

STUDENT MANUAL



November 2026

The student manual is reviewed annually. Updates are made as University, College, Department, Program and Accreditation policy language evolves.

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WELCOME TO UNIVERSITY OF KENTUCKY COLLEGE OF HEALTH SCIENCES

Physician Assistant Studies

Congratulations on your acceptance to the University of Kentucky Physician Assistant Studies (UKPAS) Program. The UKPAS faculty and staff are delighted to have you with us during this intensive educational experience. The UKPAS Program will guide you during this journey to help you achieve your goal of becoming a Physician Assistant. This Manual contains important information and will help guide you through the program as well as orient you to the expectations, policies, facilities, and services. The faculty and staff are committed to supporting you as you begin this incredible journey. Program policies apply to all students, principal faculty, and program director regardless of location (A3.01 / A3.01)

Department Faculty & Staff

Communication between students, faculty, and staff is essential for professional development and intellectual growth. Below is the list of faculty and staff contacts within the Department of PA Studies. Students may reference the Department Organization Chart in the Program Policy & Procedural Manual uploaded in Canvas or on the [website](#).

PAS Department Leadership	
Department Chair	Virginia L. Valentin, DrPH, PA-C
Program Director (PD)	Kevin Schuer, DrPH, PA-C
Morehead Campus Site Director	Shelley Irving, MSPAS, PA-C
Director of Graduate Studies (DGS)	Leslie Woltenberg, PhD
Program Manager	Julia Berry, MEd

PAS Program Medical Director	
	Scott Black, MD, MS

Lexington Campus Faculty	
Assistant Professor, Associate Director of Residency	Hannah Anderson, MSPAS, PA-C
Assistant Professor, Director of Residency	Ryan Hunton, DHSC, PA-C
Assistant Professor	Katherine Pavlik, MPAP, PA-C
Assistant Professor	Ashley Quinlan, MSPAS- PA-C
Program Director, Associate Professor	Kevin Schuer, DrPH, PA-C
Department Chair, Associate Professor	Virginia Valentin, DrPH, PA-C
Assistant Professor	Cheryl Vanderford, MSPAS, PA-C
Assistant Professor	Andy Williford, MSPAS, PA-C
Associate Professor, Director of Graduate Studies	Leslie Woltenberg, PhD

Lexington Campus Staff	
Student Support Associate II	Eva Aldarondo
Program Manager	Julia Berry, MEd
Administrative Support Associate II	Nadia Henry
Educational Services Assistant Senior	Donna Jones
Program Coordinator II (Residency)	Lana Ogle
Research Analyst	Daniel Potter, MA
Program Coordinator II (Residency)	Alex Schroeder

Morehead Campus Faculty	
Campus Site Director, Associate Professor	Shelley Irving, MSPAS, PA-C
Assistant Professor	Misty Arrington, DMSc, PA-C

Morehead Campus Staff	
Staff Support Associate I	Jessica Pennington, MA
Staff Support Associate II	Kim Rice

ABOUT THIS MANUAL

Electronic copies of the current edition of the Student Manual will be posted to the class Canvas shell. The purpose of this guide is to act as a reference for the policies and procedures of the UKPAS Program, UK College of Health Sciences, UK HealthCare, UK Graduate School, and the University, regardless of campus location. Applying this information throughout your education will help you navigate the program successfully. Faculty review the Manual during orientation, and a quiz of acknowledgement is required in Canvas. However, **it is the student's responsibility to read this Manual in its entirety**. Please understand that updates in structure and policies regarding the curriculum may occur. If this should occur, students will be provided with updated information when it is available.

In addition to reading this Manual, it is helpful for the you to understand the hierarchal structure of the University, Graduate School, College, Department and Program with regards to policies and regulations. The University and Graduate School have developed regulations that establish the foundation for academic performance and policies across campus regardless of the discipline studied. Additionally, the Health Science Colleges and UK HealthCare have developed standards to which all students must adhere to ensure respect and professionalism when interacting with patients, families, and healthcare personnel. Lastly, the UKPAS Program has specific ARC-PA Standards based on the standards and competencies adopted by the national PA organizations. As you read this manual, keep this structure in mind. As a UKPAS student, you are expected to comply with each of these regulations. Any questions may be directed to the UKPAS Department Chair, Program Director, or Director of Graduate Studies.

While information about institutional student services will be included in this Manual, please refer to the following UK links for the most current information:

[UK Graduate School](#)

[UK Financial Aid](#)

[UK Registrar](#)

[UKCHS Compliance & Standards](#)

[UK Healthcare Policies](#)

THE UKPAS PROGRAM

Accreditation (A3.12a / A3.11a)

The Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA) has granted **Accreditation-Continued** status to the **University of Kentucky Physician Assistant Program** sponsored by the University of Kentucky. Accreditation-Continued is an accreditation status granted when a currently accredited program is in compliance with the ARC-PA *Standards*.

Accreditation remains in full effect until the program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the Standards. The approximate date for the next validation review of the program by the ARC-PA will be March 2027. The review date is contingent upon continued compliance with the Accreditation Standards and ARC-PA policy.

UKPAS PROGRAM Policies & Procedures (A3.02 / A3.01)

The UKPAS policies and procedures are described in the Policies and Procedures Manual. A copy of the Manual is accessible through the class Canvas Shell. Enrolled students should read and understand the entire Program Policy and Procedure Manual giving special attention to the areas of Academics & Progression.

UKPAS Program History

Since its inception in 1973, the program has graduated many highly qualified physician assistants; more than 90% of whom continue to practice medicine successfully throughout the nation. While the curriculum is designed to prepare physician assistant students to function in a wide range of primary care settings, it is our hope that a large percentage of PA students will enter primary care practices located in health professional shortage areas in Kentucky.

In addition to its College and Departmental affiliations, the PA program has been a part of the [UK Graduate School](#) since April 2001. The program must abide by policies and procedures that are established by the Graduate School the PA Program is a [Plan B Master's Program and the Master of Science degree in Physician Assistant Studies \(MSPAS\)](#) will be awarded by the Graduate School upon completion of all the program requirements.

Vision, Mission, Strategic Plans, & Goals

In October 2021, UK's Board of Trustees met to consider and endorse the [Strategic Plan](#). This includes UK's mission statement, vision statement, and university values.

UKPA Program Mission

The mission of the University of Kentucky Physician Assistant Program is to educate highly skilled, compassionate physician assistants trained to provide exceptional patient care and advance healthcare in underserved and rural communities across the Commonwealth of Kentucky.

UKPA Program Values

Leadership, Life-long Learning, Collaboration and Partnership, Ethical and Professional Behavior, Advancement of Medical Knowledge, Quality, Safe and Accessible Healthcare.

Goals (A3. 12b, A1.11a / A3.11b, A1.11a)

Program goals may be found on the [website](#).

SECTION I: CODES, COMPETENCIES, TECHNICAL STANDARDS, & COMPLIANCE

To ensure a professional environment, University of Kentucky regulations require that the institution's rules, regulations, and policies be presented to all incoming students. To comply with this regulation, students have access to the links below describing these policies. It is the students' responsibility to familiarize themselves with the salient features of these documents. Many of these compliance requirements are completed through the Canvas shells created by the College, Department, and Program. Additionally, NCCPA led an effort with ARC-PA, AAPA, and PAEA to define PA competencies and ethical codes of conduct in response to the growing demand for accountability and assessment in clinical practice. Below are the links to access necessary policies as well as instructions to maintain compliance.

- [Competencies for the PA Profession](#)
- [Guidelines for Ethical Conduct for the PA Profession](#)
- [UK Student Code of Conduct](#)
- [UK Healthcare Colleges Code of Student Professional Conduct](#)
- [College of Health Science Compliance & Technical Standards*](#)
 - *The link provided includes PA Program PowerPoint for compliance standards.
- [College of Health Science Student Technical & Behavioral Standards**](#)
 - **PA Program Specific Behavior & Technical Standards are on Page 18 (Appendix E)
- [College of Health Science Confidentiality Agreement***](#)
- [UK Medical Center Standards in Patient Care](#)
- **UK Healthcare Computer Use** (see Manual Appendix)
- [HIPPA Education & Consent](#)
- [Blood Borne Pathogen Protocol](#)
- **UK Photo Release** (see Manual Appendix)
- [Legal Name Change](#)

SECTION II. ACADEMICS, PROGRESSION, & TUITION

Curriculum (A3. 12d, e / A3.11d, e)

The UKPAS Program is a graduate clinical program which aligns with the recommendations for student academic performance, progress, and promotion set by the UK Graduate School. This includes the 29-month “lock-step” nature of the curriculum and the expectation for students to meet professional standards related to safety and security of providing patient care. The program follows the University of Kentucky Registrar’s [Academic Calendar](#), including deadlines and requirements relative to progression. Additionally, the program follows any university regulation and guidance pertaining to COVID. Successful completion of all curriculum and programmatic requirements is necessary for progression and program completion.

(Course descriptions may be found [here](#).)

Didactic Courses

Spring Semester I		
Course	Prefix & #	Credit Hours
Health Care Delivery in the 21st Century	PAS 620	3
Principles of Human Physiology	PGY 412G	4
Regional Human Anatomy	ANA 611	5
Introduction to the PA Profession	PAS 651	2
Summer Semester I (4 Week)		
Course	Prefix & #	Credit Hours
Research Methods & Epidemiology in PA Studies	PAS 610	3
Summer Semester I (8 Week)		
Health Promotion & Disease Prevention	PAS 678	2
Introduction to Health & Disease	PAS 653	3
Fall Semester I		
Course	Prefix & #	Credit Hours
Clinical Lecture Series I	PAS 654	4
Pharmacology I	PAS 672	3
Psychosocial Factors in Primary Health Care	PAS 655	3
Master's Project	PAS 645	1
Clinical Methods	PAS 650	4
Spring Semester II		
Course	Prefix & #	Credit Hours
Clinical Lecture Series II	PAS 658	4
Pharmacology II	PAS 673	3
Clinical Laboratory Procedures	PAS 657	3
Master's Project 2	PAS 646	2
Patient Evaluation & Management	PAS 656	4
Summer Semester II (4 Week)		
Course	Prefix & #	Credit Hours
Survey of Geriatric Medicine	PAS 640	3
Clinical Nutrition	CNU 503	1

Clinical Clerkship Rotation Courses

Clinical curriculum is required to be completed by matriculated PA students as scheduled by the program. The UKPA Program schedules all clinical sites and preceptors during the clinical year. The program does not permit students to solicit clinical sites or preceptors (A3.03 / A3.08). Sites and preceptors are evaluated by the program for suitability to fulfill required curricular learning outcomes. Clerkship rotations are completed throughout the state of Kentucky (A3.14j). Instructional faculty for the supervised clinical practice portion of the educational program must consist primarily of physicians and PAs.

Elective Clerkships

Electives may be in any area of medicine. Student requests for electives must be approved by the Clinical Clerkship team. Clinical sites and preceptors outside of the United States (e.g., international clerkship rotations) can only be used for elective clerkship rotations (A1.10, B3.02 / A1.10). Students must be in good standing to be eligible for international clerkship rotations. Regarding international travel for elective clerkship rotations (A3.07b / A3.09b), the program adheres to current CDC recommendations, [UK International Center](#) guidance and deadlines, and the [Graduate School Policies for travel](#). Finally, the program reserves the right to choose the elective clerkship rotation of any student who demonstrates an area which requires additional experience.

Course Name	Course #	Credit Hours
Family Medicine I & II Clerkship	PAS 660	6
Internal Medicine I & II Clerkship	PAS 669	6
Pediatric Clerkship	PAS 661	3
Psychiatry Clerkship	PAS 671	3
Obstetrics & Gynecology Clerkship	PAS 662	3
Emergency Medicine Clerkship	PAS 670	3
Surgery Clerkship	PAS 663	3
Elective	PAS 665	3
Elective	PAS 665	3
Elective	PAS 665	3
Seminar in PA Studies II	PAS 680	2

Curriculum Total: 95 Credit Hours

Student Employment (A3.04, A3.05, A3.15e / A3.02, A3.03, A3.14i)

Students are strongly discouraged from outside employment during the program curriculum. Students must not accept payment while on clinical clerkship rotations for work at clinical sites. ARC-PA Standards state that a student must not substitute for instructional faculty, clinical staff, nor administrative staff.

Performance & Compliance Standards

Student academic and non-academic performance shall be assessed throughout the duration of the program to include but not limited to course grades, professionalism, and compliance with UK PAS Student Manual and Clinical Manual, [CHS PA Technical Standards](#), [Health Care Colleges Code of Student Professional Conduct](#), [UK Students Rights and Responsibilities](#), and health requirements. Successful compliance with these Performance Standards is required for progression in the program, irrespective of academic performance. Additional standards may be required in individual courses, including clinical rotations; if so, they shall be noted in the syllabus.

Performance Standards:

Student academic and non-academic performance shall be assessed throughout the duration of the Program to include but not limited to course grades, professionalism, and compliance with UK PAS Student Manual and Clinical Manual, [CHS Student Technical and Behavioral Standards](#) (A3.13e / A3.12e), [Health Care Colleges Code of Student Professional Conduct](#), [UK Students Rights and Responsibilities](#), [Academic Policies](#), and health requirements. Successful compliance with these Performance Standards is required for progression in the Program, irrespective of academic performance. Additional standards may be required in individual courses, including supervised clinical practice experiences; if so, they shall be noted in the syllabus.

- Academic Grading Scale: The Program shall comply with University policy regarding the grading scale for graduate coursework: A = 100-90, B = 89-80, C = 79 - 70, E <69.
- Examination Logistics: The examination shall not leave the room and may not be copied, photographed, or otherwise duplicated in any manner (e.g. screen capture, copy/paste, video, audio-recording, recall/documentation/sharing, etc.). Examinations will be administered in accordance with Course Director instruction, course syllabus, and/or the designated examination platform. Personal belongings, including backpacks, must be closed and stored securely away unless expressly permitted for "open book" and/or "open note" examinations. Electronic devices (e.g. phones, smart watches, tablets, wireless accessories) must be turned off and stored away, except as authorized for use with examination platforms (e.g. ExamSoft, PAEA Online Exam Platform). Students must obtain permission from the proctor before leaving the examination room. Examinations may be audio and/or video-recorded by the Program for purposes of performance review and academic integrity assurance. Such recordings are used solely for internal program purposes and are not shared externally. See the Accommodations section below.
- Examination Scheduling: Students may be permitted to take an exam at an alternate time only under special circumstances, such as illness or emergency, and at the discretion of the Course Director in accordance with University guidelines. Requests for an alternative examination time must be submitted as early as possible. The Course Director will determine the method, proctor, and date of any alternate examination and must approved any deviations from the established schedule in advance.
- The Program shall comply with university policy regarding course attendance and [Excused and Unexcused Absences](#).
- Course Assessment: Student performance in academic courses shall be evaluated by the respective instructor(s) of record. Deadlines and requirements for completion of course work is published within the respective course syllabi and/or canvas. Deficiencies in a student's knowledge and skills are addressed by the respective Course Directors.
- Academic Performance shall be reviewed at least once per semester by the S&P Committee, and/or on an urgent basis if needed. (A2.05d, A3.17c, B4.01, B4.02 / A2.05d, A3.16c, B4.01). Ongoing evaluation of academic performance metrics shall be conducted by Didactic and Clinical Subcommittees to include review of exam grades, course grades, professionalism concerns, etc. Course Directors are expected to meet with students scoring < 70% on examinations. Additional information may be located within the Progression SOP 2.6.
- Accommodations: The University, College, Department, and Program function under a non-discrimination

policy. Reasonable accommodation is made when possible in consultation with and according to the processes of the University [Disability Resource Center](#), to allow students an equal opportunity to succeed. Students must meet the [CHS Student Technical and Behavioral Standards](#) for the duration of the curriculum.

- The Program shall enforce expectations relative to Academic Integrity including but not limited to dishonesty, cheating, plagiarism. Allegations of misconduct shall be promptly investigated and documented in accordance with University policy and disciplinary action (A3.17e / A3.16e). Recording and/or sharing of examination materials in any form by the students is strictly prohibited.
- Generative Artificial Intelligence (A.I.): The University's transdisciplinary ADVANCE Team provides recommendations for responsible use of generative AI relative to the university's mission for education, research, clinical care and service. This guidance is informed by University Administrative Regulations (Information Technology, Ethical Principles and Employee Code of Conduct, Academic Offenses), FERPA, Office of Research Integrity Policies & Guidance, and UK HealthCare Policies including but not limited to Confidentiality, Patient Safety, and Behavioral Standards. *Course Syllabi shall describe acceptable use of [Generative AI in Instructional Contexts](#).*

Professional Conduct

Personnel and students adhere to [Guidelines for Ethical Conduct for the Physician Assistant Profession](#) Policy of the American Academy of Physician Assistants] and all University and College policies related to professional behavior. The Program is responsible to assure professional conduct at all times.

- **Student Identification:** Students shall be readily identified via UK Student ID, PA-S short white coat, and/or adhere to applicable dress codes with consideration of setting, activities, and/or guests. (A3.06 / A3.04)
- The Program utilizes a **Professionalism Assessment Tool** to document student pattern(s) of behavior and/or concerns. Personnel shall notify student of the documentation, submit completed Professionalism Tools to the S&P Committee, and be available for any follow-up question(s)/action(s) from S&P. Completed Professionalism Assessment Tools shall reviewed by the S&P Committee for further investigation and/or action as appropriate.
- It is incumbent upon all personnel and students to **report violations** by others that reflect poorly on an individual, the Program/College/University, or the profession to the appropriate administrator/personnel.
- Professional conduct matters involving staff personnel shall be managed by the staff supervisor, in consultation with the Program Director and the Department Chair, and when appropriate University Human Resources in accordance with established university policies and guidelines.
- Professional conduct matters involving faculty personnel shall be managed by the Program Director in coordination with the Department Chair, and when appropriate the Dean and/or Faculty Affairs in accordance with established university policies and guidelines.
- Professional conduct matters pertaining to students shall be managed by Program Director, Department Chair, and/or Standards and Progression Committee in accordance to university guidelines.
- Personnel and students shall demonstrate respect regardless of similarity or divergence of viewpoint and irrespective of age or experience and comply with all required policies, statutes, and regulation including (but not limited to): [Policy on Discrimination and Harassment](#), [Policy for Addressing and Resolving Allegations of Sexual Harassment under Title IX and Other Forms of Sexual](#)

[Misconduct, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act, Drug-free Workplace Act of 1988](#) and the [Drug-free Schools and Communities Amendment of 1989](#).

- Personnel and students shall adhere to **confidentiality** standards (including patient and academic confidentiality).

Summative Exam (or, Final Programmatic Student Assessment)

The Program shall conduct and document a summative evaluation of each student within the final four months of the curriculum to verify that each student meets the Program competencies required to enter clinical practice and comply with policies for non-thesis/Plan B degrees as required by the UK Graduate School. (B4.03 / B4.03)

- The Program shall conduct and document a Summative Exam such that students are assessment in the areas of medical knowledge, interpersonal, clinical and technical skills, professional behaviors, and clinical reasoning and problem-solving abilities required for entry into the profession. The Summative Exam shall occur within the final four months of the Program in order to assess each student relative to the competencies required to enter clinical practice. Each component shall be managed in accordance with applicable guidelines for examination administration. Failure of any component shall necessitate a repeat attempt; procedures for repeat shall be communicated to the student by Program personnel and must be satisfactorily completed within the specified time frame. (B4.03 / B4.03)

Student Extended Absence

The program shall receive, review, and process student requests for extended absence in consideration of relevant University guidelines and lock-step nature of Program curriculum. Extended absences may be granted upon request and completion of an examination/assessment, or other requirements may be required for re-entry.

- **Extended Absence Request Process:** Student shall submit a Request for Extended Absence to Program Director and meet with designated faculty representative of Standards and Progression Committee and/or Faculty Advisor.
 - The S&P Committee shall consider requests for leave of absence based on individual circumstances and work with students to develop an appropriate plan.
 - Due to the lock-step nature of the program, students granted an extended absence may extend length of program and include financial and/or degree conferral dates implications. (A3.15b / A3.14b)
- **The Graduate School Policy for Leave of Absence** [Leave of Absence](#) (LOA): Enrolled graduate students at the University of Kentucky that sit out for one or more semesters will need to complete a new application and pay the application fee in order to be considered for readmission. Procedurally, students should contact their Director of Graduate Studies (DGS) to seek approval for the leave prior to the beginning of the semester in question. If approved, the DGS will contact their Graduate School admissions officer who will modify the record accordingly. No more than two consecutive and four total semesters of leave of absence status may be requested.

Program Progression

In accordance with University and Graduate School Policies/Guidelines, the Program shall define, publish, consistently, apply, and make available the criteria for student progression including related processes in the event those criteria are not met (A3.15, A3.17 / A3.14, A3.16). Students must achieve a minimum of a 3.0 and meet all academic and UKPAS Student Performance Standards to begin clinical rotations, take the Summative Examination (including the Master's Examination) (B4.03 / B4.03), and ultimately complete the program.

The PAS Standards and Progression Committee will meet upon the student's failure to meet established criteria; actions may include but are not limited to remediation, decelerations, dismissal, or termination.

- **Student Requirements and Deadlines for Progression In and Completion of the Program** (A3.15b, A3.17 / A3.14b, A3.16):
 - To remain in good standing and progress through the curriculum to Program completion, students must successfully pass all Program course and maintain a minimum of 3.0 Cumulative Graduate GPA (CGGPA) or Program Cumulative Graduate GPA (PCGPA*) upon completion of each semester of enrollment. **Given that prior UK Graduate coursework is calculated into CGGPA, acknowledgement of “or PCGPA” is used herein Program progression policy and process to ensure satisfactory performance throughout UK PA program enrollment.* Complete Program Requirements as outlined in canvas, including but not limited to: PACKRAT I, PACKRAT II, and Summative Examination.
 - Adherence to all Performance and Compliance Standards throughout the duration of Program enrollment.
 - Within the final four months of the program, students shall be required to successfully pass all components of the Summative Exam, also referred to as the Final Programmatic Student Assessment, and includes the Master’s Examination as per Graduate School policy. (A3.17f, B4.03 / A3.16f, B4.03)
- **Progression Process:** The Standards and Progression (S& P) Committee shall review student performance data according to identified academic and behavioral standards upon semester conclusion, or on an urgent basis if indicated (A2.05d, A3.13, A3.17c, B4.01, B4.02 / A2.05d, A3.12, A3.16c, B4.01), in order to make a timely recommendation to the Committee of the Whole regarding student progression status which may include but not be limited to:
 - **Continuation/Good Standing:** Students who pass academic courses, maintain a Cumulative Graduate Grade Point Average (CGGPA) or Program Cumulative Graduate Grade Point Average (PCGGPA) of ≥ 3.0 , and adhere to Performance and Compliance Standards shall progress to the subsequent semester of Program coursework.
 - **Scholastic (or Academic) Probation:** Per Graduate School and Program policy: When students have completed 12 or more semester hours of graduate course work with a cumulative GGPA or PCGGPA of less than 3.00, they will be placed on scholastic (or academic) probation. Students will have one full-time semester or the equivalent (9 hours) to remove the scholastic probation by attaining a 3.00 cumulative GGPA or PCGGPA. If probation is not removed, students will be dismissed from the Graduate School. Students who have been dismissed from the Graduate School for this reason may apply for readmission after two semesters or one semester and the summer term. If they are accepted by the Program, admitted students will have one full-time semester or the equivalent (9 hours) to remove the scholastic probation by attaining a 3.00 cumulative GGPA or PCGGPA. Exceptions to this policy can be made only by the Dean of the Graduate School. Students placed on scholastic probation are not eligible for fellowships or tuition scholarships and may not sit for doctoral qualifying or final examinations, or master’s final examinations.

NOTE: Scholastic/Academic Probation may impact eligibility/status for financial aid and/or awards; students are expected to contact the UK Office of Student Financial Aid and Scholarships directly for more details.

 - **Clinical Year Progression:** Students with Cumulative GGPA or PCGGPA of less than 3.0 shall not progress to clinical curriculum.
 - **Dismissal:** Students shall be dismissed from the Program and/or the Graduate School due to failure to meet academic and/or performance standards to include but not limited to: failure of two PA curriculum required courses (regardless of having successfully repeated a course), failing the same course twice, failure to achieve or mathematic impossibility to achieve a minimum of 3.0 Cumulative GGPA or PCGGPA by the time of the Summative/Final Master’s Examination, and/or Performance and Compliance Standards violation. Students dismissed from the Program *may* have possibility to re-apply,

and if accepted shall re-start the Program at the beginning of the curriculum. (A3.15a-d, A3.17c-f / A3.14a-f, A3.16c-f)

- **Termination:** Per the UK Graduate Bulletin, “The Dean of the Graduate School may terminate enrollment in a particular program for the following reasons: (1) Scholastic probation for three enrolled semesters, (and/or) (2) Having failed twice the final examination for the master’s degree or the qualifying examination”. Students who are terminated from the Program may not apply for readmission.
- **Remediation:** The Program initiates remediation upon formal Deceleration during the didactic curriculum phase and following a retake failure of an End of Rotation exam during the clinical curriculum phase, provided the student has no prior course failures while enrolled in the program. (A3.17d / A3.16d) The S&P Committee, in collaboration with the student’s Faculty Advisor and/or other appropriate personnel, shall establish a remediation and/or student support plan that must be successfully completed or the student may be terminated from the Program. (A2.05f, A3.15c, A3.17d / A2.05f, A3.14c-d, A3.16d). Upon satisfactory completion of the remediation and/or Support Plan, student shall continue progression in the Program.
- **Deceleration:** Due to lock-step nature of Program curriculum, students in the didactic phase may not continue to next semester with a failing grade (“E”) in any preceding semester course. Students with a failing course grade may be granted permission to decelerate to the next cohort by the S&P Committee, use the one repeat option as per Graduate School policy, and must earn a grade of no less than “B” to progress to the subsequent semester. Students may be granted permission to decelerate from the Program one (1) time. A support plan shall be established between the student and Faculty Advisor or other program designee and approved by the Standards and Progression Committee. Instance of clinical course failure may be eligible for the repeat option at the end of the clinical phase and may extend length of program, including financial and/or degree conferral date implications. (A3.15c / A3.14c-d)
- **Program Withdrawal:** Students may elect to withdraw from the Program in writing to the Program Director and Director of Graduate Studies (DGS). This shall be done in accordance with University policies for withdrawal (including but not limited to University Registrar guidance regarding Withdrawal ([Code of Student Conduct](#), [Registrar](#), and [Financial Aid](#))). Students may request to decelerate and will be reviewed the S&P Committee. If eligible, students considering withdrawal from the Program will work with the Program Director, Director of Graduate Studies (DGS), and their Faculty Advisor to review the conditions of withdrawal and considerations for re-entry may occur. **Incomplete “I” Grade:** Instructor of Record/Course Director may elect to grant an Incomplete “I” Grade for a course if the student fails to complete all the required work by the conclusion of the course. An [“I” grade](#) shall be conferred only when there is a reasonable possibility that a passing grade will result when work is completed. An “I” grade shall require the approval of the course director and appropriate documentation submitted to the DGS. (S.R. 5.1.2.2) Students may progress into the subsequent semester with an “I” grade; however, successful completion of all courses is required to progress in the Program. (A3.14e)
- **Course Failure & Repeat Option:** Due to lock-step nature of the program, students in the didactic year may not continue to next semester with a failing grade in any preceding semester course. Per Graduate School policy, a student may only exercise one repeat option during the graduate program. The repeated course option requires a “B” grade or better.
 - As per the Graduate School, “The Repeat Option Form is held in the Graduate School and the change of grade is recorded when the course has been completed for the second time. The original grade does not figure in to the GGPA. A request to exercise the repeat option must be submitted *prior to graduation* from the program. The repeat option cannot be used

to remove an “E” grade assigned as the result of an academic offense, such as cheating or plagiarism.”

- **Support Plan:** The Program shall develop and implement a Student Support Plan when concerns are identified related to academic performance, professionalism, conduct, and/or wellness. The Standards & Progression Committee reviews the concern, and when appropriate, establishes a Support Plan in collaboration with the student’s Faculty Advisor. Plan expectations will be communicated to the student and Faculty Advisor, with periodic follow-up until completion.

Student Advising (A2.05e / A2.05e)

- Upon matriculation, students will be assigned a faculty advisor. A goal of at least four meetings annually shall occur between faculty advisor and enrolled student advisee. As appropriate, advising meetings shall include academic counsel and timely provision of support resources to include but not be limited to connecting students to University resources including library services, special interest group services, counseling services, academic support services, [TRACS](#), as well as University and College level [support services](#). (A3.10 / A3.07)
- S&P Committee may notify Faculty advisor of any student demonstrating academic and/or performance concerns. Faculty Advisors may be asked to support students, formally or informally, in identified areas in need of improvement and report back to S&P Committee as requested.
- Students shall avail themselves to College and University resources and support (i.e., Counseling, tutoring, etc.).
- **The UK PAS Advising Framework** shall be utilized to inform student advising:
 - **Purpose:** To support students through the rigorous PA educational curriculum, each student upon matriculation is assigned a PA faculty advisor. The PA faculty advisor mentors the PA student throughout the Program with a focus on academic, professional, and transition to the PA profession.
 - **Overarching Principles:**
 - Meeting Frequency Recommendation: Faculty Advisor shall meet with student advisee at least once per semester with a minimum of four meetings annually. The individualized approach to advising may warrant more frequent meetings as needed.
 - Student Advocate/Support: Faculty Advisor to be present when a student meeting is conducted (i.e., S&P Committee, Clinical Team, Program Director, etc.).
 - Performance Tracking (A2.05e / A2.05e): Ongoing assessment of student data shall be used for data-informed advising and support efforts. (i.e., academic performance metrics, progression matters, and attributes such as first generation, non-traditional, etc.).
 - Professionalism: The Program utilizes a **Professionalism Assessment Tool** to document student pattern(s) of behavior and/or concerns. Personnel (including Faculty Advisors) shall notify student of the documentation, submit completed Professionalism Tools to the S&P Committee, and be available for any follow-up question(s)/action(s) from S&P. Completed Professionalism Assessment Tools shall reviewed by the S&P Committee for further investigation and/or action as appropriate.

Program Tuition & Scholarships

The UKPAS Program updates the program specific tuition spreadsheet yearly prior to January for the entering new cohort. The spreadsheet is made available to students through Canvas and the [website](#). Tuition and fees are set each fiscal year by the university and may be found on the [UK Registrar’s website](#). Additionally, the program follows the university regulations for fee funds: [Official Free Refund & Liability Reassessment](#). Lastly, students have access

to a [UK Financial Aid Counselor](#).

In addition to academic scholarships available at UK, students may search for scholarships through the [Graduate School](#). The College of Health Sciences also provides small competitive [scholarships](#) for students in CHS programs.

SECTION III: UKPAS FACILITIES & TECHNOLOGY

Introduction

The UKPA Program has two campus locations for programmatic and administrative duties:

Lexington Campus

Charles T. Wethington Bldg., Suite 205
900 S. Limestone St.
Lexington, KY 40356

Morehead Campus

Center for Health Education & Research, Suite 202
316 W. Main Street
Morehead, KY 40351

To ensure confidentiality and efficient operation of the program, students must respect the offices as places of business. Therefore, the following policies have been established to ensure continuity, privacy, and respect for all UKPAS faculty, staff, and students. Each person must sign in at the front desk with the PA Program personnel:

- The program offices should not be used as a lounge.
- Staff desks are restricted workspaces.
- Office telephones should not be used by students without the permission of staff.
- Appointments with instructors should be made in advance with the individual instructor.

The UKPAS Program is considered one student body and there are important reasons for maintaining the campus distinctions. Therefore, it is necessary to establish guidelines for students in Morehead and Lexington-based UKPAS program regarding participating in the courses or lab sessions away from their official campus

Location Policy:

- Students are expected to attend didactic and laboratory classes where they are registered.
- Exceptions may be made only in cases involving serious health or medical considerations of the students and/or their family members.
- All exams, quizzes, or other performance evaluations must be taken at the site of registration unless directed by the course instructor.

Libraries (A1.05, A3. 12h / A1.05, A3.11h)

Both campuses have library access for students use. UK student IDs should be activated to checkout materials and connect to the UK proxy from a location outside the University. Additionally, the UK Medical Center Library has created a [PA Library Resource Center](#). There are

- [Access from Off-Campus](#): Current UK students may use their LinkBlue login to access restricted electronic information purchased or licensed by UK Libraries.
- [William T. Young Library](#): Located on Lexington's main campus, south side.
- [UK Medical Center Library](#): Located in Lexington on the first floor of the Chandler Medical Center.
- [Camden Carroll Library](#): Located in Morehead on MSU's main campus.
- St. Claire Regional Medical Center Library: Located in Morehead in St. Claire hospital on the 2nd floor. Phone: 606-783-6860.

Computer Labs

UK students have easy access to computer labs all over campus. For a complete list of the labs, please visit [UK Information Technology Services](#). Additionally, the Morehead campus students have access to two computer labs in the CHER building.

Technology Requirements

It is strongly recommended that all students acquire a laptop to use while in the program. Technology requirements are the same as the standard university recommendations. Windows is preferred and is usually more easily compatible with existing university systems. The College of Health Science ITS Department does not recommend Chromebooks or any similar OS as they do not allow for installation of any stand-alone software. Such software the program utilizes is the [Respondus](#) lockdown browser, [ExamSoft](#), PAEA's [PACKRAT, End of Rotation, & End of Curriculum exam software](#). The PAEA exams have specific system requirements please [review](#). Students may also use their LinkBlue and password for any additional software downloads [here](#).

Student Email & Canvas

Each student is issued a UK Medical Center email address. This email address is an important mode of communication with the faculty and staff. The Program faculty and staff will only use UK email addresses for correspondence. It is each student's responsibility to regularly check their email account. Students may use this [link](#) for instructions to activate their UK email. Additionally, the Program creates a class [Canvas](#) shell and all PAS courses have a Canvas interface. Canvas announcements link to the student's UK email to receive any messages, course materials, opportunities, and provisions of resources and services (A1.04, A1.05, A1.11d / A1.04, A1.05, A1.11d).

Identification Cards (A3.06 / A3.04)

In January of matriculation, each student will receive a UK Medical Center Badge and UK Wildcard Student ID. Students will need to go to a UK Library location to activate in order to access library resources remotely. Morehead campus students will also receive a St. Claire and Morehead State ID. Student IDs must be worn on campus and in the clinical setting to clearly identify UKPA students and distinguish them from other health profession students and practitioners.

Parking

Lexington Campus students may purchase a "K" Periphery Permit through [UK's Transportation Services Office](#). Periphery parking is available in the Kroger Field Red and Blue Lots, as well as the Commonwealth Drive Lot and College Way West Lot. [Campus shuttles](#) operate on a continuous loop, providing riders with reliable and timely transportation.

Morehead Campus students are provided a parking pass at the Morehead Campus Orientation by the Northeast Area Health Education Center (NEAHEC). During the orientation, the NEAHEC will review the parking lot availability.

There may be circumstances in which students at each campus may need to travel to the other for events and/or courses. Students should consult with the Program Assistant for the campus for temporary parking permits and instructions.

Security Services (A1.02g / A1.02e)

Campus Police and security services are present on both campus locations. Students should use precautions when on campus alone at night or on the weekend. In the event of any emergency, students should call 911. Both campuses are assigned lockers to keep their belongings.

[UK Police Department](#) – The CTW Building is locked from 6:00pm-7:00am and on weekends. Contact Medical Center Security if need (859-323-6946).

[Morehead State Police Department](#) – After-hour and weekend access to the CHER building is available for educational purposes. To access the building, students may contact MSUPD at 606-783-2035 and identify themselves as a UKPA student.

Additionally, students from each campus are encouraged to download the LiveSafe Mobile Safety App on their phone. This app is utilized by both campus police departments for safety and reporting incidents:

[UK SafeZone & UK Alert App](#)

[Morehead State LiveSafe App](#)

[MSU Eagle Alerts](#)

Lexington campus students have access to student lockers assigned by the Program to keep all belongings.

SECTION IV: STUDENT GRIEVANCE & COMPLAINT RESOLUTION (A3.15g / A3.14g-h)

Academic

The UKPAS Program adheres to all University and College policies and regulations for grievances and complaints. A process exists for students to register grievances/complaints and to have them resolved in a timely and fair manner. This information is documented to enable identification of any trends that may emerge. Following the provided, [Complaint Resolution Flow Chart](#), students may determine the appropriate course of action. The student may involve the [University Academic Ombud](#) or other University personnel for assistance. If a student is not able to resolve an issue or complaint with an individual or department, or feels they have been treated unfairly, please submit a [UK Student Complain and Grievance Report Form](#).

Non-Academic

The University has policies and procedures for any student who may have allegations of mistreatment, harassment, and/or discrimination. (A3.15f / A1.02g) The [Office of Equal Opportunity](#) supports and serves faculty, staff, students, and members of the University community. For more information see the following links:

- [Right to be Free from Discrimination & Harassment](#)
- [UK Violence Intervention & Prevention Center](#)
- [Disability Resource Center](#)

SECTION V: STUDENT LIFE & WELLNESS

The UKPA Program is committed to the welfare and overall development of students by providing services needed to strengthen their well-being and academics. The University provides an array of [Student Community Resources and Services](#). Additionally, the [Office of Student Success](#) provides information on [Campus Recreation](#), [Center for Academic Resources & Enrichment Services \(CARES\)](#), [Center for Support & Intervention](#), [Counseling](#), [Disability Resource Center](#), [Financial Wellness](#), [First Generation Services](#), [LGBTQ*](#), [the Study](#), [Transformative Learning](#), and the [Veteran's Resource Center](#). A few pertinent resources are highlighted below.

Student Health

Students have the following options for health care:

1. **University Health Service (UHS)** provides services through the mandatory Health Fee. It is not intended to replace health insurance.
2. **Student Health Plan (SHP)** - Health coverage is strongly recommended for expenses not covered by the Health Fee, including most diagnostic procedures (laboratory tests, X-rays, MRIs), surgery, hospitalization and prescription medication. Students may use the health plan of their choice. The Student Health Plan (SHP) is a health insurance plan customized to meet the year-round needs of UK students.
3. **Morehead Students** – may utilize the above options as well [MSU's Counseling & Health Services](#). To schedule an appointment call, 606-783-2055 (8:00am-4:30pm; Monday thru Friday).

Each option is explained [here](#).

Students must make an appointment to be treated by UHS. They do not take walk-ins and may usually be seen the same day or next day. To make an appointment, call 859-323-2778

Counseling Services

Each campus provides counseling services with staff psychologist and counselors accessible to help students cope with academic and personal stresses.

- [UK Counseling Center](#)
- [Morehead State Counseling and Health Services](#)

Center for Support and Intervention (CSI)

CSI promotes student well-being and success by providing holistic and collaborative support to students in distress, through assessment of needs, identifying barriers to access, and connection to campus community resources.

- [Big Blue Pantry](#)
- [Basic Needs](#)

Disability Resource Center (DRC)

The DRC provides services to the University community so students with disabilities have an equal opportunity to fully participate in all aspects of life. You may go to the provided link to register with the DRC as well as information about testing accommodations.

LGBTQ*

LGBTQ* Resources is the University's central hub for accessing information, groups, and services related to diverse sexual orientations and gender identities.

Student Support Services

Student Support Services is designed to provide comprehensive academic support and increase retention and graduation rates for students who are first generation, low income and/or have a documented disability.

Transformative Learning (TL)

TL is a one-stop shop for academic resources including Peer Tutoring, Supplemental Instruction, and Integrated Success Coaching.

Veterans Resource Center

The Veterans Resource Center supports and advocates for veteran and military-connected students through fostering community, assisting with college transitions, and processing GI Bill Certification.

Joseph Hamburg Student Society (JHSS)

The UKPA Program offers a student ran student organization JHSS. Upper-class JHSS officers will connect with the new group of students to review the society's mission and by-laws as well as conduct student elections.

Kentucky Academy of Physician Assistants (KAPA)

KAPA serves the needs of Pas and PA students who work or reside in the state of Kentucky. Students are encouraged to become student members to participate in the state conference, legislative day, and academic bowls.

American Academy of Physician Associates (AAPA)

Students are also encouraged to become a student member of AAPA which provides great resources for PANCE prep and research.

ADDENDUM: UK PA Program Policy and Procedures are mapped to ARC-PA Standards of Accreditation. Standards are documented within this manual as (5th edition / 6th edition) with relevant standard specified therein.

SECTION VI: UKPAS PROGRAM ACKNOWLEDGEMENT FORM

Print Name: _____

1. I acknowledge that I have received or have web access to and will comply with the rules, standards, and policies contained in the following documents:
 - UKPA Policies and Procedures Manual
 - UKPA Student Manual
 - Health Care Colleges Code of Student Professional Conduct
 - College of Health Sciences and Physician Assistant Program Technical Standards
2. I acknowledge that I will maintain and provide proof of the required immunizations, tuberculosis screening, and certification in Basic Life Support (AHA Healthcare Providers) to continue in the UKPAS Program.
3. I understand and accept:
 - I must be present and attend the PAS campus in which I applied and was selected for all didactic courses, labs, and programmatic events.
 - The Physician Assistant Clinical Team will make all clinical rotation assignments according to the procedures outlined in the Student Clerkship Manual.
 - Clinical rotations are university courses and have specific course numbers that will be charged tuition.
 - I must be prepared to spend the necessary time and make the necessary personal effort to complete the clinical rotations required for completion of the Physician Assistant Program.
4. I give permission to the faculty and staff of the Physician Assistant Studies Division, College of Health Sciences, and the University of Kentucky to release the following information while I am enrolled at the University of Kentucky. This information would be given only to individuals and/or agencies requesting the information for professional reasons, e.g. licenser activity, sending professional literature, and local/state newspaper releases concerning my educational experiences in the Physician Assistant Studies Program.
 - Home and School Address
 - Home and School Telephone Number
 - UK Email Address
 - Date of Birth
 - Photographic Image
 - Copies of immunizations and Tuberculosis Screening Status/Records
 - Results of Criminal Background Screening
 - Other information as it should relate to your student involvement throughout the UKPA educational program.

Please note if you want to limit information release _____

5. I hereby acknowledge that I have received information on and agree to abide by the University Policies regarding Sexual Harassment and Discrimination:
 - Office of Equal Opportunity: https://www.uky.edu/EVPFA/EEO/discrimination_faq.html

Student Signature: _____ Date: _____