Master in Physician Assistant Studies Student Handbook
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Section I: Overview

Preamble
This Master in Physician Assistant Studies Student Handbook is maintained by the Florida International University (FIU) Herbert Wertheim College of Medicine (HWCOM) Master in Physician Assistant Studies (MPAS) program office and its faculty, with collaborative input from HWCOM faculty, administrators, and staff. The policies and procedures herein apply to all MPAS program members, which include students, didactic and clinical faculty, and administrative staff. Policies of affiliated clinical sites may supersede program policies only as agreed upon in a written affiliation agreement or memorandum of understanding. This handbook should serve as a guide throughout student academic, clinical, and extracurricular life. Whenever participating in FIU and/or MPAS-sponsored program events on and off campus, MPAS students must abide by the policies and guidelines in this Master in Physician Assistant Studies Student Handbook and the policies of the FIU Student Handbook published annually by FIU Student Affairs.

The basic premise for these student guidelines is the understanding that individual rights are accompanied by responsibilities. By enrolling as an MPAS student at FIU HWCOM, students become members of the larger FIU community and, thus, acquire rights in and responsibilities to the entire university community.

All policies and procedures described in this Master in Physician Assistant Studies Student Handbook and the FIU Student Handbook are subject to revision at any time and without notice. Such revisions are applicable to all MPAS students. The policies and information contained herein take effect August 2015. Students are informed of significant changes and updates via their FIU email accounts at the time that such revisions are made and posted online. Once notified, students are subject to any changes in policy.

Questions regarding the content of this handbook should be directed to the MPAS program office.
Message from the Founding Dean and Senior Vice President for Health Affairs

Welcome and thank you for your interest in the Herbert Wertheim College of Medicine (HWCOM) at Florida International University (FIU). I hold the privilege of being the second dean of this young and incredibly vibrant medical school, and here I share with you some key information about our curriculum, accomplishments, and mission.

This is an exciting time for the HWCOM. Our medical students consistently match in their first-choice medical specialty and are well-prepared for internship, with pass rates and mean scores exceeding national averages on the USMLE Step 1 and 2 exams. Our physician assistant (PA) school contributes to the increasing demand for health care practitioners. Our Ph.D. Program in Biomedical Sciences trains top-notch researchers for the future. We also offer integrated degrees, and this year we will graduate the first students to pursue a combined MD and Professional MBA Degree in Healthcare Management.

HWCOM students and graduates distinguish themselves by their deep understanding of both the social determinants of disease and the biologic determinants of disease. Through our innovative Neighborhood Health Education Learning Program (NeighborhoodHELP), medical and PA students perform longitudinal household visits to patients within medically underserved areas of Miami-Dade County. These visits of interprofessional teams, that include FIU nursing and social work students (and education and law students as household needs are identified), teach our students how to evaluate and implement comprehensive and compassionate, personalized, patient care. Our students learn, first-hand, how social factors critically impact health and disease, and how empathy and medical knowledge must seamlessly intermesh for the proper care of every patient.

Within this proud legacy of providing exceptional medical education grounded in social consciousness, our curriculum equally emphasizes the roles of both clinical and basic science research in fueling the needed insights to improve patient outcomes. Our faculty is comprised of many preeminent scholars in a variety of medical science disciplines including genetics, immunology, biochemistry, pharmacology, and cell biology, and we have world-leading research centers in nanotechnology and in glycobiology. Our programs provide students with a wealth of opportunities to fully develop skills at the laboratory bench and the bedside, allowing each student to explore and establish their own path within the practice of the healing profession.

HWCOM was founded on the premise of preparing socially accountable physicians, scientists, and health professionals, and on the promise to provide service to our community. In our first ten years, we have met this premise and this promise, and have become a national leader in the integration of community-based medical education and clinical care. In the next ten years, we will build on this remarkable foundation and will also enhance our efforts in scholarship and innovation. We will sustain and further develop our inclusive environment that fosters humanitarianism in the practice of medicine and in the development of breakthrough medical science concepts, thereby promoting interdisciplinary research cooperation and collaboration to yield transformative medical knowledge that will improve the health of all people, everywhere. I encourage you to explore our website and welcome further inquiries into our ground-breaking programs that place the HWCOM at the forefront of developing next-generation medical education and healthcare practice.

Yours sincerely,

Robert Sackstein, MD, Ph.D
Founding Dean and Senior Vice President for Health Affairs
Herbert Wertheim College of Medicine
Florida International University
Message from the Associate Dean and Founding Chair

Along with faculty and staff, I am proud to welcome you to the MPAS program at FIU HWCOM. This is the first step in the journey that will lead you to an exciting and rewarding career as a physician assistant.

This is a rigorous, graduate-level program. Although the curriculum is challenging, we are here to help you succeed. The MPAS program administration, faculty, and staff are committed to providing you with an excellent education. In an environment of respect, we will provide you with the knowledge, resources, experience, and support that will prepare you for your future as a PA.

Please read this handbook carefully. Should you have any questions regarding the policies and procedures herein, feel free to contact the MPAS program office for clarification. Students are expected to abide by all the policies and procedures herein, and are responsible for seeking clarification in the event that it is needed.

Once again, welcome, and best wishes for success in this endeavor.

Pete Gutierrez, MD, MMS, PA-C
Associate Dean and Founding Chair
Herbert Wertheim College of Medicine
Florida International University
MPAS Vision, Mission, Goals, and Values

Vision
The vision of Florida International University Herbert Wertheim College of Medicine Master in Physician Assistant Studies is to be the leader in South Florida's education and training of physician assistants to improve health care in South Florida.

Mission
The Florida International University Herbert Wertheim College of Medicine Master in Physician Assistant Studies program prepares a diverse, dynamic workforce of competent and compassionate graduate-level health care professionals who are qualified to practice collaboratively on primary care and specialty interprofessional teams, serve their communities, and advance the physician assistant profession.

Goals
- Provide Florida students greater access to physician assistant education.
- Train students to serve South Florida’s diverse population through a patient-centered curriculum that emphasizes medical and cultural competence.
- Prepare students for lifelong learning in medicine with a level of didactic and clinical competence that provides successful entrance into the profession.

Values
Our conduct, ideals, and ethics are:

- Integrity
- Diversity
- Competence
- Compassion
- Scholarship

History and Accreditation Statement
In 2011, the Board of Governors of the State University System of Florida granted a request by HWCOM to implement a graduate degree program in physician assistant studies. Under the dual umbrella of HWCOM and the FIU University Graduate School, the MPAS program works to fill the local, state, and national needs for midlevel health care providers.

In 2014, the MPAS program applied for Accreditation-Provisional status by the national physician assistant education accrediting body, the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA). Provisional accreditation, granted when the plans and resource allocation of a program demonstrate and meet ARC-PA standards, was granted in 2015 and allowed enrollment of the inaugural MPAS class.

In 2019, the MPAS program received Full - Accreditation status through 2029 by the national physician assistant education accrediting body, the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA).

FIU is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, master’s, and doctoral degrees, including the Master in Physician Assistant Studies degree.
Section II: Student Affairs

MPAS Program Office Information
The MPAS program office provides services for all MPAS students from the time of recruitment to the time of commencement and beyond. Activities of the MPAS program office include: recruitment of students, facilitation of the admissions process, mentorship of students, and academic counseling.

Hours: 8:30 a.m. to 5:00 p.m. Monday through Friday except on university holidays.

Professional Staff
Program Director. Serves as chief administrative office of the MPAS program. Oversees development and implementation of the MPAS program vision and strategic plan, organizational and fiscal management and review, and MPAS accreditation.

Medical Director. Supports the program director in ensuring full and effective implementation of current practice standards in academic and clinical instruction and curriculum, fulfilling the MPAS program mission, and evaluating student performance.

Academic Director. Serves as interim director in absence of the program director. Oversees academic curriculum development and implementation.

Clinical Director. Oversees development and implementation of clinical curriculum. Monitor clinical site development.

Clinical Liaison. Oversees clinical sites, including hospitals, clinics, and private physician practices. Develops affiliation agreements to ensure sufficient availability of clinical sites and preceptors.

Financial Counseling and Financial Aid
MPAS students may seek financial counseling and aid through the HWCOM Office of Financial Assistance Website (https://medicine.fiu.edu/academics/degrees-and-programs/master-in-physician-studies/financial-assistance/index.html). Financial aid is offered in the form of grants and loans and may come from a variety of sources.

Additionally, MPAS students are encouraged to apply for other grants and scholarships offered by sources outside the university, such as the Physician Assistant Foundation, the National Health Service Corps Program, and the Physician Assistants in Orthopedic Surgery. More information is available on funding sources through the American Academy of Physician Assistants (AAPA) at https://pa-foundation.org/scholarships-fellowships/pa-student-scholarships/

Career and Academic Counseling
Upon entrance to the MPAS program, each MPAS student is assigned a faculty advisor who provides academic and career advising. Faculty advisors monitor student academic progress and success and provide guidance in navigating course work, clinical rotations, and career opportunities. Students are expected to meet with their assigned advisor regularly. Students experiencing academic difficulty are required to meet with their advisor to create a plan for tutoring and/or other academic assistance.
Section III: MPAS Program Overview

Graduate Outcomes

Upon completion of the program, graduates will be able to:

1. Identify the major principles of anatomy, physiology, pathophysiology, pharmacology, and microbiology.
2. Apply the principles of anatomy, physiology, and pharmacology to determine etiology, pathophysiology, prevention, and treatment of human disorders.
3. Communicate effectively with patients, families, and health service providers; counsel patients, their families, and their caregivers regarding disease treatment and care.
4. Conduct and accurately document complete medical histories and physical examinations.
5. Identify and propose initial therapy for acute, life-threatening situations and management plans for chronic disease.
6. Identify the need for and ability to order and understand appropriate diagnostic tests.
7. Correctly perform basic procedural skills with attention to patient comfort.
8. Obtain and manage patient information from the medical record.
9. Use evidence-based medicine to provide quality health care to individuals and populations.
10. Apply quality scientific research methods.
11. Discuss the role of the integrated patient care model from the perspective of a physician assistant.
12. Identify and abide by the systems-level processes that support continuous quality improvement and patient safety, and use standard precautions in the health care setting.
13. Apply professional behavior attitudes for the care of patients, self, and others in accordance with American Academy of Physician Assistants’ Guidelines for Ethical Conduct for the Physician Assistant Profession.
14. Provide appropriate, patient-centered counseling techniques to improve rational utilization of health care resources, prevention, and patient satisfaction.
15. Interact effectively as part of interprofessional teams to address health care needs of patients.

Physician Assistant Competencies

The MPAS program has adopted and integrated into its curriculum the National Commission on Certification for Physician Assistants (NCCPA) 2012 revised guidelines defining physician assistant competencies. In addition to these six competencies, the MPAS program has added and adopted a seventh competency, Social Responsibility. These competencies encompass the skills, knowledge, education, and attitudes that PAs should acquire through training and in their future professional lives. The following listing and description of competencies (excepting the seventh competency) is taken verbatim from the NCCPA “Competencies for the Physician Assistant Profession,” which can be found at https://www.nccpa.net/Uploads/docs/PACOMPetencies.pdf.

Medical Knowledge. Medical knowledge includes the synthesis of pathophysiology, patient presentation, differential diagnosis, patient management, surgical principles, health promotion, and disease prevention. Physician assistants must demonstrate core knowledge about established and evolving biomedical and clinical sciences and the application of this knowledge to patient care in their area of practice. In addition,
physician assistants are expected to demonstrate an investigative and analytic thinking approach to clinical situations. Physician assistants are expected to understand, evaluate, and apply the following to clinical scenarios:

- evidence-based medicine
- scientific principles related to patient care
- etiologies, risk factors, underlying pathologic process, and epidemiology medical conditions
- signs and symptoms of medical and surgical conditions
- appropriate diagnostic studies
- management of general medical and surgical conditions to include pharmacologic and other treatment modalities
- interventions for prevention of disease and health promotion/maintenance
- screening methods to detect conditions in an asymptomatic individual
- history and physical findings and diagnostic studies to formulate differential diagnoses

**Interpersonal & Communication Skills.**

Interpersonal and communication skills encompass the verbal, nonverbal, written, and electronic exchange of information. Physician assistants must demonstrate interpersonal and communication skills that result in effective information exchange with patients, patients’ families, physicians, professional associates, and other individuals within the health care system. Physician assistants are expected to:

- create and sustain a therapeutic and ethically sound relationship with patients
- use effective communication skills to elicit and provide information
- adapt communication style and messages to the context of the interaction
- work effectively with physicians and other health care professionals as a member or leader of a health care team or other professional group
- demonstrate emotional resilience and stability, adaptability, flexibility, and tolerance of ambiguity and anxiety
- accurately and adequately document information regarding care for medical, legal, quality, and financial purposes

**Patient Care.**

Patient care includes patient- and setting-specific assessment, evaluation, and management. Physician assistants must demonstrate care that is effective, safe, high quality, and equitable. Physician assistants are expected to:

- work effectively with physicians and other health care professionals to provide patient-centered care
- demonstrate compassionate and respectful behaviors when interacting with patients and their families
- obtain essential and accurate information about their patients
- make decisions about diagnostic and therapeutic interventions based on patient information and preferences, current scientific evidence, and informed clinical judgment
- develop and implement patient management plans
- counsel and educate patients and their families
- perform medical and surgical procedures essential to their area of practice
- provide health care services and education aimed at disease prevention and health maintenance
- use information technology to support patient care decisions and patient education
Professionalism.

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

- understanding of legal and regulatory requirements, as well as the appropriate role of the physician assistant
- professional relationships with physician supervisors and other health care providers
- respect, compassion, and integrity
- accountability to patients, society, and the profession
- commitment to excellence and on-going professional development
- commitment to ethical principles pertaining to provision or withholding of clinical care, confidentiality of patient information, informed consent, and business practices
- sensitivity and responsiveness to patients’ culture, age, gender, and abilities
- self-reflection, critical curiosity, and initiative
- healthy behaviors and life balance
- commitment to the education of students and other health care professionals

Practice-based Learning & Improvement.

Practice-based learning and improvement includes the processes through which physician assistants engage in critical analysis of their own practice experience, the medical literature, and other information resources for the purposes of self- and practice-improvement. Physician assistants must be able to assess, evaluate, and improve their patient care practices. Physician assistants are expected to:

- analyze practice experience and perform practice-based improvement activities using a systematic methodology in concert with other members of the health care delivery team
- locate, appraise, and integrate evidence from scientific studies related to their patients’ health
- apply knowledge of study designs and statistical methods to the appraisal of clinical literature and other information on diagnostic and therapeutic effectiveness
- utilize information technology to manage information, access medical information, and support their own education
- recognize and appropriately address personal biases, gaps in medical knowledge, and physical limitations in themselves and others

Systems-based Practice.

Systems-based practice encompasses the societal, organizational, and economic environments in which health care is delivered. Physician assistants must demonstrate an awareness of and responsiveness to the larger system of health care to provide patient care that balances quality and cost, while maintaining the primacy of the individual patient. PAs should work to improve the health care system of which their practices are a part. Physician assistants are expected to:

- effectively interact with different types of medical practice and delivery systems
- understand the funding sources and payment systems that provide coverage for patient care and use the systems effectively
- practice cost-effective health care and resource allocation that does not compromise quality of care
- advocate for quality patient care and assist patients in dealing with system complexities
• partner with supervising physicians, health care managers, and other health care providers to assess, coordinate, and improve the delivery and effectiveness of health care and patient outcomes
• accept responsibility for promoting a safe environment for patient care and recognizing and correcting systems-based factors that negatively impact patient care
• apply medical information and clinical data systems to provide effective, efficient patient care
• recognize and appropriately address system biases that contribute to health care disparities
• apply the concepts of population health to patient care information resources for the purposes of self- and practice-improvement.

Social Responsibility.
Social responsibility is a seventh competency developed specifically by HWCOM and adopted by the MPAS program. It encompasses the need for students to recognize and adapt best practices to accommodate the specific health care needs of their patients, families, and community. Physician assistants are expected to:
• apply altruistic and compassionate behaviors and attitudes in the practice of medicine
• provide quality care to all patients, regardless of race, color, national origin, religion, sex, age, disability, socioeconomic status, or sexual orientation
• demonstrate an awareness of socioeconomic, cultural, and community factors affecting patient populations
• advocate for improved health outcomes at the community level
• manage ethical challenges by anticipating and evaluating ethical issues regarding patient care.

MPAS Program Curriculum
The HWCOM MPAS program is a 27-month curriculum. The first 15 months are dedicated to didactic education; the final 12 months of the program are dedicated to supervised clinical rotations. Clinical rotations are 4 weeks in length and are located at health care sites across South Florida.

The didactic phase of the program is based on a broad curriculum. Students take courses on the Modesto Maidique Campus and Flagler Corporate Center facility. Courses include physiology, pharmacology, anatomy, clinical medicine, clinical skills, and others. Students should focus on their academic/didactic work during this phase and should not begin formal discussion regarding clinical rotations before the final semester of the didactic year.

The clinical phase of the program allows students to integrate knowledge gained during the didactic phase into health care practice. Students may not begin clinical rotations until successful completion of all didactic year course work; approval through background checks; documentation of immunization and titers; and successful completion of Health Insurance Portability and Accountability Act (HIPAA), Occupational Safety and Health Administration (OSHA), and Advanced Cardiac Life Support (ACLS) trainings. Students may be required to submit to additional background checks and training required by individual rotation sites. Failure to complete the above requirements may delay the start of clinical rotations and may ultimately delay a student’s graduation.

Core clinical rotations are in family medicine, internal medicine, pediatrics, psychiatry, obstetrics and gynecology, surgery, and emergency medicine. Rotation sites may vary in schedule, expectations, and assignments. During the last semester of the didactic year, students receive the MPAS Student Clinical Rotation Guide, which delineates policies and procedures required of students in the clinical year.
Program Schedule
During the didactic and clinical phase of the program, the course schedule/calendar may differ from that of the general FIU schedule. Holiday and vacation times may differ, and students may only have vacation days in between rotations.

Green Family Foundation NeighborhoodHELP™
Throughout the 27-month MPAS curriculum, MPAS students participate in Green Family Foundation NeighborhoodHELP™, HWCOM’s signature, longitudinal service-learning program, incorporating the social determinants of health. This program provides MPAS students the opportunity to work in interprofessional teams that include medical, nursing, and social work students. These interprofessional teams work directly with underserved households in South Florida, and MPAS students glean hands-on experience in providing population-based and culturally competent health care.
Section IV: Policies and Regulations

Matriculation Policies
Immunization
HWCOM and the MPAS program are committed to protecting the health and well-being of all students, faculty, staff, patients, and the public. Once students have successfully been admitted to the MPAS program, they are provided with a checklist of the mandated health requirements that include: physical examination, antibody titers, PPD or chest x-ray, immunizations, drug screening, and Level II background checks. Students are given deadlines to submit the health requirement checklist prior to the commencement of classes in order to comply with matriculation standards. These mandated procedures/tests are required annually for continued enrollment in the program. Students who do not meet the mandated requirements are not allowed to register for classes, and a hold is placed on their registration until compliant. Students are not allowed to have program faculty members or administrators as their health care providers (ARC-PA Standard A3.09). Therefore no forms will be accepted if signed by a program faculty member.

All students are required to have proof of existing health insurance coverage, which can be purchased from FIU Student Health. FIU Student Health provides services such as drug screening, vaccines, titers, TB screening, and/or physical examinations prior to commencement of classes for a nominal fee.

In addition, all students are required to register with American Databank, a professional online screening service that enables newly admitted students to download health forms and submit scanned documents to comply with pre-matriculation requirements pertaining to immunizations, medical history, examination forms, health insurance documentation, and drug testing.

The MPAS program developed its policy and immunization guidelines based on the guidelines issued by the Centers for Disease Control and Prevention (CDC) and regulations issued by the Florida State Board of Governors that apply to all undergraduate, graduate, and professional students attending any public university in the state of Florida.

Immunization requirements are summarized below.

Measles, Mumps, and Rubella. State of Florida pre-matriculation immunization requirements include documentation of measles, mumps, and rubella immunity for all students prior to registration for classes. As a prerequisite to matriculation or registration, the State University System of Florida requires all students born after 1956 to present documented proof of immunity to measles and rubella. Consistent with Department of Health guidelines, acceptable proof of immunity constitutes:

- Documentation of immunization (month/day/year) with two doses of measles virus vaccine (the first dose must have been given after 1969 and on or after the student’s first birthday; the second dose must have been given at least 28 days after the first dose).
- Copies of measles, mumps, and/or rubella blood antibody titers verifying immunity. Students who cannot prove immunity must receive vaccinations prior to the start of the program.

Tetanus/Diphtheria/Pertussis Immunization. Based on the guidelines published by CDC, matriculating students who have not had a tetanus booster within the past 2 years should receive the tetanus, diphtheria, and pertussis (Tdap) vaccine, which protects against diphtheria, tetanus, and pertussis (whooping cough).
- A single dose of Tdap must be given for adults aged 19 through 64 years who have not received a dose of Tdap previously.
- Afterwards, adults should receive a tetanus/diphtheria (Td) booster every 10 years.

Hepatitis B Immunization Series. Students must show documented proof of vaccination or immunity to Hepatitis B, as described below:
- A total of three doses of hepatitis B vaccine and a positive hepatitis B serum surface antibody titer (IgG).
- Proof of receipt of at least the first dose of hepatitis B vaccine is required prior to the first day of classes.
- A positive hepatitis B surface antibody titer is required (copy of the lab report that indicates immunity is required).
- If the hepatitis B surface antibody titer is negative, a second series of hepatitis B vaccinations must be repeated.
- Immunizations can be received at FIU Student Health for a nominal fee.
- Students also may receive immunizations at their private physician’s office or at an ambulatory care clinic.
- Proof of completion of the hepatitis B immunization series is required prior to clearance for direct patient contact.
- Students who continue to have negative hepatitis B surface antibody titers receive individual counseling on how best to protect themselves and prevent hepatitis B infection and special procedures to follow after a needle stick injury.

Chickenpox (varicella). Proof of positive (immune) varicella antibody titer is required; if negative, two doses of the varicella vaccine 4 to 8 weeks apart is required. In the absence of proof of either immunization or immunity, students can be immunized at FIU Student Health for a nominal fee.

Influenza. Students are required to receive the seasonal flu vaccine annually.

Purified Protein Derivative (PPD) Screening for Tuberculosis (TB). Students are required to receive an appropriate TB skin test (TST) within 2 months prior to orientation; this can be part of their required physical examination.

- The MPAS program follows CDC guidelines, which state: “for baseline testing, a two-step procedure for persons without a PPD test in the past 12 months can be used to minimize the likelihood of confusing reactivity from an old infection (boosting) with reactivity from a recent infection (conversion).” Therefore, unless a student has proof of having a current two-step PPD test (defined as at least two intracutaneous Mantoux tests, given a minimum of 1 to 3 weeks apart within the previous 12 months) or history of a positive PPD at the time of matriculation, he or she is required to have the two-step test completed prior to the first clinical experience. If the student has had at least one PPD in the past 12 months, one test prior to matriculation is sufficient to meet the two-step test requirement.
- TB skin testing is required prior to orientation and annually thereafter.
- TB skin testing guidelines include the following:
  o Positive PPD reactors are required to be assessed annually by a health care provider, have a chest radiograph that reveals no acute cardiopulmonary process, and/or complete a symptom screening form annually thereafter.
- A chest radiograph is mandatory for new and previous positive reactors; if positive, the student must document proof of receiving appropriate treatment.
- Students who received a Bacillus Calmette–Guérin (BCG) vaccine more than 18 months previously are required to have an Interferon Gamma Release Assay blood test within the last 6 months.

Decisions are made on an individual basis as to the ability of a student on active TB treatment to pursue coursework and/or clinical rotations, based on recommendations and medical clearance. All immunization forms must carry the original signature of a physician or a licensed medical practitioner and the license number or office stamp with address.

MPAS students may be required to have additional vaccines, scheduled or random drug testing, and/or other medical tests prior to starting classes and/or clinical rotations, as required by the MPAS program and all affiliated clinical educational sites. Additional periodic evaluations or tests may be required as indicated, or if exposure to an infectious patient or pathogen occurs.

Monitoring for Immunization Compliance. All students are required to register for a personal and confidential website from American DataBank. Students scan or upload their health history, physical examination, and immunization forms directly to their personal American DataBank website. The MPAS admissions coordinator works with FIU Student Health to discuss specific requirements for vaccines, titers, PPDs, health insurance, health, and safety agreements, and indicates student compliance or itemizes any deficiencies prior to the beginning of the semester. Students are notified via email by the MPAS admissions coordinator if they do not meet the minimum immunization and health compliance requirements.

Students who fail to comply with immunization requirements are not eligible to attend clinical rotations until all requirements are met. Exceptions to this policy may be granted in the event of valid medical contraindications, for religious reasons, or if the student is in the process of receiving the complete vaccine series (e.g., hepatitis B, varicella). In the event of a local measles or varicella epidemic, the exempted students are excluded from university group activities, including classes and patient care, until such time as specified by the Miami-Dade County Public Health Director.

Inability to Complete an Immunization. In the event that a student is unable to complete an immunization, series of immunizations, or screenings as required for any medical or nonmedical reason, the student is required to sign a formal declination acknowledging the risks and provide a physician’s note documenting the medical exemption. The signed formal declination also states that should a local outbreak occur of the infectious disease to which a student is not immune, the student is not permitted to participate in any clinical care activity until the epidemic is cleared by the Miami-Dade Department of Health.

Health Insurance
MPAS students are required to possess current and adequate medical insurance to cover emergencies and common medical problems that might occur during their educational training period and that are outside of the scope of services provided on campus (e.g., specialty care, diagnostic testing, and hospitalization). Health insurance also is available through the group student health insurance plan brokered by FIU.

The current insurance broker for all student insurance policies at FIU is Gallagher Student Health & Special Risk. They provide a preferred provider organization (PPO) policy that meets the minimum benefits requirements for FIU students. This policy covers most services offered by standard medical insurance policies, including prescription drugs, emergency room expenses, laboratory testing, and dental care with
a deductible and copay. The policy also covers preexisting conditions and provides coverage for the diagnosis and treatment of accidental exposure to bloodborne pathogens (e.g., needlestick injury).

The cost of medical insurance is borne by the student; fees vary according to the plan selected. Students may elect additional coverage for spouses and dependent children, as applicable. Information pertaining to the insurance plan may be obtained at www.gallagherstudent.com/FIU. Students may enroll and pay premiums online annually or in two equal installments. Annual coverage for all students begins on the first day of orientation and ends 365 days later.

Alternatively, students may satisfy the medical insurance requirement with documentation of a valid medical insurance plan already in effect that meets the basic minimal standards described below. The determination of whether alternative insurance policies meet the minimum standards is made by the MPAS program director in consultation with FIU Health.

Basic Minimum Benefits Requirements for Health Insurance. Coverage must include the entire academic year, including annual breaks, regardless of the student’s terms of enrollment. The policy must provide continuous coverage for the entire period the insured is enrolled as an MPAS student and must be renewable. The policy must provide in-network and out-of-network coverage for physician, hospital, diagnostic, and therapeutic coverage in local facilities for both emergency and nonemergency outpatient and inpatient services in Florida. Policy must not unreasonably exclude coverage for perils inherent in the student’s program of study, such as coverage for needle stick injuries and charges related to the postexposure diagnosis and treatment of bloodborne pathogens. Policy also must cover outpatient and inpatient mental health care, prescription drugs, and ambulance services.

Disability Insurance
All MPAS students are required to enroll in a disability insurance plan to cover injuries that might result in chronic disability during their educational training period. Students who are not currently enrolled in disability insurance at the time of admission must purchase coverage before beginning the program. Students are required to present proof of disability insurance prior to the start of the program, and are required to maintain coverage throughout their time in the program.

Criminal Background Checks
Level II criminal background checks also are required prior to enrolling in classes in the MPAS program. Additional background checks also may be performed prior to participation in clinical rotations and are performed by the state on application for licensure. Findings in background checks may affect the student’s admission and ability to participate in clinical experiences and complete the program. During the student’s tenure at MPAS, if a student is arrested, charged, or convicted of a felony or misdemeanor, he or she must disclose such an event to the program director. Failure to disclose this information may result in disciplinary action, up to and including expulsion from the program.

Required Medical Equipment, Supplies, and Books
The following is a list of the required and recommended equipment:

- Ophthalmoscope
- Otoscope with disposable otoscope speculums
- Stethoscope
- Sphygmomanometer with adult cuff (blood pressure cuff)
- Tuning forks 128 and 512 Hz
- Reflex hammer
- Hand-held Snellen chart (i.e., pocket eye chart)
- Pen light
- Ruler
- Tape measure
- Tongue depressors
- Paper clips
- Cotton balls
- Equipment bag (optional)
- Black physician assistant scrubs
- White lab coat with HWCOM MPAS logo (to be worn in all clinical settings)
- FIU Panther ID and HWCOM ID
- Laptop computer. Minimum requirements as follows:
  - Combo DVD and RW drive
  - Sound capability and speakers
  - Internet connection with private internet service provider (ISP) for universal access to the internet
  - Wireless and printer capability
  - Webcam (internal or attached)
  - Intel Core i5 or i7 processor
  - 4GB RAM (upgradeable to 6GB or more)
  - 250 GB hard disk or larger (7200 RPM)
  - Windows 7, SP1, or higher OR Mac OS X 10.6 or 10.7
  - Microsoft Office 2007 or later with PowerPoint, Word, and Excel
  - Surge protector
  - Flash drive

Books
Students are required to purchase textbooks as specified in class syllabi. Students may access some online textbooks through the FIU Medical Library, in which case the purchase of a hard text is optional.

Academic Policies
Grades
Students must earn a grade of “C” or above to pass a course. Any grade below a “C” is considered failing. Students who fail to maintain a minimum GPA of 3.0 or “Pass” in a Pass/Fail course are referred to the Student Evaluation and Progress Committee (SEPC), described below. Students who do not return to good standing in the subsequent semester may be dismissed from the program.

Scale
Courses are graded using the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>93-100%</td>
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<tr>
<td>A-</td>
<td>91-92%</td>
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<tr>
<td>B+</td>
<td>89-90%</td>
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<tr>
<td>B</td>
<td>85-88%</td>
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<td>83-84%</td>
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<td>C+</td>
<td>81-82%</td>
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<tr>
<td>C</td>
<td>75-80%</td>
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</tbody>
</table>

**Incomplete Grades**
Didactic year. All required course assignments must be completed by the end of the semester or the student will receive an "Incomplete" (I) for the course. All course work must be successfully completed within 6 weeks of the end of a semester. Failure to complete the required course work during the time limit may result in a failing grade for the course.

Clinical Year. A grade of Incomplete may be assigned for any missing evaluation, assignment, or examination. Failure to complete course requirements within the prescribed time may result in referral to the SEPC.

**Advanced Placement**
The MPAS program does not give advanced placement for students.

**Experiential Learning**
The MPAS program does not give credit for prior student experience working in the field.

**Transfer Credit**
The MPAS program does not accept transfer credit from other institutions.

**Attendance**
Attendance is mandatory and MPAS students are expected to be present, prepared, and actively engaged in all classes, labs, and clinical rotations. Prompt and regular attendance is part of the professional behavior that students are expected to demonstrate. Students more than 15 minutes late to classes, labs, or rotations (without a valid, approved excuse) will be marked absent. Students are not allowed to miss more than 10 percent of each class, lab, or rotation time. Missing more than 10 percent of a class, lab, or rotation may result in failure of the course. Students are responsible for scheduling personal appointments around class and rotation schedules. Should an event or appointment require an exception to the absence policy during the didactic or clinical year, the student should inform the MPAS program specialist in advance by filling out the Absence Excusal form in Appendix A and submitting it at least 14 days in advance of the anticipated absence. During clinical rotations students must inform the clinical liaison or clinical director regarding an approved absence.

Students are responsible for contacting the academic director in advance of missing a scheduled examination. Students who do not receive permission for the absence from the academic director, arrange for a make-up exam, or have a valid emergency excusal earn a failing grades for those exams, and may be referred for review to the SEPC. Students who miss examinations as a result of excused absences may expect to make up the exam immediately upon their return to campus. The make-up examination may differ from the missed examination.

No program activities are rescheduled to account for student absences, including course sessions, labs, evaluations, and assessments. Should excused absences occur, students are responsible for completing all material missed.

Students may be required to attend weekend and/or evening events outside of regularly scheduled courses or rotations. Students will be notified, via email, of any changes in course times, lectures, or exams.
Leave of Absence
Leaves of absence can be recommended by the SEPC or can be initiated upon student request. Students who want to request a leave of absence must discuss their request with their advisor. With advisor approval, the student completes a petition to request the leave of absence. The petition is submitted to the program director, who gives a final decision. A leave of absence may be requested and granted for academic, medical, or other personal reasons. Leaves of absence are granted for a period not exceeding 1 year.

Remediation
Remediation is a formal process designed to address and correct deficiencies in a student’s knowledge, skills, and/or professional behavior. Remediation plans are designed with use of measurable objectives to be completed within a fixed period of time. Should a remediating student fail to meet the terms of the agreed-upon remediation plan, the student will face dismissal.

Remediation may be initiated on the recommendation of a faculty member or may be required by the SEPC. The SEPC makes its recommendation regarding referrals for remediation based on the process described below. A student offered the opportunity to develop a remediation plan should speak with his or her advisor, the program director, and other relevant stakeholders regarding the decision. Students can and are encouraged to utilize resources such as the Center for Academic Success and the Disability Resource Center. The staff of the centers may be involved in remediation plans, and their recommendations may be incorporated into educational plans to enhance achievement of stated goals.

Deceleration
Deceleration occurs when students remain active in the MPAS program, but do not progress with their entering cohort. The decision of whether a student should be offered a deceleration plan is made by the SEPC; final adjudication is the responsibility of the program director. Students taking a deceleration plan must meet all terms defined in the plan within the specified timelines. Students who do not meet these terms or do not do so within the specified timelines are dismissed from the program.

Dismissal
The MPAS program, after due consideration and process, reserves the right to dismiss any student at any time before graduation for any reason legal, moral, behavioral, ethical, or academic. Recommendations for dismissal are made by the SEPC to the program director pursuant to the SEPC process described below.

Withdrawal
Official withdrawal from the program requires approval from the program director and completion of withdrawal documentation by the student.

Failure of Exams and/or Courses
A student who fails an exam receives an emailed Letter of Concern from the MPAS academic director. Copies of this letter are sent to the student’s faculty advisor and kept on file. The student is required to meet with his or her advisor within 1 week of receipt of the letter to discuss the exam or course failure.

A student who fails a second exam receives a second emailed Letter of Concern from the MPAS academic director. The second Letter of Concern notes the potential for automatic referral to the SEPC should the student fail a third exam. Copies of this letter are sent to the student’s faculty advisor and kept on file. The student is required to meet with his or her advisor within 1 week of receipt of the letter to discuss exam failure.
A student who fails a third exam is automatically referred for review to the SEPC.

If a student fails a course (didactic) or a clinical rotation, he or she is referred for review to the SEPC, and a self-directed study or remediation plan may be created to enable the student to pass the course. If the student is required to repeat the course or rotation, it may impact the date of graduation. Students who fail the final course exam are allowed to take a second remediation exam within 2 weeks of the exam failure. A student who fails the remediation exam either in the didactic or clinical phase of the program must retake the course. A student who fails a total of two courses (during either the didactic or clinical phase) is dismissed from the program.

**MPAS Program Progression and Graduation Requirements**

Student records are reviewed by faculty advisors prior to progression from the didactic to the clinical year. Students must pass all didactic courses before progressing to the clinical phase of the MPAS program.

FIU and the MPAS program review all student records prior to graduation. All FIU and MPAS program requirements must be met and any outstanding financial balances paid prior to awarding of a diploma. Students who do not graduate are ineligible to take the Physician Assistant National Certifying Examination (PANCE). To be awarded a Master in Physician Assistant Studies degree, each student must:

1. Pass each required course/rotation with a grade of ‘C’ (75%) or higher and maintain an overall GPA of 3.0.
2. Pass summative written and practical examinations.
3. Submit and obtain faculty endorsement of signature paper/capstone project.
4. Complete the Physician Assistant Clinical Knowledge Rating and Assessment Test (PACKRAT) for self-assessment
5. Comply with program standards of conduct and guidelines for ethical conduct.
6. Complete the program’s Physician Assistant Board Review Course.

*Students who enter the program and complete the required curricular components at the typical pace will complete the program in 27-months from initial matriculation. In the event of a granted leave of absence or academic deceleration, students must complete the program no later than 4-years from initial matriculation.

**Patient Confidentiality**

MPAS students are expected to respect the rights of patients, including the rights to privacy and confidentiality, and shall maintain the privacy and security of all patient records and information in accordance with FIU and HWCOM policies, the policies of affiliated clinical hospitals and facilities, and state and federal law. As a member of the patient care team, MPAS students have access to health information that is protected from disclosure under state and federal law (“protected health information”) including patient medical and/or demographic information. The MPAS program and each MPAS-affiliated hospital and clinic is subject to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and has developed HIPAA privacy and security policies to prevent unnecessary and inappropriate disclosures of health information (http://www.hhs.gov). MPAS students are required to abide by HIPAA privacy and security policies and receive education and training to understand the requirements of policies and law. Student participation in training is monitored by the MPAS program office. In general, protected health information may not be discussed or disclosed to anyone—either verbally, in writing, or electronically—unless this disclosure is necessary to perform the student’s duties and responsibilities. MPAS students may not review medical records or access electronically stored patient information unless such review is required in the performance of assigned duties. Students are responsible for maintaining the confidence of patients by sharing confidential information only with others who need to know and by handling any
documentation of information in a manner that maintains its confidentiality. MPAS students are required to submit a signed confidentiality statement during their orientation process and on an annual basis thereafter. Students should note that the HIPAA privacy and security policies apply to all student–patient interactions, in formal curricular, extracurricular, or volunteer contexts.

Inappropriate disclosure of protected health information is a serious matter that reflects adversely on an MPAS student’s professionalism and fitness to become a physician assistant. The following basic rules are considered fundamental requirements for MPAS students at all times:

- Under no circumstances should any protected health information be accessed (read or copied) in the absence of a requirement for performance of duties.
- Health information obtained while providing clinical care duties may not be discussed with others unless (a) such individuals are involved in the treatment of that patient or (b) it is necessary to fulfill educational objectives required of the student.
- Once confidential information is on paper and in an MPAS student’s hands, he or she is responsible for appropriate disposition: (a) distribute to authorized persons only, (b) file securely, or (c) destroy.

Student Employment

The MPAS program discourages students from holding outside employment while enrolled in the didactic or clinical phases of the program. In the case that a student finds it necessary to hold outside employment while taking courses or rotating, he or she should speak to his or her assigned faculty advisor. Expectations, assignments, and due dates are not changed for students who are employed.

Student Work to Benefit the MPAS Program

MPAS students are not required to work on behalf of the MPAS program in any clerical, administrative, or instructional capacity. While students may be asked to volunteer for a particular task or activity, students are not obligated to do so. Students who choose to volunteer do not receive remuneration for the task completed.

Student Responsibilities in Clinical Rotations

During the clinical year of the program, MPAS students rotate at various clinical sites. While rotating, students are not allowed to substitute for or function as clinical or administrative staff. Any student found performing administrative or clinical activities that are the responsibility of the preceptor are recommended for disciplinary action, including dismissal from the program.

MPAS Student Assessment Process

Student performance is assessed based upon academic performance and demonstrated professionalism, including behavior in the classroom and clinical settings. The evaluation criteria are described in this MPAS Student Handbook in the Physician Assistant Competencies section above. The SEPC is the committee tasked with evaluating all aspects of each student’s performance. The SEPC may evaluate a student’s performance regardless of when events triggering review occur and shall include the student’s overall performance in the evaluation, including prior disciplinary actions and/or remediation. A student may be referred to the SEPC by an advisor, another faculty member, or the program director. Through the review process, the SEPC is responsible for examining the concerns cited, evaluating their merits, determining student status, and recommending a course of action. Additionally, at the end of the didactic and clinical phases of the curriculum, faculty evaluate each MPAS student’s grades and professionalism and may refer students to the SEPC for further evaluation before making a recommendation regarding advancement to the clinical phase or graduation, as applicable. The SEPC is responsible for evaluating each student’s academic performance and professionalism; all facets of a student’s performance are considered when a student is evaluated by the SEPC. Students may not have lawyers accompany them in any meetings with
faculty or staff.

An appeals process is established in this MPAS Student Handbook to allow appeals from adverse recommendations when there are sufficient grounds as more specifically provided herein. This summary is not intended to fully describe the processes set forth below. In the event of a conflict between this summary and the specific provisions set forth herein, the specific provisions shall control.

**Professionalism Policies**

MPAS students are required to abide by the FIU Code of Academic Integrity; the FIU Student Code of Conduct; the applicable policies and procedures of FIU, HWCOM, the MPAS program; and the policies and procedures of institutions with which MPAS has affiliation agreements. In addition to abiding by the policies and procedures of FIU and specifically of the MPAS program, MPAS students are expected to abide by the American Academy of Physician Assistants’ Guidelines for Ethical Conduct for the Physician Assistant Profession, which can be found at: [https://www.aapa.org/wp-content/uploads/2017/02/16-EthicalConduct.pdf](https://www.aapa.org/wp-content/uploads/2017/02/16-EthicalConduct.pdf).

Violations by an MPAS student of any of the above policies or procedures are reviewed and processed by the program director and/or the SEPC as provided in this MPAS Student Handbook. Violations of the FIU Student Code of Conduct also may be referred to the Office for Student Conduct and Conflict Resolution in accordance with the procedures outlined in the FIU Student Handbook upon referral.

**Classroom and Clinical Site Professional Behavior**

MPAS students, staff, faculty, administrators, and preceptors all are responsible for ensuring appropriate student conduct. Professional conduct is required of MPAS students within and outside the classroom and clinical rotation sites. Students should interact with peers and patients with respect and courtesy, and should refrain from behavior that interferes with another’s ability to learn or to teach.

Students should arrive on time for class. Should tardiness be unavoidable, students should enter the classroom quietly and sit in the back of the room. Students should not leave the classroom during a lecture. Students should not use electronic devices for anything other than note taking. Students should refrain from making noise or from participating in distractions during class. Students should not bring animals (except certified companion animals) or other non-student humans to class.

Failure to practice appropriate professional conduct may result in students being asked to leave the classroom or any other learning or clinical environment. Students are immediately referred for review to the SEPC should any allegation be made regarding unethical or unprofessional conduct.
Dress Code
As representatives of the medical profession, all MPAS students are expected to convey a professional demeanor in behavior, dress, and appearance. A professional image conveys credibility, trust, respect, and confidence to one’s colleagues and patients. In all educational settings—classroom, laboratory, and clinical environments—students are expected to be clean, well groomed, and appropriately dressed.

The dress code applies at all times when the student is on campus and to any situation in which patient-care activities occur or the occurrence of direct patient or health care professional contact can be reasonably assumed. These instances include, but are not limited to, all clinical experiences. In the absence of a stated policy for an individual course or setting, the following dress code applies:

General Personal Care

- Good personal hygiene should be maintained.
- Hair should be neat and clean. Hair longer than shoulder length should be secured if close contact with patients is anticipated. Beards and mustaches must be clean and well groomed.
- Perfume or cologne should not be used.
- Fingernails should be clean, neatly trimmed, and short to medium length.
- Tattoos should be covered with clothing.
- Jewelry is only permitted in pierced ears. Jewelry is not permitted to be worn in pierced noses, lips, tongues, or any other exposed body part.

Attire for the Nonclinical (i.e., Classroom) Setting

- Clean, business-casual clothing should be worn.
- Close-toed shoes should be worn.
- Shirts should be tucked in.
- Undergarments should not be visible.
- Belts should be worn when necessary.

Attire for the laboratory setting

- Clean surgical scrubs should be worn.

Faculty may discuss additional requirements for student attire for the laboratory setting.

Attire for the clinical setting

- Short, clean, and pressed white coats with the HWCOM MPAS program logo should be worn.
- Closed-toed shoes (with socks/stockings) should be worn.
- Men should wear collared dress shirts with appropriately knotted ties.
- Name badges should be worn.

Inappropriate attire for classroom, laboratory, or clinical settings

- Hats, caps, bandanas, hoods, or head scarves (except if considered as part of religious or cultural dress) are not permitted.
- Jeans, sweatpants, sweatshirts, pajamas, scrubs (unless otherwise specified), and exercise attire are not permitted.
- Tank, mesh, halter, or tube tops are not permitted. Low-cut, spaghetti strap, and belly shirts are not permitted.
• Shorts and short skirts are not permitted.
• Shoes must be worn. Athletic shoes, sandals, and open-toed shoes are not permitted.
• Shirts with inappropriate or vulgar lettering or messages are not permitted.

Student Code of Conduct
The MPAS program adopts as its code of conduct the FIU Student Code of Conduct. All FIU students are expected to abide by this code, which contains the rights and responsibilities of students and which can be found [https://studentaffairs.fiu.edu/get-support/student-conduct-and-conflict-resolution/student-code-of-conduct%20/assets/code_of_conduct_booklet.pdf](https://studentaffairs.fiu.edu/get-support/student-conduct-and-conflict-resolution/student-code-of-conduct%20/assets/code_of_conduct_booklet.pdf). Students are responsible for seeking clarification on any of the policies in the FIU Student Code of Conduct, or any policies herein, should they require it at any time throughout their tenure in the MPAS program.

Academic Integrity and Academic Misconduct

Code of Academic Integrity
All FIU and MPAS students are required to abide by the FIU Code of Academic Integrity, adopted by the Student Government of Association on November 28, 2001. Students who violate this code are referred to the SEPC in accordance with the procedures outlined in this MPAS Student Handbook upon referral.

The code is as follows:

Florida International University is a community dedicated to generating and imparting knowledge through excellent teaching and research, the rigorous and respectful exchange of ideas, and community service. All students should respect the rights of others to have an equitable opportunity to learn and to demonstrate the quality of their learning. Therefore, all students are expected to adhere to a standard of academic conduct that demonstrates respect for the learning environment, their fellow students, and the educational mission of Florida International University.

Pledge. As a student of this university:

• I will be honest in my academic endeavors.
• I will not represent someone else’s work as my own.
• I will not cheat, nor will I aid in another’s cheating.

Academic Misconduct
Students at FIU are expected to adhere to the highest standards of integrity in every aspect of their lives. Honesty in academic matters is part of this obligation. Academic integrity is the adherence to those special values regarding life and work in an academic community. Any act or omission by a student which violates this concept of academic integrity and undermines the academic mission of the university is defined as academic misconduct and is subject to the procedures and penalties that follow.

All students are deemed by the university to understand that if they are found responsible for academic misconduct, they are subject to academic misconduct procedures and sanctions.

Definition of Academic Misconduct
Academic Misconduct is defined as the following intentional acts or omissions committed by any FIU student:
Cheating. The unauthorized use of books, notes, aids, electronic sources; or assistance from another person with respect to examinations, course assignments, field service reports, class recitations; or the unauthorized possession of examination papers or course materials, whether originally authorized or not. Any student helping another cheat may be found guilty of academic misconduct.

Plagiarism. The deliberate use and appropriation of another’s work without any indication of the source and the representation of such work as the student’s own. Any student who fails to give credit for ideas, expressions, or materials taken from another source, including internet sources, is guilty of plagiarism. Any student helping another to plagiarize may be found guilty of academic misconduct.

Misrepresentation. Intentionally lying to a member of the faculty, staff, administration, or an outside agency to gain academic advantage for oneself or another, or to misrepresent or in other ways interfere with the investigation of a charge of academic misconduct.

Misuse of Computer Services. The unauthorized use of any computer, computer resource or computer project number, or the alteration or destruction of computerized information or files or unauthorized appropriation of another’s program(s).

Bribery. The offering of money or any item or service to a member of the faculty, staff, administration, or any other person in order to commit academic misconduct.

Conspiracy and Collusion. The planning or acting with one or more fellow students, any member of the faculty, staff or administration, or any other person to commit any form of academic misconduct together.

Falsification of Records. The tampering with, or altering in any way any academic record used or maintained by the university.

Academic Dishonesty. Any act or omission not specifically mentioned above that is outside the customary scope of preparing and completing academic assignments and/or contrary to the above stated policies concerning academic integrity.

Academic and Clinical Progress
Satisfactory academic and clinical progress is expected of all MPAS students. This includes ongoing acquisition of knowledge, skills, and professional behaviors and attitudes. Student academic and clinical progress throughout the MPAS program is monitored and measured by graded assignments and performance, comprehensive student reviews, and the SEPC reviews as follows.

Graded Assignments. Student progress is monitored with detail and frequency through graded classroom and clinical assignments. Failure of examinations, courses, or rotations are noted and tracked throughout the MPAS program.

Should concerns arise regarding performance, instructors address these concerns as they emerge and do not wait until mid- or end-of-term reviews or grades to communicate them to students. Faculty advisors and/or the SEPC may become involved in addressing concerns about student progress.

Comprehensive Student Reviews. At predetermined times during the course of the program, but no later than the mid-point of each semester, program faculty conduct comprehensive student reviews to assess student performance and progress. Faculty note student standings as follows:
1. Good academic standing: Students who meet the minimum MPAS program requirements and standards and may progress toward graduation are said to be in good academic standing.

2. Probationary standing: Students on probation following a decision of the SEPC discuss remaining concerns and recent progress with program faculty. A student on probation may be denied the opportunity to participate in various extracurricular activities or events and may be denied requests for particular rotation site placement.

3. New concern(s) identified: Should concerns with academic or clinical progress or performance be identified in the comprehensive student review, students may be referred to faculty advisors. Any content of a meeting between the faculty member and an advisor (at which the student is not present) and any action steps proposed therein are documented and shared with the student within 2 business days.

Should concerns with student progress not be addressed or resolved with advising, the student and the concerns are referred to the SEPC for formal review. Students may be referred to the SEPC for failure to maintain a 3.0 GPA or for failure to pass a course. Should concerns with student progress or performance be identified, the SEPC review process should be initiated as soon as possible but no later than 2 weeks before the end of the semester in which the concerns are first identified.

Student Evaluation and Progress Committee Review.

The following describes the SEPC processes employed to evaluate MPAS student academic performance and professionalism.

**SEPC Statement of Purpose.**

The purpose of the SEPC is:

- To ensure that each student who graduates from Herbert Wertheim College of Medicine Master of Physician Assistant Studies program possesses the skills and knowledge necessary to assume the responsibilities of a physician assistant;
- To evaluate academic performance in the required curriculum, to assess advancement, and to recommend appropriate intervention in the event of unacceptable academic performance; and
- To evaluate personal qualities which bear on a student’s professionalism and fitness to become a physician assistant, and to recommend appropriate intervention. The SEPC relies upon the cooperation, advice, and judgment of faculty, students, and administrators to perform these duties.

**Composition and Selection of SEPC Members**

The SEPC comprises FIU HWCOM MPAS faculty members. The SEPC shall have five voting members, one of whom is the chair, appointed for a term of 3 years by the Dean of HWCOM. A quorum for the meeting is 3. Faculty members are appointed by the SEPC chair. For the first committee (created for the school year to begin in August 2015) there shall be two faculty appointed for a term of 1 year and two faculty appointed for a term of 2 years. Thereafter, the term of appointment for each faculty member is 3 years. Faculty members may be reappointed to the SEPC for two consecutive terms. A faculty member who serves two terms may be reappointed after 1 year has expired. Faculty members on the SEPC shall not serve as voting members for any other committee considering a matter that is before the SEPC.
Hearing Process of the SEPC

a. Notice of Hearing. All hearing notices are made in accordance with the notification provision set forth in this MPAS Student Handbook. Students are provided a written notice a minimum of 5 business days prior to the SEPC meeting with the student to consider a matter within its jurisdiction. The notice will state:

- A description of the matter under consideration
- The time, date and place of the hearing;
- That the student has the opportunity to review the documents that the SEPC is relying upon;
- A list of witnesses, if any, including students, faculty, and staff.

b. Hearing Procedure

i. Information Gathering. In the event that a matter is referred to the SEPC for evaluation and recommendation, the SEPC has the authority to gather information concerning the matter to assist with its deliberation and evaluation of the matter in the context of the student’s academic performance and overall professionalism. The SEPC may convene meetings for any purpose including assisting with preparation for the SEPC hearing.

ii. Meeting with Student and Confidentiality. All student meetings are conducted in private. During the meeting with the student, the student is advised of the information that forms the basis of the inquiry or allegation; the student then has an opportunity to respond to the information presented. The student may have an individual present to provide support and advice; however, that individual may only advise the student and may not address the SEPC member(s) directly or examine or cross-examine witnesses. The student does not have the right to be represented by an attorney, and no attorney shall be permitted to attend the meeting on the student’s behalf or in any other capacity. The SEPC allows witnesses to the incident, if any, to present pertinent information at the meeting with the student. The chair has the authority to exclude witnesses who provide redundant or duplicative information. Character witnesses shall not be permitted to testify at hearings. If witnesses make presentations at any hearing, the student shall be entitled to pose relevant questions to such witnesses. The SEPC considers the information it has gathered and any additional information provided by the student and makes written findings of fact and recommendations based upon its assessment of the information presented. Such findings and recommendations shall be provided to the program director within 10 business days of the conclusion of the hearing.

c. Quorum and Voting. A quorum consists of at least three voting members of the SEPC. A recommendation is adopted when approved by a simple majority of the members present. A recommendation to expel a student from the MPAS program must be approved by three-fifths of the entire SEPC.

d. Record of Hearing. Written decisions serve as the official records of a hearing.

e. MPAS Student Evaluation and Promotion Committee Recommendations. The SEPC makes one or more of the following recommendations regarding the disposition of a matter of professional fitness considered by the Committee:

- Find that the matter does not warrant action;
- Issue a written reprimand or warning;
• Allow the student to repeat or otherwise remediate academic deficiencies;
• Allow the student to continue on a modified academic schedule;
• Refer the student for counseling or psychological evaluation;
• Place the student on probation with such conditions as deemed appropriate;
• Suspend the student or place the student on leave of absence for a specified time or until specific conditions are met;
• Suspend the student for a period of time;
• Expel the student.

The SEPC may recommend to the program director removal of a student’s probation once the student has fulfilled the conditions of probation.

Responsibilities of the Program Director
The SEPC’s recommended action steps are reviewed by the program director for, among other things, logistical viability (faculty workload, support services, etc.). The program director either accepts, amends, or rejects the plan. The SEPC findings and recommendations with modifications, if any, are sent to the affected student within 5 business days of the program director’s receipt of the SEPC’s written report notifying the student of the proposed findings and recommendations.

A student may schedule an appointment with the program director to discuss the proposed findings and recommendations prior to the program director making them final. The appointment must be requested in writing and received by the program director no more than 3 business days after the student receives written notification of the proposed findings and recommendations by the SEPC. If a meeting is requested, it will take place promptly. Within 5 days of the meeting between the program director and the affected student or within 8 days of notice to the student if no meeting is requested, the program director finalizes the written findings and recommendations and provides notice to the student of the same and forwards the written findings and recommendations to the Dean of HWCOM for review. The Dean reviews the findings and recommendations and affirms or amends the findings and recommendations. Once the Dean has affirmed or amended the program director’s findings and recommendations, the student is notified by the program director.

Student Appeals
A decision of the Dean of HWCOM may be appealed for the following reasons: (i) There has been a violation of the student’s due process rights as outlined in the hearing procedures above; (ii) The severity of the sanction is not justified by the nature of the misconduct; or (iii) New, relevant information not available during the earlier proceedings is made available, and the new information could have substantially affected the outcome of the hearing. The appeal must be in writing, specify in detail the alleged procedural impropriety, and must be filed in the Office of the Provost within 14 calendar days of the date of receipt of the Dean’s decision. The provost, or a designee, shall review the appeal and the record of the formal hearing and issue a decision. The decision of the Office of the Provost is final agency action.

FIU Ombudsman
MPAS students may access the FIU ombudsman, an impartial and confidential resource who can assist in conflicts between students and FIU faculty, staff, departments, or programs. The ombudsman can help resolve conflicts through investigation, mediation, or referrals to appropriate university departments.
ombudsman should be utilized in situations in which all areas of appeal have been exhausted or unsuccessful.

MPAS students may contact the university interim ombudsman, Sofia Trelles, at 305.348.2797 or may visit the ombudsman at Graham Center 219. Student may also contact the HWCOM ombudsman Dr. Sheldon Cherry at 305.348.4370 or may visit the ombudsman at AHCI-449a.

Student Record Policies
FIU retains all student educational records in accordance with federal and state requirements and FIU Board of Trustees regulations.

Educational Records and Personally Identifiable Information
The Family Educational Rights and Privacy Act (U.S. Public Law 93-579; FERPA) defines educational records and governs students’ rights of privacy and access to their educational records. Any school record, either paper or electronic, that contains personally identifiable information directly related to the student is an educational record under FERPA. Such records may include:

- Directory information
- Clinical rotation schedules
- Evaluations of academic performance
- Letters of commendation and/or notifications of honors
- Information about leaves of absence
- Combined degree program enrollment information
- Records of disciplinary actions
- Documentation of change in enrollment status
- Computer media
- Microfilm
- Video and audio recordings
- Photographs
- Course and clerkship grades

Personally identifiable information contained in student education records shall be released, or open for inspection, only to the student, or parents of dependent students as defined in Section 152 of the Internal Revenue Code of 1986. “Personally identifiable” means that the data or information includes the name of a student, the student’s parent, or other family members, the address of the student, a personal identifier, such as the student’s Social Security number or a student number, a list of personal characteristics that would make the student’s identity easily traceable, or other information that would make the student’s identity easily traceable. The following are not considered educational records under FERPA:

- Private notes of individual staff or faculty that are in their sole possession
- Campus police records
- Medical records
- Statistical data compilations that contain no mention of personally identifiable information about any specific student.

FIU does not release or permit access to education records and personally identifiable information kept on a student except as otherwise permitted by law and this regulation. Responsibility for custody of all student educational records belongs to the university officials in charge of the area in which the records are maintained. Each designated custodian shall ensure that the procedures required by federal and Florida
law and this regulation are in place to control access to and disclosure of student education records and personally identifiable information contained therein.

Directory Information
FERPA allows for the designation of certain academic record information as “directory.” In order to prevent access to or release of directory information, a student must so notify the designated custodian of record in writing within the time provided in the annual FIU Notice of Rights. After such notice, access to or release of directory information is withheld until further written instruction is received from the student. “Directory Information” includes:

- Student’s name, local and permanent address, and telephone number(s);
- Date and place of birth;
- Student classification and major and minor fields of study;
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Dates of attendance, degrees, and awards received;
- The most recent previous educational agency or institution attended by the student; and
- Photographic image

Waiver of Right of Access
Students and parents of dependent students have the right to waive their right of access to confidential letters of recommendation and other documents that evaluate student academic performance. Such waivers shall be in writing and made a part of the official academic record. A waiver of right to access shall be effective only when the student is notified, upon request, of the names of all persons who are submitting confidential recommendations or evaluations and when the confidential letters of recommendation and other evaluative documents are used solely for the purpose intended.

The university may not condition admission to the university, grants of financial aid, or receipt of any other service or benefit offered by the university, by another public educational institution in the State of Florida or by any other public agency upon being provided a waiver of the right to access by the student.

Requests for Information in Connection with Research
All requests for academic research dealing with data from student education records shall be referred to the university registrar and to the provost. Such requests must be in writing and must set forth specifically the type(s) of information to which access is requested and the intended scope of the research project. The applicable custodian of records and the provost shall determine whether to grant the request, in whole or in part, and may condition access upon a guarantee that the researcher appropriately safeguard the data; that no personally identifiable information about any individual be published or made available to others; or, upon other reasonable conditions.

FERPA Notice to Students
The university shall provide notification annually to students of their rights relating to education records, including the right to file complaints, the procedures to be followed in order to exercise such rights, the types of information entered in the education records maintained by the university, and the university’s policy to support the law. Notifications are published in the university catalog, the University Compliance & Integrity website (https://compliance.fiu.edu/student_education.html), and the MPAS Student Handbook. The MPAS program complies with the following rights of privacy and access to student education records:
• The right to inspect and review the student's education records within 30 days after the day the MPAS program receives a request for access.

A student should submit to the registrar, associate dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The custodian of the records shall require the student, or parents of the student when applicable, requesting access to or release of the records to present proper identification such as a valid driver’s license or passport. The request must be in writing and signed by the person seeking access or release. A copy of the request for access or release shall be retained in the student’s file. Requests are usually honored within 2 business days unless the custodian or designee is not available. The student may review his or her file under supervision. Supervision is by a member of the staff to ensure that the record is not altered during the review process. FIU policy states that the custodian shall have up to 30 days in which to comply with a request. When the record includes information on more than one student, the custodian shall release, or permit access to only that part of the record that relates to the student who is the subject of the request. Students requesting the release to others of personally identifiable information contained in the student’s education records must provide the custodian of such records with a signed, written request specifying the information to be released, the purpose(s) for such release, and the person or organization to whom such information shall be released. A copy of all requests for access and release shall be retained by the custodian of the records and shall be available for inspection and review by the student or a parent. The university reserves the right to deny a request for copies of education records made by a student or a parent when there is a financial obligation to the university that has not been satisfied or when there is an unresolved disciplinary action pending against the student.

• The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. Students who challenge the accuracy of an education record shall file a written request for amendment with the custodian of the records. The student also shall present to the custodian of the records copies of all available evidence relating to the data or material being challenged. The custodian of the records shall consider the request and shall notify the student in writing within 15 school days whether the request is granted or denied. During that time, any challenge may be settled informally between the student and the custodian of the records, in consultation with other appropriate MPAS officials. If an agreement is reached, it shall be in writing and signed by all parties involved. Such agreement shall be maintained in the student’s records. If an agreement is not reached informally, or if the request for amendment is denied, the student shall be informed in writing of the denial and the right to a hearing on the matter. Additional information regarding the hearing procedures is provided to the student when notified of the right to a hearing.

• The right to provide written consent before the university discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to university officials with legitimate educational interests. The following persons
and organizations are considered “university officials” and may have access to personally identifiable information without the student’s prior consent:

A. Faculty, administrators, staff and consultants employed by the university, the Florida International University Board of Trustees, or the Florida Board of Governors whose work involves:
   o Performance of administrative tasks which relate to students;
   o Performance of supervisory or instructional tasks which relate to students; or
   o Performance of services that benefit students.
B. Other persons who are authorized by federal and state law and regulations to have access to or receive copies of such information. Upon request, FIU also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. FIU makes a reasonable attempt to notify each student of these disclosures.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by FIU to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Health Policies
Alcohol
FIU is committed to the responsible use of alcohol by all members of the FIU community. Irresponsible, high-risk use of alcohol threatens the lives, health, safety, and performance of our students and employees. When one drinks irresponsibly, he or she is more likely to become injured, to make unwise choices regarding sex and relationships, to miss class, to perform poorly on tests and in clinical environments, possibly endangering patients. Excessive drinking also impacts others; these second-hand consequences of drinking include interrupted sleep, inability to concentrate and study, fights, property damage, assault, rape, and death.

High-risk drinking undermines the academic mission of HWCOM and jeopardizes an MPAS student’s professional aspirations. This policy is created to respond to the very serious public health problem by acting proactively in a comprehensive effort to ensure the safety and well-being of the FIU community. The FIU Student Code of Conduct (https://studentaffairs.fiu.edu/get-support/student-conduct-and-conflict-resolution/student-code-of-conduct%20/assets/code_of_conduct_booklet.pdf) contains the FIU policy regarding alcohol.

Tobacco and Smoke-Free Campus
FIU is a tobacco-free, smoke-free university. According to the National Toxicology Program, the U.S. Environmental Protection Agency, the International Agency for Research on Cancer, and the National Institute for Occupational Safety and Health, second-hand smoke contains at least 250 chemicals known to be deleterious to the health of nonsmokers who inhale it. FIU-113 (available for download at https://regulations.fiu.edu/regulation) contains the FIU policy regarding smoking.
Drug-Free School and Workplace Policy
As a condition of receiving funds or any other financial assistance under any federal program, institutions of higher education shall certify that they have developed and implemented an Alcohol and Drug-Free Workplace and Campus Policy. FIU policies regarding drugs are available online at https://studentaffairs.fiu.edu/get-support/student-conduct-and-conflict-resolution/student-code-of-conduct%20/_assets/code_of_conduct_booklet.pdf.

Communicable Diseases Policy
Students with communicable diseases or conditions are not permitted to engage in patient contact until such conditions have been resolved as documented by a physician. This restriction is necessary to protect the health and safety of FIU patients and staff. Persons with the following medical conditions are not allowed patient contact without prior medical clearance:

- Active chickenpox, measles, German measles, herpes zoster (shingles), acute hepatitis, and tuberculosis;
- Oral herpes with draining lesions;
- Group A streptococcal disease (i.e., strep throat) until 24 hours after treatment has been received;
- Draining or infected skin lesions (e.g., methicillin-resistant *Staphylococcus aureus* (MRSA);
- AIDS.

A student who has a communicable disease or is unsure whether he or she should participate in patient care should seek medical care by a private physician or a physician on staff at the FIU Student Health. All students with a communicable disease must receive written medical clearance by a physician prior to return to clinical care activities. A case-by-case evaluation of each student with a communicable disease shall be done by his or her physician to determine his or her ability to perform the duties required of the clinical rotation. Based on the recommendations of his or her physician, it is the responsibility of each MPAS student with a communicable disease to notify the MPAS program office if unable to perform clinical work; appropriate documentation is required. All such notifications are kept strictly confidential.

HIV/AIDS
The university strives to provide the FIU community programs and services that focus on support, education, and prevention of HIV/AIDS.

Students and employees of FIU who may become infected with the HIV virus are not excluded from enrollment or employment, or restricted in their access to university services or facilities, unless individual medical evaluation establishes that such exclusion or restrictions are necessary for the welfare of the individual and/or other members of the university community.

Screening, Education, and Prevention Services. Members of the FIU community who may be at risk for HIV infection are encouraged undergo testing. Free HIV counseling and testing are available at the FIU Student Health Center, along with free safer sex products, such as condoms and dental dams, which help prevent the transmission of sexually transmitted diseases such as HIV.

In addition, the FIU Student Health Center conducts workshops and outreach activities to educate students about healthy behaviors and assist students in making responsible decisions regarding alcohol, drugs, and sexual health.
Biosafety, Bloodborne Pathogen, and Needlestick Injury Policies
The MPAS program is diligent in educating students about precautionary infection control measures for airborne and bloodborne pathogens prior to students’ first contact with patients and first contact with human tissue, blood products, and body fluids. Ultimately, each student is responsible for his or her health and safety in the clinical/educational setting; therefore, it is the goal of the MPAS program that all students learn appropriate policies and procedures to follow in the event that they are injured or potentially exposed to bloodborne pathogens or other communicable diseases.

All MPAS students receive and review the HWCOM Biosafety Plan during orientation. Additionally, MPAS students may receive an orientation to the bloodborne pathogen policy of the affiliate hospital or clinical site prior to commencing laboratory and/or patient care activities.

MPAS clerkships and preceptorships are conducted at various clinical sites throughout Florida. MPAS students receive site-specific policies prior to their work at each site and should follow the established protocols at that site for immediate care and treatment after exposure.

The FIU Department of Environmental Health and Safety manages cases of occupational exposure for students and staff. The FIU policies and procedures pertaining to exposure to biohazardous materials (e.g., a needlestick injury) in both laboratory and clinical care settings are available online at [https://medicine.fiu.edu/hwcom-medical-student-handbook.pdf](https://medicine.fiu.edu/hwcom-medical-student-handbook.pdf)

The MPAS program follows the institutional policies of FIU regarding exposure to infectious and environmental hazards while on campus and the institutional policies of its clinical affiliates regarding exposure to infectious and environmental hazards while at clinical sites. The FIU Bloodborne Pathogens Exposure Policy (available online in the Florida International University Safety Compliance Guide [https://ehs.fiu.edu/_assets/docs/biological/bloodborne-pathogen-exposure-control-plan.pdf](https://ehs.fiu.edu/_assets/docs/biological/bloodborne-pathogen-exposure-control-plan.pdf)) offers guidelines to protect students from the risk of occupational infection with HIV, hepatitis B, or other bloodborne pathogens, and to implement the United States Department of Labor Occupational Safety and Health Administration (OSHA) Standard 29 CFR Section 1910.1030 Bloodborne Pathogens.

HWCOM and the MPAS program have addressed methods of prevention, procedures for care and treatment after exposure (including definition of financial responsibility), and effect on student learning activities as follows:

1. All exposure incidents are regarded as serious and must be reported and documented immediately to the physician faculty member on call.
2. First aid shall be immediately administered for all types of injuries, including cuts and burns; exposed areas must be thoroughly washed with soap and water.
3. The physician faculty supervising the student shall be informed immediately. If no faculty member is immediately present, the student will contact the faculty member on call.
4. The supervisor must attempt to obtain witness reports of the incident.
5. The supervisor shall attempt to determine the nature of the exposure(s) and any associated biohazardous risks, including documentation of routes of exposure(s).
6. If possible, source material of the exposure should be retained and secured in a safe manner.
7. If the supervisor determines that the incident constitutes an occupational exposure to biohazardous materials, then he or she immediately will begin documentation of the incident using the Student Exposure Report Form found in Appendix B herein.
8. All information related to student exposure shall be regarded as confidential.
9. Documentation of the incident shall include the activity in which the student was engaged at the time of exposure, the extent to which appropriate work practices and protective equipment were used, and a description of the source of exposure.
10. On-campus injuries: The student is directed to FIU Student Health during normal business hours for appropriate follow up. If the incident occurs after working hours, or requires emergency care, then the student will be directed to the nearest emergency department for proper evaluation.
11. Off-campus injuries: The student is directed to seek care at the hospital’s emergency department, or referred to the closest outpatient clinic (according to the clinical affiliation agreement).
12. The student assumes responsibility for all charges associated with diagnosis and treatment of exposure injuries not covered by his or her health insurance plan. A student may request the college’s assistance by discussing the situation with a representative from the director’s office.
13. Students should follow up with FIU Student Health or with their primary care physician.

Students who become exposed to biohazardous materials must follow the MPAS program’s established procedures to receive timely diagnostic and therapeutic care. Students who experience needlestick and other types of injuries at any location (i.e., on campus, hospitals, ambulatory clinics, or neighborhood households) must immediately notify their supervisor and should receive immediate first aid and initial care at the site where the injury occurred. Continued monitoring and enforcement of the FIU Bloodborne Pathogen Exposure policy is critical for maintaining the safety of MPAS students, faculty, staff, and patients in all learning environments

Immediately after all known exposures, MPAS students must first contact their instructor or attending physician and report the name of the source patient and diagnosis. This information is necessary to assist in determining the potential severity of the exposure. In addition, all exposures also must be reported to the MPAS program office and the FIU Department of Environmental Health and Safety. Policies and procedures, including specific reporting forms and surveillance information, are located on the FIU Environmental Health and Safety website (http://ehs.fiu.edu/Pages/default.aspx).

All injured students must complete required incident report forms if the injury occurred at a clinical sites, and all injured students must complete and submit the FIU “Exposure Incident Investigation Form” within 24 hours of the injury. This form is located at http://www.incident-monitoring-reporting-form.com/form/224376894-Exposure-Incident-Investigation-Form.

Students who become exposed to biohazardous materials while at an MPAS-affiliated clinical site (or other institution) must follow established protocols at that site for immediate care and treatment after exposure. All affiliation agreements with clinical care sites contain provisions for the care of students who sustain needlestick injuries. MPAS students may receive follow up care and treatment for injury or exposure at the affiliate site where the injury occurred, FIU Student Health, or at their private physician’s office.

Students are responsible for the payment of fees associated with the diagnostic and therapeutic services associated with needlestick and other types of injuries, including filing health insurance claims. The student assumes responsibility for all charges that are not covered by his or her health insurance plan. A student may request the assistance of the MPAS program by discussing the situation with the program director.

Students infected with bloodborne or other pathogens shall not, solely because of such infection, be excluded from participation in any phase of school life, including educational opportunities, employment,
and extracurricular activities, except as otherwise required by applicable federal, state, or local law, or unless their health condition presents a direct threat to the health and safety of themselves or others. Students infected with airborne pathogens are excluded from participation in such activities during the infectious stage of their disease. Students who know, or who have reasonable bases for believing, that they are infected with bloodborne or airborne pathogens are expected to seek medical care. Students are excused from clinical activities in order to seek medical care for bloodborne or airborne pathogen exposure.

If a student’s exposure results in the contraction of a disease or disability, the student is allowed to continue in the education program with as little disruption as safely possible, depending on the circumstances. The student’s specific medical circumstances are evaluated confidentially on a case-by-case basis.

In some cases, students may be unable to participate fully in school life or meet MPAS technical standards because of their illness. In these cases, students may seek assistance from the FIU Disability Resource Center to discuss the existence and nature of the disability and whether reasonable accommodations are available.

**Technology Policies**

MPAS students are expected to abide by the FIU policies on the use of information technology. Those policies are published online as outlined below:

- Overall policies: [https://policies.fiu.edu/policy/96](https://policies.fiu.edu/policy/96)
- Data Stewardship policy: [https://policies.fiu.edu/policy/560](https://policies.fiu.edu/policy/560)
- Gramm-Leach-Billey Act: Safeguards to Protect Confidential Financial Information: [http://policies.fiu.edu/files/129.pdf](http://policies.fiu.edu/files/129.pdf)
- Information Technology Security: [https://policies.fiu.edu/policy/96](https://policies.fiu.edu/policy/96)
- IT Security Procedure: Sharing Access to IT Resources; Password Management: [http://policies.fiu.edu/files/559.pdf](http://policies.fiu.edu/files/559.pdf)
- IT Security Procedure: System and Application Management: [http://policies.fiu.edu/record_profile.php?id=562](http://policies.fiu.edu/record_profile.php?id=562)
- Access Sharing policy: [http://policies.fiu.edu/record_profile.php?id=559](http://policies.fiu.edu/record_profile.php?id=559)
- Digital Millennium Copyright Act policy: [http://policies.fiu.edu/files/545.pdf](http://policies.fiu.edu/files/545.pdf)

**Email Policy**

The MPAS program uses FIU email as the primary means of communication with students. Students should check their FIU email accounts frequently for important information and notifications from the MPAS program. The MPAS program cannot be held responsible for missed notifications resulting from unread emails.

Only MPAS faculty, staff, students, and other persons who have received permission from FIU are authorized users of the FIU email systems and resources. Use of email is permitted and encouraged where such use supports the university’s academic goals and facilitates communication between faculty and students. However, if a student uses email in an unacceptable manner, he or she is subject to sanctions including, but not limited to, having his or her campus email account deactivated.

Unacceptable Use of Email. Unacceptable uses of email include but are not limited to:
• Distributing, disseminating or storing images, text or materials that might be considered discriminatory, offensive, or abusive, in that the context is a personal attack, sexist or racist, or might be considered harassment.

• Using email systems for any purpose restricted or prohibited by laws or regulations.

• “Spoofing,” i.e., constructing an email communication so it appears to be from someone else.

• “Snooping,” i.e., obtaining access to the files or email of others for the purpose of satisfying idle curiosity, with no substantial academic purpose.

• Attempting unauthorized access to email or attempting to breach any security measures on any email system, or attempting to intercept any email transmissions without proper authorization.

• Sending spam that misuses or disrupts resources: Email sent repeatedly from user to user, with requests to send to others.

• Introducing any form of computer virus or malware into the network.

• Sending copies of documents in violation of copyright laws.

• Including the work of others into email communications in violation of copyright laws.

Social Media Policy

Social media refers to a variety of internet-based programs that allow users the ability to create and publish online content (text and photos) about themselves or others. Subject to applicable FIU policies and state and federal laws regarding the use of such technologies for transmitting protected information, the MPAS program welcomes the responsible use of social media technologies to support and engage learning and for effective outreach to the global community.

General Policy Statements

The term “social media” includes the following:

• Communication via email, text messaging, or transfer of photographs of file documents using computers, smart phones, portable communication devices, and other technologies;

• The use of web-based applications such as, but not limited to, Facebook, Twitter, Tumblr, Instagram, MySpace, LinkedIn, YouTube, Flickr, blogs, wikis, Snapchat, and other outlets where comments are posted in network-based public settings; and

• Future technologies that permit internet-based information sharing.

This policy applies to all types of social media participation at any time by HWCOM students.

Students must abide by the laws, rules, regulations, and policies governing the protection of sensitive information (e.g., HIPAA, which governs the dissemination of health information, and FERPA, which governs the dissemination of education records). Failure to do so can result in serious consequences both academically and legally. Confidential information must be protected at all times and must never be shared on any social media site including, but not limited, to the following:

• Health information about anyone other than the student posting the information.

• Personal information about FIU, students, employees, or alumni (e.g., private email addresses, grades, health information, demographic information, information about interactions with patients, and photographs of patients or the care environment, some of which may be HIPAA- and FERPA-protected).

• Defamation of FIU and its affiliates, faculty, staff, and other students.
If FIU and/or HWCOM become aware of postings on any social media venue that have a negative or detrimental impact on the university or HWCOM, such information can be used in determining the appropriate sanction for failure to act in accordance with this policy, which may include dismissal.

Be proactive about your professionalism:
- Separate personal from professional. Identify your opinions as your own.
- Be professional and respectful.
- Always think before you post, remembering that anything you share via social media is not private and can be shared, stored, and spread globally.
- Never post anything when you are angry, stressed, or lack sufficient time to review carefully.
- You should only post information, photos, and comments online if you would feel comfortable seeing them on TV or on the front page of the newspaper.
- Postings are permanent and can be retrieved even after being deleted by the user.
- Be timely and accurate. Check facts, grammar, and spelling of all content before posting.
- Use highest privacy settings available. Social media sites are often targeted by cyber-criminals who use personal data for identity theft.
- Use the official institution names. Use “Florida International University” and “Herbert Wertheim College of Medicine”; acronyms “FIU” and “HWCOM” may be used if defined earlier in the document.

Prohibited activities: these may represent violations of the law and/or university policy and may result in academic discipline and/or legal sanctions:
- Communicating with patients using social media, including “friending” a patient.
- Posting patient information, including protected health information or photos, on any social networking sites, blogs, instant messaging services, or text messaging services.
- Taking photos of patients and procedures. Photos of patients may only be taken when instructed by clinical faculty and proper protocols are followed and permissions obtained.
- Using cell phones, fax machines, or email to transmit confidential information.
- Posting personal information (e.g., home address, phone, password clues, social security number) or photos that show or appear to show you engaging in any offensive behavior, including, without limitation, promiscuity, intoxication, or substance abuse.
- Posting potentially inflammatory or unflattering material on another’s website or wall.
- Posting educational records or other student information protected by FERPA.
- Posting profane or disparaging information about students, faculty, courses, rotations, hospitals, the MPAS program, HWCOM, or FIU.
- Presenting yourself as an official representative or spokesperson for FIU, HWCOM, or the MPAS program on social media.
- Using FIU and HWCOM logos or personal identification numbers in any social media postings.
- Creating personal social media sites using FIU email addresses or computer equipment.
- Using smart phones, portable communication, and/or other social media devices for personal or nonemergent reasons during encounters involving patients or patients’ families and friends, to include but not limited to, the following areas:
  o Hospital patient rooms, exam and treatment areas, operating room, emergency room
  o Outpatient clinics
  o Physician or patient lounges, nurses’ stations, hallways, waiting rooms, elevators, etc.
  o During patient care rounds or didactic presentations that discuss specific patients
  o Family home visits (i.e., Green Family Foundation NeighborhoodHELP™ visits)
Violations of Policy
Students who violate this policy are disciplined and verbally instructed to implement immediate corrective action. Depending on the type and severity of the infraction, immediate disciplinary and/or legal action may be warranted. This policy does not replace other MPAS and FIU policies governing disclosure of confidential information, including protected health information and education records.

Medical Library Policies
The FIU Medical Library is located on the third floor of the Green Library (GL 380) on the Modesto A. Maidique Campus. The medical library follows the policies of the university. The medical library offers ample study space, computer workstations, wireless connection, and a wide variety of library services. The latter includes copying, printing, interlibrary loans, reference service, and individual assistance in using databases and other virtual resources. The medical library is a member of the National Network of Libraries of Medicine.

Hours
The Medical Library is normally open 24 hours a day, 7 days a week. Because it is housed within the Green Library, students should check the medical library website for up-to-date hours of operation and instructions on access: http://medlib.fiu.edu/about-us/hours.

Resources
The medical library provides access to more than 4,000 journals and a large collection of books in biomedicine in electronic format. A broad variety of databases provides up-to-date knowledge on medical topics, and offers tools for drug reference, laboratory values, medical images, differential diagnoses, and more.

Study Spaces
In addition to study carrels and tables, one room and a second secluded area are equipped with large-screen monitors and available for small-group collaboration. A projector, laptop, and document camera may be checked out for use in the room. A selection of chairs and reading tables complete the medical library as a location for quiet study, collaborative learning, and relaxation.

Access to the Medical Library
Use of the medical library as a study center is limited to students and faculty of HWCOM. FIU ID cards must be swiped on the door’s automated access system to enter the library. Visitors may use the medical library upon request to the Help Desk staff.

Book Check-Out
Books may be checked out for 30 days with one renewal. Collection materials checked out from the medical library must be returned to it. Materials checked out from the Green Library must be returned only to the Green Library circulation desk on the second floor of the library. An FIU ID card is needed to check out materials. Reserve materials, books, and other materials that are kept in the course reserve cabinet in the library may be checked out for a 2-hour period upon request at the Help Desk in the medical library.

Computer and Internet Access
Wireless access is available throughout the medical library and the Green Library. A number of computer workstations are available for use in the medical library. Students needing workstations for educational
purposes have priority. Library computers are rebooted at the end of the night, so documents should not be saved to the desktop or hard drive. Documents may be saved to flash drives. The medical library follows the University Libraries’ policy regarding internet use, which can be found at: https://library.fiu.edu/using-the-library/library-policies.

**Printing and Scanning**
A copier/printer/scanner is available in the medical library. Others are located throughout the Green Library and in Academic Health Center 2. Using it requires purchase of a copy card and incurs a per-page charge. See a Help Desk staff member in the medical library for more information.

**Medical Library Help Desk**
The Help Desk in the medical library is staffed by library assistants who are knowledgeable on how to access and use the library’s digital resources, and in trouble-shooting library computer and printer problems. They are prepared to assist students on request.

**Reference/Research Assistance and Tutorials**
Dedicated and experienced medical librarians are available weekdays to assist students who have reference questions or need help with research. Librarians also provide hands-on database instructions to individuals and small groups. Supplemental tutorials are available through the medical library website. Librarians may be reached in the medical library administrative offices on the third floor of the Green Library (GL 323) or by request at the Help Desk in the medical library.

**Interlibrary Loan Service**
Students may obtain articles from journals that are not available online, as well as books that are not available locally, by requesting an Interlibrary Loan through the medical library website.

**Personal Belongings**
Personal belongings should never be left unattended. The medical library is not responsible for lost or stolen items. Students should inquire at the medical library offices (GL 323) for lost items.

**Behavior**
Professional and respectful behavior and compliance with policies is expected at all times in the medical library. Violators are asked to leave. MPAS students who abuse library policies are reported to the MPAS program office.

**Problems, Issues, Concerns, and Compliments**
The medical library is an academic unit of HWCOM and is not a unit of the University (Green) Libraries. Problems or issues regarding services in the medical library should be brought to the attention of the medical librarians in GL 323 or to the Executive Associate Dean for Academic Affairs in HWCOM.

**Food and Drink**
Most snack food and drinks are permitted in the building, including chips, nuts, cookies, and canned and bottled drinks. Pizza, fries, hamburgers, sub sandwiches, and foods with strong odors are not permitted. Food deliveries from vendors (pizzas, etc.) are prohibited and are turned away at the entrance to the libraries. Patrons are requested to: (1) use containers that prevent spills; (2) deposit containers in waste receptacles; and (3) avoid bringing food with strong odors into the building.
Disruptions
Disruption to study and research is prohibited. Examples include but are not limited to:

- Excessive noise
- Harassment of others
- Odor constituting a nuisance or health and safety concern
- Behavior that disturbs users or staff and interferes with use of the facility

MP3 Electronic Equipment Players, I-Pods, CD Players, Cell Phones, Cameras, or Other Devices
The use of any equipment that disrupts patrons is prohibited. Beepers and cellular phones should be placed on vibrating mode or turned off. The use of cellular phones in public areas of the library is prohibited. The use of video cameras requires the permission of the library administration.

Children and Minors
Individuals under the age of 16 must be accompanied by a parent or caregiver. Parents or caregivers who bring children into the facility are responsible for monitoring their activities and regulating their behavior. Disruption of patrons by children or minors is prohibited.

Group Tours/Instruction
Any persons wishing to bring groups of people into the library need to obtain prior permission from the appropriate department. Persons who are unwilling to abide by this policy are asked to leave the facility. Refusal to do so may result in forced removal. Students could be liable for disciplinary action as established by FIU.

Use of Video Cameras
The use of video cameras requires the permission of the library administration.

Presence in Library When Library is Not Open
Library users may not remain in the library when it is closed without prior permission from the library administration.

FIU Emergency Policies
When faced with any type of emergency or inclement weather, the health and safety of students are paramount concerns of the MPAS Program. As emergencies occur unexpectedly, the MPAS program, in conjunction with the FIU Department of Emergency Management (DEM), ensures that all MPAS students receive immediate notification of all emergency alerts provided to FIU students.

By definition, an emergency at FIU can include all of the following:

- Fatal or critical accidents, injuries, or illnesses occurring on university premises, involving employees, students, or visitors
- University-related transportation accidents involving hazardous materials or major property damage
- Reports of acute illnesses involving persons or animals, arising from chemical or biological emissions or exposures on university premises
- Reports of acute illnesses or injuries arising from the consumption or use of any product purchased, sold, or distributed by the university or on university premises
• Major spills or emission of hazardous materials inside buildings on university premises to the extent that the well-being of university community, the local community, and/or the environment may be affected
• Natural disasters, including storms, floods, hurricanes, or tornadoes
• Fires, explosions, bomb threats and terrorist threats on and off campus
• Violence or rioting on or in close proximity to university premises
• Extended and/or widespread utility interruptions with particular emphasis on how they affect class schedules, research projects, university residential facilities, or the ability of the university to continue normal operations
• Unauthorized major work stoppages, boycotts, or threatened boycotts of university-sponsored events.

In addition to the above, any incident that has the potential for adverse publicity involving campus resources, and/or instruments of the university, may be considered of sufficient gravity to activate the university’s emergency plan.

FIU plans for all types of emergencies that may affect the university community. An important part of that plan is an intentionally redundant communication system. Depending on the situation, some or all of these communication vehicles may be activated to alert the entire FIU community about impending emergency situations, as well as postemergency plans for continuity of operations:

• Informacast: Emergency messages will be broadcast to emergency VoIP phones located in most classrooms, offices, and buildings
• Email alerts: Emergency messages will be sent to FIU email accounts.
• Outdoor speakers: Audio messages and sirens will be broadcast via outdoor speakers.
• Panther Alert: Students and staff can receive emergency text messages to their personal cell phones by signing up for Panther Alert, a system designed to alert FIU students, staff, and their friends and families of emergencies. All students are urged to visit the FIU homepage, www.fiu.edu, for a link and instructions on how to sign up for Panther Alert.
• DEM website (http://dem.fiu.edu): The DEM website provides immediate status updates throughout emergency situations.
• FIU websites (www.fiu.edu and http://news.fiu.edu) and social media (Facebook and Twitter)
• Local news media: Students may be alerted of emergencies through local television, radio, and/or newspapers.

In Case of Emergency
All students should visit the DEM website for information on preparing for the following types of emergencies:

• Hurricanes
• Thunderstorms and lightning
• Tornadoes
• Floods
• Criminal threats
• Pandemics

FIU Classes and Clerkships
All classes in the basic and clinical sciences scheduled on any FIU campus follow the university’s temporary closure policy in the event of an emergency. Students assigned to off-campus clinical clerkships during a local or geographically widespread emergency should contact the clinical director(s) for specific instructions pertaining to students’ instructional responsibilities. As a general rule, clinical care responsibilities are expected to be fulfilled, and students should follow the policies of the affiliate clinical site where they are currently rotating. Students on clinical rotations are generally expected to report to their clinical assignments unless severe weather conditions prohibit safe travel; each student should make a prudent judgment as to the possibility of safe travel. The clinical director will contact all clinical sites and advise preceptors of student attendance in the case of an emergency.

During an emergency, students should tune in to local television and radio broadcasts to remain informed regarding FIU. This is especially true during hurricanes, tropical storms, and other natural disasters. In addition, students can contact the FIU HELP line at 305-348-HELP for the latest updates. As soon as possible after an emergency, students should establish contact with instructors and/or assigned clerkship designees.

General Safety Guidelines
Students must be aware of the need for personal safety and act accordingly to minimize risks. The safety and security of students are the first priority of the MPAS program. Safety and security practices are reviewed prior to community and clinical experiences. Examples of such educational training programs include:

• Universal precautions
• Needlestick prevention
• Response to needlestick or bodily fluid exposure
• Deescalation techniques when dealing with angry patient
• Emergency procedures involving medical care (e.g., CPR), natural disasters, terrorism, assault, illegal activities, and others.

While working in community settings, including hospitals, clinics, home visits, and other off-campus venues, MPAS students should take precautions and use common sense including, but not limited to, the following:

• Be aware of your surroundings
• Don’t stand out (e.g., by wearing flashy or expensive jewelry)
• Don’t carry excessive amounts of money
• Don’t leave valuables in plain sight
• Travel in pairs whenever possible
• Keep car doors locked and windows closed

While working or studying on the Modesto A. Maidique Campus, it is important to note that FIU Police Department has jurisdiction over the entire university, including HWCOM. Emergency phones have been installed at strategic locations around FIU, which connect directly to the FIU Police Department. The Flagler Corporate Center also uses emergency phones. Students are urged to take notice of and become familiar with their locations. As members of the FIU community, students can enhance their personal safety and help keep the campus safe by taking precautions, including but not limited to, the following:
• Use prudent precautions for personal safety including walking in pairs in isolated places or during the evening. Students should not hesitate to call the FIU Police Department to request a student escort or other security service at night.
• Keep close watch on your personal property. Do not leave personal property such as books, audio or video players, cell phones, PDAs, laptops, purses, wallets, jewelry, cameras, or other valuable objects unattended or out of your sight or in classrooms, the library, restrooms, clinic, campus dining areas, the bookstore, your vehicle, or in any public place.
• Report all on-campus thefts or suspicious persons or activities to the FIU Police Department. Contact information is listed below.

While fulfilling MPAS educational objectives, students also must be aware of the need for personal safety and act accordingly to minimize risks. The key message for students is to be cautious and use common sense. Always listen to your “gut” and follow your instincts. If an environment or situation feels unsafe, stay calm and leave immediately. Discuss with a faculty supervisor and/or call law enforcement.

Emergency contact information:
• For all off-campus emergencies, call 911
• For all on-campus emergencies and urgent scenarios involving safety, call the FIU Police Department at 305-348-5911 (for the Modesto A. Maidique Campus) or 305-919-5911 (for the Biscayne Bay Campus)
• For non-urgent safety concerns or questions, contact:
  o 305-348-2626 for the Modesto A. Maidique Campus
  o 305-919-5559 for the Biscayne Bay Campus
  o 786-879-9429 for the Flagler Corporate Center Security Office

Technical Standards
The technical standards set forth by the MPAS program establish the essential qualities considered necessary for students to be admitted to and successfully complete the program. These standards ensure graduates possess the intellectual ability to learn, integrate, analyze, and synthesize data. MPAS students must meet all technical standards upon matriculation and throughout enrollment in the MPAS program. In the event a student is unable to fulfill these technical standards, with reasonable accommodation, the student is subject to dismissal. MPAS students must be fully able to perform the essential functions in each of the following categories:

(1) Observation. Acquire, assimilate, interpret, integrate, and apply information from direct observation, oral and written communication of radiographic and other imaging techniques, pathologic and laboratory testing, electrocardiograms, and other reports or studies.

(2) Communication. Communicate effectively and sensitively with patients, health professionals, teachers, staff, and peers, both orally and in writing and when the time available for communication is limited. Accurately obtain a medical history from the patient or his or her health care proxy.

(3) Motor. Perform procedures fundamental to medicine, including participating fully in curriculum requirements in the classroom, laboratory, and clinical settings. Perform diagnostic and emergency maneuvers and procedures, such as palpation, percussion, auscultation, airway management, cardiopulmonary resuscitation, suturing, and assisting in surgery.
(4) Intellectual. Perform problem-solving tasks quickly and efficiently in an environment that may change rapidly, without warning, and/or in unpredictable ways. Comprehend three-dimensional and spatial relationships.

(5) Behavioral/social. Possess the emotional stability to exercise sound judgment; manage physical and emotional stress; exhibit sufficient interpersonal skills to interact with people at all levels in a culturally diverse society; and form compassionate relationships with patients while maintaining appropriate professional boundaries.

Meeting the technical standards is required but does not guarantee a student's eligibility for the PANCE. Students also must meet the expectations of the program’s accrediting agency (Accreditation Review Commission on Education for the Physician Assistant, Inc. [ARC-PA]).

**Students with Disabilities**

The MPAS program abides by FIU policies and procedures regarding students with disabilities. MPAS students with disabilities who wish to receive accommodations based on a disability must register with the FIU Disability Resource Center. An individual with a disability is one who—with or without reasonable modifications to the rules, policies, or practices; the removal of architectural, communication, or transportation barriers; or the provision of auxiliary aids and services—meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the university. Disabilities may be categorized as physical, psychological, and/or learning incapacities. Students with specific questions regarding FIU policies governing students with disabilities may contact the Disability Resource Center. The Disability Resource Center collaborates with students, faculty, staff, and community members to create diverse learning environments that are usable, equitable, inclusive, and sustainable. The Disability Resource Center provides FIU students with disabilities the support necessary to successfully complete their education and participate in activities available to all students. Students who have a diagnosed disability and plan to utilize specific academic accommodations should contact the Disability Resource Center.

**Due Process Policies**

**Grievances**

Occasionally, a student may have a grievance regarding an issue other than academics. A student grievance with a faculty member should be addressed first directly with the faculty member. If a student is not satisfied following this step, the student may initiate a grievance in accordance with FIU Graduate School Grievance Procedure found on the FIU website at [https://policies.fiu.edu/policy/739](https://policies.fiu.edu/policy/739).

Often grievances grow out of misunderstandings or misperceptions about expectations. Faculty and advisers have an obligation to ensure that MPAS students are aware of professional and academic expectations. MPAS students have a concomitant obligation to diligently pursue and satisfy these standards; they are bound to observe and respect the policies, rules, and regulations of the university, of their respective departments and of their professors. Many of these grievances should be settled through open communications.

Occasionally, a rift develops that cannot be settled informally. When all means of informal resolution have been exhausted, the parties must have a forum in which to seek review and resolution of an academic grievance.
Purpose of the Grievance Policy and Procedure
The purpose of this policy and procedure is to provide a means for MPAS students to seek investigation and possible resolution of academic grievances, as defined below.

Scope of Policy
This policy and procedure covers graduate academic grievances which are defined as any complaint or controversy alleging: (1) unprofessional conduct by a professor which adversely affects either a student’s ability to satisfy academic expectations, whether in the classroom, the field, or a lab, or the student’s actual performance; (2) improper admission counseling; and (3) improper counseling by an advisor.

This policy does not address issues related to sexual harassment or discrimination based on age, sex, religion, race, marital status, national origin, or disability. The Equal Opportunity Programs office is responsible for handling such issues in accordance with procedures developed to comply with the Florida Equity Act. If the graduate student alleges unauthorized utilization of thesis, dissertation or research materials by a professor, resolution of the issue must be sought using the university’s policy: Protocols for Investigating Research Misconduct. In addition, all students must comply with the FIU Student Code of Conduct, as described at http://studentaffairs.fiu.edu/get-support/student-conduct-and-conflict-resolution/student-code-of-conduct%20/_assets/Student-Code-of-Conduct.pdf.

Informal Grievance Procedure
MPAS students must attempt to informally resolve a grievance as soon as possible; however, a student must initiate informal resolution by contacting the professor (or administrator as instructor of record) no later than 10 university days after classes begin in the semester following that in which the complaint arose or the grievance is deemed untimely. The student must first attempt to resolve the academic grievance through an informal meeting with the professor.

If the matter cannot be resolved, or if the professor cannot be reached, the student must meet next with the program director and failing resolution, with the HWCOM dean. If the student’s grievance is against a committee, the students must meet with the committee chairperson and the program director to attempt informal resolution. A mutually agreeable resolution shall be formalized through a notation in the student’s file/record that is initialed by the student and the professor.

If an informal resolution cannot be reached within 30 university days after the initial contact with the professor, then the student has the right to seek a formal resolution of the grievance.

Formal Grievance Procedure
The formal grievance procedure is initiated by filing a written complaint with the dean of the University Graduate School. The complaint must be filed within 15 university days of the date the informal resolution process ends, or within 20 university days after classes begin in the semester following that in which the complaint arose—whichever is later. After receipt, the dean of the University Graduate School, in consultation with the chairperson of the grievance committee, reviews the complaint to determine whether it falls within the scope of this policy and whether a formal hearing is wanted. When there are disputed issues of material fact that must be determined, a formal hearing is warranted. If the complaint does not fall within the scope of this policy, then the student shall be so notified in writing by certified mail.

Graduate Student Academic Grievance Committee
Where a complaint falls within the scope of this policy and there are disputed issues of material fact to be determined, the dean of University Graduate School refers the matter to the Graduate Student Academic Grievance Committee. The grievance committee is composed of five members, two of whom should be graduate students selected by the dean of University Graduate School from a list of names supplied by the Graduate Student Association (GSA) and/or the academic deans. The other members of the committee shall be three full-time faculty who have experience with graduate programs. They are selected from lists supplied by the academic deans and/or the Faculty Senate. The members of the committee include two faculty from academic units outside of the school/college where the student is enrolled and where the grievance has been filed. The chairperson of the committee is jointly selected by the dean of University Graduate School and the chairperson of the Faculty Senate.

Procedures
A hearing shall be scheduled as soon as possible, but no later than 45 university days after receipt of the grievance. The grievant and the professor shall be notified by the dean of the University Graduate School by certified mail, of the date and time in which to appear for the formal hearing. The hearing shall be conducted with such formality as is necessary to ensure the proceeding is fair, and in a manner that allows both sides of the dispute to be presented. The hearing shall be recorded. At the conclusion of the hearing, the members of the committee shall have the opportunity to deliberate outside the presence of the parties. A written report including findings of facts, conclusions, and recommendations shall be prepared and forwarded to the dean of the University Graduate School. The dean of the University Graduate School shall issue a written decision within 15 university days of receipt of the committee’s report. The student and the professor are sent copies of the dean’s determination by certified mail.

Appeals
Any decision of the dean of University Graduate School may be appealed by either the grievant or the professor, where there is evidence that a significant impropriety in the review process occurred. The appeal must be in writing, specify in detail the alleged procedural impropriety, and must be filed in the Office of the Provost within 10 university days of the date of receipt of the dean’s decision. The provost or a designee shall review the appeal and the record of the formal hearing, and issue a decision within 20 university days. The decision of the Office of the Provost is final.

FIU Regulation on Prohibited Discrimination, Harassment, and Related Misconduct
General Statement
Florida International University (FIU or the University) affirms its commitment to ensure that each member of the University community shall be permitted to work or study in an environment free from any form of illegal discrimination based on race, color, religion, age, disability, sex (including sexual misconduct), sexual orientation, gender identity or expression, national origin, marital status, veteran status, and/or any other legally protected status (collectively referred to as Protected Status1). The University recognizes its obligation to work towards a community in which diversity is valued and opportunity is equalized.

The University recognizes that discrimination and/or harassment based on a Protected Status undermines the integrity of the academic and work environment. All members of the University community should be able to work and/or learn in an atmosphere free from discrimination and/or harassment; and the University is committed to addressing conduct that violates these standards. The University encourages all community members to take reasonable and prudent actions to prevent or stop Prohibited Conduct. Taking action may include direct intervention when safe to do so, enlisting the assistance of friends, contacting law enforcement, or seeking assistance from a person in authority. Community members who chose to exercise
this responsibility will be supported by the University and protected from Retaliation. It is the particular responsibility of those members of the University community who hold positions of authority over others to avoid actions that are, or can be considered, a violation of this Regulation or as unprofessional.

This Regulation prohibits all forms of Discrimination and Harassment based on Protected Status. It expressly, therefore, prohibits Sexual Violence and Sexual Exploitation, which by definition involves conduct of a sexual nature and is prohibited form of Sexual or Gender-Based Harassment. This Regulation further prohibits Dating Violence, Domestic Violence and/or Stalking, which does not need to be based on an individual’s Protected Status to be prohibited under this Regulation. Finally, this Regulation prohibits Complicity for knowingly assisting in an act that violates this Regulation and Retaliation against an individual because of his or her good-faith participation in the reporting, investigation, or adjudication of violations of this Regulation. University students and employees who violate this Regulation may face discipline up to and including expulsion or termination.

To foster a climate that encourages prevention and reporting of Discrimination, Harassment, and related misconduct, the University will actively promote prevention efforts, educate the community, respond to all reports promptly, provide Interim Protective Measures to address safety and emotional well- being, and act in a manner that recognizes the inherent dignity of the individuals involved.

The University is committed to the principles of free inquiry and expression. Vigorous discussion and debate are fundamental to this commitment, and this Regulation is not intended to restrict teaching methods or freedom of expression, nor will it be permitted to do so. Offensiveness of conduct, standing alone, is not sufficient for the conduct to constitute prohibited Harassment. The conduct must be sufficiently severe to interfere with an individual’s ability to participate in employment or educational program and activities from both a subjective and objective perspective. Prohibited Conduct under this Regulation is not a proper exercise of academic freedom and may not be legally protected expression. On the contrary, Prohibited Conduct compromises the University’s integrity as well as its tradition of intellectual freedom.

Scope and Applicability

This Regulation applies to the conduct of University students and employees, including faculty and staff. The non-discrimination provisions also apply to contractors and other third parties under circumstances within the University’s control. The Regulation provides for the prompt and equitable resolution of reports of Discrimination, Harassment, and related misconduct.

This Regulation applies to all Prohibited Conduct that occurs on campus. It also applies to Prohibited Conduct that occurs off campus, including online or electronic conduct, if: the conduct occurred in the context of an employment or education program or activity of the University, had continuing adverse effects on campus, or had continuing adverse effects in an off-campus employment or education program or activity. Examples of covered off-campus conduct include athletic competitions, University-sponsored study abroad, research, or internship programs. In determining whether the University has jurisdiction over off campus conduct that is not part of an educational program or activity of the University, the Title IX Coordinator/Director of the Equal Opportunity Programs/Diversity Office will consider the seriousness of the alleged conduct, the risk of harm involved, whether both parties are members of the campus community, and/or whether the off campus conduct is part of a series of actions that occurred both on and off campus.
Regardless of where the conduct occurred and with whom, the University will offer resources and assistance to community members who are subject to Prohibited Conduct. The University will also assist the Reporting Party in identifying and contacting external law enforcement agencies and community resources, as desired.

Definitions

A. Reporting Party is defined as any individual who may have been the subject of any Prohibited Conduct by an individual or organization covered under the Regulation regardless of whether the Reporting Party makes a report or seeks action under the Regulation.

B. Responding Party is defined as any individual who has been accused of violating the Regulation.

C. Protected Statuses is defined as certain characteristics possessed by an individual that have been afforded protection by law, such as age, color, creed, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status.

D. Age is defined as the number of years from the date of a person’s birth. With respect to employment, individuals who are forty (40) years of age or older are protected from Discrimination and Harassment. There is no age threshold for students or other participants in educational programs or activities.

E. Color is defined as an individual’s skin pigmentation, complexion, shade, or tone.

F. Creed is defined as a well-formed and thought-out set of beliefs held by more than one individual, which may not necessarily involve belief in a supreme being. The University will accommodate an individual’s observances and practices required by their creed unless it is unable to reasonably accommodate an individual’s creed-required observance or practice without undue hardship.

G. Disability is defined as any person who has a physical or mental impairment that substantially limits one or more major life activities; or has a record of such impairment; or is regarded as having such impairment. A qualified person with a disability must be able to perform the essential functions of the employment or the academic, athletic, or extra-curricular program, with or without reasonable accommodation.

H. Gender is defined as an individual’s socially constructed status based on the behavioral, cultural, or psychological traits typically associated with societal attribution of masculinity and femininity, typically related to one’s assigned sex at birth.

I. Gender Expression is defined as how someone expresses gender through appearance, behavior, or mannerisms. A person’s Gender Expression may or may not be the same as the Gender Identity or Gender.

J. Gender Identity is defined as the Gender with which an individual identifies psychologically regardless of what Gender was assigned at birth.

K. Genetic Information is defined as the information about (i) an individual’s genetic tests, (ii) the genetic tests of family members of such individual, and (iii) the manifestation of a disease or disorder in family members of such individual. Genetic Information includes, with respect to any individual, any request for, or receipt of, genetic services, or participation in clinical research that includes genetic services by such individual or any family member of such individual.

L. National Origin is defined as an individual’s actual or perceived country or ethnicity of origin.
M. *Race* is defined as an individual’s actual or perceived racial or ethnic ancestry or physical characteristics associated with a person’s race, such as a person’s color, hair, facial features, height, and weight.

N. *Religion* is defined as all aspects of religious observance and practice as well as belief.

O. *Sex* is defined as an individual’s biological status of male or female, including pregnancy.

P. *Sexual Orientation* is defined as the inclination or capacity to develop intimate emotional, spiritual, physical, and/or sexual relationships with people of the same Sex or Gender, a different Sex or Gender, or irrespective of Sex or Gender.

Q. *Veteran’s Status* is defined as disabled veterans, special disabled veterans, Veterans of the Vietnam era, and other protected Veterans as defined by federal and state law.

R. *Prohibited Conduct* is defined as misconduct based on any form of Discrimination and Harassment based on a Protected Status and Domestic Violence, Dating Violence, Stalking, Complicity, and Retaliation.

S. *Sexual or Gender-Based Harassment* is defined as those incidents that are sufficiently pervasive, persistent, or severe that a reasonable person would be adversely affected to a degree that interferes with his/her ability to participate in or to realize the intended benefits of a University activity, employment, or resources. Sexual or Gender-Based Harassment includes:

- unwelcome sexual advances, requests for sexual favors and other verbal, physical, or electronic conduct of a sexual nature that creates a hostile, intimidating, or abusive environment;
- verbal, physical, or electronic conduct based on Sex, Gender, Sexual Orientation, or sex-stereotyping that creates a hostile, intimidating, or abusive environment, even if those acts do not involve conduct of a sexual nature; or exhibiting what is perceived as a stereotypical characteristic for one’s Sex or for failing to conform to stereotypical notions of masculinity and femininity, regardless of the actual or perceived Sex, Gender, Sexual Orientation, Gender Identity, or Gender Expression of the individuals involved.

T. *Sexual Assault* or *Sexual Violence* is defined as forms of Sexual or Gender-Based Harassment that involve having or attempting to have Sexual Contact with another individual without Consent.

U. *Sexual Exploitation* is defined as a form of Sexual or Gender-Based Harassment that involves one or more of the following behaviors committed for any purpose, including sexual arousal or gratification, financial gain, and/or other personal benefit:

- taking sexual advantage of another person without Consent;
- taking advantage of another’s sexuality; or
- extending the bounds of consensual Sexual Contact without the knowledge of the other individual.

- Examples of Sexual Exploitation include, but are not limited to:
  - threatening to disclose an individual’s Sexual Orientation, Gender Identity, or Gender Expression;
  - observing another individual’s nudity or Sexual Contact, or allowing another to observe the same, without the knowledge and Consent of all parties involved;
• non-consensual streaming of images, photography, video, or audio recording of Sexual Contact or nudity, or distribution of such without the knowledge and/or Consent of all parties involved;
• prostituting another individual;
• knowingly exposing another individual to a sexually transmitted infection, without the individual’s knowledge and/or Consent;
• knowingly failing to use contraception without the other party’s knowledge and/or Consent; and
• inducing Incapacitation for the purpose of taking sexual advantage of another person.

V. **Sexual Contact** is defined as the intentional touching or penetration of another person’s clothed or unclothed body, including but not limited to the mouth, neck, buttocks, anus, genitalia, or breast, by another with any part of the body or any object in a sexual manner. Sexual Contact also includes causing another person to touch their own or another’s body in the manner described above.

W. **Consent** is defined as an affirmative act or statement by each person that is informed, freely given and mutually understood.

- It is the responsibility of each person involved in any sexual activity to ensure that
- he or she has the affirmative consent of the other or others to engage in the sexual activity.
- Consent must be ongoing throughout a sexual activity and can be revoked at any time.
  - Within each sexual encounter, there may be separate individual sexual acts involved, and consent to one act by itself does not constitute consent to another act.
- Lack of protest or resistance does not mean consent, nor does silence mean consent has been granted.
- The existence of a dating relationship between the persons involved, or the fact of past sexual relations, should never by itself be assumed to be an indicator of consent for any current or future sexual encounter.
- If Coercion or Force is used, there is no consent.
- If a person is mentally or physically incapacitated so that the person cannot understand the fact, nature or extent of the sexual situation, there is no consent; this includes but is not limited to conditions due to age, alcohol or drug consumption.
  - Someone under 16 years of age cannot consent to sexual activity regardless of the age of the other person. Someone who is at least 16 years of age but less than 18 years of age cannot consent to sexual activity if the other person is 24 years of age or older.
  - Whether one has taken advantage of a position of influence over another may be a factor in determining consent.

X. **Coercion or Force** is defined to include conduct, intimidation, and/or express or implied threats of physical, emotional, or financial harm that would reasonably place an individual in fear of immediate or future harm and that is employed to persuade or compel someone to engage in Sexual Contact.
Examples of Coercion or Force include

- causing the deliberate Incapacitation of another person;
- conditioning an academic benefit or employment advantage on submission to the Sexual Contact;
- threatening to harm oneself if the other party does not engage in Sexual Contact; or
- threatening to disclose an individual's Sexual Orientation, Gender Identity, Gender Expression, or other personal sensitive information if the other party does not engage in the Sexual Contact.

Y. Incapacitation is defined as a temporary or permanent state in which a person cannot make informed, rational judgments because the person lacks the physical or mental capacity to understand the nature or consequences of his or her words and/or conduct and/or the person is unable to physically or verbally communicate consent.

Z. Dating Violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Reporting Party. The existence of such a relationship shall be determined based on the Reporting Party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purpose of this definition—

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse
- Dating violence does not include acts covered under the definition of domestic violence.

AA. Domestic violence is defined as (1) A felony or misdemeanor crime of violence committed—

- By a current or former spouse or intimate partner of the Reporting Party;
- By a person with whom the Reporting Party shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the Reporting Party as a spouse or intimate partner;
- By a person similarly situated to a spouse of the Reporting Party under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
- By any other person against an adult or youth Reporting Party who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

BB. Stalking is defined as (i) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—(A) fear for the person's safety or the safety of others; or (B) suffer substantial emotional distress. (ii) For the purposes of this definition—(A) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors,
observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property. (B) Reasonable person means a reasonable person under similar circumstances and with similar identities to the Reporting Party.

CC. Complicity is defined as any act that knowingly aids, facilitates, promotes, and/or encourages the commission of Prohibited Conduct by another person.

DD. Retaliation is defined as acts or words taken against an individual because of the individual’s participation in a protected activity that would discourage a reasonable person from engaging in protected activity. Protected activity includes an individual’s good faith:

(i) participation in the reporting, investigation, and/or resolution of an alleged violation of this Regulation; (ii) opposition to policies, practices, and/or actions that the individual reasonably believes are in violation of the Regulation; or (iii) requests for accommodations on the basis of religion or disability. Retaliation may include intimidation, threats, Coercion, physical harm, or adverse employment or educational actions. Retaliation may be found even when an underlying report made in good faith was not substantiated. Retaliation may be committed by the Responding Party, the Reporting Party, or any other individual or group of individuals.

EE. Title IX Coordinator is defined as the individual who oversees FIU’s response to reports and complaints that involve sexual violence, dating violence, domestic violence, and/or stalking, who monitors the outcomes, identifies and addresses any patterns, and assesses the effects on the campus climate so the University can address such issues that affect the wider school community.

FF. Interim Protective Measures is defined as those temporary actions taken by the University to ensure equal access to its education programs and activities and to foster a more stable and safe environment during the process of reporting, investigating, and/or disciplining, if appropriate, a violation of this Regulation.

GG. Responsible Employee is defined as any employee who has the authority to take action to redress sexual violence, domestic violence, dating violence and/or stalking; who has been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX coordinator or other appropriate school designee; or who has been designated as Campus Security Authority.

HH. Campus Security Authorities is defined as those University employees who have a duty of reporting incidents of behavior that may constitute a Clery Crime to the Clery Coordinator (e.g., members of the University Police Department and those officials with significant responsibility for student and campus activities). An official with significant responsibility for student and campus activities is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

Examples of Campus Security Authorities include:

- the Dean of Students
- the Director of Campus Life
- any Residential Life professionals (e.g., Resident Advisor)
• staff at the Office of Student Conduct and Conflict Resolution who oversee the student conduct process
• the athletic coaches
• a faculty advisor to a student organization

II. **Clery Crimes** are defined as:

Primary crimes include

• Criminal homicide (i.e., murder, non-negligent manslaughter, negligent manslaughter)
• Sex offenses (i.e., rape, fondling, incest, statutory rape)
• Robbery
• Aggravated assault
• Burglary
• Motor vehicle theft, and
• Arson

Arrests and referrals for disciplinary actions, including (A) arrests for liquor law violations, drug law violations, and illegal weapons possession. (B) Persons not included (2) above but were referred for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession.

Hate crimes including

• Larceny-theft
• Simple assault
• Intimidation, and
• Destruction/damage/vandalism of property.

To constitute a hate crime, it must appear that the Reporting Party was intentionally selected because of the perpetrator’s bias against the Reporting Party. Bias includes the Reporting Party’s actual or perceived Race, Religion, Gender, Gender Identity, Sexual Orientation, Ethnicity, National Origin, and Disability, and (iv) Dating violence, domestic violence, and stalking

JJ. **Response Team** is defined as a group of designated individuals who respond to a report of sexual misconduct, dating violence, domestic violence, and/or stalking.

KK. **Minor** is defined as a person who is under the age of 18 years old.

LL. **Preponderance of the Evidence** is defined as when the information that is presented supports a finding that it is more likely than not that a violation occurred.
Prohibited Conduct

A. Discrimination and Harassment Based on All Protected Statuses Prohibited

This Regulation prohibits all forms of Discrimination and Harassment based on an individual’s Protected Status, including, Age, Color, Creed, Disability, Gender, Gender Expression, Gender Identity, Genetic Information, National Origin, Race, Religion, Sex, Sexual Orientation, Veteran’s Status and/or any other legally protected status. In addition, this Regulation prohibits related misconduct, including Domestic Violence, Dating Violence, Stalking, Complicity, and/or Retaliation.

This Regulation prohibits Discrimination, meaning any unlawful distinction, preference, or detriment to an individual as compared to others that is based on an individual’s Protected Status and that is sufficiently serious to unreasonably interfere with or limit:

- An employee’s or applicant for employment’s access to employment or conditions and benefits of employment (e.g., hiring, advancement, assignment); or
- A student’s or admission applicant’s ability to participate in, access, or benefit from educational programs, services, or activities (e.g., admission, academic standing, grades, assignment, campus housing).

Discrimination includes failing to provide reasonable accommodations, consistent with state and federal law, to a qualified person with a disability. This Regulation prohibits Harassment, which is a type of Discrimination that occurs when verbal, physical, electronic, or other conduct based on an individual’s Protected Status interferes with that individual’s (a) educational environment (e.g., admission, academic standing, grades, assignment); (b) work environment (e.g., hiring, advancement, assignment); (c) participation in a University program or activity (e.g., campus housing); and/or (d) receipt of legitimately requested services (e.g., disability or religious accommodations), thereby creating hostile environment harassment or quid pro quo harassment, as defined below.

Hostile environment harassment: Unwelcome conduct based on Protected Status that is so severe, persistent, or pervasive that it alters the conditions of education, employment, or participation in a University program or activity, thereby creating an environment that a reasonable person in similar circumstances and with a similar identity would find hostile, intimidating, or abusive. An isolated incident, unless sufficiently severe, does not amount to hostile environment harassment.

Quid pro quo harassment: Unwelcome conduct based on Protected Status where submission to or rejection of such conduct is used, explicitly or implicitly, as the basis for decisions affecting an individual’s education, employment, or participation in a University program or activity. Consistent with the definitions provided above, below are examples of conduct that constitutes Discrimination and Harassment:

- May be blatant and involve an overt action, threat, or reprisal; or may be subtle and indirect, with a coercive aspect that is unstated but implied.
- May or may not include intent to harm.
- May not always be directed at a specific target.
• May be committed by anyone, regardless of Protected Status, position, or authority. While there may be a power differential between the Reporting Party and the Responding Party (perhaps due to differences in age or educational, employment, or social status), Discrimination and Harassment can occur in any context.

• May be committed by a stranger, an acquaintance, or someone with whom the Reporting Party has a current or previous relationship, including a romantic or sexual relationship.

• May be committed by or against an individual or by or against an organization or group.

• May occur in the classroom, in the workplace, in residential settings, or in any other setting.

• May be a pattern of behavior or, if sufficiently severe, a one-time event.

• May be committed in the presence of others when the Reporting Party and Responding Party are alone, or through remote communications, including email, text messages, or social media.

• May take the form of threats, assault, property damage, economic abuse, and violence or threats of violence.

• May include harassing or retaliatory behavior directed to a sexual or romantic partner, family member, friend, or pet of the Reporting Party.

The University strongly discourages amorous or sexual relations between employees (i.e., faculty and staff) and students. Such relationships, even when consensual, may be exploitive, and imperil the integrity of the educational process or work environment. They may also lead to charges of Sexual Harassment.

However, when an individual evaluates (including academic evaluations) or directly supervises another individual with whom he or she has an amorous or sexual relationship, a conflict is created and that is Prohibited Conduct. The University will take action to resolve any conflict of interest created by these relationships.

Whenever a conflict of interest situation arises or is reasonably foreseen, the employee in a position of authority must resolve any potential conflict of interest by taking necessary steps, including, but not limited to, removing himself or herself from evaluative or academic decisions concerning the other individual. If he or she is unable to resolve personally the conflict of interest, he or she is required to inform the immediate supervisor promptly and seek advice and counsel in dealing with the conflict. The employee, along with the supervisor, is responsible for taking steps to ensure unbiased supervision or evaluation of the employee or student. Failure to resolve potential or actual conflict of interest situations as described in this Regulation may result in disciplinary action in accordance with University policies.

This Regulation does not preclude a division, college, or department from having a stronger policy against amorous or sexual relationship between employees or between faculty and/or staff with students provided that the policy is approved following the procedure set forth in University Policy 150.205 Developing University-Wide Policies.
B. SEXUAL ASSAULT, SEXUAL VIOLENCE, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING ARE PROHIBITED FORMS OF DISCRIMINATION

Just as the University’s prohibition of discrimination based on Protected Status (including Sexual Assault as a form of Sexual Harassment) is grounded in federal law, so is its prohibition against Domestic Violence, Dating Violence, and Stalking. The University’s response to Sexual Assault, Sexual Violence, Domestic Violence, Dating Violence, and Stalking is governed by the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, 20 U.S.C. § 1092(f) (the Clery Act) and Section 304 of the 2013 Amendments to the Violence Against Women Act. Such acts violate the essential dignity of our community member(s) and are contrary to our institutional values. The University is committed to taking all appropriate steps to eliminate Sexual Assault, Sexual Violence, Domestic Violence, Dating Violence and Stalking; prevent the recurrence of such acts; and address their effects, both for the Reporting Party and the broader community. The University recognizes that Sexual Assault, Sexual Violence, Domestic Violence, Dating Violence, and Stalking encompass a broad spectrum of conduct and will respond according to both the severity of the offense and the threat it poses to the campus community.

Reporting Options

The University is committed to providing reporting options through multiple contact points across campus that are broadly accessible to all University community members. Any individual can make a report under this Regulation to the individuals or to the individuals/departments listed below. The report may be made in person, by telephone, in writing, by e-mail, electronically, or anonymously. All reports will be shared with the Title IX Coordinator and University’s Response Team. If the report involves a Minor, the Florida Department of Children and Families will be contacted as required by Florida Statutes Sections 39.201 and 39.205 and the University Mandatory Reporting of Child Abuse, Abandonment, and Neglect policy.

REPORTING OPTIONS

Below is a list of University employees to which someone could report.

<table>
<thead>
<tr>
<th>Shirlyon McWhorter Title IX Coordinator</th>
<th>Kristen Kawczynski</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director, Equal Opportunity Programs and Diversity</td>
<td>Deputy Title IX Coordinator</td>
</tr>
<tr>
<td>PC215 Phone: (305) 348-2785</td>
<td>Director, Student Conduct and Conflict Resolution</td>
</tr>
<tr>
<td>E-Mail: <a href="mailto:eopd@fiu.edu">eopd@fiu.edu</a></td>
<td>GC311A Phone: (305) 348-3939</td>
</tr>
<tr>
<td></td>
<td>E-Mail: <a href="mailto:kristen.kawczynski@fiu.edu">kristen.kawczynski@fiu.edu</a></td>
</tr>
<tr>
<td>Julie Berg</td>
<td>Larry Lunsford</td>
</tr>
<tr>
<td>--------------------</td>
<td>---------------------------------</td>
</tr>
<tr>
<td>Deputy Title IX Coordinator Senior Associate Athletic Director</td>
<td>Vice President of Student Affairs GC219K Phone: (305) 348-2797</td>
</tr>
<tr>
<td>USCBA 202A Phone: (305) 348-2352</td>
<td>E-Mail: <a href="mailto:Larry.Lunsford@fiu.edu">Larry.Lunsford@fiu.edu</a></td>
</tr>
<tr>
<td>E-Mail: <a href="mailto:julie.berg-Mc_Graw@fiu.edu">julie.berg-Mc_Graw@fiu.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cathy Akens</th>
<th>Karyn Boston</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Vice President of Student Affairs Dean of Students</td>
<td>University Compliance Officer</td>
</tr>
<tr>
<td>GC219E Phone: (305) 348-6726</td>
<td>Office of University Compliance and Integrity PC429</td>
</tr>
<tr>
<td>Email: <a href="mailto:Catherine.Akens@fiu.edu">Catherine.Akens@fiu.edu</a></td>
<td>Phone: (305) 348-2216</td>
</tr>
<tr>
<td></td>
<td>E-Mail: <a href="mailto:karyn.boston@fiu.edu">karyn.boston@fiu.edu</a></td>
</tr>
</tbody>
</table>

FIU Ethical Panther line which provides confidential reporting to the University Compliance Office at [www.convercent.com/report](http://www.convercent.com/report) or by calling 1-844-312-5358. In determining to whom to report, it is important that the Reporting Person understand the consequences of making such a report. For more information go to the FIU website [https://regulations.fiu.edu/regulation=FIU-105](https://regulations.fiu.edu/regulation=FIU-105)

**Section V: Student Activities and FIU Services**

**Professional Organizations**

Students are encouraged to join one or more of the following professional organizations:

- American Academy of Physician Assistants (AAPA). The Student Academy of the American Academy of Physician Assistants (SAAAPA) is the student chapter of AAPA. Membership in this SAAAPA can keep students abreast of important and current issues affecting physician assistant education and practice.
- Florida Academy of Physician Assistants (FAPA), a state chapter of AAPA.
- AAPA specialty organizations. AAPA offers opportunities for membership in a number of specialty organizations.

**Student Services**

The following services are offered to all FIU students. The MPAS program encourages students to utilize these services.

**Student Health Fee**

MPAS program students pay the total annual FIU Student Health Fee. Payment of the Student Health Fee entitles MPAS students access to the following through FIU Student Health: office visits with a doctor, nurse practitioner, or registered nurse; various clinical services; health education consultations; and health promotion programs. All MPAS students are required to purchase and maintain adequate health insurance coverage throughout their school experience to pay for services that may be needed on campus.
Modesto A. Maidique Campus, where all academic year MPAS courses are taught, houses the Student Health Center, a 20,000-square-foot facility with a general medical clinic, women’s health services, Wellness Center, pharmacy, immunization and laboratory services, Counseling and Psychological Services Center, and Victim Advocacy Center. Hours of operation are available online at http://studentaffairs.fiu.edu/health-and-fitness/student-health/. Ultrasound diagnostic exams are available by appointment. Students who require diagnostic radiology services (x-ray, CT, MRI, nuclear medicine testing) are referred to community diagnostic centers that accept applicable insurance benefits plans.

Biscayne Bay Campus, located approximately 28 miles from Modesto A. Maidique campus, also houses its own Student Health Services in a 2,200-square-foot facility with clinic and lab services available Monday through Friday.

Clinical Care Services
Services are offered to registered, health-fee-paying students through FIU Student Health, as described on the FIU website at http://studentaffairs.fiu.edu/health-and-fitness/student-health/. Appointments are not required, but are recommended. Fees are charged to insurance for primary and ancillary services such as vaccines, lab tests, medications, and office procedures. MPAS students are given access to office visits with the doctor, nurse practitioner, or registered nurse; various clinical services; health education consultations; and health promotion programs.

Counseling Services
The Counseling and Psychological Services center at FIU provides a variety of services that address the psychological and emotional health of the graduate and undergraduate student population. Services include individual and group counseling, workshops, and victim empowerment and stress management programs. The MPAS Program encourages students to take full advantage of these services. Information about counseling services and instructions on how to make appointments are available online at http://studentaffairs.fiu.edu/health-and-fitness/counseling-and-psychological-services/index.php.

Student Health Services
Services at the Student Health Services Wellness Center include one-on-one consultations, computerized fitness assessments, and anonymous human immunodeficiency virus (HIV) testing and counseling. Alternative therapies include massage therapy, aromatherapy, acupuncture, and chiropractic services. Appointments are required to access Wellness Center services and for personal consultations. For more information go to the FIU website http://studentaffairs.fiu.edu/health-and-fitness/index.php.

FIU Pharmacy
The FIU pharmacy is a complete outpatient pharmacy staffed by a licensed pharmacist. The pharmacy fills prescriptions from FIU medical staff and outside physicians. Over-the-counter medications are available on site.

Other FIU Student Services
- University Police Department, http://police.fiu.edu
- Department of Emergency Management, http://dem.fiu.edu/
- Campus Life, http://campuslife.fiu.edu
- Student Health Services, http://studenthealth.fiu.edu
- Victim Advocacy Center, http://advocacy.fiu.edu
• Graham Center, http://guc.fiu.edu/default.aspx
• FIU Athletics, http://fiusports.com
• Recreation Services, http://www.recreation.fiu.edu
• Parking and Transportation, https://parking.fiu.edu/
• Patricia and Philip Frost Art Museum, http://thefrost.fiu.edu
• Wolfsonian-FIU, http://wolfsonian.fiu.edu
• Biscayne Bay Campus Resources, http://bbcclo.fiu.edu/resources.html
Appendix A—Absence Excusal Form

Any student anticipating time away for an exceptional event during the didactic or clinical portions of the MPAS program should complete and submit this form to the academic or clinical director (respectively) at least one month in advance of the event.

Students absent from a clinical rotation as a result of an emergency must fill out and submit this form to the clinical director within 24 of their absence. Failure to do so may result in referral to the SEPC.

Student Name (PRINT): ____________________________
Class: _____
Anticipated date(s) off: ____________________________
Reason for Absence(s):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Student Signature: __________________________________________
Date Submitted: _____________

Program Use Only
Request Approved: _____ Not Approved: _____ Date: _____________

Academic/Clinical Director Signature: ______________________________

Program Director Signature: ______________________________
Comments:
Appendix B—Student Exposure Report Form

This form is to be completed when there has been a student needle stick or bodily fluid exposure and submitted (via fax [305.348.6251] or in person) to the academic or clinical director within 24 hours of the exposure. Students also must directly report the exposure incident to the academic or clinical director within 2 hours of the exposure.

Name of Student: ____________________________ Date: ____________________________

Date and Time of Exposure: ____________________________

Rotation #: 1 2 3 4 5 6 7 8

Rotation Type: ____________________________ Name of Site: ____________________________

Name of person notified at the site: ____________________________ Date and time of site notification: ____________________________

Name of witness(es) if any to the incident: ____________________________

Please provide a detailed description of Incident, including how the exposure occurred and location (body part).

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Did you receive medical evaluation and/or treatment? Yes No

Was the MPAS program (Academic or Clinical Director) notified? Yes No

Date and time MPAs program was notified: ____________________________

Name of person notified at the MPAS program: ____________________________

Student Signature: ____________________________

Academic/Clinical Director/Faculty Signature: ____________________________
Appendix C—Student Accident Report Form

Immediately notify either the academic director or the clinical director of the event and submit this report to the program (Fax: 305 348-6251) within 24 hours an accident/injury occurring while at a clinical rotation site. (This form is not for needlestick or body fluids exposures.)

Student Name________________________________________

STUDENT STATEMENT: _____________________________________ was injured at
______________________________________________________________________ on___________ at__________
_______________________________________________________________________. (print name of location) (date)
_______________________________________________________________________. (time)

Please describe in full detail how the accident occurred.

______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

Did you receive medical evaluation and/or treatment? Yes No

Was the MPAS program (academic/clinical director) notified? Yes No

Date and time MPAS program was notified: ________________________________

Did you miss time from the clinical rotation? Yes No

If yes, how many days? ______

NOTE: If your absence from a clinical rotations will exceed 2 days, you will need a medical note from the physician who saw and examined you in an office/clinic or hospital and the date you can resume clinical activities. You may not return to rotations until this note has been processed by the MPAS program.

________________________________________  ________________
Student Signature                                   Date
Appendix D—Student Acknowledgement of Receipt of MPAS Student Handbook Form

FIU
Herbert Wertheim College of Medicine
Florida International University
Master in Physician Assistant Studies

I, ______________________________ (print name), have read and understand the policies and procedures found in this MPAS Student Handbook. I also have reviewed the FIU Student Handbook. I am familiar with the contents of these documents and the policies and procedures governing grades, probation, promotion, dismissal and mechanisms for appeal. I agree to abide by these policies.

This form must be signed and returned to academic director on the first day of class.

______________________________
Student Signature

______________________________
Academic Director Signature

______________________________
Date
Important Dates

**Fall 2018 Semester (Semester 1)**

- Classes Begin: Monday, July 30, 2018
- Last Day to Add/Drop: Monday, August 27, 2018
- Labor Day Holiday: Monday, September 3, 2018
- Last Day to Drop with a DR Grade: Monday, October 29, 2018
- Veterans’ Day Observed (No Classes): Monday, November 12, 2018
- Thanksgiving Holiday: Thursday, November 22, 2018
- Thanksgiving break (No classes): Friday-Saturday, November 23-24, 2018
- Last Regular Class Day: Saturday, December 1, 2018
- Finals Week (Required Class Meetings)*: Monday-Saturday, December 3-8, 2018
- End of Term: Saturday, December 8, 2018
- Deadline for Faculty to Submit Grades: Wednesday, December 12, 2018
- Grades Available for Students: Thursday, December 13, 2018

*If a final exam is not required, classes are expected to be held during finals week*

**Spring Semester 2019 (Semester 2)**

- Classes Begin: Wednesday, January 2, 2019
- Last Day to Add/Drop: Monday, January 14, 2019
- Martin Luther King Day Holiday: Monday, January 21, 2019
- Last Day to Drop with a DR Grade: Monday, March 18, 2019
- Last Regular Class Day: Friday, April 19, 2019
- Finals Week: Mon-Fri, April 22-26, 2019
- Semester Break (No Classes): Mon-Fri, April 29-May 3, 2019
### Appendix E — Class of 2020: Academic Schedule

#### Summer Semester 2019 (Semester 3)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Begin</td>
<td>Monday, May 6, 2019</td>
</tr>
<tr>
<td>Last Day to Add/Drop</td>
<td>Monday, May 13, 2019</td>
</tr>
<tr>
<td>Memorial Day Holiday</td>
<td>Monday, May 27, 2019</td>
</tr>
<tr>
<td>Last Day to Drop with a DR Grade</td>
<td>Monday, June 24, 2019</td>
</tr>
<tr>
<td>Independence Day Holiday</td>
<td>Thursday, July 4, 2019</td>
</tr>
<tr>
<td>End of Term</td>
<td>Friday, July 26, 2019</td>
</tr>
<tr>
<td>Mon-Fri July 29-Aug 2, 2019</td>
<td>Mon-Fri July 29-Aug 2, 2019</td>
</tr>
</tbody>
</table>

#### Fall Semester 2019 (Semester 4)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Begin</td>
<td>Monday, August 5, 2019</td>
</tr>
<tr>
<td>Labor Day Holiday</td>
<td>Monday, September 2, 2019</td>
</tr>
<tr>
<td>Last Day to Add/Drop</td>
<td>Tuesday, September 3, 2019</td>
</tr>
<tr>
<td>Last Day to Drop with a DR Grade</td>
<td>Monday, November 4, 2019</td>
</tr>
<tr>
<td>Veterans’ Day Observed (No Classes)</td>
<td>Monday, November 11, 2019</td>
</tr>
<tr>
<td>Thanksgiving Holiday</td>
<td>Thursday, November 28, 2019</td>
</tr>
<tr>
<td>Thanksgiving Break (No Classes)</td>
<td>Fri-Sat, November 29-30, 2019</td>
</tr>
<tr>
<td>Last Regular Class Day</td>
<td>Friday, December 6, 2019</td>
</tr>
<tr>
<td>Finals Week</td>
<td>Mon-Fri, December 9-13, 2019</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>Wednesday, December 25, 2019</td>
</tr>
<tr>
<td>New Year’s Day</td>
<td>Wednesday, January 1, 2020</td>
</tr>
</tbody>
</table>

#### Spring 2020 Semester (Semester 5 – Rotations 1 through 3)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Begin</td>
<td>Thursday, January 2, 2020</td>
</tr>
<tr>
<td>Last Day to Add/Drop</td>
<td>Monday, January 13, 2020</td>
</tr>
<tr>
<td>Martin Luther King Day Holiday</td>
<td>Monday, January 20, 2020</td>
</tr>
<tr>
<td>Last Day to Drop with a DR Grade</td>
<td>Monday, March 16, 2020</td>
</tr>
<tr>
<td>Last Regular Class Day</td>
<td>Friday, April 17, 2020</td>
</tr>
<tr>
<td>Finals Week</td>
<td>Mon-Fri, April 20-24, 2020</td>
</tr>
<tr>
<td>Semester Break (No Classes)</td>
<td>Mon-Fri, April 27-May 8, 2020</td>
</tr>
</tbody>
</table>
Appendix E — Class of 2020: Academic Schedule

Master in Physician Assistant Studies

Summer Semester 2020 (Semester 6 — Rotations 4 through 6)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Begin</td>
<td>Monday, May 11, 2020</td>
</tr>
<tr>
<td>Last Day to Add/Drop</td>
<td>Monday, May 18, 2020</td>
</tr>
<tr>
<td>Memorial Day Holiday</td>
<td>Monday, May 25, 2020</td>
</tr>
<tr>
<td>Last Day to Drop with a DR Grade</td>
<td>Monday, June 29, 2020</td>
</tr>
<tr>
<td>Independence Day Holiday</td>
<td>Friday, July 3, 2020</td>
</tr>
<tr>
<td>End of Term</td>
<td>Friday, July 31, 2020</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Monday, August 24, 2020</td>
</tr>
<tr>
<td>Last Day to Add/Drop</td>
<td>Monday, August 31, 2020</td>
</tr>
<tr>
<td>Labor Day Holiday</td>
<td>Monday, September 7, 2020</td>
</tr>
</tbody>
</table>

Fall Semester 2020 (Semester 7 — Rotations 7 through 9)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Day to Drop with a DR Grade</td>
<td>Wednesday, November 2, 2020</td>
</tr>
<tr>
<td>Veterans' Day Observed (No Classes)</td>
<td>Monday, November 11, 2020</td>
</tr>
<tr>
<td>Thanksgiving Holiday</td>
<td>Thursday, November 26, 2020</td>
</tr>
<tr>
<td>Thanksgiving Break (No Classes)</td>
<td>Fri-Sat, November 27-28, 2020</td>
</tr>
<tr>
<td>Last Regular Class Day</td>
<td>Friday, December 5, 2020</td>
</tr>
<tr>
<td>Finals Week</td>
<td>Mon-Fri, December 7-12, 2020</td>
</tr>
<tr>
<td>Commencement</td>
<td>TBA</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>Friday, December 25, 2020</td>
</tr>
<tr>
<td>New Year’s Day</td>
<td>Friday, January 1, 2021</td>
</tr>
</tbody>
</table>
Appendix F—Class of 2021 Academic Schedule

FIU Herbert Wertheim College of Medicine
Florida International University
Master in Physician Assistant Studies

Important Dates

**Fall 2019 Semester (Semester 1)**
- Professional Development Seminar (Orientation) Mon-Fri, July 22-26, 2019
- Classes Begin Monday, July 29, 2019
- Labor Day Holiday Monday, September 2, 2019
- Last Day to Add/Drop Monday, September 3, 2019
- White Coat Ceremony Friday October 4, 2019
- Last Day to Drop with a DR Grade Monday, November 4, 2019
- Veterans’ Day Observed (No Classes) Monday, November 11, 2019
- Thanksgiving Holiday Thursday, November 28, 2019
- Thanksgiving break (No classes) Friday-Saturday, November 29-30, 2019
- Last Regular Class Day Friday, December 6, 2019
- Finals Week (Required Class Meetings)* Monday-Saturday, December 9-13, 2019
- End of Term Saturday, December 14, 2019
- Christmas Day Wednesday, December 25, 2019
- New Year’s Day Wednesday, January 1, 2020

*If a final exam is not required, classes are expected to be held during finals week

**Spring Semester 2020 (Semester 2)**
- Classes Begin Thursday, January 2, 2020
- Last Day to Add/Drop Monday, January 13, 2020
- Martin Luther King Day Holiday Monday, January 20, 2020
- Last Day to Drop with a DR Grade Monday, March 16, 2020
- Last Regular Class Day Friday, April 17, 2020
- Finals Week Mon-Fri, April 20-24, 2020
- Semester Break (No Classes) Mon-Fri, April 27-May 8, 2020
Appendix F—Class of 2021 Academic Schedule

Master in Physician Assistant Studies

**Summer Semester 2020 (Semester 3)**

- Classes Begin: Monday, May 11, 2020
- Last Day to Add/Drop: Monday, May 18, 2020
- Memorial Day Holiday: Monday, May 25, 2020
- Last Day to Drop with a DR Grade: Monday, June 29, 2020
- Independence Day Holiday: Friday, July 3, 2020
- End of Term: Friday, July 31, 2020
- Semester Break (No Classes): Mon-Fri, Aug 3-7, 2020

**Fall Semester 2020 (Semester 4)**

- Classes Begin: Monday, August 10, 2020
- Labor Day Holiday: Monday, September 7, 2020
- Last Day to Add/Drop: Monday, August 31, 2020
- Last Day to Drop with a DR Grade: Monday, November 2, 2020
- Veterans’ Day Observed (No Classes): Wednesday, November 11, 2020
- Thanksgiving Holiday: Thursday, November 26, 2020
- Thanksgiving Break (No Classes): Fri-Sat, November 27-28, 2020
- Last Regular Class Day: Friday, December 4, 2020
- Finals Week: Mon-Fri, December 7-11, 2020
- Christmas Day: Wednesday, December 25, 2020
- New Year’s Day: Wednesday, January 1, 2021
Appendix F—Class of 2021 Academic Schedule

Herbert Wertheim College of Medicine
Florida International University
Master in Physician Assistant Studies

Spring 2021 Semester (Semester 5 — Rotations 1 through 3)

- Classes Begin: Thursday, January 2, 2021
- Martin Luther King Day Holiday: Monday, January 18, 2021
- Last Day to Add/Drop: Tuesday, January 19, 2021
- Last Day to Drop with a DR Grade: Monday, March 22, 2021
- Last Regular Class Day: Friday, April 23, 2021
- Finals Week: Mon-Fri, April 26-30, 2021
- Semester Break: Mon-Fri, May 3-7, 2021

Summer Semester 2021 (Semester 6 — Rotations 4 through 6)

- Classes Begin: Monday, May 10, 2021
- Last Day to Add/Drop: Monday, May 17, 2021
- Memorial Day Holiday: Monday, May 31, 2021
- Last Day to Drop with a DR Grade: Monday, June 28, 2021
- Independence Day Holiday: Monday, July 5, 2021
- End of Term: Friday, July 30, 2021

Fall Semester 2021 (Semester 7 — Rotations 7 through 9)

**Schedule pending**