; however, admitted students who wish to request accommodations are encouraged and should contact the [Agnes Scott](#)

[College Office of Accessible Education](#) early to discuss accommodation needs.

Reasonable accommodation will be offered for persons with disabilities in conjunction with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Compliance with the technical standards with or without reasonable accommodation does not guarantee that a program graduate can fulfill the technical standards for employment and licensure.

During enrollment, the program's Academic Performance Committee (APC) will monitor students for continuing compliance with the technical standards. The faculty of the Cornwall Hawkes PA Program recognizes and embraces the responsibility of presenting candidates for graduation that have the education and skills to function in a wide variety of clinical situations and to provide competent patient-centered care.

Financial Policies and Tuition Costs (A3.12f)

The cost of the Cornwall Hawkes PA Program includes tuition and the mandatory program fee. The total program cost is divided equally among the seven academic terms of the program. Tuition and fees are set by Agnes Scott's Board of Trustees and are subject to change each academic year.

Enrollment Deposit

A non-refundable enrollment deposit of \$500 is due upon acceptance to be enrolled. This deposit will be applied to the student's first tuition bill.

Background Check

Agnes Scott College's Cornwall Hawkes PA Program has partnered with Certiphi Screening to provide a national criminal background check (CBC) process for accepted applicants. If you accept an offer of admission from Agnes Scott College, Certiphi Screening will email you with instructions on how to complete the background check process. Receipt of this email indicates that the CBC is required as part of your enrollment to the program. All associated costs for the background check are the sole financial responsibility of the student. See "Background Checks and Drug Screen Policies" for additional information.

Entrance Health Requirements

Agnes Scott College has partnered with ACEMAPP Assure for health screening and immunization compliance. Prior to matriculation into the Cornwall Hawkes PA Program all students are required to provide an updated medical examination form, which includes a current physical examination and TB screening, and documentation that the required immunizations and vaccinations have been completed. All associated costs for satisfying the entrance health requirements are the sole financial responsibility of the student. See "Health Requirements Policy" for additional information.

Tuition and Mandatory Fees

Program tuition and mandatory fees effective for the 2026-2027 academic year. The mandatory program fee for the PA program covers the cost of services such as student medical equipment, institutional subscriptions to common PA education library resources, Georgia Association of Physician Assistants (GAPA) membership, American Academy of Physician Associates (AAPA) student membership, ACEMAPP membership, Advantage Students, PANCE test prep, and other related expenses.

- Total tuition (102 credit hours): \$109,500

- Total program fees: \$5,000
- Estimated total tuition & fees per academic term: \$16,357

The Cornwall Hawkes Physician Assistant Program takes place over 24-consecutive months, spanning over three academic years. See below for a breakdown of tuition and fees by semester.

Year One (Fall, Spring, Summer)	Year Two (Fall, Spring, Summer)
Tuition: \$46,929	Tuition: \$46,929
Program Fees: \$2,142	Program Fees: \$2,142
Total Tuition & Fees: \$49,071	Total Tuition & Fees: \$49,071
Year Three (Fall)	Total
Tuition: \$15,642	Tuition: \$109,500
Program Fees: \$716	Program Fees: \$5,000
Total Tuition & Fees: \$16,358	Total Tuition & Fees: \$114,500

Additional Expenses

Below are possible costs that students should also consider:

- Graduation Fee: \$150
- Books and Supplies: \$3,500 for the program, estimated.
- Parking Fee: Students who wish to park on campus will need to pay an annual parking registration fee of \$100 or \$50 for one semester.
- Food/Housing: A total of \$20,665 for the fall, spring, and summer semesters combined.
- Personal/Transportation: A total of \$3,986 for the fall, spring, and summer semesters combined.
- Federal Direct Loan Fees: A total of \$213 for the fall, spring, and summer semesters combined.
- Health Insurance - varies by insurance carrier***

***All students are required to carry adequate health insurance throughout their enrollment in the Cornwall

Hawkes PA Program. Students are automatically enrolled in the Student Health Insurance Program offered by Agnes Scott, but may opt out by providing proof of comparable insurance prior to matriculation. Information regarding plan options and rates will become available in early spring 2026. Cost varies per insurance carrier.

Housing/Transportation

- During the didactic phase of the curriculum, students are responsible for obtaining their own housing in the metro Atlanta area and should have access to a personal vehicle.
- Some clinical rotation sites, or Supervised Clinical Practice Experience (SCPEs), may require travel to sites outside of metropolitan Atlanta. Students are responsible for all costs associated with these clinical rotations, including travel, parking, and living expenses.
- The clinical team will work with the Area Health Education Centers (AHEC) network to identify potential housing at these sites; however, neither AHEC nor the program guarantees housing.

Refund Policy (A1.02k)

A refund refers to college charges that are refunded to the student and/or to the financial aid sources that covered those charges. Refunds are made within 30 days of the student's complete withdrawal from the college. Students who withdraw from all classes at Agnes Scott on or before the first class day of a semester will receive a full refund of any payment made toward tuition and student program fees. The \$500 enrollment deposit is non-refundable.

Agnes Scott's institutional refund schedule* for tuition when a student withdraws from a course is:

- 90 percent tuition refund (per class) when withdrawal is within the first week of the semester
- 50 percent tuition refund (per class) when withdrawal is before the end of the third week of the semester
- 25 percent tuition refund (per class) when withdrawal is before the end of the sixth week of the semester
- No refunds after the end of the sixth week of the semester

The semester begins with the first day of regularly scheduled classes, as noted on the academic calendar maintained by the Office of Registrar. The first week of the semester is the seven-day period beginning on the first day of class. The point of withdrawal is measured in weeks, and the student is considered to have withdrawn within a given week, as defined above, if the withdrawal date is prior to the end of that week.

The date of withdrawal from the college and emergency leaves of absence is defined as the last date of class attendance. The notification date for withdrawals from one or more classes is defined as the date when the Office of Graduate Advising receives notification from the student. The student must initiate the withdrawal process by contacting their program director and then complete the appropriate digital form. Withdrawal is complete upon receipt of the completed form's electronic submission.

**This is an approximate refund schedule. Exact dates are published at the end of this Catalog.*

New Student Information

Physician Assistant Student Society

Student Government

Each cohort will elect class officers, including a president, vice-president, treasurer, and secretary. The role of the officers is to: represent the cohort, program, and profession; collaborate on community service, student activities and fundraising; coordinate mentoring of the cohort behind current class, serve on open house and

interview panels, etc.

Description and Duties of Class Officers

Executive Officers

President

Vice President

Secretary

Treasurer

Historian

Assembly of Representative (AOR) Representative

Georgia Association of PAs Representative

Note: All officers and representatives must be members of the American Academy of Physician Assistants (AAPA).

President

The president will act as the class president for the entire duration of the class time at Agnes Scott College (24 months). The president will be responsible for presiding over monthly class meetings, set meeting agendas, coordinate activities of the committees, and keep the membership informed of committee activities.

Vice President

The Vice President will serve as the Vice President for the entire duration of the class's time at Agnes Scott College. The Vice President will assist the President, and preside in their absence.

Secretary

The Secretary will serve in this position for the entire duration of class time at Agnes Scott College. The secretary is responsible for general correspondence, recording the minutes of all class and officer meetings, and notifying class members of upcoming meetings.

Treasurer

The Treasurer will serve in this position for the entire duration of class time at Agnes Scott College. The treasurer is responsible for collecting dues, managing the budget, and overseeing fundraising.

Class Historian

The Class Historian will keep a photographic record of the cohort's journey from matriculation to graduation, assist in the development of a cohort 'yearbook', which can be presented as a slideshow at graduation, and share photos with the program for publishing on the website, social media and in brochures.

Community Service Committee

Stemming from the mission and vision of Agnes Scott College and the Cornwall Hawkes PA Program, each cohort is expected to routinely participate in community service (beyond the master's project that each student is required to do also based on community service). A committee will be developed from volunteers to oversee and

organize these efforts.

Community Engagement Honor Roll

The President's Community Engagement Honor Roll recognizes outstanding students who give back to the community through volunteering, community-based research, and public service internships.

Many Agnes Scott students participate in service beyond the opportunities offered by the program. To recognize these efforts, Georgina Espinoza '17 proposed a dean's list for those who actively engage their communities. From that idea, the President's Community Engagement Honor Roll emerged.

Service hours can include:

- Group service projects
- Individual volunteer work
- A course that requires service
- Volunteering with a nonprofit or government agency
- A research project that works with a nonprofit or government agency to address a community need

Each semester, students who complete at least 10 hours of community engagement will be added to the President's Community Engagement Honor Roll. Students who accumulate 150 hours of service during their time at Agnes Scott will be eligible to receive the President's Community Engagement Award. Students can also receive a graduation cord for community engagement.

To be recognized, students should submit service hours on [Scotties Serve](#). The deadline to submit hours for each semester is the last day of classes. You may log into Scotties Serve with your Agnes Scott username and password.

Students should email the Assistant Director for Service-Learning and Civic Engagement, to inquire about service hour requirements for the President's Community Engagement Award, graduation cord and honor roll.

Fundraising Committee

In order to raise funds for community donations, social events, photographs, and graduation add-ons, fundraising efforts will be necessary for each cohort. A committee will be developed from volunteers to oversee and organize these efforts.

General Policies (A3.01, A3.02)

Program policies must apply to all students, principal faculty and the program director regardless of the instruction or work location. All students must submit a signed affidavit during their Class Welcome Week, acknowledging they have reviewed the Cornwall Hawkes PA Program Handbook and policies.

Nondiscrimination, Sexual Harassment (Title IX) and Sexual Misconduct Policies (A1.02j, A3.15f)

Agnes Scott College does not discriminate on the basis of gender, race, color, national origin, religion, sexual orientation, age, or disability in the recruitment and admission of graduate and post-baccalaureate students. This nondiscrimination policy also applies to all the rights, privileges, programs, and activities generally accorded or made available to students at the college, and to the administration of educational policies, scholarship, and loan programs and all other programs administered by the college.

Agnes Scott College is committed to providing a healthy learning and work environment that is safe and characterized by mutual trust and respect for all members of our community. This commitment, as well as the college's obligations under federal law, means that the college will not tolerate discrimination against or harassment of any individual or group based upon race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability or veteran status or any other prohibited factor under law.

Federal and State Civil Rights laws protect individuals from discrimination based upon all protected classes. Additionally, Title IX of the Education Amendments of 1972 protects individuals from discrimination based on sex, including sexual harassment and sexual violence, in education programs or activities which receive federal financial assistance. Members of the community who believe they have been subjected to discrimination, harassment, including sexual misconduct or harassment, are encouraged to report these incidents. Third-party and anonymous reports are also welcome. Once the report has been submitted, the Vice President for Equity and Inclusion or the Title IX Coordinator will act accordingly, which will include a notification regarding receipt of report and further guidance on how the matter will proceed. After a thorough Initial Assessment of early information for the individuals involved, a decision will be made on whether a potential violation has occurred, whether the parties may resolve the matter informally, or whether a formal investigation is warranted.

Reports, comments, questions, or concerns should be communicated to:

Bias Concerns

Yves-Rose Porcena
Vice President for Diversity and Inclusion
yporcena@agnesscott.edu
404.471.6540

Students should consult the Student Handbook for the student bias response protocol.

Title IX Coordinator and Acting Deputy Title IX Coordinator for Faculty and Staff

Marti Fessenden
Special Counsel to the President
mfessenden@agnesscott.edu
404.471.6547

Deputy Title IX Coordinator for Employees

Audraya Scales
People & Culture Generalist
ascales@agnesscott.edu
404.471.6307

You may also contact:

Department of Education, Office of Civil Rights
400 Maryland Avenue, S.W.
Washington, DC 20202-1100
www.ed.gov
www.ed.gov/about/contacts/gen/index.html

[FILE A BIAS CONCERN REPORT](#)

[FILE A TITLE IX GENDER-BASED REPORT](#)

Students who do not wish to report sexual misconduct to the college may speak confidentially with on-campus and off-campus confidential resources.

Confidential Resources

Counseling, Psychological Services & Student Health: 404.471.7100

Chaplain: 404.471.6437

Day League (Off-campus / Sexual assault care)

24-hour Hotline: 404.377.1428

Other Important Resources

On-campus Emergencies (24-hour hotline): 404.471.6400

Accessible Education: 404.471.6174

Student Complaint Policy (A1.02j, A3.15g)

Agnes Scott College strives to address student concerns in a responsive and prompt manner. Students are encouraged to resolve concerns themselves by first talking directly with the college representative involved. The vice president for student affairs and dean of students is available as a resource for students who have complaints.

Student complaints are defined as grievances or general dissatisfaction with the college and/or its employees.

Agnes Scott distinguishes between student complaints and student appeals of college policies and decisions. A student's appeal, whether for an exception to a policy, of a decision made by a judicial body or of a financial aid award, is not considered a student complaint. There are specific procedures in place for students who wish to make an appeal; these procedures vary according to the type of appeal. Information about appeal procedures can be found in the relevant sections of the Student Handbook and/or the Agnes Scott College undergraduate and graduate catalogs.

Separate policies and/or procedures for disputing final grades and for reporting violations of the college's Title IX, discrimination and consensual relationship policies are found in the Agnes Scott College undergraduate and graduate catalogs and/or the Student Handbook.

In addition, there are multiple processes in place for students who have a complaint about another student. These include through the Honor System and through informal conflict resolution processes via residence life for residential community standards concerns or via the dean of students for non-residential concerns. Students seeking guidance on resolving a complaint against another student should contact the vice president for student affairs and dean of students to discuss informal options. If a formal process is necessary, the student will be referred to other processes available at the college.

The following procedures are to be followed for all other types of complaints.

I. Informal Complaint

A student who has a complaint about Agnes Scott College and has not been able to resolve it by speaking with the individual(s) involved should discuss the issue with the college official responsible for that area of the college. The student should attempt to resolve the issue informally within 30 days of the occurrence. If the matter still cannot be resolved, then the student may file a formal written complaint.

II. Formal Complaint

A student who has attempted to resolve the issue through the informal complaint process and is still not satisfied may file a formal written complaint with the vice president for academic affairs and dean of the college or the vice president for student affairs and dean of students. This should be done as soon as possible after the informal process is completed but within six months of the occurrence. The student must complete the Student Complaint Form, which is available in the Office of the Vice President for Student Affairs and on the college's [website](#). If the complaint is about a vice president of the college, the student should file the complaint with the Office of the President. If the complaint is about the president of the college, the student is advised to speak with the vice president for student affairs or the student may file a formal written complaint by submitting the complaint form to the secretary of the board in a sealed envelope addressed to the Chair of the Board of Trustees.

III. Procedures for Resolution of Formal Written Complaints

- a. Depending on the nature of the formal complaint, the Office of the Vice President for Student Affairs, the Office of Academic Advising or the Office of the President will log the formal complaint and send it to the appropriate officer of the college for resolution.
- b. The officer (or their designee) will review the written complaint and respond to the student within 10 business days while the college is in session.
- c. If the complaint involves a specific staff or faculty member's action, the officer should consult with the director of people and culture for guidance. The officer will also inform any named staff or faculty member upon receipt of a formal complaint, which names that person. Depending on the nature of the complaint, the officer may call together all involved parties, mediate the situation and find a reasonable solution. If no resolution is found or the resolution is unsatisfactory to any party, the student or an individual directly involved in the dispute may petition in writing to the Judicial Review Committee within 3 business days of the attempt to mediate and settle the matter. An officer can also send the complaint directly to the Judicial Review Committee, if they choose, in lieu of mediation.

The Judicial Review Committee has 30 days to hear each side of the dispute and render a decision. If a specific staff or faculty member's action is in question, the vice president for equity and inclusion, who oversees the Office of People and Culture, will be an ex officio member of the Judicial Review Committee. Additionally, if a faculty member's action is in question, the president of the Faculty Executive Committee will also be an ex officio member. The committee will announce its findings and recommendations in writing to all parties involved. Deliberations of the Judicial Review Committee are confidential. Current procedures of the Judicial Review Committee will be followed; no legal representation or recording devices will be permitted at committee meetings. The committee's decision is final. All parties are expected to respect the confidentiality of the committee's decision.

Graduate Honor Council

The Graduate Honor Council serves as the Honor Court for graduate and post-baccalaureate students. Its procedures and areas of jurisdiction are detailed in the bylaws below.

Areas of Jurisdiction

Areas of primary jurisdiction are matters injurious to the interest of the college, including, but not limited to the following:

- Academic dishonesty
- Stealing
- Lying
- Violation of the drug policy
- Violent Behavior
- Harassment
- Breaches of Confidentiality

Areas of appellate jurisdiction include referrals from the dean of students and/or director of student integrity and community standards.

Upon admission, students in the physician assistant program have multiple processes available to them when seeking to file allegations of student mistreatment (such as discrimination, sexual harassment, unprofessional relationships, abuse of authority, and abusive and/or intimidating behavior), harassment (for any type of harassment and go beyond Title IX issues), or grievances. When reporting violations of the college's Title IX, discrimination and consensual relationship policies, students must follow the separate policy and procedures.

Academic Honesty Policy

Students are expected to review and follow the College "Integrity & Community Standards" as published in the College [Student Handbook](#). Any instance classified as academic dishonesty, including falsification of evaluation forms, calendars, patient or time logs, forgery of signatures, tampering with or destruction of evaluation material may result in the immediate dismissal of the student from the Cornwall Hawkes PA Program as determined by the Academic Performance Committee (APC).

Honor System

Ethics and values are central to the purpose, curriculum, and social life of Agnes Scott. The Honor System, one of the oldest in the country, is governed by students. Each student is expected to uphold the system's high standards and take personal responsibility for their integrity and behavior. Violations of the Honor System are reviewed by the Graduate Council. The college's Graduate Judicial Review Committee is given responsibilities related to disciplinary notice, suspension and/or dismissal.

In choosing Agnes Scott, a student accepts the Honor System as their way of life and formally adopts it by the following pledge:

"As a member of the student body of Agnes Scott College, I consider myself bound by honor to develop and uphold high standards of honesty and behavior; to strive for full intellectual and moral stature; to realize my social and academic responsibility in the community. To attain these ideals, I do therefore accept this Honor System as my way of life."

Background Checks and Drug Screen Policies

Prior to enrollment, all students offered a seat in the Cornwall Hawkes PA Program must complete a criminal background check. A negative national criminal background check is required prior to matriculation at Agnes Scott College. If the background check is deemed positive by the verification company, the matter will be brought before the PA program Admissions Committee for review. The student's acceptance could possibly be reversed and the student may not be allowed to matriculate based on the results of these evaluations. Neither the College nor the Cornwall Hawkes PA Program will be held liable for a student's failure to graduate or obtain a state license due to a positive criminal background check.

Criminal background checks and drug screening are required by all Agnes Scott partners. Prior to the clinical year, an updated criminal background check and drug screening will be required. The Cornwall Hawkes PA Program and many clinical facilities, which accept Agnes Scott PA students for rotations, require students to utilize the 3rd party vendor, [Advantage Students](#). There is often a fee for the student to register for these sites (i.e., ACEMAPP membership) and submit their background check and drug screen (i.e. Advantage Students). The PA program fees will cover initial expenses related to completing the criminal background check and drug screening. All associated costs after the initial credentialing are the sole financial responsibility of the student.

If either the background check or drug screen is deemed positive by the verification company, the matter will be brought before the Academic Performance Committee (APC) for review. The committee will determine the disciplinary action to take, up to and including dismissal from the program. Students who at any point in the program delay or decline to participate in a requested alcohol and/or drug screen will have that action

considered equivalent to taking and failing a drug/alcohol screen. Neither the College, nor the Cornwall Hawkes PA Program, will be held liable for a student's failure to graduate or obtain a state license due to a positive criminal background check or positive drug screen.

Please refer to the [Agnes Scott College Community Code of Conduct](#).

Arrest or Conviction Disclosure Policy

If you enter a plea bargain, are arrested, indicted or convicted for violating any state or federal law including DUI (excluding minor traffic violations) during your matriculation as an Agnes Scott College Physician Assistant student, you must notify the Cornwall Hawkes Program immediately. Due to the impact of such an event on the PA program efforts to credential students at clinics/hospitals, and the impact on future state medical licensing, this information must be disclosed immediately. Failure to disclose a plea bargain, arrest, indictment or conviction of a violation of any state or federal law including DUI (excluding minor traffic violations) that occurs while you are a student could be grounds for dismissal from the Cornwall Hawkes PA Program and will be reviewed by the Academic Performance Committee (APC) on a case-by-case basis.

As used in this question, the term "conviction" shall include a finding or verdict of guilt, or a plea of guilty, or a plea of nolo contendere in a criminal proceeding, regardless of whether the adjudication of guilt or sentence is withheld or not entered.

Alcohol and Other Drug Policies

Applicants accepted into Agnes Scott College's Cornwall Hawkes PA Program who answered "no" to questions relating to criminal background on their application and who are found to have a subsequent positive criminal background check may be dismissed from the program on the basis of misrepresentation.

In the event of a reported incident, a determination about the applicant's/student's continued progress in the PA program will be made by College in accordance with the College's Community Code of Conduct and related College Policies and Procedures.

Applicants are advised that results of criminal background checks, drug screens, and other required background screening will be released to third parties (affiliated clinical sites) in their clinical education. Criminal offenses occurring after the student matriculates may result in the student's dismissal from the program; if this occurs, tuition and fees will not be refunded. For more information, please refer to [Agnes Scott College Community Code of Conduct](#).

Health Insurance Requirement Policy (A3.08c)

All students of Agnes Scott College's Cornwall Hawkes PA Program are required to maintain personal health insurance for the entire duration of the program. Proof of insurance coverage must be provided prior to matriculation. Students are responsible for all personal health care costs incurred while enrolled in the PA program, including any costs incurred in the event of exposure from a contaminated needle stick, puncture wound, or contamination of any obviously open wound or the mucous membranes by saliva, blood, or other body fluids.

Due to the potential risk for exposure to potentially infectious materials, insurance should cover screenings, diagnostic testing, treatments, and short and long-term disability compensation that may result from any potential exposure.

For more information, please see the additional expenses section of the Cornwall Hawkes PA Program Handbook.

Health Requirements Policy (A3.07a, A3.09)

Provision of Health Care to Students

The program director, principal program and instructional faculty, staff, medical director, and program guests will not participate as health care providers for students enrolled in the program and will not have access to any student health information provided to Student Health Services other than defined in this policy.

Health Screening Requirement

Prior to matriculation into the Cornwall Hawkes PA Program all students are required to submit an updated medical examination form, which includes a current physical examination and TB screening.

Immunization Requirements

Students are required to meet the immunization and vaccination requirements of the College, clinical rotation sites, and Centers for Disease Control and Prevention (CDC) prior to matriculation and the entire duration of the program. The Physician Assistant program's policy on immunizations and health screenings is based on the [current Centers for Disease Control and Prevention recommendations for health professionals](#).

All students must provide documentation that these immunizations have been completed prior to matriculation and must maintain documentation throughout their training. Records must be submitted to the third-party company, ACEMAPP Assure, that the College has partnered with for immunization compliance. During orientation, students will be expected to upload their health records into eMedley. A designated staff member is responsible for reviewing student compliance.

1. All PA students are required to have evidence of Tuberculosis testing. The program will accept any of the following documentation:
 - a. Negative TB skin test or negative T-Spot or QuantiFERON Gold blood test.
 - b. In the event of a positive TB test, latent TB infection or TB disease, students must have a negative chest x-ray at the time of diagnosis or treatment. If a student has had TB disease, medical evaluation that the student has been treated for TB disease is required.
 - c. PA students must receive follow-up TB testing annually. Prior to the start of the first clinical rotation, students will provide documentation of a negative two-step TB skin test (Step 1 within the last 12 months and Step 2 within the last 90 days) or negative T-Spot (within the last 12 months) or QuantiFERON Gold blood test (within the last 12 months).
2. Complete Hepatitis B immunization AND positive Hepatitis B Surface Antibody titer
 - a. If Hepatitis B Surface Antibody is negative, a Hepatitis B Surface Antigen will be required
3. Two (2) MMR (Measles, Mumps, & Rubella) vaccinations (immunization record required) OR positive blood titers for all three components (lab report required)
4. Positive Varicella (chicken pox) IgG titer (lab report required) or two dose vaccine series
5. Complete Tdap (Tetanus/Diphtheria/Pertussis) vaccination AND recent Tdap (booster) within the past 10 years (immunization record required)
6. Influenza vaccination is required for the current annual flu session. If the influenza vaccine is contraindicated, you are required to wear a mask while at the clinical site
7. Covid:

- a. A completed covid vaccination series is required for the Physician Assistant program as it is required for clinical rotation sites.
- b. COVID-19 testing (if applicable)

CLINICAL YEAR STUDENTS: Please note that clinical sites may require additional physical examination, vaccinations, and/or documentation prior to completion of clinical rotations. Note, some clinical sites may require students to upload these health records through a third party vendor, such as ACEMAPP. Students who fail to submit these documents will not be permitted to begin clinical experiences, which will result in the inability to complete the clinical rotation opportunity, therefore delaying graduation. Exceptions to the above health requirements will be considered on a case-by-case basis, only with documentation from a medical provider, and must be discussed prior to matriculation. Personal reasons for declining immunizations will not be considered due to requirements for clinical rotation placements. A request for an exemption is not a guarantee that it will be granted. Even with approved exemptions, the PA program cannot guarantee timely clinical placement under these circumstances. It is important to understand that participating in some clinical experiences may be prohibited without completion of immunization requirements, even for valid medical and/or personal/religious reasons, resulting in the program's inability to place students at clinical sites and potentially resulting in a significant delay in graduation. The PA program cannot guarantee timely placement under these circumstances. It is for this reason that the program requires students to discuss such issues prior to matriculation. A request for an exemption is not a guarantee that it will be granted. Alternative placement sites are limited and not guaranteed. The program will not be responsible for finding additional alternative placement sites.

International Travel: Agnes Scott College's Cornwall Hawkes PA Program does not offer elective international curricular experience. The PA program recommends that students traveling internationally follow the current CDC recommendations for international travel, but does not have a travel health policy (A3.07b).

Clinical Rotation (SCPE) Policy (A3.01, A3.03)

Prospective and enrolled students are not required to provide or solicit clinical sites or preceptors.

Agnes Scott College's Cornwall Hawkes PA Program is responsible for securing all student rotation sites through a fully executed, or signed, affiliation agreement.

Program policies must apply to all students, principal faculty and the program director regardless of location. A signed clinical affiliation agreement may specify that certain program policies will be superseded by those at the clinical site. The program is not in control, nor does it have input into policies, procedures, and protocols at clinical institutions. Each clinical partner determines its own process for accepting requests for exemptions.

Any clinical opportunities that become available to a student on a clinical rotation that fall outside of the original assignment are subject to approval by the program director and require a current/valid school affiliation agreement.

Malpractice Insurance

The College will maintain malpractice insurance in the amount of \$1,000,000 per claim and \$3,000,000 per year and will provide a copy of its current Certificate of Insurance to all clinical sites prior to the student starting their clinical experience at the site. All actively enrolled students are covered under the institutional policy for medical liability associated with training activities during the didactic and clinical portions of the program. The liability policy will not cover the student in activities not directly sanctioned and supervised by the program, students who are on leave, or are otherwise not actively enrolled. The policy will not cover students who are "just visiting" or "shadowing" a clinical site during their free time. The policy will not cover the student in any employment setting.

Students are required to carry additional malpractice insurance. Enrolled students can presently receive their malpractice insurance at no cost via the AAPA-endorsed insurance carrier, CM&F Group: <https://www.aapa.org/career-central/practice-tools/malpractice-insurance-basics/>. A copy of the additional malpractice insurance must be provided to the PA program and will be shared with clinical sites.

Certificate of Insurance (COI)

A current Certificate of Insurance and a student's copy of their additional malpractice insurance will be provided by the PA program to all clinical rotation sites/clinics/hospitals to provide verification on behalf of each student. All actively enrolled students are covered under the institutional policy for medical liability associated with training activities during the didactic and clinical portions of the program. However, malpractice coverage during the clinical phase is applicable only to rotation or community service assignments made and approved by Agnes Scott College's Cornwall Hawkes PA Program.

The liability policy will not cover the student in activities not directly sanctioned and supervised by the program, students who are on leave, or are otherwise not actively enrolled. The policy will not cover students who are "just visiting" or "shadowing" a clinical site during their free time. The policy will not cover the student in any employment setting.

Accidental and Significant Exposure Policy (A3.08a,b,c)

Prevention (A3.08a)

Prior to starting instruction, students are to review the OSHA Regulations (Standards - 29 CFR) for [Bloodborne pathogens. 1910.1030](#). Any needle stick or exposure to bodily fluids constitutes a health and safety concern for the student. Students must notify their course director, preceptor, or supervisor **immediately** if an exposure occurs.

Accidental Exposure (A3.08b)

In the event of an accidental exposure (needle stick, splash, TB exposure etc.), students should follow three basic principles:

1. Remove or dilute the infectious material and institute first aid measures as appropriate.
2. Remove soiled clothing.
3. Thoroughly wash skin and mucosa by washing with copious amounts of water and soap. Contamination of the eyes requires immediate flushing with water or ophthalmic saline irrigation solution for 15 minutes (remove contacts first if you are a contact lens wearer).

Incident Reporting (A3.08b)

- Notify the course director, clinical preceptor, or supervisor present **immediately**, followed by notification of the director via phone or email.
- **YOU MUST BE EVALUATED IMMEDIATELY BY A MEDICAL PROVIDER** for treatment and evaluation for prophylaxis. Utilize a local hospital Emergency Department for 24-hour accessibility or an Urgent Care with extended hours, depending on the time of your exposure. If the facility in which you are assigned has protocol in place for testing you as a student, we encourage you to utilize their services. Knowledge of a facility's policy should be obtained during the orientation process, from the office manager, or assigned supervisor.
- Assess the infection risk, which will include an evaluation of the type and amount of infectious material,

the mode of transmission, the portal of entry, and the general and specific conditions of the host.

- Obtain the name and medical record number of the patient source, if applicable. For accidents with microorganisms for which serological tests are available, a base-line serum sample should be obtained at the time of occurrence.
- Submit the Student Exposure Form on eMedley within 24 hours.

Financial Responsibility (A3.08c)

All medical or health care (emergency or otherwise) that a student receives will be at the expense of the student.

During the didactic and clinical years, the protocols set forth by the clinical site will supersede those set forth by the College and must be followed as directed. Clinical sites are under no obligation to provide the student with free medical care and students will be held responsible for all costs related to care and treatment. Students must also notify the director within two hours of the exposure and complete the Student Exposure Form on eMedley within 24 hours.

Prescription Writing Policy

Students may transcribe prescriptive information for the Clinical Preceptor onto the prescription pad. Students may NOT individually prescribe any medications. All prescriptions must be signed by the Clinical Preceptor. Students will not sign their name on the prescription. They may not sign the physician's name then write their initials after the physician's name. Students may not carry or use a pre-signed prescription pad. Students have no authority or medical license to prescribe medications.

Attendance Policy

The PA program is designed to provide a rigorous education that covers a vast range of medical knowledge and skills. The curriculum is complex and requires a structured active learning environment to ensure a thorough understanding and mastery of the skills necessary to become a PA. Attendance at all classroom, laboratory, assessments, and other program related activities is mandatory. The PA program will attempt to hold all program related material during regular hours; however due to unforeseen circumstances, the PA program reserves the right to schedule activities outside of regular hours, including evenings and weekends.

The faculty and staff of the PA program understand that unavoidable and unplanned emergencies may occur. All absences should be reported to the PA program as soon as possible. Failure to notify the program in a timely manner will result in receiving an unexcused absence. More than two unexcused absences within each semester during Didactic year may result in disciplinary action including, but not limited to review by the Academic Performance Committee, a professionalism warning, course failure, or dismissal from the program.

The mark of a professional is ensuring that one is at the right place, at the correct time, and prepared to participate. In order to meet this obligation, time management and prioritization is an essential quality.

During the clinical year, students are expected and required to be present and punctual for all clinical rotations, as duties. Students should report a minimum of 30 minutes early on day one (1), and always be present 10-15 minutes early thereafter.

Students are required to participate in any shift, including nights, weekends, and holidays that are normally staffed by the clinical preceptor in the assigned healthcare facility. Such shifts should be appropriately supervised and educationally beneficial. Students should be present and engaged in all activities at each clinical site. Responsibilities may include activities such as clinic hours, meetings, patient rounds, on-call duty and will

generally mirror the schedule of the clinical preceptor or their designee.

As a guideline, students should expect the clinical work schedule to be between 8-14 hours in any 24 hour period. A minimum of a 32-hour work week is required of the clinical site by the PA Program, and the student may be required to participate in up to a 60-hour clinical work week based on the clinical site's schedule. Agnes Scott College holidays do not apply during the clinical practical experiences. Students are not permitted to request changes to their clinical rotation schedule. Should a student need to request time off/absence, please submit a clinical year didactic form and refer to the absence section.

Tardiness

Tardiness may be viewed as unprofessional. On time is considered to be ten minutes prior to the lecture presentation or lab activity. Students arriving after the start of the lecture or an activity produce unnecessary disruption. Students that are tardy are expected to notify the course director(s) with an explanation via email. Failure to submit notification will be considered absent. Course directors will refer any student unable to consistently adhere to this policy to the program director.

During the clinical year, tardiness is unprofessional, limits student's academic success, and may reflect negatively on the program. The preceptor will report all tardiness on the End of Performance Evaluation. Excessive tardiness will result in further disciplinary action at the discretion of the Clinical Team and the Academic Performance Committee.

Didactic

Students are required to attend all classes, laboratory sessions, assessment/learning activities to maximize their educational experience. Students are to notify the **program director by completing a didactic absence form** of any absences and obtain permission for excused absences* in advance. Medical documentation is required for missing graded learning activities. It is encouraged that the student refrains from missing scheduled exams. Missed exams, assignments, and/or laboratory activities will be made up at the discretion of the course director and the program director. The student is responsible for obtaining any course content missed due to absence or tardiness. Make-up work is to be completed as soon as possible and within two (2) weeks of the missed material. Make-up time will be scheduled at the discretion of the course director/instructor, and it should not interfere with the schedule of any other course. Repeated unexcused absences will result in referral to the Academic Performance Committee and disciplinary action, including but not limited to warning, academic/professional notice, or dismissal from the program. Students will earn a grade of zero on graded assignments or assessments completed during missed time that is unexcused.

Clinical Year

Student attendance is required at all scheduled shifts. Timeliness and active engagement in all clinical activities is expected. During the clinical year NO unexcused absences are permitted. Students are not allowed to take time off to study for exams/assessments. If a preceptor unexpectedly needs to be away from the clinical site for any period of time outside of his or her normal schedule, the student must immediately notify the PA program so alternate arrangements may be made. Failure to notify the PA program may result in the student receiving an unexcused absence. For an absence to be excused, students must submit a Clinical Absence form according to the policies below.

Excused Absences

- Length of immediately excused days may not exceed one day unless specified by the program director.
- Personal illness or injury (see criteria below)

- Funerals of immediate family members (Parents, siblings, children, grandparents, aunts, uncles, first cousins). Documentation should be submitted with the Didactic or Clinical Absence Form.
- We understand there can be multiple important life events during the year. You may be excused for only two (2) life events (weddings, family reunions, etc.) during the matriculation of the didactic or clinical year. Submit a Didactic or Clinical Absence Form at least 2 weeks prior to the event and the documentation will be evaluated on a case-by-case basis (see criteria below).
 - Excused Absences may be granted for extenuating circumstances as deemed appropriate by the program director.
- Excessive **excused** absences can be considered a professionalism violation at the discretion of the course director and/or program director. Absences extending past five consecutive days require a leave of absence to be initiated.

Personal Illness

If a student (or their child/spouse) is ill and the student is unable to attend their Supervised Clinical Practice Experience, an excused absence will be granted when the following steps are completed:

- Notification must be given by phone to the main program office AND their instructor/clinical preceptor no less than 1 hour before the first scheduled lecture or their scheduled shift.
- Submission of a Didactic or Clinical Absence Form no later than by the end of the day/rotation.

For any absence due to illness greater than 24 hours, a documented excuse/statement from a health care provider is required to be submitted with the Didactic or Clinical Absence Form.

Any absence occurring on an examination day will require a **documented excuse/statement from a medical provider**.

Lack of appropriate notification will constitute an unexcused absence.

Life Events

- Life events (e.g. weddings, graduations, reunions) of immediate family members, including:
 - Parents
 - Siblings
 - Children
 - Aunts, uncles
 - First cousins
 - Significant Other
 - Others are up to the discretion of the program director
- Mandatory court appearances
- Breaks and holidays (see criteria below)
- Medical appointments (see criteria below)

- Pregnancy (see criteria below)
- Job interviews and professional conferences (see criteria below)

Breaks & Holidays

Agnes Scott College observes the following holidays for on-campus students and employees. However, as an Agnes Scott College PA Clinical Student, during the clinical year you are required to work the schedule outlined by your preceptor (i.e., work when the preceptor works irrespective of the holiday).

- Indigenous People's Day/Fall Holiday
- Thanksgiving
- Winter Holiday
- New Year's Day
- Martin Luther King Jr. Day
- Spring Holiday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day

Medical Appointments

Routine medical/dental/miscellaneous appointments should be made during the scheduled vacation/holiday breaks. However, when medical visits are necessary during class or clinical rotation work time, the student must obtain permission from the program director two weeks in advance by completing the Didactic or Clinical Absence Request Form. Permission will be made on a case-by-case basis. Any student who has or develops a debilitating medical condition must notify the Office of Accessible Education and the program director immediately. Specific and reasonable accommodations may be made on an individual, case-by-case basis. During the clinical year, the student must coordinate their schedule with the clinical preceptor.

Excessive absences from a class or clinical rotation, whether excused or unexcused, are considered a professionalism violation and may delay meeting degree requirements, resulting in the need to repeat the clinical rotation and graduation. The Academic Performance Committee will convene and render a decision when more than five (5) days of absence occur.

The Academic Performance Committee may recommend deceleration if the student's medical knowledge/skill is determined to be compromised by these extended absences. The student will have the responsibility of contacting the Accounting, Financial Aid and Registrar offices for advice concerning reimbursement, impact on financial aid and registration.

Pregnancy

It is the student's responsibility to request accommodations from the college by notifying the program director. Specific and reasonable accommodations may be made on an individual, case-by-case basis.

Job Interviews and Professional Conferences

Students approved to attend a professional conference on behalf of the PA program also need to submit a Professional Conference Attendance Form. When requesting, you must include the following on the form:

- Conference Name (Time and Date)
- Contact Information (Person, Number and Email Address)

With prior notification and approval, each student will be allotted a total of work (2) work days off during their elective rotation for job or residency interviews. In order to be excused, notification to the program director must occur no less than two weeks in advance of the absence via submission of the Job Interview Form. When requesting, you must include the following on the form:

- Practice Name, Interview (Time and Date) or Conference Name (Time and Date)
- Contact Information (Person, Number and Email Address)

Unexcused Absences

Unexcused absences are considered a professionalism issue. Absences that are not reported are considered unexcused.

During the didactic year, more than two **unexcused** absences for a course may result in a professionalism violation at the discretion of the course director and/or program director. Absences extending past five consecutive days require a leave of absence to be initiated.

Unlike the didactic year, during the clinical year **NO** unexcused absences are permitted. Failure to comply with the attendance policy, may require the student to return to campus to meet with the program director.

- The first offense of a failure to report an absence(s) from a clinical rotation will be deemed as a professionalism violation. While each situation will be reviewed on a case-by-case basis (based on the student's past performance in the PA program, past absenteeism, and the circumstances of the absence), it is the prerogative of the program director that the case be brought before the Academic Performance Committee for further review, which may include a recommendation from the committee to the program director for disciplinary action.
- The second offense of a failure to report an absence(s) from a clinical rotation will result in the automatic review by the Academic Performance Committee and possible recommendation from the committee to the program director for disciplinary action.

Didactic Absence Form

For every absence from scheduled class time the student is required to fill out a Didactic Absence Form. The form will be available electronically. The program director will identify the absence as excused or unexcused and an electronic copy will be made available to the course director and student's advisor. An electronic copy will be kept in the students file.

Clinical Absence Form

For every absence from scheduled class time the student is required to fill out a Clinical Absence Form. The form will be available electronically. The program director will identify the absence as excused or unexcused and an electronic copy will be made available to the course director and student's advisor. An electronic copy will be kept in the students file.

Enrollment

The Cornwall Hawkes PA Program will register students for courses each semester. It is the student's responsibility to be aware of all deadlines set by the registrar, accounting and financial aid.

The college considers each clinical rotation a "course" and final grades for your Supervised Clinical Practice Experiences, or SCPEs, will be recorded on AscAgnes (<https://ascagnes.agnesscott.edu/>) and on your graduate transcript. The guide below indicates which courses correspond to each semester.

The registration terms are as follows:

Fall Semester Session II	SCPEs 1 & 2
Spring Semester	SCPEs 3, 4, & 5
Summer Semester	SCPEs 6 & 7
Fall Semester Session I	SCPE 8 and PAS 660

Inclement Weather Policy

In the case of inclement weather, up-to-date information about campus closings will be made electronically through the Agnes Scott College Emergency Notification System.

During the clinical year, students are considered to be "off-campus" and decisions regarding travel during inclement weather should be individualized. In the case of inclement weather, please contact your preceptor to determine if you will be expected at your rotation site. If in your judgment it is unsafe to travel to the rotation site, please notify your preceptor AND the program director that you will not be able to attend. Remember to complete a Clinical Absence Form for all days that you are absent from a rotation, including absences due to inclement weather.

If the inclement weather occurs during an EOR, up-to-date information about campus closings will be made electronically through the Agnes Scott College Emergency Notification System.

Leave of Absence Policy (A3.15d)

The intensity of the program requires students to be present and fully engaged. Absences extending past five consecutive days require a leave of absence to be initiated and are subject to approval by the program director. Leave of absence is defined as a prolonged absence for extenuating circumstances that once approved allows a student to remain in the same cohort. Any student requesting a leave of absence must do so in writing.

During the didactic phase of the program an approved LOA may not extend beyond 15 business days.

During the clinical phase of the program, an approved LOA may not extend beyond 3 consecutive supervised clinical practice experiences.

Any student requesting a leave of absence must do so in writing. The letter should be addressed to the program director and include the reason for the request and expected length of the absence. Each request will be reviewed on a case-by-case basis by the Academic Performance Committee to develop a plan for graduation.

Under special consideration and in lieu of an extended LOA, the Academic Performance Committee may recommend deceleration if the student's medical knowledge/skill is determined to be compromised by an extended absence. The deceleration policy is not a remediation plan and will only be granted to students in good standing. Deceleration will result in a delay in graduation and may add additional costs to the students. Students

should contact the Office of Financial Aid for questions regarding the impact on student loans and student's finances.

Withdrawal Policy (A3.15d)

During the didactic phase of the program, students requiring absences longer than the defined maximum of 15 days will require withdrawal from the program. Students who withdraw may reapply for admission following all standard admission policies. No special considerations for students previously enrolled will be granted.

During the clinical phase of the program, students requiring absences longer than the defined maximum will require withdrawal from the program. Students who withdraw may reapply for admission following all standard admission policies. No special considerations for students previously enrolled will be granted.

See the refund policy (A1.02k).

Professionalism and Behavior Policy

Professionalism is not just possessing the knowledge to practice as a physician assistant. Rather, professionalism includes demonstrating a willingness to learn, the ability to cooperate, interact and respect others, as well as follow through on commitments. It also denotes avoiding any form of behavior that may produce difficulty in the workplace or classroom throughout your tenure at Agnes Scott (including behavior on weekends/evenings).

Students are expected to act professionally and with integrity during and beyond their tenure at Agnes Scott College. Students are responsible for being knowledgeable about, and following college and program policies, as well as various policies and procedures which govern the educational and healthcare environments. **Any actions construed as unethical will be brought forth to the Academic Performance Committee. Disciplinary action will be taken which may include dismissal from the program.**

As members of one community, we are all responsible for upholding these standards. *Each of the following documents should be reviewed by all students upon matriculation and again prior to embarking upon rotations.*

- AAPA [“Guidelines for Ethical Conduct for the Physician Assistant Profession”](#)
- OSHA Regulations (Standards - 29 CFR) for [Bloodborne pathogens. 1910.1030](#)
- US Department of Education [Family Educational Right to Privacy Act \(Buckley Amendment\) 20 USC S. 1232g](#)
- US Department of Health and Human Services [Health Insurance Portability and Accountability Act HIPAA\) guidelines](#)
- [Agnes Scott College Community Code of Conduct](#)

Professional Standards

Agnes Scott College's Cornwall Hawkes PA Program defines professionalism as:

- Demonstrate common courtesy and consideration through all forms of communication (verbal, written and nonverbal). Maintain a commitment to self in motivation and active learning and work cooperatively with peers and mentors. Practice honesty, integrity, reliability, and safety at all times. Constructively process and give feedback for growth regarding academic, clinical, and social behaviors.
- Consistently complete class assignments with all required components and by the academic deadlines provided by the course director.

- Meet classroom attendance requirements and arrive at class on time and ready to learn.
- Respect the opinions of other students, faculty, staff, and guest lecturers at all times.
- Maintain a level of respect for all faculty, staff, and guest lectures both in and out of the classroom setting.
- Maintain professional standards both in and out of the classroom setting.
- Cell phones are to be turned off or placed in silent mode unless instructed to utilize during classroom activities.
- Discrepancies in grading/assessments should be submitted to the course director via email.

Repetitive instances of inappropriate classroom behavior will be taken to the Academic Performance Committee. Failure to meet classroom behavior expectations may result in dismissal of the student from the Physician Assistant program.

Utilization of appropriate interpersonal behaviors will facilitate a respectful and collegial environment for student learners.

- Maintain positive and constructive interpersonal relations to resolve conflict.
- Demonstrate emotional maturity and stability through challenges while forming professional work relationships with faculty, staff, preceptorship personnel, and peers.
- Avoid engaging in acts that may be construed as physically or verbally abusive, relational impropriety, and/or criminal violation of personal property.
- Appropriately function as a member of the health care team.

Repetitive instances of inappropriate interpersonal behavior will be taken to the Academic Performance Committee (APC). Failure to meet interpersonal behavior expectations may result in dismissal of the student from the Physician Assistant program.

Classroom Etiquette

Exercising personal freedom is one of the most appealing things about graduate school. On rare occasions some students may not understand where to draw the line on individual expression and social interchange. This is a professional program and it is important to embrace the expectations incumbent of a medical professional. There are some behaviors, however, that are clearly inappropriate, unacceptable, and in poor judgment. The following list defines unacceptable behavior that is subject to disciplinary action, including lower course grades, professional warning, and/or professional notice:

1. Addressing the instructor in a casual manner. The instructor may be friendly, but the instructor is not your peer. The instructor is to be addressed by their title (e.g. Professor, Dr., Ms., Mr. etc.).
2. Habitually arriving late to class or leaving early. You will be asked to meet with the program director if this behavior is identified.
3. Dominating classroom discussion to the point of interrupting the instructor or fellow students. This behavior tends to disrupt the instructors, and irritate fellow students.
4. Using cellular phones in class. All cellular phones will be turned off or placed in silent mode.
5. Bottled water/soft drinks and covered coffee beverages are acceptable during the lecture unless

otherwise requested by an individual instructor. Eating meals during lectures and having open drinks is not permitted without prior approval through an accommodations plan. (Items are permitted at your desk, but please keep the area clean and free of clutter. We have many guest lecturers and a clean, professional classroom is imperative.)

6. Talking during class lectures or while fellow students are giving oral presentations.
7. Arguing or openly confronting the course director during lecture.
8. Engaging in combative or uncivil political discourse during class. Please use discretion when discussing sensitive topics of any kind.

Dress Code Policy (A3.06)

Adherence to standards of professional appearance is required and must be in line with that of a healthcare professional. Physician Assistant students must present themselves in an appropriate manner to patients, physicians, and other health care professionals at all times.

PA students must be clearly identified in the clinical setting to distinguish them from other health profession students and practitioners. To be clearly identifiable as an Agnes Scott PA student, students are required to wear a well maintained short white coat while on clinical sites. Students are to display an Agnes Scott College PA identification badge, a patch embossed with the school logo, and the program-approved name tag at all times. Your student badge may also be worn, and any student identification provided by the clinical rotation site must be displayed according to their policy.

PA students must introduce themselves and identify as a student or trainee. PA students who fail to provide this information or misidentify themselves are considered to be in violation of the Professionalism and Behavior Policy.

Violations of the policy are considered professionalism violations and will be referred to the Academic Performance Committee for possible disciplinary action. If a student is approached by faculty concerning inappropriate dress, a verbal and written warning will be issued. A second offense will be considered a professionalism violation and the student will be required to appear before the Academic Performance Committee. Repetitive demonstration of unprofessional image and failure to meet interpersonal behavior expectations may result in dismissal of the student from the Physician Assistant program.

Student Concerns

Students should follow the PA program hierarchy with concerns. Students should first discuss their concern with the course director or faculty advisor. If there is no resolution, the student should then bring their concern to the program director. The program director will discuss the concern with all parties involved prior to making a decision and offering a resolution. If the student's concern remains and they feel as though an appropriate resolution has not been met, the student can request that their concern be brought to the Academic Performance Committee. If additional action is required, the student should consult the [Agnes Scott Student Complaint Policy](#).

Advisor (A1.04, A2.05e)

All PA students will be assigned an advisor. This advisor will be a principal faculty member of the physician assistant program. Advisors will meet with each of their advisees on a regularly scheduled basis at least once every semester, but students are also encouraged to request a meeting with their advisor, as the need arises. If a student has a specific question or concern with a lecture, laboratory activity, quiz, exam, or other graded item, the student should first discuss their concern with the course director. Advisors are available for guidance

regarding study habits, interview preparation, contract negotiations, obtaining a state's medical license, etc. Advisors, course directors, instructors, or preceptors are not to participate as health care providers in any capacity to the student.

The student is encouraged to seek assistance from the course director and/or their faculty advisor if experiencing academic difficulty early in the course, as opposed to waiting until the examination time. Despite prior academic success, newly enrolled students in the PA program often find the pace and depth of material to be somewhat overwhelming initially. The PA program faculty members are available to assist the student in successfully navigating the program materials and identifying appropriate resources when indicated.

In the event that a student is identified as experiencing academic difficulties, the student will meet with the course director and/or their faculty advisor as soon as possible. In certain circumstances, the program director may be involved during these meetings as well. Prior to this conference, the student should conduct a personal self-assessment focusing on potential sources of difficulty and identifying possible plans for improvement. Following these discussions, the faculty will promptly assist the student in identifying institutional resources and/or student services to assist the student in their continued success in the program, which may include referral for professional counseling and/or disability services.

In an effort to be as successful as possible when participating in student advising, the following roles and expectations for the faculty advisor and student advisee have been established:

Role and Expectation of the PA Faculty Advisor

- Listen to the student's concerns or needs
- Be available during office hours or by appointment to meet with students to discuss academic difficulties which have not been resolved at the instructor level and to suggest possible remedies
- Acquaint the student with available institutional resources and student services and, when appropriate, refer the student to specific services offered by the College, including professional counseling, campus health services, and/or disability services
- Monitor academic and clinical progress and be available for consultation if the student's progress is in jeopardy
- When appropriate, share one's professional experience in the areas of professional development, career opportunities, and personal growth as related to the PA profession

Roles and Expectations of the Student Advisee

- Have a working knowledge of all program policies and procedures
- Provide contributory information in a clear, concise manner to facilitate the advising process
- Offer insight into one's academic performance and potential deficiencies that may exist
- Act on academic recommendations and suggestions offered by the course director and faculty advisor
- Be responsible for the successful completion of all coursework and practical experience throughout the didactic and clinical components of PA training
- Follow-up on referrals for student services which may include professional counseling, campus health care services, disability services, etc.

Required Academic Standards (A3.15a)

Students in the Cornwall Hawkes PA Program must obtain $\geq 70\%$ in all courses for successful completion of the course.

Students in the Didactic Phase must obtain $\geq 70\%$ on all examinations including OSCEs and practical assessments. The pass/failure (P/F) grading option may be utilized throughout the year for completion of competencies and assessment of skills.

For continuation from semester to semester in the clinical year, students may have no grades less than a C. For successful completion of the clinical year, students may have no grade less than a C. The pass/failure (P/F) grading option may be utilized throughout the clinical year for completion of competencies and assessment skills, as well as for courses that are not included in the calculation of the student's overall grade point average.

Grades for all assignments, assessments, and courses including SCPEs are reported as A, B, C, and F. Designations of I, W, P are used in appropriate situations.

Grade definitions are:

A	Distinguished
B	Above Average
C	Average
F	Failure
I	Work Incomplete
W	Withdrawal from Course
P	Pass

Final course grades are issued by the Registrar and can be found on AscAges after the Academic Performance Committee has met to review student performance. Course directors determine the means by which the final grade will be computed, which may include exam scores, oral presentations, written assignments, laboratory exercises, practical examinations, class participation, professionalism, and other means of evaluation. The course grading system is always included on the course syllabus.

Where special circumstances warrant, the instructor may issue a grade of Incomplete (I). This Incomplete will be resolved by submission of a final grade from the course director to the program director and designated staff member, who liaisons with the Registrar.

The work of the student is graded in accordance with the following system:

Grading Scale

The PA program grading scale utilizes a 4.00 quality point system. Quality points are assigned per semester hour of credit as follows:

Letter Grade	Percentage	Quality Points
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A	90 to 100%	4.00
B	80 to less than 90%	3.00
C	70 to less than 80%	2.00
F/WF	Less than 70%	0.00

Grades will be rounded to the nearest hundredth or second decimal place.

Examination Policy

1. Examinations and learning activities assigned throughout the program may be given via a variety of formats including electronic formats (i.e. Canvas, PAEA exam delivery platform), written formats, or hands-on practical activities. The method of assessment is at the discretion of the course director and will be defined on the course syllabus.
2. Students will be required to have a personal laptop computer. All software updates should be completed prior to examinations. Students should limit additional software, music, games, or other app downloads as this may prevent the exam platform from working properly.
3. Electronic devices, smart watches, notes, or textbooks are NOT allowed in the testing room - please leave them in your locker or in one of the designated areas. Smartphones will be allowed in the testing area for the 2-point authentication procedure but must be turned off and placed aside once this process is complete.
4. Ear plugs and noise canceling headphones are allowed. NO wireless or connected earbuds or headphones are permitted.
5. Students must all be seated for each examination FIVE MINUTES before designated test time.
6. Students may not bring anything into the testing room except for smartphones (as described above), a pen and/or pencil, non-graphing calculator (if advised to bring one by the course director), and computer.
7. The program will provide each student a sheet of scratch paper which must be turned in at the conclusion of the exam session. Failure to do so will be considered an academic integrity violation and will result in an exam failure. Students' desks are to remain clear of all items except a scratch sheet of paper, pen and/or pencil, computer, and non-graphing calculator (if advised to bring one by the course director).
8. Explanations of questions are not allowed during the examination.
9. Problems (i.e. technical difficulties with exam or computer) encountered during an examination must be addressed immediately with the course director/exam proctor.
10. At the conclusion of the exam, students should turn in scrap paper and exit the room quietly, limiting distractions. Students are not to congregate in the hallways outside the classroom.

11. Do not discuss the test or any test questions with classmates during the exam or once the exam is complete.
12. Any concerns about particular questions should be discussed with the course director of record only.
13. Students are expected to take all examinations on the scheduled date. The course director may allow the rescheduling of an examination if circumstances warrant or in the case of an excused absence. If a student fails to take a scheduled examination without obtaining permission from the course director, the student will receive a zero.
14. Students are expected to take all examinations at the scheduled time. Students arriving late for the exam will not receive extended time to complete. Students arriving late for the exam after classmates have completed the exam will not be allowed to take the exam. With approval for extenuating circumstances and appropriate documentation from the student, exceptions to this policy may be considered by the program.

Examination Review

The course director and/or Academic Performance Committee will review and validate exams. The test item analysis is performed on all examinations and should be completed within one week of the scheduled exam date. The program utilizes test item analysis to determine effectiveness and fairness of an exam question similar to the National Board Certification (PANCE) examination. When completed, adjustment in scores may be made and final scores will be posted by the course director.

In order to preserve test integrity, individual student exams will not be released. Students with questions should schedule an appointment with the course director.

Students are prohibited from removing, copying, or reproducing any exam material. Reproduction or sharing of the examination content in any form is considered a violation of the program's academic integrity policy and is subject to disciplinary actions as defined by the honor code constitution.

In the event of any exam failure during the Didactic year, the student must make an appointment with the respective course director to review their exam. Students should contact the course director within 48 hours of exam scores being released.

Grade Appeal Policy

Questions concerning a course grade should be brought to the attention of the course director immediately upon the student's receipt of the official grade report. Formal grade appeals must be submitted in writing to the course director by the student within 2 weeks of the date on which the grade was issued by the College.

Written documentation should include the reason for the grade appeal and evidence to support the request. The student and course director should meet to discuss the grade change. If a change is agreed upon, the course director will contact the Registrar's office to process the change.

If the student-instructor meeting does not resolve the issue to the student's satisfaction, the student may submit a grade appeal to the program director for mediation. The program director will review the evidence provided by the student and seek to resolve the concern with the course director/instructor. A decision will be communicated to the student, advisor, and course director/instructor within 10 business days. If the decision is to change the grade, the program director will submit the change with the registrar's office.

If the issues remain unresolved to the student's satisfaction, the student may submit a grade appeal to the associate vice president and dean of graduate studies for final review.

Progress and Advancement (A3.15b)

In order for a student to remain in good standing while enrolled in the Cornwall Hawkes PA Program, the student must obtain a minimum letter grade of "C" in all courses/supervised clinical practice experiences (clinical rotations) and maintain a semester and cumulative grade point average (GPA) of ≥ 3.000 (on a 4.000 scale). Although a letter grade of C is considered passing, students earning multiple letter grades of C may indicate knowledge gaps and put those students at risk for not reaching the required academic standards for continued advancement in the PA program. In addition, the student must uphold the expected professional standards of an Agnes Scott PA student. If a student does not maintain these requirements, they may be placed on notice or dismissed from the program.

Remediation Policy (A3.15c)

The Cornwall Hawkes PA Program curriculum occurs in a sequential format, with each course and semester building on the prior course and semester. Essential skills are learned and assessed throughout the didactic year and are required competencies for advancing to clinical year and to becoming a Physician Assistant. Any student failing to achieve a passing grade on an assessment, examination, or course is subject to remediation. ARC-PA defines remediation "as a program-defined process for addressing a student's knowledge and skill deficiencies. The process is measurable and can be documented. It's required for students who don't demonstrate mastery in a subject." The type of remediation is individualized to the student based on the identified knowledge and skills gaps. Remediation can help students improve student proficiency of medical knowledge and skills of the profession and maintain the minimum requirements for progression through the program. Remediation may take the form of a written multiple-choice examination, written assignment, oral examination or discussion, practical examination, written response to questions missed on selected assessments, or faculty advising sessions, but will be consistent for all students requiring remediation for the same learning activity/assessment.

Students earning a score of $< 70\%$ on a didactic exam/assessment must contact the course director within 48 hours to initiate the remediation process. The remediation plan with the timeline for completion will be recorded in the student's EAB Starfish profile as a "Physician Assistant Remediation Plan Worksheet" Note. Completion of the remediation plan will be documented in the corresponding "Physician Assistant

Remediation” appointment note.

1. For written/computer-based examinations, students must meet with the course director to determine which questions were answered incorrectly. Students must research each question and provide/cite at least 1 peer reviewed reference textbook or journal article (PANCE Prep/Review text, lecture PowerPoints, ROSH review questions are not acceptable resources) to correctly answer each question. At the completion of the remediation assignment, students will be allowed to retake the examination with a maximum grade of 70.00% on the individual exam.
2. For technical skills, OSCEs, or practical skills examinations, students must meet with the course director to determine areas of deficiency. Students may be assigned instructional videos, case study, reading assignments to review material missed. Students will be required to demonstrate proficiency of content missed through oral case presentation or practical skills demonstration. Method is dependent on assessment failure.

Students on a remediation plan will be discussed at standing department meetings. Failure to meet all requirements of the remediation within two weeks may result in referral to the Academic Performance Committee and disciplinary action including placement on academic notice or dismissal from the program.

If a student scores below 70% on all exams in a course it will be considered a course failure regardless of the overall course grade.

Students earning a final course score of C (70.00 to 79.99%) must meet with their faculty advisor to address any knowledge gaps and design a successful study skills plan to ensure continued academic progression.

Clinical Year Remediation Policy (A3.15c)

Students earning a score of below 70% on an End of Rotation (EOR) examination must contact the course director within 48 hours to initiate the remediation process and schedule EOR exam retake.

The remediation plan with the timeline for completion will be recorded in the student’s EAB Starfish profile as a “Physician Assistant Remediation Plan Worksheet” Note. The remediation plan will include meeting with the faculty advisor, reviewing keywords, and retaking the examination. Students must retest within two weeks and score a 70% or higher to continue in their clinical rotation. Completion of the remediation plan will be documented in the corresponding “Physician Assistant Remediation” appointment note.

Failure to complete a Supervised Clinical Practice Experience with a final grade of “C” or higher or earning below a 70% on 2 EOR exams (2 initial or the initial and a retake) may prevent a student from progressing to the next rotation, and the student will be automatically placed on academic notice and brought before the Academic Performance Committee.

Failure of a rotation requires remediation to include repetition of core rotation content. One rotation failure will result in loss of the student’s elective rotation and replacement of the elective with a core rotation at the discretion of the Academic Performance Committee. Two rotation failures or earning below a 70% on the initial EOR Exam and the retake exam will result in repeating the rotation and delay of graduation. Students with greater than 2 rotation failures or scoring below 70% on 2 EOR exams will undergo review by the Academic Performance Committee and are subject to dismissal from the program.

Remediation of a rotation will be strongly considered by the Academic Performance Committee for an end of rotation grade resulting in a C.

During clinical year, students’ ability to proficiently complete the specified clinical and technical skills for each SCPE will be evaluated by the assigned preceptor of record as detailed in the corresponding SCPE

syllabi. Failure to obtain the defined clinical or technical skills, or failure to demonstrate proficiency on these skills, will result in the student being required to remediate the skills during the allotted End of Rotation days at completion of each SCPE. All skills remediation will be completed no later than the following EOR session.

Students will be reviewed for dismissal from the program if they are unable to pass the examination on the second attempt or if they fail more than two End of Rotation examinations. Remediation may result in the delayed completion of the PA program, and thus delay graduation.

Remediation of a rotation may also be required for any significant professionalism violation. Remediation will be determined after review on a case-by-case basis by the Academic Performance Committee.

Academic Performance Committee Procedures (A3.15c)

During as circumstance necessitates and at the conclusion of each semester, the Academic Performance Committee convenes to discuss the academic performance and professional behaviors of all enrolled PA students during their didactic coursework and supervised clinical practice experiences. The committee is chaired by a PA faculty member selected by the program director who is also joined on the committee by 3 to 5 program faculty. Students may receive the following recommendations as deemed appropriate by the committee: recommendation to advance to the next semester and/or graduation, professional warning, academic or professional notice, academic or professional dismissal, or deceleration. If a student performs unsatisfactorily, the faculty advisor will provide rationale that may have impacted the student's performance and then the committee will develop a plan of intervention. The committee provides their findings and recommendations to the program director.

Academic Standing and Professional Standing

Warning

Professional Warning

Professional warning is a status designated by the Academic Performance Committee. Professional warning will be given to students whose behaviors or actions are not reflective of the characteristics of a Physician Assistant including honesty, integrity, care, compassion, and responsibility. A letter of warning from the program director defining the expectations will be issued to the student placed on professional warning. The student is to acknowledge receipt of this warning with a written response to the program director within 10 business days. A student who does not follow the recommendations set forth by the program director and the committee may be subject to professional notice or dismissal from the program. A student receiving professional warning for two semesters (consecutive or nonconsecutive) will be automatically placed on professional notice.

Notice

Academic Notice

Academic notice is a status designated by the Academic Performance Committee. A student will be placed on academic notice if their semester GPA is below 3.00. A student placed on academic notice based on the recommendation of the committee will be notified of this action in writing. The letter will clearly outline the specified deficiency(s), requirements of notice, and timeline for the student to meet these requirements. It is necessary for the student to acknowledge receipt of this letter and attest to their understanding of the conditions set-forth and timeline established in writing within 10 business days.

When a student is placed on academic notice, the student's academic progress is continuously reviewed throughout the semester. At their discretion, the committee may convene and make recommendations to the program director which may include, but not limited to, removal from notice status or further action, including dismissal from the program. A student placed on academic notice for two semesters (consecutive or nonconsecutive) may be subject to dismissal.

Professional Notice

Professional notice is a status designated by the Academic Performance Committee when a student violates any of the conditions set forth in the Physician Assistant Student Handbook. Students are required to act professionally and with integrity during their tenure at Agnes Scott College. The Cornwall Hawkes PA Program abides by the "Community Code of Conduct" as written in the Agnes Scott College Student Handbook. Students who violate the "Community Code of Conduct" are subject to disciplinary action outlined by the Physician Assistant Student Handbook, or as recommended by the Academic Performance Committee.

Professional notice will be given to students whose behaviors or actions are egregious violations of the program's professional policy. A student placed on professional notice based on the recommendation of the committee will be notified of this action in writing. The letter will clearly outline the expectations for the student. It is necessary for the student to acknowledge receipt of this letter and attest to their understanding of the conditions set-forth in writing within 10 business days. When a student is placed on professional notice, the student's professional progress is continuously reviewed throughout the semester. At their discretion, the Academic Performance Committee may convene and make recommendations to the program director which may include, but not limited to, removal from notice status or further action, including dismissal from the program. A student placed on professional notice for two semesters (consecutive or nonconsecutive) may be subject to dismissal.

Suspension

If, in the judgment of a principal faculty member of the Cornwall Hawkes PA Program, a situation has or may imminently occur that could seriously jeopardize the safety of the student, patients, other students, the program or its affiliates, the program director may immediately suspend the student from further program related activities for a period no longer than 48 hours (excluding weekends). The program director may consult with the vice president for student affairs and dean of students and may extend the suspension until a complete investigation or resolution has been reached.

The criteria and procedures for involuntary withdrawal is located in the Agnes Scott College [Graduate Catalog](#).

Dismissal (A3.15d)

Academic Dismissal

Academic dismissal is a status designated by the Academic Performance Committee and recommended to the program director and presented to the Agnes Scott College Graduate Academic Standards Committee for review.

Students will be subject to review for academic dismissal from the PA program for the following reasons :

- A student does not maintain a minimum 3.0 GPA at end of each year of PA program
- A student earns a final course grade below a "C" in any course during the didactic or clinical phases of the PA program.

- A student is unable to meet the minimum technical standards necessary to achieve the knowledge, skills, and competencies of an entry-level physician assistant.
- A student is unable to complete an agreed upon remediation plan for any course, including summative examinations.

Professional Dismissal

Professional dismissal is a status designated by the Academic Performance Committee and recommended to the program director and presented to the Agnes Scott College Graduate Judicial Review Committee for review.

The Academic Performance Committee may recommend dismissal from the PA program in the following circumstances:

- A student violates professionalism standards or poses a threat to the program and college operations, scholarship, and service.
- A student's behavior poses a threat to the mental or physical safety of students, faculty, instructional faculty/preceptors, and/or patients.
- A student violates the principles related to the Agnes Scott College Student Handbook and Agnes Scott College Community Code of Conduct.

See the refund policy (A1.02k).

Deceleration Policy (A3.15c)

Deceleration is defined by ARC-PA as “the loss of a student from the entering cohort, who remains matriculated in the physician assistant program.” Agnes Scott College’s Cornwall Hawkes PA Program is designed to be delivered on a full-time basis to students in a cohort and therefore does not decelerate students for academic, professionalism, or behavioral conduct issues. Under special consideration and in lieu of an extended LOA, the Academic Performance Committee may convene and recommend deceleration if the student’s medical knowledge/skill is determined to be compromised by an extended absence. Deceleration is defined by the program as the process in which an enrolled student is no longer permitted to progress through the curriculum with his or her current cohort, but is permitted to return with the next cohort. The deceleration policy is not a remediation plan and will only be granted to students in good standing. The recommendation of deceleration is at the discretion of the committee and is decided on an individual, case-by-case basis. Students typically must complete the PA program in 24 months. If deceleration is permitted, the time to completion of the program should not exceed 36 months.

Requirements for Graduation (A3.15b)

- Completion of the Master of Medical Science (102 semester hours) with a passing grade in each course and with a 3.0 cumulative grade point average.
- Successful demonstration of professional and academic performance standards throughout the student's career in the Cornwall Hawkes PA Program.
- Successful demonstration of competencies, which the program defines as “the knowledge; interpersonal, clinical, and technical skills; professional behaviors; and clinical reasoning and problem-solving abilities required for PA practice.” (ARC-PA, 2020).
- Successful completion of the Summative Evaluation within the last four months of the program and Senior Seminar Project.
- Recommendation by the faculty of the Cornwall Hawkes PA Program with final verification by the program director.
- Payment of all financial obligations to the college.
- Completion of Conferral Application and regalia order form.

Administrative Policies

Computer Policy and Social Media Policies

It must be understood that the Agnes Scott College Community Code of Conduct and other Agnes Scott College policies apply to network usage and electronic postings. While the College does not as a matter of practice monitor posts for content, the College will investigate and take appropriate action if College officials learn of questionable content (e.g., depictions of illegal alcohol consumption, hazing, property damage, acts of violence, defamation of character, etc.). That is, students will be held responsible for the content and character of electronic postings in the public domain (e.g., Facebook, Instagram, etc.). If questionable material is brought to the attention of a college official, then an investigation will follow to determine appropriate interventions, if any. If the investigation warrants, a student may be charged under the Agnes Scott College Community Code of Conduct and proceed to a Formal Resolution. Appropriate sanctions will be imposed if a student(s) is found in violation of the Community Code of Conduct. The College may be required to report the results of its investigation to third parties, such as the City or State Police.

In some cases, an electronic posting may give rise to concerns about the safety and well-being of a student or the campus community (e.g., depictions of self-injury, suicidal ideation, acute depressive state, etc.). These situations may be referred to the [CARE Team](#) or the VP for Student Life.

Social Media and Networking

Social Media best practices and guidelines are accessible in the [Agnes Scott College Student Handbook](#).

Personal Blog Websites

The Cornwall Hawkes PA Program recognizes the use of personal blog sites documenting life events and opinions. While in the program we ask that the student refrain from discussing the daily events of the PA program. The comments, pictures, and opinions can bring attention to the program that is not always uplifting and encouraging to fellow classmates and staff. If a student's blog comes to the attention of the faculty and/or staff, the student can expect a meeting with the program director to determine the purpose of the blog and its content.

Use of Electronic Devices in the Classroom

Technology use in the classroom is to enhance the learning environment for all students. Any technology that promotes dishonesty or is used for illegal activities is prohibited. The use of laptop computers or tablets in class is at the discretion of the instructor. The instructor may restrict the use of laptops and tablets to specific purposes and may prohibit other uses such as messaging, game playing, social media, and internet surfing during class time. Mobile phones can be disruptive; therefore, ringtones must be turned off or placed in silent mode. If there is a need to receive or make a call, in the event of an emergency during class, the student should inform the instructor of the possibility prior to the start of class. Students are not to be texting or on social media during class. The recording of class or laboratory lectures or activities (video or voice recording) is prohibited.

Student Employment Policy (A3.04, A3.05a,b, A3.15e)

PA students must not be required to work for the program. Students must not substitute or function as instructional faculty. Students must not substitute or function as clinical or administrative staff.

Note: When on a clinical rotation, the student will not be utilized for administrative (front or back office) staff. If a student is asked to do so, they must notify the clinical team immediately. See the Clinical Student & Preceptor Roles and Responsibilities section.

The intensity and continuity of the PA program requires the full-time attention of the student. Due to the extensive training and time commitments within the program, the administration strongly discourages students from working while enrolled in the program. It is the concern of the administration that outside employment may interfere with the quality of a student's academic performance within the PA program. If a student does choose to work during either the didactic or clinical year of the program, the following must be taken into consideration:

- Students may not identify themselves as a physician assistant student associated with Agnes Scott College during their employment hours, including not wearing their name badge or program patch.
- No special concessions will be made for missed classes, assignments, exams, or clinical rotation requirements.
- The liability insurance offered for clinical work that is associated with the education experience at Agnes Scott College does not cover a student during outside employment.

Email Account

Students enrolled in Agnes Scott College will receive an email account. This account is the one that should be used to correspond with the PA program faculty or staff. Please do not correspond using other emails (including Hotmail, Gmail, etc.) as PA program faculty and staff are not required to respond to student emails received from an alternative account. Students are expected to check their email on a daily basis (including weekends and when the College is closed for holidays or weather cancellations). The program is not responsible if a student has inaccurate or missed information due to failure to routinely check and read their email. Email accounts are closed two years after graduation.

See clinical year communications for additional information.

Student Resources

Office of Accessible Education (A1.04, A3.10)

Agnes Scott College views disabilities as an integral part of the rich diversity of our community. The College is committed to providing equal educational opportunities to all students and complies with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act Amendments Act of 2008. The Office of Accessible Education collaborates with students, faculty, and staff to help create an inclusive educational environment for students with disabilities. We also engage in outreach across campus to promote a welcoming and accessible environment. Accessible Education provides accommodations, services, and resources to students with varying disabilities including psychological, medical, physical, or learning specific. Academic accommodations may include but are not limited to the use of accessible textbooks or readings, a

note taker, extended time for examinations and quizzes, a reduced-distraction environment for examinations and quizzes, or use of word processing for examinations. **Accommodations are not retroactive.**

Process for Requesting Accommodations

1. Students requesting [Academic Accommodations](#) should submit the New Student Application along with supporting documentation from their treating health care provider. Please see the [Documentation Guidelines](#) for additional details. Please note that the requesting student should not delay completing the New Student Application out of concern for not having the right documentation. Office of Accessible Education staff will discuss specific third-party documentation needs during the Welcome Meeting and steps the student can take after the meeting.
2. After submitting the New Student Application, the information will be reviewed and assigned to an Office of Accessible Education staff member. This process takes up to two business days. Once the requesting student has been assigned to a staff member, the student will be sent a "Schedule your Welcome meeting with OAE " email to their Agnes Scott email account. The email will have contact information for the assigned staff member and information for how to schedule the appointment. Initial appointments last approximately 45-60 minutes.
3. During this meeting the OAE staff member and student will discuss reasonable accommodation based on the submitted documentation and how the student will implement the accommodation(s). OAE staff will also discuss campus and community resources that you can utilize as part of your success network, and next steps.
4. OAE will then provide instructors with a Course Accessibility Letter. Students should collaborate with their instructors to determine how the accommodations will be implemented in their course. A student should meet with their instructors as early as possible to discuss accommodations and other specific arrangements or questions that they may have about the course.
5. Students should complete any other requests that were discussed during their OAE appointment prior to the close of the first class meeting or as early as possible (i.e. books in alternate format, scheduling test accommodations, etc.)
6. When questions, challenges and concerns arise, students should contact the Accessible Education staff at accessibility@agnesscott.edu or 404-471-6440.

Accommodations or status will not be indicated on academic transcripts. In order to receive accommodations in a class, students with sensory, learning, psychological, physical or medical disabilities must provide their instructor with the Course Accessibility Letter. New letters are provided each semester. Students with a history of a disability, perceived as having a disability, or with a current disability who do not wish to use academic accommodations are also strongly encouraged to register with the Office of Accessible Education.

For additional information please visit the Accessible Education website at <https://www.agnesscott.edu/academicadvising/accessible-education/index.html>.

Counseling & Psychological Services (CAPS) (A1.04, A3.10)

In the event that a student is identified as experiencing academic difficulties, the student will meet with the course director and/or faculty advisor as soon as possible. In certain circumstances, the program director may be involved during these meetings as well. Prior to this conference, the student should conduct a personal self-assessment focusing on potential sources of difficulty and identifying possible plans for

improvement. Following these gatherings, the faculty will promptly assist the student in identifying institutional resources and/or student services to assist the student in their continued success in the program, which may include referral for professional counseling offered at Agnes Scott College.

Confidential [counseling services](#) are offered for all enrolled Agnes Scott students by licensed clinicians. Services include individual and group counseling, consultation and referral services, outreach, and programming. Students seek counseling for a variety of concerns including managing relationships, handling family problems, coping with stress, handling a crisis, eating and/or body image concerns, improving study skills, improving time management, increasing self-esteem, and dealing with alcohol and/or drug concerns.

Individual counseling involves one-on-one meetings with a counselor and sessions may vary in time. Group counseling is offered on an as-needed basis and involves three or more students meeting with one or more counselors to deal with shared concerns.

The center's wellness educational programs include stress reduction, prevention of illness, self-care, and promotion of and encouragement of positive health practices. Reference materials on wellness issues are also available.

Career Exploration Center (A1.04)

The [Career Exploration Center](#) works closely with each graduate program to provide individualized career coaching and relevant professional tools based on student goals and career interests. Agnes Scott faculty and staff maintain relationships with employers, other graduate and professional schools, friends of the college, alums, and others so that students have access to a rich and vibrant network of professionals. In recognition of the busy lives and varied professional goals of graduate students, learning and access to opportunities is delivered in several ways.

Center for Writing and Speaking (CWS) (A1.04)

The Center for Writing and Speaking (CWS) is a peer-tutoring organization providing assistance to students for writing, oral presentations, multimodal projects, and related assignments and activities. The CWS is located on the ground floor of Campbell Hall in G-14. Tutoring is free to Agnes Scott graduate and post-baccalaureate students and is available Sunday through Friday during posted hours. Tutors understand and practice tutoring as an act of collaborative learning—not a remedial service, but a satisfying and fruitful way of encouraging students of all ability levels to write and speak better. The tutor is a resource, someone who can help students improve their writing or speaking even if it is already excellent. In CWS tutorial sessions, students are encouraged to develop their own ideas and to respond effectively and creatively to course assignments. They may visit the CWS at any stage of their assignment or project. Tutors can help with brainstorming, outlining, drafting, writing, revising, proofreading, visual aids, speech practice, interview skills, and more. The CWS serves the entire Agnes Scott community by sponsoring events such as speakers, panels, readings, and contests to support writing and speaking and related activities. The center prides itself on being an “intellectual hub.” Computers, audio and video equipment, sample papers, model speeches and presentations, and other resources are available in the Center for Writing and Speaking for students to use in tutoring sessions or on their own. Visit us at agnesscott.edu/writingandspeaking.

Health Services (A1.04, A3.09)

The primary purpose of the [Wellness Center](#) (404.471.7100) is to assist students in maintaining a state of health that allows them to function at their maximum capacity. The members of the center strive for the highest level of integrity, empathy, professionalism, and compassion, while working as a team to meet the

health care needs of a diverse and growing student body.

The nurse practitioner and registered nurse work collaboratively with the contract medical director, physician consultants in internal medicine, gynecology, dermatology, psychiatry, and sports medicine. Services include evaluation and treatment of health problems, counseling, special health education, and screening programs.

The program director, medical director, and the principal and instructional faculty do not act in the capacity of a health care provider for students in the physician assistant program. In the event of a medical emergency with a student, the program faculty follow College processes and procedures regarding sick or injured students or employees. Upon hire, physician assistant program faculty and staff are informed that acting in the capacity of health care providers for students is not within the scope of their duties and responsibilities.

Students are responsible for purchasing and maintaining personal health insurance, and the College provides services to students through its student health services.

Information Technology (A1.04)

Information technology provides campus-wide service and support for administrative computing, desktop computing, media services, network services, technology purchasing, telecommunications, and web services. Graduate students may seek support from the Agnes Scott College Personal Support Center and its team of higher education technology industry professionals 24 hours a day, 7 days a week, and 365 days a year by reaching the center at itshelp@agnesscott.edu. The Personal Support Center team is equipped to handle a wide range of technology-related issues such as user access, password resets, Email, WIFI & network connectivity, Adobe products, Zoom, Google Meet, printing, and more.

McCain Library (A1.04)

The [James Ross McCain Library](#) combines strong collections, individual attention, inviting study spaces, and advanced technology to meet the learning, research, teaching, and personal development needs of our students, faculty, and staff. Built in 1936, the architecturally distinguished McCain Library reopened in 2001 following total renovation and major expansion. Features include comfortable lounge chairs, an outdoor reading terrace, individual study carrels, group study rooms that may be reserved in advance, and wireless network connectivity throughout the facility. McCain Library is open 94 hours each week during the academic year, with extra hours near exam time (break and summer hours vary). Library staff and student assistants at the Circulation Desk can help locate items to borrow, check out library materials, renew items, handle fines, and/or answer questions about routine library services.

Office of Public Safety (A1.04)

The Office of Public Safety (next to the West Parking facility on S. McDonough Street) is responsible for administering and enforcing vehicle parking regulations at Agnes Scott College. Vehicle and Parking regulations are in effect at all times throughout the year. The College reserves the right to initiate and change parking violation fees, fines and regulations at any time following proper notification to the College Community. The College reserves the right to assign parking areas to College employees and students on campus as needed. Vehicles parked in violation of these Parking Regulations will be ticketed. All employee and student vehicles must be registered. Failure to register may result in immobilization.

Registered vehicles must park only in designated areas on campus. Vehicles parked in unlined paved areas or on the grass, NO PARKING zones, FIRE LANES, RESERVED/SERVICE VEHICLE spaces will be ticketed. These

areas are enforced 24/7. Vehicle registration is \$100 for the academic year or \$50 for one semester. Students can register their vehicle and pay the fee to receive a parking permit at the Office of Public Safety.

Didactic Year (A3.12e)

Students will be registered, billed, and packaged at the beginning of Fall, Spring and Summer terms.

Sample Program of Study								
Didactic Year								
Fall II Oct - Jan	15 credit hrs	Spring Jan - May	17 credit hrs	Summer May - July	12 credit hrs	Fall I Aug - Oct	13 credit hrs	Didactic Year 57 credit hours
PAS 601: Essentials of Medical Science	3	PAS 620 Clinical Medicine I	4	PAS 627 Essentials of Emergency Medicine	2	PAS 604 Ethics in Medicine	1	
PAS 602 Physiology	2	PAS 630 Pharmacotherapeutics I	3	PAS 621 Clinical Medicine II	3	PAS 607 PA Professional Practice II	1	
PAS 606 PA Professional Practice	1	PAS 612 Physical Assessment & History	4	PAS 631 Pharmacotherapeutics II	3	PAS 622 Clinical Medicine III	3	
PAS 610 Anatomy with Lab	4	PAS 615 Laboratory Interpretation I	3	PAS 616 Laboratory Interpretation II	3	PAS 632 Pharmacotherapeutics III	3	
PAS 603 Biostatistics	3	PAS 625 Essentials of Behavioral Medicine	2	PAS 636 Evidence Based Medicine II	1	PAS 617 Laboratory Interpretation III	2	
PAS 605 Medical Communication	2	PAS 635 Evidence Based Medicine I	1			PAS 628 Essentials of Surgical Medicine	2	
						PAS 637 Evidence Based Medicine III	1	
Clinical Year								
Fall II Oct - Jan	10 credit hrs	Spring Jan - May	15 credit hrs	Summer May - July	10 credit hrs	Fall I Aug - Oct	10 credit hrs	Clinical Year 45 credit hours
PAS 650 Community Health	5	PAS 652 Pediatrics	5	PAS 655 Surgical Medicine	5	PAS 657 Elective Clinical Practice Experience	5	
PAS 651 Woman's Health	5	PAS 653 Emergency Medicine	5	PAS 656 Behavioral Medicine	5	PAS 660 Senior Seminar	5	
		PAS 654 Hospital Medicine	5					

Graduate Essential Skills (A3.12g)

The rationale for each procedure as well as its technical explanation will be provided to all students during the didactic phase using task trainers and/or simulated patients. Program faculty will confirm all students have gained exposure to each task prior to entering the clinical phase. During the performance of supervised clinical experiences, preceptors are encouraged to allow students to gain expertise in the procedures on patients when appropriate.

GENERAL

- Venipuncture
- Finger stick blood sugar testing
- Intradermal, subcutaneous, and intramuscular injections
- Point of Care testing
- Aseptic technique
- Performing a complete history and physical examination
- Various methods of specimen collection
- Surgical tool identification
- Knot tying
- Incision and drainage

EMERGENCY MEDICINE

- Intubation
- Insertion of a laryngeal mask airway
- Insertion of a chest tube
- Focused assessment sonography for trauma (FAST) ultrasonography

GENITOURINARY

- Male and female urethral catheterization
- Urine dip/Urine analysis
- Perform and interpret pap smear
- Urine pregnancy test

MUSCULOSKELETAL

- Applying splints to extremities

CARDIOPULMONARY

- Performing and interpreting electrocardiograms

- Performing and interpreting spirometry
- Use of a nebulizer and inhaler
- Indications for various vascular access
- Peak Flow
- Jet wash of the auditory canal DERM
- Punch and Shave biopsy
- Lesion excision
- Wound care
- Staple and Suture
 - o Simple interrupted sutures
 - o Horizontal and vertical mattress sutures
- Stapling/Staple removal

All students will be required to demonstrate the following clinical skills within the final 3 months of the clinical phase of the program:

- Surgical gowning/gloving
- Incision and Drainage
- Intramuscular and subcutaneous injection administration
- Casting/splinting of extremity
- Cerumen irrigation
- Suturing
- Splinting
- Knot tying
- Venipuncture
- Intravenous catheter insertion
- Gynecologic examination

Online Learning Platform

Agnes Scott College's Cornwall Hawkes PA Program currently utilizes Canvas as its online learning platform, and as a means of communication to students. Zoom technology accessed through Canvas will be used to supplement classroom instruction and programmatic interactions. Course announcements, syllabi, lectures, assignments, and grades will be posted on Canvas. Students are responsible for all material posted on Canvas. Most examinations are administered via Canvas.

Computer Technology

Windows-Based Systems	
Recommended Configuration	<ol style="list-style-type: none">1. Intel Core i3, i5, or i7 CPU2. 8GB (or more) RAM3. Windows 7, 8, or 10
Network	ASC's Wi-Fi service is available all over campus. Access is made through your ASC network ID and password.
Web Browser	Updated Firefox and Chrome are the preferred browsers. Internet Explorer lacks some functionality in Canvas.
Antivirus Software	Current anti-virus software. PC Antivirus software: (free) AVG, Avast, Windows Defender (paid) Kapersky, Bitdefender, TrendMicro, Norton Internet Security
Software	Microsoft - Free Office 365 Pro Plus : Self-serve sign up with your Agnes Scott email address to gain cloud access to Office 365 Pro Plus.
Network Access Assistance	Call the ITS Help Desk at 404-471-5487, send an email to itshelp@agnesscott.edu , or come by the Help Desk on the ground floor of Walters Hall, staffed from 8:30 a.m. until 4:30 p.m., Monday through Friday.

Macintosh	
Recommended Configuration	<ol style="list-style-type: none">1. 2.0 GHz Intel Core i5 or i7 CPU2. 4GB (or more) RAM3. Mac OS 15 or later
Network	ASC's Wi-Fi service is available all over campus. Access is made through your ASC network ID and password.

Web Browser	Updated Firefox and Chrome are the preferred browsers. Internet Explorer lacks some functionality in Canvas.
Antivirus Software	Current anti-virus software: (free) Avast, AVG, Norton's iVirus (paid), Bitdefender for Mac, Kapersky Virus Scanner, Norton for Mac and ClamXAV
Software	Microsoft - Free Office 365 Pro Plus : Self-serve sign up with your Agnes Scott email address to gain cloud access to Office 365 Pro Plus.
Network Access Assistance	Call the ITS Help Desk at 404-471-5487, send an email to itshelp@agnesscott.edu , or come by the Help Desk on the ground floor of Walters Hall, staffed from 8:30 a.m. until 4:30 p.m., Monday through Friday.

Textbooks

Didactic textbooks are a required component of the Cornwall Hawkes PA Program. Information from the readings will be utilized as testable material for written examinations and quizzes. Students are expected to purchase their own copy of the required textbooks or access online texts when available. Failure to procure and read assigned textbooks historically has resulted in students exhibiting poor examination grades and OSCE performances due to lack of fundamental knowledge. At no time are Board review texts a suitable replacement for assigned course textbooks.

Evaluations

Course Evaluations will be used in the Didactic phase of the PA program for students to give feedback on guest/faculty lectures. At the end of each semester, students will evaluate each course and course director. The evaluations will be distributed to each student and accessed through each student's individual course. Each course and course director evaluations are required for completion.

Comments provided within the evaluations should be constructive to allow for future improvements in the curriculum. Individual problems with the course should be brought to the course director and/or the program director.

A course liaison may be assigned by course directors to help communicate student-generated questions and comments during the semester about the course.

Weekly Didactic Schedule

The Physician Assistant program schedule is maintained on Google Calendar. You will be invited to the class and the Student Activity Calendars. Authorized personnel update these calendars and changes can and do occur at any time.

It is very important that you check the class schedule at the minimum once every day to ensure that you are aware of any schedule or programmatic changes. Your attentiveness to the schedule is your responsibility.

The program cannot always adhere strictly to the dates and times listed due to schedule changes and the utilization of outside guest lecturers. It is important that students understand this concept and remain flexible regarding the schedule and potential changes.

Be advised that the Didactic year is scheduled daily from 8 AM until 5 PM. Students will be expected to be

available for programmatic functions during this time frame each day regardless of what is posted on the Google Calendar.

On occasion, lecturers and/or laboratory instructors may decide to begin instruction earlier than scheduled. Beginning a lecture or lab activity earlier than scheduled is at the discretion of the individual instructor. Students are strongly discouraged from requesting an early start time from instructors.

Students may not operate any classroom podium or computer equipment at any time unless approved by the PA program faculty or staff.

OSCEs

Objective structured clinical examinations (OSCEs) are utilized throughout the didactic and clinical years to assess the development and progression of the clinical skills and knowledge needed for practice as a Physician Assistant. The structure and grading for OSCEs will be addressed by the instructors of the courses and be detailed in the course syllabi.

PACKRAT

Students will be required to complete the online Physician Assistant Clinical Knowledge Rating & Assessment Tool (PACKRAT) examination at the conclusion of the didactic training phase and again after completion of their fifth supervised clinical practice experience. The PACKRAT examination is a statistically referenced examination and is used by students for self-assessment purposes. The PACKRAT examination is sponsored by the Physician Assistant Educational Association (PAEA) and is updated regularly by a panel of expert educators and clinicians. All expenses related to this examination are paid for by the PA program.

Interprofessional Education (IPE)

Agnes Scott College and the Cornwall Hawkes PA Program are dedicated to interprofessional education, and the students of the Physician Assistant program are integral to the success of all IPE activities. IPE exercises are scheduled throughout the program and it is mandatory that PA students participate in each exercise. Each student must arrive on time and leave only when dismissed. Professional behavior is expected during IPE activities.

Didactic Clinical Experiences

During the Didactic year, students will be completing their patient-care experiences at community-based healthcare centers, as well as at medical offices, health fairs, and immunization clinics throughout the greater Atlanta area. The appropriate attire for these experiences is Agnes Scott scrubs that are clean and wrinkle free with your Agnes Scott white coat. Students are to display an Agnes Scott College and Cornwall Hawkes PA Program identification badge, a patch embossed with the school logo on their white coat, and the program-approved name tag at all times. Long hair should be pulled back and nails trimmed appropriately. Students found violating this policy are subject to professional warning or notice status as determined by the P&A Committee.

HIPAA Compliance Training

Health Insurance Portability and Accountability Act of 1996 (HIPAA)

All students must complete HIPAA compliance training during orientation. All training is completed at the Agnes Scott HIPAA training session online and available via Canvas.

Family Educational Rights and Privacy Act (FERPA)

Agnes Scott College's Cornwall Hawkes PA Program respects and protects the rights of students as defined in the Family Educational Rights and Privacy Act (FERPA).

Resource: <https://www.agnesscott.edu/registrar/student-records-privacy-ferpa/index.html>.

Clinical Year

Communications

Email is a primary means of communication for the Cornwall Hawkes PA Program. **Per Agnes Scott College and the [Graduate Catalog](#), all communication MUST BE via agnesscott.edu email address.**

In order to maintain constant communication with the clinical team, every PA student is required to check their official Agnes Scott College email account **daily** in order to receive communication regarding rotation assignment information, and any pertinent changes/updates to current clinical assignments. All schedule information is shared via email.

A student who fails to check email regularly may miss time-sensitive information. This lapse will result in disciplinary action for failure to respond to faculty or staff communications in a timely manner. Students are encouraged to utilize phone communication for emergency/urgent situations.

Email Signature

An email signature is REQUIRED on the Agnes Scott email. The template will follow as such:

First Name Middle Initial Last Name, PA-S

Mary Lou Cornwall Hawkes '65 and James B. Hawkes Physician Assistant Program

Agnes Scott College

141 E. College Ave.

Decatur, Georgia 30030

Cell phone: ###.###.####

Email: @agnesscott.edu

Curriculum Vitae

Students will maintain a Curriculum Vitae (CV) on file in eMedley. Clinical Rotations, or Supervised Clinical Practice Experience (SCPEs), must be updated on the CV at all times. The rotations shall be placed under the section entitled "Student Profile". The rotations should be listed on the CV as the example provided:

Rotation 1: Women's Health, Piedmont Women's Healthcare

November 2027-December 2027

Name Change

In the event that your name is legally changed, you must notify the registrar's office first. Always utilize your legal government name within eMedley (and 3rd party vendor), on all credentialing, and any interaction with

a clinical site or the clinical team.

Supervised Clinical Practice Experience (SCPE) Course Objectives (A3.15a)

Supervised Clinical Practice Experience objectives should be used to guide study during each rotation. Preceptors may utilize the rotation course objectives to guide teaching experiences and assess student progress. The objectives allow the PA faculty to focus evaluation efforts and assess student progress. Assessment of learning uses multiple methods and is facilitated by preceptors and faculty and may include:

1. Direct observation during the clinical rotation.
2. Impromptu testing of student clinical knowledge by preceptors.
3. Review of the student's history/physical exam and documentation of care.
4. End of Rotation (EOR) examination and educational activities
5. Each student will develop 6 - 10 individual learning objectives for their elective rotation, detailing what they would like to achieve during the rotation. The objectives must be submitted to the preceptor for approval by Day Two (2) of the rotation. Once approved, the objectives must be submitted to the student's faculty advisor by the end of the first week of clinical rotations. Advisors will review the objectives with the students and reassess at the end of the rotation.

Clinical Preceptorship Grading

Clinical Course Syllabi Rotation Objectives & Grading

Clinical Course Syllabi and Rotation Learning Objectives for each of the seven (7) core and (1) elective rotations may be found in eMedley and the Canvas course page.

Please note that all course final grades are calculated as follows:

Core Rotations:

10%	Mid Rotation Check-in and Student Reflection
35%	Clinical Preceptor End of Rotation Performance Evaluation
35%	End of Rotation (EOR) Examination
10%	Assignment
10%	Professionalism

Community Health Rotation:

10%	Mid Rotation Check-in and Student Reflection
35%	Clinical Preceptor End of Rotation Performance Evaluation
35%	Family Medicine End of Rotation (EOR) Examination
10%	Assignment
10%	Professionalism

Elective Rotation:

10%	Mid Rotation Check-in and Student Reflection
35%	Clinical Preceptor End of Rotation Performance Evaluation
25%	Individual learning objectives
20%	Assignments (two equally weighted assignments)
10%	Professionalism

In compliance with the grading policy of Agnes Scott College, the following designates the PA program grading scale:

Letter Grade	Percentage	Quality Points
A	90 to 100%	4.00
B	80 to less than 90%	3.00
C	70 to less than 80%	2.00
F/WF	Less than 70%	0.00

Clinical Rotation Assignments

Clinical rotations will be assigned to students by the PA program based on preceptor availability. Students will be notified via email when clinical rotation assignments have been finalized. The email will include the preceptor's name, practice address, and rotation contact information, e.g., the email, telephone number of the preceptor and/or practice office manager. Unforeseen circumstances beyond the control of the PA program, such as a clinical preceptor's sudden resignation, may require a last minute change in assignment. In such an event, the clinical team will notify the student as soon as possible of any changes. The student is encouraged to remain flexible.

Reliable transportation is the student's responsibility and is essential, as traveling to and from clinical sites will be required.

Note: A local rotation is considered to be anywhere within a 60-mile driving distance from Agnes Scott College regardless of traffic conditions. However, students are obligated to travel without restraint anywhere within the State of Georgia, as well as neighboring states, to fulfill the clinical portion of the program.

Failure to accept a rotation assignment may result in the student receiving a failing grade for that rotation and is a professionalism violation. The student may be required to appear before the Academic Performance Committee (APC).

Any rotation expenses incurred during the clinical year are the sole responsibility of the PA student, and shall not be considered the responsibility of the PA program, such as:

- Parking fees
- Gas
- Housing fees/housing placement
- Medical bills due to illness or exposure
- Badge ID fee
- Orientations
- COVID testing (when applicable) and other health screening requirements
- Additional site-specific background checks or training requirements

Students are responsible for their own housing during the clinical year and may apply for free AHEC housing. AHEC housing is not guaranteed. Students are responsible for submitting their AHEC Housing request and travel stipend directly to the AHEC Coordinator. If applicable, students will be notified by the AHEC Coordinator of eligibility for housing or a transportation stipend.

All rotation assignments are subject to change at the discretion of the PA Clinical Team based upon pertinent information from facilities, clinics and faculty.

Clinical Student & Preceptor Roles and Responsibilities

The primary objective of all interactions between the student and clinical preceptor is to maximize clinical experience and reinforce the confidence of the student in their knowledge and abilities. The student should realize their potential as an effective member of the health profession community, maintain a spirit of inquiry, acquire knowledge and understanding, and formulate thoughtful, worthy goals. Specific roles and responsibilities include but are not limited to:

Student

1. Contact the clinical preceptor by phone or email at least one (1) week prior to the beginning of the rotation to determine your schedule, location, and any specific dress requirements. Arrange the meeting time and place for the first day of rotation. Refer to specific contact information provided to you with your rotation assignment information. Be prepared to spend part of Day One in an orientation.
2. Meet with the staff and clinical preceptor at the beginning of the rotation to define your schedule, expected duties, and other information particular to the requirements of that rotation. Verify that your clinical preceptor was provided with a copy of your Student Biographical Introduction.
3. At all times during the rotation, know your limitations, and work in a manner to assure patient safety and seek appropriate supervision.
4. Regularly communicate with your clinical preceptor regarding your progress and self-evaluate knowledge and skills, including deficiencies.
5. During week three (3), you are required to discuss areas of strength and areas of weakness with your preceptor and include the information on your Student Mid-Rotation Evaluation. After that discussion, there are two weeks to demonstrate improvement in areas discussed.
6. Graciously accept counsel and guidance by the clinical preceptor and other appropriate coworkers to allow for development of the knowledge, skills, and attitudes necessary to serve as a successful physician assistant.
7. Maintain competency through continuing professional development, pursuit of scholarly activities, any assigned readings by the preceptor and research of new concepts and skills. The student should dedicate a minimum of two (2) hours per night to further study.
8. Attend meetings/training as assigned by the clinical preceptor as well as all EOR Seminars.
9. Keep patient contact and procedure data current by daily logging within the eMedley system. Case records (daily logs and clock-in time stamps) are to be updated on a daily basis.
10. When on a clinical rotation, the student will not be utilized for administrative (front or back office)

staff. If you are asked to do so, you must notify the clinical team immediately.

11. Do not sign prescriptions. You are not licensed to prescribe medications at this time. If you are asked to do so, tell your preceptor you do not have a license or the authority to do so and notify the clinical team immediately.
12. Maintaining correspondence with the PA program includes checking emails and phone messages daily, and responding in kind within 24 hours' time frame.
13. Food or beverage consumption is not allowed outside of designated areas within clinical settings (office or hospital) by the PA student on clinical rotations. Please do not eat or drink while seeing patients in the office or while making rounds in the hospital setting.
14. For all problems that may occur during your rotation, please communicate with the clinical team immediately.

Preceptor

The preceptor is an integral part of the teaching program. Preceptors serve as role models for students. Through guidance and teaching, the clinical preceptor will help student's perfect skills in history taking, physical examination, effective communication, physical diagnosis, recording and reporting information, problem assessment, and plan development.

Specific roles and responsibilities include but are not limited to:

1. Provide a clinical setting with appropriate clinical direction and immediate supervision of students.
2. Clinical preceptors are credentialed by the PA program using state medical board informational databases. Preceptors must have medical licensure within the state where the rotation is located and have staff privileges within the facility where they students will participate during the clinical rotation. Physician preceptors must be Board Certified in their area of instruction. Clinical preceptors may be medical doctors (MD), doctors of osteopathic medicine (DO), physician assistants (PA), nurse practitioners (NP), nurse midwives, licensed professional counselors (LPC), licensed clinical social workers (LCSW), and licensed clinical psychologist (LCP).
3. Maintain competency in the professional discipline, as well as instructional and evaluative techniques through continuing professional development and pursuit of scholarly activities.
4. When available, attend Clinical Preceptor meeting/training sponsored by the program.
5. Orientation of students at the onset of the rotation with the practice/site policies and procedures. Discuss any "on-call" schedules.
6. Coordinate clinical assignments for the student and provide for appropriate supervision and safety of all participants.
7. Oversee the daily student schedule to ensure sufficient patient experience in assigned areas.
8. Provide ongoing and timely feedback regarding clinical performance, knowledge base, and critical thinking skills.
9. Promptly correct concerns regarding marginal or unacceptable student performance and/or behavior. Advise the program director immediately of any unacceptable performance, repeated marginal

performance, or excessive absences.

10. Complete an End of Rotation Performance Evaluation for the clinical experience of the student and submit within 48 hours of the end of rotation. The student's overall performance, professionalism, knowledge, practical performance, and absence(s) are among the items included in the evaluation. This will be completed in eMedley by utilizing the link and password provided. Note: Failure to complete this Performance Evaluation may result in the student receiving an incomplete (I) for the rotation grade at the end of the respective semester, and could result in delayed graduation for the student.
11. Notify the PA program of any changes in contact information. It is important for the PA program to have a current email address for each preceptor.

Socializing with Preceptors/Medical Staff Policy

The Cornwall Hawkes PA Program discourages socializing with clinical preceptors and/or staff. Socializing may include private engagements (i.e. dinner, concerts, athletic events, out-of-town travel, etc.). There must remain a professional boundary on behalf of all PA Students. Opportunities for professional enrichment involving pharmaceutical-sponsored events are often available to PA students. Participation is encouraged, but the PA program encourages PA students to refrain from riding with clinical preceptors as well as the consumption of alcohol in this venue.

Clinical Year Oversight

The clinical team will maintain close oversight of the student's progress in concert with the clinical preceptor. If a student is identified as experiencing difficulties meeting their learning clinical objectives, a meeting will be scheduled for further discussion and development. This may involve the student, faculty advisor, clinical preceptor and/or program director. Prior to this meeting, the student should conduct a personal self-assessment focusing on potential sources of difficulty and identify possible plans for improvement. Following these meetings, the faculty will assist the student in identifying institutional resources and/or student services to assist them in their continued success in the program.

Student Site Visit Policy

It is the responsibility of the program to perform a minimum of one (1) student site visit throughout the clinical year to assess proficiency of the clinical student. Visits may be conducted by any member of the clinical team staff or any outside resources deemed appropriate by the PA program.

If the site visit is announced, the assessor will first contact the clinical student via their Agnes Scott email or by phone. It is the clinical student's responsibility to return all correspondence within 24 hours. If requested, the clinical student must provide the assessor with directions to the site and the clinical student's personal cell phone number to maintain communication the day of the site visit. If the clinical student does not respond to an assessor's communications or requests within the appropriate time frame, the assessor will reach out to the student's clinical preceptor and the student may be found guilty of a professionalism violation.

An announced site visit usually will consist of a meeting between the assessor (PA faculty or representative), clinical preceptor, Practice Office Manager/Administrator and student. The assessor will spend time observing the student's clinical performance and complete a site visit form. The student is expected to deliver an oral patient presentation to the assessor. The assessor may also ask to evaluate a patient SOAP note that the

clinical student has written. The presentation and note must originate from the student's current clinical rotation. Identifying patient information, such as patient name, social security number, date of birth, and hospital identification number must be removed from the patient note, or rendered unreadable. Subsequent student and/or clinic site visits may be warranted and are at the discretion of the program director.

Clinical Site and Safety Policy (A1.02g)

Agnes Scott College's Cornwall Hawkes PA Program is responsible for documenting appropriate security and personal safety measures for PA students and faculty in all locations, including during supervised clinical practice experiences (SCPEs), or clinical rotations.

1. Each clinical site is required to provide adequate, safe, and effective scheduled clinical encounters.
2. The clinical site must be an environment in which each student feels safe to practice medicine. If a student feels unsafe in any part of the rotation experience, the program director should be notified immediately.
3. The clinical preceptor and/or program director will immediately remove the student from the clinical environment if a student is unable to practice safely in the clinical education setting.

Therefore the college has established the following process and schedule for documenting safety measures during the initial, ongoing and student site visits.

Site visit Process and Schedule

- Initial Site Visit
 - Step 1:
 - Identify potential site or preceptor
 - Share Agnes Scott College Preceptor Brochure
 - Preceptor Interest Form and Slot Request Documentation
 - Upload form and documentation to eMedley
 - Step 2:
 - Execute Affiliation Agreement and COI
 - Upload fully executed agreement and copy of COI to eMedley
 - Step 3:
 - Verification of CV, medical licensure and board certification in area of instruction
 - Upload compliance documentation to eMedley
 - Step 4:
 - Agnes Scott College will meet in-person or virtually for an initial site visit after documentation preceptor or facility of interest is obtained and preceptor interest form is complete and uploaded in eMedley.
 - Upload Initial site visit form to eMedley
- Ongoing Site Visit
 - Annually all clinical sites will confirm their slot request, or availability for student placements, and update the location contact information on file via eMedley
 - Cornwall Hawkes PA Program will then do visits on 25% of our clinical sites every year (in person or virtually) until all sites are evaluated, after which we will repeat the clinical site list via the same process.
 - Upload Clinical Site Evaluation form to eMedley
- Student Site Visit

- Preceptor evaluations, student evaluations, and mid-point check-ins will help monitor sites and preceptors throughout the clinical year.
- Upload forms to eMedley
- Should an acute issue arise, an urgent/emergent site evaluation will be arranged.

If the site visit is announced, the assessor will first contact the clinical student via their Agnes Scott email or by phone. It is the clinical student's responsibility to return all correspondence within 24 hours. If requested, the clinical student must provide the assessor with directions to the site and the clinical student's personal cell phone number to maintain communication the day of the site visit. If the clinical student does not respond to an assessor's communications or requests within the appropriate time frame, the assessor will reach out to the student's clinical preceptor and the student may be found guilty of a professionalism violation.

An announced site visit usually will consist of a meeting between the assessor (PA faculty or representative), clinical preceptor, Practice Office Manager/Administrator and student. The assessor will spend time observing the student's clinical performance and complete a site visit form. The student is expected to deliver an oral patient presentation to the assessor. The assessor may also ask to evaluate a patient SOAP note that the clinical student has written. The presentation and note must originate from the student's current clinical rotation. Identifying patient information, such as patient name, social security number, date of birth, and hospital identification number must be removed from the patient note, or rendered unreadable. Subsequent student and/or clinic site visits may be warranted and are at the discretion of the program director.

Verification of Preceptor Licensure and Board Certification Policy (B3.06a)

Agnes Scott College's Cornwall Hawkes PA Program requires that all supervised clinical practice experiences, or SCPEs, must occur with a licensed medical provider. Medical licensure must be within the state where the rotation is located. Board certification should be in the area of instruction. The program makes every effort to ensure that this occurs. The director of clinical education or designated staff member will maintain the preceptor files in eMedley, which include copies of the preceptor's current license and certification. The program documents every effort by the clinical faculty to secure rotations with board certified preceptors. These efforts include contacting all established preceptors as well as attempting to obtain new preceptors. When all efforts are unsuccessful, the program may need to utilize a site with a preceptor who is not board certified, but otherwise qualified.

In this case, the policy requires the program to verify that the preceptor has the ability to provide student instruction, ensure the program learning outcomes and rotation learning objectives can be met, and that the supervised clinical practice experience is equivalent to that with a physician board certified in the area of instruction.

The program utilizes the following criteria to determine qualification for providing student instruction in the specialty area:

- Current licensure within the state where the rotation is located
- Documentation of more than ten years of practice in specialty
- Recognition at the state or national level for leadership and expertise in specialty
- The initial site visit form must document:
 - Prior experience in precepting either fellows, residents, medical students or physician assistant students
 - Demonstrates adequate knowledge, skills and resources to support student experience

- Able to provide a valuable learning opportunity for the student that is comparable to other students in that specialty and enable students to meet program learning outcomes in the area of instruction.

Supervision

The clinical preceptor shall be a:

- Licensed medical provider.
 - Medical Doctor (MD),
 - Doctor of Osteopathic Medicine (DO),
 - Physician Assistant (PA),
 - Nurse Practitioner (NP),
 - Nurse Midwife,
 - Licensed Professional Counselor (LPC),
 - Licensed Clinical Social Worker (LCSW),
 - Licensed Clinical Psychologist (LCP).
- Medical licensure must be within the state where the rotation is located.
- Board certification should be in the area of instruction.
- Must have staff privileges within the facility where the student will participate during the rotation.

Clinical rotations will be monitored via direct and indirect supervision and may include direct supervision from the clinical preceptor or a designated agent of the preceptor. Students will be under direct supervision at all times until they have proven to the satisfaction of the clinical preceptor that they are competent at performing specific tasks.

Tasks that students are allowed to perform under indirect supervision are only those designated by the clinical preceptor and permitted by law and the facility in which the rotation is located. Some of these activities may include:

1. Obtaining medical histories from patients.
2. Performing physical examinations on patients (with chaperone if indicated).
3. Recording findings of histories and physical examination in the patient record as allowed by law, and if permitted by the clinical preceptor. All documentation must be countersigned by the clinical preceptor as defined by Georgia rules and regulations.
4. Ordering and interpreting lab work and diagnostic tests.

The PA Student is permitted to perform procedures on patients with direct clinical preceptor/preceptor designee supervision. Tasks a student may perform will vary from rotation to rotation, and among students depending on their prior experience, academic achievement, and rotation objectives. Generally, student

tasks should be those needed to meet responsibilities and competencies for an entry-level physician assistant. The student will furthermore limit their scope of activity to those of the clinical preceptor.

Credentialing Overview and Maintenance

Agnes Scott College's Cornwall Hawkes PA Program must meet the credentialing requirements of each facility with which we are affiliated in order to assign students for clinical rotations. Therefore, it is mandatory that each student meet the credentialing guidelines and submit all information in a timely and professional manner. In anticipation of these needs, the student immunization record, Advantage Student Profile (background checks and drug screens) must be updated on an annual basis.

Maintenance of all credentialing data is the responsibility of the Agnes Scott PA student. If any aspect of the credentialing packet expires during a clinical rotation, it is imperative that the PA student provide the PA program updated, renewed information prior to the credentialing of that rotation (i.e. BLS Certification, PPD record, influenza vaccination record, proof of health insurance).

Deadlines for submission of annually renewed information are managed by the Clinical Team and are subject to change throughout the clinical year based on the needs of the respective rotation sites. The PA students' documentation will be submitted to eMedley. Upon written request, in case of emergency, the program will provide a copy of the requested documentation.

For each rotation assignment that is made by the PA program, the following information is provided to the Clinical Site:

- Student Biographical Introduction
- ACLS Certification Card
- CPR/BLS Certification Card
- HIPAA Training Certificate
- Letter of Good Standing with Agnes Scott College's Cornwall Hawkes PA Program
- Current Student Immunization Record (submitted at matriculation)
- Proof of annually updated Influenza Vaccination
- Proof of updated TB testing (PPD, TSPOT, CXR)

The clinical PA student must log into Advantage Student prior to beginning any new rotation and grant access to their Student Profile to the clinic/hospital affiliated with each rotation assignment to review their updated background check and drug screen. If the clinic/hospital does not have online access to this data, the student and/or the PA program may release this information to the clinic/hospital.

As a part of the credentialing process, the clinic/hospital may require site-specific, completed paperwork or online applications by the PA student. This process should ideally be completed and/or returned to the designated person prior to the start of the rotation. If completing an online credentialing application, notification of successful completion must be submitted in eMedley.

Failure to complete all requirements for credentialing prior to the start of the rotation or deadline specific to a clinical rotation is a professionalism violation.

End of Rotation (EOR) Seminars

The End of Rotation Seminar is scheduled at the end of each clinical rotation (See Clinical Calendar). During this time, End of Rotation Examinations are administered specific to the clinical rotation assignment just completed. Attendance at each EOR is mandatory, punctuality is required, and professional behavior is expected. Agnes Scott scrubs are required for scheduled Clinical OSCEs.

Evaluations

Preceptor Mid Rotation Evaluation/Self-Reflection

The Mid Rotation Evaluation is the opportunity for the clinical preceptor and the student to evaluate and reflect mid rotation on the student's clinical experience and identify any technical skills or knowledge gaps in their learning.

Preceptor End of Rotation (EOR) Evaluation of the Student

The EOR Evaluation is the opportunity for the clinical preceptor to formally evaluate the student's preparedness by the end of the rotation experience. The evaluation system is designed to measure the cognitive, psychomotor, affective and professional abilities of the student as well as receive feedback from students pertaining to their experiences at each rotation/with each clinical preceptor. This process will provide reinforcement as well as direction in the area(s) on which efforts for continued excellence or improvement must be focused. Frequent, informal feedback, accompanied by strategies for future performance, is critical for effective learning.

This evaluation process is completed electronically on eMedley and should be completed by the preceptor during the last few days of the rotation, prior to the student's departure. It is appropriate and encouraged for the preceptor to incorporate input from other associated health care professionals who have taught and/or supervised the student during the clinical rotation.

The student is responsible for strongly encouraging the preceptor to complete the student evaluation before their departure. If the program does not receive the preceptor evaluation by the End of Rotation Seminar, the student will receive an incomplete grade, which may delay graduation.

Professionalism on clinical rotations is mandatory and must be exemplary throughout the clinical year. If any feedback from the EOR Evaluation Professionalism indicates a deficiency, the issue will be addressed directly with the program director and faculty advisor and may result in disciplinary action as determined on a case-by-case basis.

Student Evaluation of Self/Rotation/Preceptor

Each clinical student is required to complete evaluations of each of the assigned clinical rotations. The evaluations are:

- Student Mid Rotation Evaluation/Self Reflection
- Student End of Rotation (EOR) Evaluation/Self Reflection
- Student Evaluation of the Clinical Rotation Site

- Student Evaluation of the Preceptor

These evaluations must be completed by the end of each End of Rotation Seminar. The data will be reviewed by the clinical team for decision making regarding continued use of the preceptor/rotation site.

End of Rotation Examinations

The program utilizes nationally standardized EOR examinations created and updated by PAEA for most core rotations. EOR exams for Community Health and elective PANCE-like exams are created by Agnes Scott College's Cornwall Hawkes PA Program faculty.

Examination Policy

- Computer-based and practical examinations must be taken on the scheduled exam dates at EOR Seminars.
- Students arriving after the examination has started will be allowed to take the examination in the remaining scheduled exam time. No additional time for exam completion will be allowed.
- If the student fails to arrive for the EOR exam without previous communication, the student will receive a zero (0) and consideration for remediation will be on a case-by-case basis, with a maximum possible score of 70%.
- If the student is granted an excused absence for any EOR examination, arrangements must be made to make up the examination at the time the absence is approved.

Classroom Computerized and Written Examination Protocol

1. All software updates should be completed prior to examinations. Students should limit additional software, music, games, or other app downloads as this may prevent the exam platform or lockdown browser from working properly.
2. Electronic devices, smart watches, notes, or textbooks are NOT allowed in the testing room - please leave them in your locker or in one of the designated PA Lab rooms. Smartphones will be allowed in the testing area for the 2-point authentication procedure but must be turned off and placed aside once this process is complete.
3. Ear plugs and noise canceling headphones are allowed. NO wireless or connected earbuds or headphones are permitted.
4. Students must all be seated for each examination FIVE MINUTES before designated test time.
5. Students may not bring anything into the testing room except for smartphones (as described above) a pen and/or pencil, non-graphing calculator (if advised to bring one by the course director), and computer.
6. The proctor will hand each student a sheet of scratch paper, regardless of whether the student feels he or she will need to use it. Students will not be allowed to talk when the scratch paper is being distributed.
7. Students' desks are to remain clear of all items except a scratch sheet of paper, pen and/or pencil, computer, and non-graphing calculator (if advised to bring one by the course director).

8. The proctor reserves the right to move students from one desk and/or room to another.
9. The proctor will be in the testing room FIVE MINUTES before designated test time. The proctor will verbalize the password and/or write it on the board at the test start time. Testing time will not exceed 2 minutes per question during the first semester, 1.5 minutes per question for the second and third semester, and 1 minute per question for the fourth semester except when approved by the program director. Exceptions will be made for those requiring approved accommodations by the Office of Accessible Education.
10. Explanations of questions are not allowed during the examination.
11. If you encounter a problem with the computer and/or the examination, immediately raise your hand for proctor assistance.
12. When you are done with your exam, quietly hand the scratch paper to the proctor, and exit the room. **Do not** congregate in the hallways outside the classroom.
13. Scratch paper, in its entirety, must be given back to the preceptor at the conclusion of the examination. A student will receive an automatic failure for refusing to return scratch paper, or for returning scratch paper that has been reduced in size (torn and only one half returned, a corner torn off and missing, etc).
14. Do not discuss the test or any test questions with the proctor or classmates during the exam or once the exam is complete.
15. Do not gather around outside of the testing room.
16. Any concerns about particular questions should be discussed with the course director of record only.

PACKRAT

Students will be required to complete the online Physician Assistant Clinical Knowledge Rating & Assessment Tool (PACKRAT) examination at the conclusion of their didactic year prior to beginning clinical year and again after the completion of their 5th supervised clinical practice experience.

PACKRAT PANCE Review (PPR)

Participation Policy:

1. **Initial PACKRAT - Any student scoring below the cutoff TBD** must participate in PPR. PPR will begin during the student's first clinical rotation, and consist of review and study of concepts missed. Students must research each keyword and provide/cite at least 1 peer reviewed reference textbook or journal article (PANCE Prep/Review text, lecture PowerPoints, ROSH review questions are not acceptable resources) to correctly summarize each keyword. Students Keyword review should be typed and emailed via their ASC email to their faculty advisor by 8:00 am on Day 1 of the EOR seminar days. The student's advisor may provide constructive, formative feedback to the student. Late submission(s) may result in a professionalism violation.
2. **Second PACKRAT - Any student scoring below the cutoff TBD (cutoff TBD)** must participate in PPR. Students must meet with their faculty advisor. The format of PPR for the second PACKRAT will be assigned individually by the student's advisor and/or program director and based on the student's knowledge deficiencies.

Clinical Year Summative Evaluation

The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) has established specific Standards that each program must ascribe to in order to ensure that graduate PAs are prepared to enter clinical practice upon graduation. One of the Standards requires that the program document a summative evaluation of each student toward the end of their training. The summative evaluation is defined as “an assessment of the learned conducted by the program to assure that the learner has the knowledge, interpersonal skills, patient care skills, and professionalism required for entry into the profession.

The summative evaluation is comprised of two parts and includes the following:

- PART 1: Written Summative Examination
- PART 2: Objective Structured Clinical Examination (OSCE)

Performance Requirements: PASS or REMEDIATE

- PART 1: Each student must make $\geq 70\%$ on each of the written summative examinations for passing.
- PART 2: Each student must make $\geq 70\%$ on each section OSCE for passing.

Remediation will be scheduled should a student perform below 70%. Failure to achieve the expected outlined minimum performance of $\geq 70\%$ on each of the summative examinations and/or $\geq 70\%$ on the OSCE, may result in the program director and/or the Academic Performance Committee (APC) deeming it necessary to delay graduation until satisfactory remediation is achieved.