

Physician Assistant Program
Tampa, Florida
Student Handbook
2026-2027
Revised June 2026

Policies and Procedures*
Tampa PA Program (2026-2027)

{A3.01}**This handbook is designed to serve as a guide to the rules, policies, and services of the LMU-SMS Tampa PA Program; therefore, it is not intended to establish a contract and the LMU-SMS Tampa PA Program reserves the right to amend, modify, or change regulations, policies, and financial charges stated in the handbook throughout the year. In such a case, the LMU-SMS Tampa PA Program will make reasonable efforts to notify its PA Students, in a timely manner, of any changes in policies and regulations. Notification shall be made via the student's LMU-issued email account.*

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SECTION I: UNIVERSITY AND PROGRAM INFORMATION

LMU - SMS TAMPA PA PROGRAM WELCOME LETTER

Welcome to the LMU - SMS Tampa Physician Assistant Program!

On behalf of the entire faculty and staff, it is my sincere honor and pleasure to extend an enthusiastic welcome to you as you officially begin your journey with the **Tampa Physician Assistant Program at Lincoln Memorial University (LMU)**. **Congratulations!** Your selection to join this highly competitive program is a testament to your commitment and compassion. We are excited to welcome you into our vibrant community.

Our program is designed to cultivate expert, compassionate PA practitioners and promote servant-leadership. You will receive a rigorous curriculum that integrates cutting-edge theoretical knowledge with essential hands-on clinical skills.

You will be guided by an experienced faculty dedicated to your success and mastery of clinical competence.

Please remember: **You are never alone.** You are joining a supportive, collaborative network of future colleagues and seasoned professionals. We are here to provide unwavering encouragement and support as you navigate this challenging and rewarding path.

As you immerse yourself in the program, we encourage you to:

- **Be Proactive:** Seize every learning opportunity, utilize our facilities, be involved in student activities and leadership, and seek out diverse clinical exposures.
- **Build Your Network:** Connect with your classmates and faculty; collaboration is key to success.

Your time here will be transformative and filled with endless possibilities. We look forward to witnessing the exceptional healthcare provider and servant-leader you will become.

If you have any questions or need assistance, please do not hesitate to reach out to me or any member of our program team. We are here to support you every step of the way.

Wishing you the very best as you launch this exciting chapter!

Sincerely,

Paul B. Lawrence

Paul B. Lawrence, DMS, MMS, MTh, PA-C

Assistant Dean and Program Director/Assistant Professor

Lincoln Memorial University - Tampa Physician Assistant Program

LMU UNIVERSITY MISSION AND PURPOSE

Lincoln Memorial University is a comprehensive values-based learning community dedicated to providing quality educational experiences at the undergraduate, graduate, and professional levels. The University strives to give students a foundation for a more productive life by upholding the principles of Abraham Lincoln's life: a dedication to individual liberty, responsibility, and improvement; a respect for citizenship; recognition of the intrinsic value of high moral and ethical standards; and a belief in a personal God.

While primarily committed to teaching, the University supports research and service. The University's curriculum and commitment to quality instruction at every level are based on the beliefs that graduates must be able to communicate clearly and effectively in an era of rapidly and continuously expanding communication technology, must have an appreciable depth of learning in a field of knowledge, must appreciate and understand the various ways by which we come to know ourselves and the world around us, and must be able to exercise informed judgments.

The University believes that one of the major cornerstones of meaningful existence is service to humanity. By making educational, service, and research opportunities available to students, Lincoln Memorial University seeks to improve life for the students it serves. While serving students from throughout the state, nation, and many other countries, the University retains a commitment to enriching the lives of people and communities in the Appalachian region.

Reviewed and reaffirmed by LMU Board of Trustees on April 25, 2025.

INSTITUTIONAL GOALS

Lincoln Memorial University is a private, independent, non-sectarian University with a clearly defined mission that distinguishes it from other educational institutions. While the University cherishes its heritage and rich traditions, it recognizes that dynamic growth and change are required to meet the needs of today's students. The University has identified the following institutional goals that are derived from its mission and reflect its vision for the future:

1. Make educational opportunities available to all without reference to social status.
2. Strengthen student recruitment and retention by fostering an academic and social environment that facilitates success and rewards achievement.
3. Maintain fiscal integrity in all University activities, programs, and operations through efforts to increase endowment and financial standing.
4. Provide quality educational experiences that have their foundation in the liberal arts and professional studies, promote high personal standards, and produce graduates with relevant career skills to compete in an ever-changing, increasingly global society.
5. Advance Cumberland Gap, Appalachia, and the global community through public service and outreach activities in continuing education, health care, leadership development, recreation, and the fine and performing arts.
6. Serve as a critical educational, cultural, and recreational center for the areas served and develop and maintain facilities, which are safe, accessible, and conducive to the development of body, mind, and spirit.
7. Attract and retain a highly qualified faculty and staff, committed to teaching, research and service.
8. Commit resources to support the Institution's primary role of teaching, and, as appropriate, research and service.
9. Support faculty and staff development programs with priority for allocation of resources determined by institutional needs.
10. Improve technological resources for faculty, staff, and students in all academic programs regardless of where or how programs are delivered.
11. Develop and implement academic programs in response to anticipated or demonstrated educational needs and continuously evaluate and improve the effectiveness of current programs.
12. Provide a caring and nurturing environment where students, faculty, and staff with varied talents, experiences,

and aspirations come together to form a community that encourages students to grow intellectually and personally to meet their academic and career goals.

13. Provide quality educational opportunities through selected degree programs for students who live and/or work a significant distance from the Lincoln Memorial University main campus, and for whom other options are not as accessible or satisfactory.

Revised: April 25, 2025, by LMU Board of Trustees.

SMS MISSION, VISION AND STRATEGIC PILLARS

LMU established a PA program on the main campus in 2009, the online Doctor of Medical Science (DMS) program in 2016, and a second PA program at its Knoxville campus in 2018. With the rapid growth of these programs, the School of Medical Sciences (SMS) was established in 2019. The SMS offers guidance and oversight of several medical programs within the University.



LMU SMS MISSION STATEMENT

The School of Medical Sciences seeks to improve access to high-quality medical and health care services to underserved communities within rural, underserved regions with its primary focus on Appalachia, thereby improving the quality of life and satisfaction required to sustain these communities.

LMU SMS VISION STATEMENT

The vision of the School of Medical Sciences is to change the face of health care.

LMU SMS DIVERSITY STATEMENT {A1.11}

The SMS Director of Student Success (DSS) ensures that every student has the resources, opportunities, and support they need to thrive academically, socially, and personally regardless of their background and identity. The SMS DSS is a member of the SMS Dean's Council with a standing agenda at the monthly meeting to directly represent student success initiatives and present any concerns from the Program to SMS leadership. The DSS will participate in the recruitment, admissions, and retention of prospective students, faculty, and staff as necessary. The LMU - SMS Tampa PA Program documented action plans for diversity, equity, and inclusion within the Program which are composed of initiatives and strategies aimed at encouraging a campus culture of respect and opportunity.

LMU SMS ADMINISTRATION

Paula Miksa, DMS, PA-C- *Dean, School of Medical Sciences*

Paul Miller, PhD- *Associate Dean of Academic Affairs, School of Medical Sciences*

Michael Stephens, PA-C *Associate Dean of Clinical Affairs, School of Medical Sciences*

Susan Owens *Executive Administrative Coordinator, School of Medical Sciences*

ACCREDITATION {A3.11a, A3.11b, A3.11c, A3.11i}

INSTITUTIONAL ACCREDITATION

Lincoln Memorial University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, masters, specialist, and doctorate degrees. Questions about the accreditation of Lincoln Memorial University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

PROFESSIONAL ACCREDITATION

The ARC-PA has granted **Accreditation-Provisional** status to the **Lincoln Memorial University – Tampa Physician Assistant Program** sponsored by **Lincoln Memorial University**.

Accreditation-Provisional is an accreditation status granted when the plans and resource allocation, if fully implemented as planned, of a proposed program that has not yet enrolled students appear to demonstrate the program's ability to meet the ARC-PA Standards or when a program holding Accreditation-Provisional status appears to demonstrate continued progress in complying with the Standards as it prepares for the graduation of the first class (cohort) of students.

Accreditation-Provisional does not ensure any subsequent accreditation status. It is limited to no more than five years from matriculation of the first class. The program's accreditation history can be viewed on the ARC-PA website at <https://www.arc-pa.org/accreditation-history-lincoln-memorial-university-tampa/>.

PA graduates must pass the Physician Assistant National Certifying Examination (PANCE) to practice in all states, the District of Columbia, and all-American territories. PA graduates are only eligible to take the PANCE if they have graduated from a PA program accredited by the ARC-PA. The LMU-SMS-Tampa PA Program is responsible for obtaining and maintaining ARC-PA Accreditation and for complying with ARC-PA Standards and policies. The program will inform all matriculating and enrolled PA Students in person and/or via LMU student email or U.S. mail to the mailing address provided by the student of any change in the program's ARC-PA Accreditation status in addition to posting this information on the program's website.

STATE OF FLORIDA

Lincoln Memorial University's program in Physician Assistant Studies (MMS) in Tampa Florida, located at 636 Grand Regency Blvd., Brandon FL 33510. Phone: (813) 331-4619. This site is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684.

LMU - SMS TAMPA PHYSICIAN ASSISTANT PROGRAM MISSION, VISION, AND GOALS {B1.01}

LMU - SMS TAMPA PA PROGRAM MISSION STATEMENT

The mission of the LMU - SMS Tampa PA Program is to educate competent health care providers to deliver high- quality and inclusive care to medically underserved and culturally diverse communities.

LMU - SMS TAMPA PA PROGRAM VISION STATEMENT

The LMU - SMS Tampa PA Program vision is to grow the workforce of Florida Physician Assistants, by graduating professional and highly competent PAs, to provide care for medically underserved communities within Florida.

LMU - SMS TAMPA PA PROGRAM GOALS

The LMU - SMS Tampa PA Program seeks to achieve its mission by focusing on these goals:

1. Prepare graduates to provide competent, evidence-based care to diverse patient populations.
2. Cultivate a professional and supportive learning environment that prepares students to lead and excel in serving all patient populations, with an emphasis on the medically underserved.
3. Provide graduates with the skills necessary to function in interdisciplinary healthcare teams.
4. Foster faculty scholarship and service to inspire professional excellence and community engagement in our students.

PHYSICIAN ASSISTANT PROFESSIONAL OATH

I pledge to perform the following duties with honesty and dedication:

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

PROGRAM EFFECTIVENESS AND OUTCOMES {A3.11B, A3.11C, A3.11I}

In commitment to transparency and continuous improvement, the LMU - SMS Tampa PA Program publicly shares data on its effectiveness and student outcomes. The following information will be populated and updated annually after the graduation of the inaugural cohort.

EFFECTIVENESS IN MEETING PROGRAM GOALS {A3.11B}

This section will provide narrative and data-driven evidence of the program's effectiveness in meeting its stated goals. This information will be published following the analysis of data from the first graduating class.

PANCE PERFORMANCE {A3.11C}

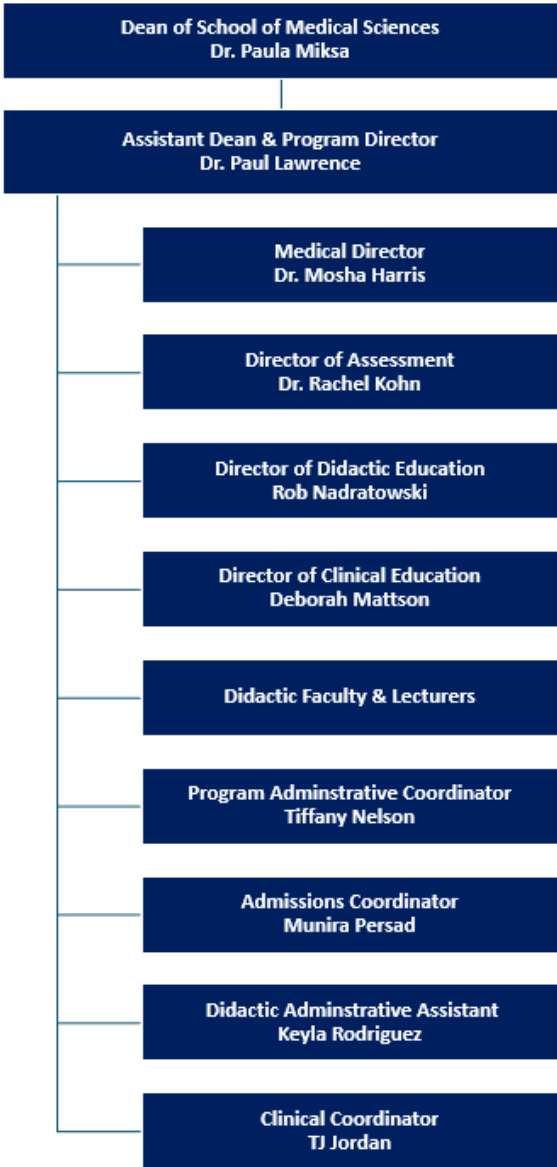
This section will display the "NCCPA PANCE Exam Performance Summary Report Last 5 Years," as provided by the NCCPA. The report will list the pass rates for each LMU PA program campus individually. This report will be updated annually, no later than April 1st of each year.

STUDENT GRADUATION RATE {A3.11I}

This section will present the program's current annual student graduation rate. The data will be displayed in the official table format provided by the ARC-PA and will be updated annually, no later than April 1st of each year.

LMU - SMS TAMPA PA PROGRAM ORGANIZATIONAL CHART {A2.02, A2.03}

LMU - SMS TAMPA PHYSICIAN ASSISTANT PROGRAM ORGANIZATIONAL CHART



LMU - SMS TAMPA PHYSICIAN ASSISTANT PROGRAM DIRECTORY 2026 – 2027

{A2.02, A2.03, A2.07, A2.18}

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SECTION II: STUDENT POLICIES AND PROCEDURES {A3.01}

ADMISSIONS REQUIREMENTS AND PROCESS {A3.12, A3.13}

Applications for the class beginning in January 2027 are submitted through the [CASPA](#) and are due by **November 1, 2026**. The program uses a rolling admissions process, so you are encouraged to apply early.

To be considered for review, your application must be complete. A complete application consists of the following components:

- Completed electronic application
- Official transcripts from all institutions attended
- Two qualifying letters of recommendation

ACADEMIC REQUIREMENTS

Degree Requirement {A3.12b}

Applicants must have earned a minimum of a bachelor's degree from a regionally accredited university or college prior to matriculation.

Minimum GPA {A3.12b}

You must have an overall cumulative GPA of at least **2.80** and a Biology-Chemistry-Physics (BCP) science GPA of **2.80** or greater at the time of application. Grades from repeated courses are included in GPA calculations.

Prerequisite Courses {A3.12b}

A minimum of 29 credit hours of the following coursework is required. All prerequisites must be completed with a grade of "C" or better prior to matriculation.

1. General Biology I and II with a lab- 7 credit hours or equivalent
2. General Chemistry I and II with a lab- 7 credit hours or equivalent
3. Microbiology- 3-4 credit hours or equivalent
4. Organic Chemistry/Biochemistry with lab - 4 credit hours or equivalent
5. Statistics- 3 credit hours or equivalent
6. Psychology- 3 credit hours or equivalent
7. Medical Terminology- 1 credit hour or online certification course
8. Human Anatomy/Physiology with Lab: 7 - 8 credit hour courses or equivalent OR Human Anatomy (with lab) – 4 credit hour course and Human Physiology-3-4 credit hour course

*Combined Anatomy and Physiology courses are acceptable provided the total credits received are a minimum of 7 credit hours and include a lab.

9. English Composition – 3 credit hours or equivalent

At the time of application, a maximum of two prerequisite courses may be in progress, but they must be successfully completed by December 15th before matriculation. Prerequisite courses should ideally be completed within seven years of applying. Advanced Placement (AP course) and CLEP credits will be considered.

Prerequisite course grades of Pass (P), Satisfactory (S), or equivalent for prerequisite courses completed during the Spring and Summer 2020 semesters that were converted from a letter grade to Pass/Fail or Satisfactory/Unsatisfactory due to COVID adjustments are acceptable. Other courses taken as Pass/Fail will not be considered as prerequisite course fulfillment.

All courses are subject to approval by the Admissions Committee.

A minimum of 29 credit hours of coursework from the provided list is required. A maximum of two (2) remaining prerequisite courses can be in progress or planned during the application process. However, all prerequisite

coursework must be successfully completed by December 15th of the year before intended matriculation. Applicants must report course information for prerequisite courses on their application prior to submission.

EXPERIENCE & APPLICATION MATERIALS

Paid Direct Patient Care (DPC) Experience {A3.12d}

While not required, direct patient care experience is strongly encouraged. This hands-on experience demonstrates your readiness for the demands of PA school. Qualifying roles (e.g., EMT, CNA, Medical Assistant) must involve direct interaction with patients, such as taking vital signs, collecting histories, or assisting with procedures. Any hours should be clearly documented in your application.

Letters of Recommendation

You must submit **two letters of recommendation** from individuals who can attest to your character, work ethic, and potential for success as a PA. Letters from family members or friends will not be accepted. We recommend letters from a combination of the following sources:

- A supervisor
- An academic instructor
- An MD, DO, NP or PA

Official Transcripts {A3.12b}

Official transcripts must be sent directly to the [CASPA](#) portal.

ADDITIONAL REQUIREMENTS

International Coursework {A3.12b}

For applicants who have earned degrees outside the United States, the following must be completed, in addition to the above admission requirements, prior to applying:

- Test of English as a Foreign Language (TOEFL) with minimum scores of 550 (paper-based), 173 (computer-based), or 61 (internet-based), if the applicant's native language is not English.
- Completion of the LMU-Tampa PA Program prerequisite coursework at an accredited institution of higher education in the United States, even if these courses were previously taken in the applicant's native country. **International coursework will not be acceptable for prerequisite requirements.**
- Evaluation of foreign transcripts by World Education Services, www.wes.org or a similar service to ascertain equivalencies to United States educational standards. The agency must find that the coursework is equivalent to at least a bachelor's degree. If the credentialing agency does not determine the education to be equivalent to a bachelor's degree, the applicant must complete a bachelor's degree from a regionally accredited United States school.

Background Check & Program History

Applicants must be able to pass a criminal background check and drug screen prior to matriculation and before the clinical phase. Applicants with a history of dismissal from another PA program for academic or disciplinary reasons will not be considered.

Student Transfers and Advanced Placement within the Program {A3.12c, A3.15}

The program does not accept transfer students from other PA programs or grant advanced placement for prior coursework.

TECHNICAL STANDARDS FOR ENROLLMENT AND PROGRESSION {A3.12e}

Admission to the LMU-PA Tampa Program is based on a **holistic review** of applicants' attributes. These Technical Standards outline the **essential functions**—the intellectual, physical, and emotional capabilities—required to complete the rigorous curriculum and succeed as a Physician Assistant. They are prerequisites for admission, progression, and graduation from the program. Our program is committed to providing **reasonable accommodations** for qualified candidates with disabilities, in a manner consistent with the Americans with Disabilities Act (ADA) and the Rehabilitation Act.

Core Technical Standards

All candidates must demonstrate the following abilities and skills, with or without reasonable accommodation, to function effectively in demanding academic and clinical environments that involve heavy workloads, long hours, and stressful situations.

1. Observation

- Observe demonstrations and participate in experiments in the basic and clinical sciences.
- Accurately observe patients from both a distance and at close range, interpreting verbal and non-verbal cues using functional vision, hearing, and somatic sensation.

2. Communication

- Elicit information from patients by accurately perceiving verbal and non-verbal communication.
- Convey compassion, empathy, and respect in all interactions.
- Communicate clearly and efficiently in oral, written, and electronic forms with patients, families, and all members of the healthcare team.

3. Sensory and Motor Function

- Perform a physical examination using standard techniques such as palpation, auscultation, and percussion.
- Execute precise and timely motor movements required to provide general and emergency medical care.
- Skillfully handle medical instruments and equipment (e.g., needles, stethoscopes, scalpels) essential for patient care.
- Perform common procedures such as phlebotomy, arterial blood gas drawings, and lumbar punctures.

4. Cognitive, Integrative, and Quantitative Abilities

- Measure, calculate, reason, analyze, and synthesize large amounts of complex information in a timely manner, especially in urgent situations.
- Comprehend three-dimensional and spatial relationships of anatomical structures.
- Collect, organize, prioritize, and apply technical information to make sound clinical judgments.

5. Behavioral and Social Attributes

- Exhibit empathy, integrity, honesty, and strong concern for others.
- Possess the emotional health required to exercise good judgment and develop mature, effective professional relationships.
- Demonstrate the endurance and adaptability to tolerate physically and mentally taxing workloads and function effectively in the face of uncertainty.

Requesting Accommodations

All candidates must attest that they meet these Technical Standards upon application and maintain this ability throughout the program.

Defining "Reasonable" Accommodation

Accommodation is not considered reasonable if it:

- Poses a direct threat to the health or safety of the individual or others.
- Requires a fundamental alteration of the essential elements of the curriculum.
- Lowers or waives academic standards.
- Causes an undue financial or administrative burden on the program.

How to Make a Request

All requests for accommodation are reviewed by the [Lincoln Memorial University Office of Accessible Educational Services](#). To initiate a request, you are responsible for providing the following documentation at your own expense:

- Proof of disability from a licensed professional, including the specific diagnosis.
- A detailed description of the functional limitations caused by the disability.
- A clear description of the requested accommodation(s).
- Copies of all relevant evaluation reports or an official letter from the evaluating professional.

ADDITIONAL ADMISSIONS INFORMATION

Applicants must have no history of drug abuse or conviction of a felony and must be able to pass a background check and drug test. Background checks and drug tests must be performed prior to admission to the LMU - SMS Tampa PA Program, and prior to the start of the clinical phase of the program.

Applicants must have no history of dismissal from another Physician Assistant (Associate) program for academic or disciplinary reasons.

Additional consideration is given to applicants who meet the following criteria: {A3.12a}

- Graduated from a high school in a Federally Designated Primary Care Health Personnel Shortage Area (HPSA) or Medically Underserved Area/ Population (MUA/P). Please go to the following web address to verify shortage designation by address: <https://data.hrsa.gov/>
- Graduated from a high school within the state of Florida
- Belong to groups underrepresented in medicine (URiM)
- Students enrolled in LMU's GPA program (<https://www.lmunet.edu/undergraduate-admissions/lmu-gpa-program/physician-assistant>) who apply to the LMU - SMS Tampa PA program are guaranteed an interview if they meet the Program's criteria for application and admission. Completion of an interview does not guarantee an offer for admission.
- Applicants from the Appalachian region (TN, KY, VA, NC, GA, AL, WV, MD, MS, NY, OH, PA, SC)
- Military Service, past or present

Equal Opportunity Statement

We welcome applications regardless of race, color, national origin, religion, gender, or age. Our commitment to equal opportunity includes nondiscrimination on the basis of sexual orientation.

Financial Information and Resources

Your education is one of the most important investments you will ever make. The University's financial aid office's goal is to provide a comprehensive system of financial services and help the student become informed borrower and student.

For more information about financial services, visit [Graduate & Professional Student Financial Services \(lmunet.edu\)](#) Visit [Current & Prospective Students: Tampa, FL \(lmunet.edu\)](#) for a quick view of the estimated program fees, University's refund policy, and health insurance requirements.

Student Transfers/Advanced Placement

Due to the nature of the program and its curriculum, the LMU - SMS Tampa PA Program will not accept transfers

from other PA programs, nor will advanced placement be considered in the program. Prerequisite courses will NOT be considered substitutes for any content within the LMU - SMS Tampa PA Program.

Contact Information

Tampa PA Program Admissions Office

Munira Persad, Admissions Coordinator

Phone: 800.325.0900 (ext. 6248) Toll Free

Phone: 813.331.4628 (Direct)

Fax: 813.331.4628 (Fax)

Email: munira.persad@lmunet.edu

Campus Address: 636 Grand Regency Blvd. | Brandon, FL 33510

MATRICULATION INTO THE LMU - SMS TAMPA PA PROGRAM

To successfully matriculate into the LMU - SMS Tampa PA Program, students must submit all required forms included in their matriculation packets by their respective deadlines.

Upon acceptance, each student will receive a matriculation packet containing:

1. Clearance forms (with instructions)
2. Important information about matriculation
3. Key deadlines

Students should review this packet carefully and submit all required documents on time.

The following requirements must be met prior to matriculating into the LMU - SMS Tampa PA Program:

1. Completion of the application and interview process, including submission of the seat deposit.
2. Submission of the LMU - SMS Tampa PA Program Health Clearance Form signed by a licensed medical provider.
3. Attestation that the student can currently meet all the program's technical standards. Attestation can be found on the Student Signature Sheet at the end of this document.
4. CDC immunizations except for the meningococcal vaccination
5. Completion of a background check.
6. Completion of a drug screen.
7. Completion of a tuberculosis (TB) screening test.
8. Attendance of the mandatory on-site orientation which will include completion of the Student Signature sheet (attestation agreement) and review the LMU - SMS Tampa PA Program and Program Policies and Procedures (this will be completed during mandatory on-site student orientation).

STUDENT HEALTH AND IMMUNIZATION POLICY {A3.05, A3.09, A3.18}

BACKGROUND AND PURPOSE

This document defines the policies, procedures, and availability of health services for all students enrolled in the Physician Assistant (PA) Program. The program requires students to meet specific health and safety standards to protect themselves, their peers, and the patients they will serve.

GENERAL HEALTH AND FINANCIAL RESPONSIBILITY {A3.05}

- **Health Insurance {A3.07a}**: LMU will enroll all students in the university-sponsored health insurance policy. To waive this coverage and the associated fee, students must submit a formal opt-out request accompanied by documentation that proves active enrollment in a comparable personal health insurance plan. All students **MUST** provide proof of an active personal health insurance policy prior to matriculation and must maintain continuous coverage throughout their enrollment in the program.
 - Due to the potential for exposure to infectious materials, this insurance should cover screenings, diagnostics, treatments, and short- and long-term disability.
- **Financial Responsibility**: Students are financially responsible for all health care costs they incur while enrolled. This includes, but is not limited to, services for immunizations, TB testing, illness, pathogen exposure evaluation and treatment, and injuries sustained during program-related activities. All costs not covered by a student's personal insurance are the sole responsibility of the student.

REQUIRED HEALTH SCREENINGS AND IMMUNIZATIONS {A3.09}

All of the following health requirements must be completed and documented prior to matriculation.

A. Tuberculosis (TB) Screening

One of the following must be completed within 12 months prior to matriculation:

- Two-step TB skin test (administered 1-3 weeks apart).
- QuantiFERON-Gold or T-SPOT blood test (lab report required).
- If you have a history of a positive TB test, a clear chest x-ray report from within the last 12 months is required.

B. Required Immunizations

Students must provide either official immunization records or serologic proof of immunity (positive antibody titers) for the following, as recommended by the CDC for healthcare personnel.

- **Hepatitis A**: 2 dose series HepA (Havrix 6-12 months apart or VAqta 6-18 months apart)
- **Hepatitis B**: BOTH of the following are required:
 1. A complete vaccination series (typically 3 doses).
 2. A positive Hepatitis B Surface Antibody (HBsAb) quantitative titer (lab report required).
 - *If the titer result is negative or equivocal, the vaccination series must be repeated, followed by a second titer.*
- **Measles, Mumps & Rubella (MMR)**: One of the following is required:
 - Record of 2 MMR vaccinations (the first dose must be administered on or after your first birthday).
 - Positive antibody titers for all three components (Measles, Mumps, and Rubella). Lab reports are required.
 - *If any titer is negative or equivocal, a booster vaccine is required, followed by a second titer.*
- **Polio**:
 - 3 or 4 dose series is required OR a positive Titer
 - If negative titer, then repeat 1 adult dose

- **Varicella (Chickenpox):** One of the following is required:
 - Record of 2 Varicella vaccinations.
 - A positive Varicella antibody titer (lab report required).
 - *If the titer is negative or equivocal, a complete two-dose vaccination series is required.*
- **Tdap (Tetanus, Diphtheria, Pertussis):** One of the following is required:
 - Documentation of one Tdap vaccination administered within the past 10 years.
 - Documentation of an initial Tdap vaccination (at any time) AND a Td (Tetanus & Diphtheria) booster administered within the past 10 years.
- **Influenza:** Students are required to receive an annual influenza vaccination while enrolled in the program.
- **COVID-19:** Students must comply with the current CDC recommendations for COVID-19 vaccination for healthcare personnel.

C. Additional Requirements

- **Clinical Site Mandates:** Clinical rotation sites may require additional immunizations, screenings, or documentation beyond the program's requirements. Students must comply with all site-specific mandates.
- Further clarification of requirements is outlined in the Clinical Handbook
- **Medical Contraindications:** Students with a valid medical contraindication for a required vaccine must provide official documentation from a healthcare provider. These students may face additional requirements (e.g., wearing a mask during influenza season). Please note that some clinical facilities may not permit students with vaccine exemptions to rotate at their site, which could impact clinical placement and progression in the program.

DOCUMENTATION AND CONFIDENTIALITY {A3.06, A3.18}

- **Acceptable Documentation:** All records must be primary-source documents. This includes:
 - Official medical or immunization records showing dates and provider signatures.
 - Official laboratory reports for all serologic (titer) testing.
 - A letter from a healthcare provider documenting immunization non-conversion.
- **Submission:** All health and immunization records must be submitted directly to the designated compliance tracking system (EXXAT). **Do not send records to the PA Program.**
- **Confidentiality {A3.16}:** Student health records are confidential. Program faculty and staff do not have access to student health information, except for verifying immunization and TB screening compliance through the EXXAT system.
- **Student Treatment {A3.06}:** Except in an emergency, PA Program faculty and staff may not act as healthcare providers or behavioral health counselors for students enrolled in the program.

SAFETY AND EXPOSURE CONTROL POLICIES {A3.05}

Standard Precautions and Safety Training {A3.05a}

Standard Precautions are the minimum infection-prevention practices that apply to all patient care and lab settings. Students will receive comprehensive training on these practices, which include:

- **Hand Hygiene:** Using alcohol-based hand rub or soap and water at all appropriate times (e.g., before and after patient contact, after contact with bodily fluids, before an aseptic task, and after glove removal).
- **Personal Protective Equipment (PPE):** Proper use of gloves, gowns, masks, and eye protection when exposure to blood or bodily fluids is anticipated.
- **Safe Injection Practices:** Never recapping needles (unless required by a specific procedure), using self-sheathing needles when available, and immediately disposing of all sharps in designated puncture-resistant containers.
- **Safe Handling of Equipment:** Routinely cleaning and disinfecting patient care areas and reusable medical

equipment according to manufacturer instructions.

- **Respiratory Hygiene/Cough Etiquette:** Covering coughs and sneezes, disposing of tissues properly, and performing hand hygiene after contact with respiratory secretions.

Compliance with safety practices is a measure of professionalism. Persistent failure to observe Standard Precautions may result in disciplinary action.

OSHA Training and Compliance {A3.05a}

All students must complete OSHA training on blood-borne pathogens and universal precautions prior to beginning clinical experiences. This training will be provided by the program. Some clinical sites may require students to repeat their training. Failure to maintain compliance with OSHA requirements will result in removal from the clinical site and referral to the Student Progress Committee (SPC).

Post-Exposure Policy and Procedure {A3.05b}

If you experience a needle stick, sharps injury, or exposure to blood or bodily fluids:

1. **Immediate First Aid:** Immediately wash the affected area thoroughly with soap and water. For mucous membrane exposure, flush the area with water.
2. **Report Immediately:** Report the incident to your supervising preceptor or attending physician at the clinical site without delay. Prompt reporting is critical for initiating post-exposure prophylaxis (PEP) if needed, especially for HIV exposure, which should begin within two hours.
3. **Seek Medical Evaluation:** Follow the clinical site's established protocol for exposure incidents. Go to the designated department (e.g., Employee Health, Emergency Department) for evaluation and treatment. Be proactive in asking for this protocol at the start of each rotation.
4. **Notify the Program:** Report the incident to your Director of Clinical Education within 24 hours.
5. **Complete an LMU Incident Report:** You must complete and submit the official LMU Incident Report within 24 hours of the exposure. The training site may also require you to complete a separate report for their facility.

Financial Responsibility for Post-Exposure Care {A3.05c}

While many clinical sites provide post-exposure care at no charge, you are ultimately responsible for any costs incurred. Claims must be filed first with your personal health insurance. For remaining costs, you may file a claim with LMU's intercollegiate policy. To do so, you must submit all required documentation (claim forms, insurance EOBs, facility bills) to:

Norma Wells, Director of Continuing Education Development 6965 Cumberland Gap Parkway Harrogate, TN 37752
Phone: 423-869-7186 | Email: norma.wells@lmunet.edu

Latex Allergy Policy {A3.05a}

The medical environment contains numerous latex products. Students with a known latex allergy assume all responsibility and risk posed by potential allergic reactions, which can range from mild dermatitis to life-threatening anaphylaxis. The program will make reasonable efforts to provide latex-free gloves but cannot guarantee a completely latex-free environment during lab sessions or at clinical sites.

STUDENT DRUG AND ACOHOL SCREEN & CRIMINAL BACKGROUND CHECK POLICY

BACKGROUND AND PURPOSE

To ensure a safe and effective learning and healthcare environment for patients, students, and staff, Lincoln Memorial University (LMU) requires all Physician Assistant (PA) students to undergo criminal background checks and drug screenings. This policy is essential for maintaining the integrity of the program and for complying with the mandatory requirements of our clinical affiliates and healthcare accreditation organizations.

Continued enrollment in the LMU - SMS Tampa PA Program is contingent upon satisfactory results from all required checks and screenings.

CRIMINAL BACKGROUND CHECKS

Upon admission, all students will receive instructions for completing a mandatory criminal background check prior to the first day of class.

- **Student Responsibility:** The student is responsible for all costs associated with background checks.
- **Clinical Site Requirements:** Clinical rotation sites may require additional or repeated background checks or fingerprint screenings during the clinical phase of the program.
- **Unsatisfactory Findings:** In the event of an unsatisfactory finding, the information will be forwarded to the LMU Office of Institutional Compliance for review. Depending on the nature of the offense, a student may be denied enrollment or continued matriculation.
- **Non-Compliance:** Failure to submit to a required background check will result in immediate dismissal from the program.

DRUG AND ALCOHOL SCREENING

As a prerequisite for participation in any patient care activity, all LMU - SMS Tampa PA students are required to undergo drug screening.

- **Student Responsibility:** Students are financially responsible for all costs related to drug screenings.
- **Frequency:** Screenings are required prior to matriculation and may be repeated randomly, annually, or as required by specific clinical sites throughout the didactic and clinical phases.
- **Impact on Progression:** Screening results that limit the Program's ability to secure required clinical experiences will prevent a student from progressing in the program and may lead to dismissal.
- **No Guarantee of Licensure:** Successful completion of the LMU - SMS Tampa PA Program does not guarantee a graduate will be able to obtain state licensure.

DRUG SCREENING PROCEDURE

Initiating the Screening

Upon enrollment, the program will direct students to an approved third-party vendor. The vendor will email students with instructions, deadlines, and authorization forms for completing all required drug screens.

Screening Panel

The required drug screen panel will test for, but is not limited to, the following substances:

- Amphetamines (amphetamine and methamphetamine)
- Barbiturates
- Benzodiazepines

- Cocaine Metabolite
- Marijuana Metabolites (THC)
- MDMA (Ecstasy)
- Methadone
- Methaqualone
- Opiates (codeine and morphine)
- Phencyclidine (PCP)
- Propoxyphene

Review of Results

1. **Initial Report:** The vendor will provide results directly to the PA Program Director and/or the Director of Clinical Education. Initial results only indicate whether the test is **“negative”** or **“non-negative.”**
2. **Medical Review Officer (MRO):** All “non-negative” results are automatically reviewed by a certified Medical Review Officer (MRO). The MRO will contact the student to determine if a legally prescribed medication or other valid reason caused the result.
3. **Final Determination:** A test is only confirmed as "non-negative" after the MRO rules out any legitimate medical explanation. Following the MRO review, the program will receive a final notification of either “negative” or “non-negative.”

Consequences of a Confirmed Non-Negative Result

Because a non-negative drug screen prevents participation in required coursework and clinical experiences, a student **may not begin or continue in the program** with a confirmed non-negative result. This inability to complete program requirements will result in **referral to the SPC for dismissal from the LMU - SMS Tampa PA Program.**

Maintenance of Records and Confidentiality {A3.18}

All drug screen and background check results are confidential records. They will be maintained by the PA Program Director, kept separate from the student’s general academic file, and handled in compliance with the Family Educational Rights and Privacy Act (FERPA) and all other applicable privacy laws.

STUDENT CONDUCT & PROFESSIONALISM POLICIES {A1.02, A3.01, A3.02, A3.03, A3.04, A3.14}

Students of the LMU - SMS Tampa PA Program must adhere to all University and PA Program policies. In some cases, PA Program policies may be more stringent than those of the University. The policies outlined below must be followed by all students at all times, regardless of location, including during clinical rotations and on-campus or university-sponsored events. University conduct policies can be found in the [Railsplitter Community Standards Guide](#).

CORE PILLARS OF CONDUCT

Students are required to maintain high standards of conduct on and off campus, during clinical rotations, and at all LMU-sponsored events. Failure to meet these expectations will result in a referral to the **Student Progress Committee (SPC)** for disciplinary action.

ACADEMIC CONDUCT & INTEGRITY

The program demands authentic honesty and high academic integrity. This requires students to take personal responsibility for mastering the knowledge and skills necessary for patient care.

Academic Misconduct

A serious offense that undermines education and violates trust. Examples include, but are not limited to:

- **Abetting:** Encouraging or assisting another student to cheat or sharing testing materials.
- **Cheating:** Acting dishonestly to gain an academic advantage (e.g., using unauthorized notes, obtaining information from another student during an exam).
- **Plagiarism:** Claiming someone else's ideas, words, or data as your own without proper citation.
- **Fabrication:** Presenting falsified work as genuine.
- **Deceitfulness:** Altering grade records or tampering with examination software.

Generative AI Policy

Unless explicitly permitted in a course syllabus or by a faculty member or clinical preceptor, using generative artificial intelligence (Gen-AI), such as ChatGPT, to complete assignments is a direct violation of the Academic Integrity Policy.

Permitted Use: Course directors will specify any permitted uses of Gen-AI in their syllabi. If a student is unsure, they are responsible for clarifying with the course director **before** using Gen-AI. Unauthorized use will be considered a violation of the Honor Code and will result in referral to the SPC, with potential dismissal from the program.

- **Disclosure Requirement:** For any permitted use of Gen-AI, students must submit an "**AI Use Disclosure Statement**" that includes:
 1. The AI tool(s) used, with proper source citation.
 2. A 1-3 sentence rationale for using the tool.
 3. A copy of the entire exchange (e.g., the full transcript of a ChatGPT chat), highlighting the most relevant sections.
 4. A 1-3 sentence summary of how the Gen-AI output was integrated into the assignment.
- **Student Responsibility:** Students must critically evaluate all information produced by Gen-AI for accuracy and reliability, as outputs can be misleading. Students are strongly encouraged to verify all AI-generated content with reputable sources.

GENERAL PROFESSIONALISM POLICIES

Professional Conduct

The program is committed to graduating professionals with high moral, ethical, and professional standards. Professional conduct is considered as vital as academic success. The program actively nurtures professional behaviors and remediates unprofessional ones. Students demonstrating a lack of professional conduct will be referred to the SPC.

Expected professional conduct includes:

- **Altruism** (selfless concern for others)
 - Responding to patients in a way that promotes patient-centered healthcare.
 - Advocating for policies and practices that benefit patients.
 - Sharing knowledge, talent, and resources to help others.
- **Integrity** (maintaining strong moral principles)
 - Maintaining appropriate boundaries in professional relationships.
 - Upholding ethical standards in all research and scholarly activity.
 - Demonstrating honesty, confidentiality, and straightforwardness in all interactions.
- **Respect** (courteous regard for the feelings of others)
 - Listening to the views of colleagues without interruption.
 - Addressing grievances directly with the individual involved before escalating.
 - Speaking of others without using inappropriate labels or slanderous comments.
- **Excellence** (maintaining outstanding quality)
 - Making valuable contributions to class, clinicals, and group interactions.
 - Setting goals to achieve above what is expected.
 - Seeking feedback for performance improvement and making appropriate corrections.
- **Initiative** (the ability to assess and act dutifully)
 - Organizing, participating, and collaborating effectively with peers and faculty.
 - Inspiring confidence in others by being properly prepared for all tasks.
 - Responding promptly and completing tasks in a timely manner.
- **Resilience** (the ability to recover from difficulty)
 - Assuming personal responsibility for mistakes and taking steps to prevent recurrence.
 - Understanding personal limits and requesting help when needed.
 - Remaining flexible to changing circumstances and unanticipated events.
- **Accountability** (taking responsibility)
 - Intervening when unprofessional behavior presents a potential danger.
 - Facilitating conflict resolution while maintaining composure.
 - Advocating for lifelong learning to improve patient care.

Social Media Conduct

Students must maintain high standards of professionalism on all social media platforms and online forums.

- **Prohibited Content:** Unprofessional posts containing profanity, discriminatory statements, depictions of alcohol abuse, sexually suggestive material, or breaches of patient confidentiality are forbidden.
- **Degradation of Others:** Degrading faculty, staff, students, preceptors, or the program on any platform will not be tolerated and is grounds for dismissal.
- **Patient Confidentiality (HIPAA):** Posting any information or photos of a patient, patient encounter, or medical procedure is a violation of HIPAA.
- **Digital Footprint:** Be mindful that prospective employers, residency directors, and patients may review your social media presence.

Student-Patient and Student-Faculty Relationships

Students must not engage in intimate or unethical relationships with patients, preceptors, or faculty. Relationships

must remain professional. Violations will result in referral to the appropriate disciplinary committee.

Clinical Code of Conduct

This code guides ethical behavior at all clinical and rotation sites.

- **Respect for Patients:** Treat patients and families with dignity. Recognize personal limitations and seek supervision when needed.
- **Respect for Others:** Interact professionally with all members of the healthcare team. Act with an egalitarian spirit toward all persons, regardless of background.
- **Trustworthiness:** Be truthful, maintain patient confidentiality, and admit errors. Never misrepresent yourself as a licensed provider.
- **Responsibility:** Participate responsibly in patient care and complete all duties.
- **Professional Demeanor:** Maintain a neat appearance, use professional language, and remain composed under stress.

PROGRAM-SPECIFIC POLICIES AND PROCEDURES

Classroom Conduct

To maintain an environment conducive to learning, activities that distract from or interfere with instruction are prohibited. Students who violate classroom etiquette may be referred to the SPC.

- **Prohibited activities include:** engaging in unrelated discussions, using electronic devices for non-class activities (e.g., shopping, texting, gaming), bringing animals or children to class, eating or smoking in class, or frequent entry/exit of the classroom.
- **Cell Phones:** Must be turned off during class sessions.
- **Recording:** Audio and video recording of any lecture or small group activity is forbidden without express permission.

Dress Code Policy

A student's appearance reflects the Tampa PA program and the PA profession. The dress code applies during program hours (typically 8:00 AM - 6:00 PM, Monday-Friday) and at all clinical sites.

- **General Guide:** Business casual attire is expected.
- **Acceptable Attire:**
 - **Pants:** Dress slacks (e.g., Dockers), wool pants, flannel pants, dressy capris.
 - **Skirts/Dresses:** Must be no shorter than one inch above the knee when standing.
 - **Shirts/Tops:** Casual/dress shirts (collared for males), sweaters, blouses, golf-type shirts.
 - **Shoes:** Conservative athletic shoes, loafers, clogs, boots, flats, dress heels. Closed-toe and closed-heel shoes are **required** in laboratories.
- **Unacceptable Attire:**
 - Jeans (unless on a designated dress-down day)
 - T-shirts, halter tops, tank tops, midriffs
 - Sweatpants, athletic pants, shorts, leggings
 - Clothing with rips, tears, or profane/offensive imagery
 - Caps or hats (except for religious or cultural reasons)
 - Flip-flops, slippers, platforms
- **Personal Care Standards:**
 - **Hygiene:** Good personal hygiene, including regular bathing and use of deodorant, is required.
 - **Hair:** Must be neatly groomed, clean, and styled off the face. Unnatural hair colors and spiked styles are not permitted. Beards must be trimmed.
 - **Fragrance:** Cologne, perfume, or aftershave should be used with restraint, especially in patient care settings.
 - **Nails:** Must be clean and short. Artificial nails are prohibited.

- **Jewelry:** Should not be excessive or restrictive. Visible body piercings are limited to earrings.
- **Tattoos:** Must be covered when possible.
- **Clinical Settings and Labs Dress Code**
 - **White Coats:** Clean, student-style white coats with the LMU - SMS Tampa PA Program patch are required for clinical settings and labs as designated.
 - **Scrubs:** Navy blue scrubs may only be worn unless otherwise specified by instructors or clinical sites. They should not be overly tight or baggy. When worn in public areas, scrubs must be clean and covered by a white coat.

ATTENDANCE AND LEAVE POLICIES

Attendance Policy

Regular and punctual attendance is required for all scheduled classes, lectures, laboratories, clinical sessions, and mandatory program events. Professional behavior includes arriving on time and remaining for the duration of the scheduled activity.

Tardiness and the Grace Period

- **Five-Minute Grace Period:** Students are expected to be in their seats and ready to begin at the scheduled start time. A grace period of five (5) minutes is permitted for occasional, unforeseen delays.
- **Documented Tardiness:** Any arrival greater than five (5) minutes after the scheduled start time will be officially documented. This record will be placed in the student's permanent academic file and may impact assessments of professional conduct. Personal Days

Students are allotted two (2) Personal Days per semester to manage personal matters, subject to the following restrictions:

- **Exclusions:** Personal days cannot be utilized on days when examinations, quizzes, practical evaluations, or laboratory sessions are scheduled.
- **Prior Notification:** Except in emergencies, students must request the use of a personal day at least 24 hours in advance according to program protocols.

Absence Classifications

Excused Absences

Absences will be classified as excused only under specific, verifiable circumstances. Proper documentation must be submitted to the program administration for approval. Valid reasons for an excused absence include:

- Documented Illness: Requiring an official note from a licensed healthcare provider.
- Bereavement: Due to the death of an immediate family member.
- Jury Duty: Requiring a copy of the official court summons.
- Military Service: Requiring official military orders or documentation.
- ADA Approved Accommodations: Documented absences approved in advance through the institutional Americans with Disabilities Act (ADA) compliance office.

Unexcused Absences

Any absence that does not meet the criteria for an excused absence, or for which required documentation is not provided, will be classified as unexcused.

- **No-Shows:** Failing to attend a mandatory session without prior notification or an approved reason constitutes a "No-Show."

- **Disciplinary Action:** An unexcused absence results in an automatic referral to the Student Progress Committee (SPC) for review of professional conduct and potential disciplinary action.

Mandatory Review and Monitoring Triggers

Three-Day Consecutive Rule

Any student who is absent for three (3) consecutive days (whether excused or unexcused) is required to schedule and attend a mandatory meeting with the Program Director (PD). The purpose of this meeting is to review the student's academic standing, discuss a remediation plan for missed content, and assess necessary support systems.

Five-Day Cumulative SPC Trigger

An automatic referral to the Student Progress Committee (SPC) will be generated if a student accumulates five (5) total absences (excused or unexcused) within a single semester. The committee will review the student's overall attendance record, academic performance, and professional standing to determine appropriate interventions, remediation, or disciplinary steps up to and including program dismissal.

Absence Reporting

All absences must be reported by email to patampa.attendance@lmunet.edu AND an email to the course instructor.

Absence from Assessments

A student who misses an exam due to illness must contact the course instructor and provide a healthcare provider's note. By starting an exam, a student affirms they are well enough to complete it. Make-up exams for other reasons must be pre-approved in writing.

Leave of Absence (LOA)

You may request an LOA for significant emergencies such as medical issues, maternity leave, financial hardship, a call to active military service, or a personal/family emergency.

Request Process

To be considered for an LOA, you must be in good academic standing. The process is as follows:

1. Submit a **written request** via your LMU-issued email to the Program Director.
2. Hold a formal meeting with the Program Director to discuss the circumstances of your leave.
3. The Program Director forwards the request and supporting documentation to the **SMS Dean** (or designee) for final approval.

Form Utilization

The specific forms required depend on the timing of your leave:

- **LOA Within One Semester:** If you are taking a temporary leave but will return to complete rotations *within the same semester* (e.g., miss one rotation but return for the next one), you must complete the University Leave of Absence (U-LOA) Form.
- **LOA Spanning Semesters:** If your leave will cause you to miss the remainder of a semester and return in a future semester, you must complete *both* the University Withdrawal (U-WD) Form (to withdraw from your currently enrolled courses) and the SMS-LOA Form (to formalize your leave from the program with intent to return).

Key Policies & Time Limits

- **Program Completion:** The entire program, including any LOA, must be completed within 48 months of your

original matriculation date. An LOA that extends you beyond this limit will require withdrawal from the program.

- **Maximum Duration:** The maximum time allowed for a single SMS-LOA is 12 months.
- **Effective Date:** The LOA start date is the date your written request is received, which is used to calculate any tuition refunds.

Returning from a Leave of Absence

Upon returning from an LOA during the clinical phase, you will restart rotations at the beginning of the semester where you left off, which will delay your graduation. You will not be required to retake previously completed courses. To return, you must:

1. Provide **written notification** to the Program Director of your intent to return at least **one (1) month** prior to your anticipated return date.
2. Receive clearance from the **Student Progress Committee (SPC)**, which may be required to ensure retention of previously completed coursework.
3. Complete all requirements outlined in your LOA approval letter.
4. **For Medical LOA:** Submit a letter from a licensed healthcare provider certifying that your health is sufficient to continue training in accordance with the program's technical standards.
5. **For Financial LOA:** Provide the financial aid office with documentation demonstrating your financial ability to continue your education.

STUDENT EMPLOYMENT POLICY {A3.02, A3.03, A3.14i}

The PA program is a rigorous, full-time commitment.

- **Employment within the Program:** PA students must **not** be required to work for the program. They may **not** substitute for or function as instructional faculty, clinical staff, or administrative staff. Clinical rotations are for learning purposes, not for staffing solutions.
- **Outside Employment:** Outside employment is **strongly discouraged**. The program schedule will not be adjusted to accommodate work obligations. Students are advised to prioritize their education and explore available financial aid resources.

PROGRAM COMMUNICATION

Email

Each student is issued an official LMU email account. This is the university's primary method of communication.

- **Responsibility:** Students are responsible for monitoring this account daily, even while on vacation. Your LMU email is the official means of communication for the program. Students are responsible for checking their LMU email **at least every 24 hours** and responding to faculty emails within that timeframe. Failure to do so may result in referral to the SPC. Correspondence from personal email accounts will not be answered.
- **Response Time:** Students are expected to read and respond to all program correspondence within **24-48 hours**. Failure to do so may result in an unprofessionalism citation.
- **Student E-mail Signature Policy {3.04}:** All students must set up their LMU email signatures (as below) using the [email signature form](#):



Student Name | PA-S
Student.Name@LMU.net.edu | 123.456.7890
Lincoln Memorial University
636 Grand Regency Blvd, Brandon, Florida 33510
www.LMU.net.edu

Canvas

Faculty and staff use Canvas to communicate important information regarding courses, labs, and schedules.

Addressing Faculty and Staff

As a standard of professionalism, students are expected to address all faculty, staff, and clinical preceptors by their professional title and last name (e.g., Dr. Smith, Professor Jones, Ms. Davis).

Contact Information

Students are responsible for keeping their mailing address and phone number(s) up-to-date with the Program Administrator and the LMU Registrar's Office.

Procedure for Name or Address Change {A3.04}

- **Legal Name Change:** You must notify the Registrar, Admissions Coordinator, Security, Information Services, Financial Aid, and the appropriate Education Director (Didactic or Clinical).
- **Address/Emergency Contact Change:** You must notify the appropriate Education Director (Didactic or Clinical).

ENFORCEMENT AND EVALUATION OF PROFESSIONALISM

Evaluation of Professional Behaviors

The **Student Progress Committee (SPC)** evaluates each student's professional behavior every semester, using feedback from faculty advisors, instructors, and preceptors. The evaluation focuses on **Respect, Flexibility, Behavior, and Integrity**. This process includes a student self-assessment and a one-on-one meeting with a faculty advisor to discuss feedback and create improvement plans if needed.

Professional Citations

Behavioral concerns are documented on a **Professionalism Concern/Violation Form**.

- A **Professionalism Concern** documents patterns of behavior but does not result in immediate adverse action.
- A **Professionalism Violation** indicates a greater concern requiring an SPC meeting to determine the need for immediate intervention.

Reporting and Investigating Misconduct

When issued a citation, a student has an opportunity to defend their position.

- The SPC may recommend counseling, education, formal sanctions, or dismissal.
- Upon receiving a **third citation**, a student will be placed on **Professional Probation**, and the SPC will determine an appropriate response, which may include dismissal. The student will be required to follow an intervention plan for the remainder of the program.

IDENTIFICATION POLICIES {A3.04}

Identification as a PA Student {A3.04}

To ensure transparency and patient safety, all students must clearly identify themselves as a "Physician Assistant Student" (PA-S) in all academic and clinical settings.

1. **Prohibited Misrepresentation:**
 - Students must **never** state or imply they are a physician, resident, medical student, or certified PA (PA-C).
 - Titles earned prior to matriculation (e.g., RN, EMT, PhD) may **not** be used during any program-related activities.
2. **Identification Standards:**
 - Your PA Student ID badge must be always worn and clearly visible during clinical rotations and any university-sponsored events.
3. **Consequences for Non-Compliance:**
 - Violations of this policy will result in referral to the Student Progression Committee (SPC) for disciplinary action, which may include formal probation, suspension, or dismissal from the program.

Identification Badge Policy {A3.04}

An LMU picture ID card will be issued to all students. This ID must be **visible on your person at all times** while on campus and at clinical rotations.

- Failure to have your ID may result in being denied access to facilities or a **\$25.00 fine**.
- A **\$10.00 fee** is charged for replacing a lost ID.

CONFIDENTIALITY POLICY (HIPAA & FERPA) {A3.16, A3.18}

Maintaining confidentiality is a cornerstone of professional medical practice and a strict requirement for all members of the LMU - SMS Tampa PA Program community. This policy outlines student responsibilities under two key federal laws:

1. The **Health Insurance Portability and Accountability Act (HIPAA)**, which protects patient health information.
2. The **Family Educational Rights and Privacy Act (FERPA)**, which protects student educational records.

Adherence to this policy is mandatory. All faculty, staff, and students are responsible for safeguarding confidential information.

HIPAA and Patient Confidentiality {A3.16, A3.18}

HIPAA requires that all **Protected Health Information (PHI)**—such as medical records, patient identifiers, and health status—be kept secure and private. As a student, you will encounter PHI in classrooms, labs, and clinical settings.

Student Responsibilities Regarding PHI

You are required to protect the privacy of all patients, standardized patients, and their families.

- **NEVER** discuss or post any PHI on social media or in public spaces where conversations can be overheard. This includes anonymous case details.
- **NEVER** take or post pictures or videos of patients or any part of a patient encounter.
- **De-identify all patient information** for any case presentations or program assignments. This means removing all identifiers, including names, initials, dates, locations, and any other unique characteristics.
- Respect the confidentiality of your classmates, faculty, staff, and clinical preceptors in all matters.

Digital Security Practices {A3.16, A3.18}

When accessing electronic PHI on university or clinical site computer systems, you are responsible for maintaining the security of your account and workstation.

- **Protect Your Password:** Use a strong, unique password (a mix of upper/lowercase letters, numbers, and symbols). Never share your password with anyone or work under another person's account. All activity is traceable to the user.
- **Secure Your Workstation:** Always lock your computer when you step away. Log out of all applications and systems containing PHI when your work is complete.
- **Do Not Store PHI Locally:** Program policy prohibits storing PHI on personal devices, removable media (like USB drives), or a computer's local hard drive (e.g., "My Documents"). PHI must only be stored in approved, secure clinical or university systems.
- **Report Concerns:** Immediately report any security concerns, such as a locked account or suspicious software, to a faculty or staff member.

FERPA and Student Record Confidentiality {A3.16, A3.18}

FERPA protects the privacy of your educational records. The program is committed to upholding this privacy and expects students to respect the confidentiality of their peers.

Your Responsibilities Regarding Peer Information

- Students are only informed of their own academic performance and progress. You must keep this information confidential.
- **Do not** discuss, share, or inquire about the academic performance, grades, or Student Progress Committee (SPC) decisions of other students.
- Discussions about classmates' academic or professional standing are a violation of both FERPA principles and the program's professional code of conduct.

The Program's Commitment to Your Privacy

Your academic and disciplinary records are confidential. Assessment results and SPC decisions are not publicly posted and are only accessible to program faculty and staff with a legitimate educational need to know.

Training and Policy Violations

All students will receive mandatory HIPAA training at the beginning of the didactic and clinical phases of the program.

Failure to adhere to these confidentiality policies is a serious breach of professional conduct. Any student who violates HIPAA, FERPA, or general confidentiality rules **will be referred to the Student Progress Committee (SPC) for**

disciplinary action, which may include suspension or dismissal from the program.

SAFETY AND SECURITY {A1.02E}

CAMPUS SAFETY AND REPORTING POLICIES {A1.02E}

Welcome to Lincoln Memorial University (LMU). The LMU Police Department and the Hillsborough County Sheriff's Office provide a safe environment for you to live, work, and study.

All crimes or emergencies must be reported immediately. This includes fires, hazardous material spills, police emergencies, or any situation that threatens imminent harm.

To report an emergency, please contact:

- **Emergency Services:** 911
- **LMU Campus Security:** (813) 331-4624
- **Hillsborough County Sheriff's Office:** (813) 247-0600

If local authorities are notified of off-campus criminal activity involving LMU students, they may inform the LMU Police and Security Department. In such cases, students may face arrest by local police and are also subject to university disciplinary proceedings.

LMU Tampa Building Access and Security {A1.02e}

The LMU - SMS Tampa PA Program building is open to students and employees during regular business hours, typically **7:00 am to 6:00 pm**. Access is not permitted during non-business hours.

Additional hours may be scheduled for studying or skills practice, and students will be notified of these schedules.

Unauthorized access to the building outside of approved hours will result in disciplinary action.

LMU Emergency Notification System (LiveSafe App) {A1.02e}

LMU uses the **LiveSafe** alert system to notify the university community of emergencies. All students and employees are automatically enrolled to receive alerts via their LMU email.

Students are required to download the free LiveSafe App. To receive alerts by phone:

1. Visit the Google Play or App Store and search for "LiveSafe."
2. Select "Lincoln Memorial University" as your school.

Notifications are sent during severe weather, violent conditions, or hazardous incidents. These alerts will include a description of the situation, its location, and required safety procedures.

Weapons Policy {A1.02e}

Possession of weapons of any kind is **strictly prohibited** on LMU property, at university-sponsored activities, and at all clinical sites. This policy applies to all students, employees, and visitors, even if a weapon is legally registered.

- **Prohibited items** include, but are not limited to, firearms, fireworks, explosives, knives, bows and arrows, and paintball guns.
- Weapons **may not** be stored in personal vehicles parked on LMU premises.
- **Permitted items** for self-defense include mace, pepper spray, and pocketknives with blades no longer than three (3) inches, provided they are concealed.

Violation of this policy may result in disciplinary action up to and including dismissal, as well as arrest. Note that some clinical sites may have additional weapons regulations.

Arrest/Criminal Activity/DUI Policy

Any student arrested or formally charged with any crime (excluding minor traffic violations) must report the incident to the Program Director **within two business days**. **Failure to report an arrest is grounds for immediate dismissal.**

- Students arrested for charges related to alcohol, illegal substances, or DUI will be referred to the SPC for disciplinary action.
- Students **found guilty** of charges related to alcohol, illegal substances, or DUI **will be dismissed** from the program.
- Students arrested for other charges will be referred to the Program Director and university administration to determine an appropriate course of action.

Stalking {A1.02g}

Stalking is a crime in Florida. It is defined as engaging in conduct intended to harass another person, causing them to reasonably fear for their safety. All stalking incidents or suspicions should be reported to the **LMU Police and Security Department at (423) 869-6911** or to **911**.

Sex Offender Registry Awareness {A1.02f, A1.02g}

Students are encouraged to visit the **Florida Sex Offender Registry** website for information about registered sex offenders in the area.

Annual Security & Fire Safety Report: The Clery Act {A1.02e}

In compliance with the Clery Act, the LMU Annual Security & Fire Safety Report (ASFSR) is published online by **October 1st** of each year. This report contains three years of crime statistics and details campus policies on alcohol, drugs, weapons, and sexual violence. A paper copy can be requested from the Clery Act Compliance Coordinator at (423) 869-6301.

Pregnancy Notification Procedure {A3.08}

Participation in the PA curriculum involves potential exposure to hazards (e.g., infectious agents, radiation, chemicals) that may pose a risk during pregnancy or lactation. Pregnant, lactating, or temporarily disabled students must complete the following steps to continue in the program:

- **Immediately notify** the Program Director of the condition. The Program Director will provide you with contact information for the Title IX Director, who can arrange supportive measures.
- **Consult** your healthcare provider to get recommendations for minimizing exposure to hazards.
- **Provide** the Program Director with a signed statement from your provider that defines permitted limits of exposure.
- **Submit** updated recommendations from your provider each semester.

The Program Director, in consultation with the Office of Accessible Education Services, will determine if reasonable accommodation can be provided while still meeting the program's technical and academic standards. Time off may result in a delay in program progression and graduation.

CLINICAL SITE AND HOUSING SAFETY {A1.02g}

Clinical Site Safety

The PA Program evaluates the safety of all clinical sites before approval and conducts regular site visits. Students are never required to remain at a site where they feel unsafe.

- **In case of immediate danger:** Leave the area and call **911**.
- **If you feel unsafe but are not in immediate danger:** Report your concerns to your preceptor, the office manager, or site security. If the situation is not resolved, contact the Director of Clinical Education

immediately.

The program will promptly investigate all safety concerns and may relocate a student to a new rotation without penalty.

Housing Safety During Clinical Rotations {A1.02g}

LMU does not provide student housing. During distant clinical rotations, students are responsible for securing their own lodging. Please use the following resources to help ensure your accommodation is safe:

- The Apartment Security Guide for Renters
- The Guide to Securing a Safe, Comfortable Apartment on a Budget
- Search online for the safest neighborhoods in your rotation area.

If you ever feel unsafe in your housing environment, contact the clinical team for assistance.

TOBACCO, ALCOHOL, AND DRUG POLICIES

Tobacco and E-Cigarette/Vape Policy

To promote a healthy environment, the use of tobacco products, e-cigarettes, or any "vaping" devices is **not permitted** within facilities, on campus, at clinical sites, or at university-sponsored events.

Alcohol and Drug Use Policy

Students must behave in a manner that does not jeopardize their safety or the safety of others. Improper use of alcohol or drugs can impact future professional licensing.

- **Follow all** local, state, and federal laws regarding alcohol and drugs.
- **Do not** operate a motor vehicle, provide patient care, or participate in any program activity while under the influence of alcohol or drugs.
- **Do not** provide alcohol to underage individuals or engage in reckless consumption.

Misuse of alcohol or drugs that impacts a student's health, academic standing, or behavior will be reviewed by the Student Progression Committee (SPC) and may lead to actions ranging from professional probation to dismissal. The program reserves the right to request alcohol or drug testing at any time; refusal to comply may result in dismissal.

STUDENT LIFE AND PROFESSIONAL DEVELOPMENT

Student Organizations & Society

The LMU - SMS Tampa PA Student Society (LMU-SMS TAMPA-PASS)

The LMU-SMS Tampa PA Student Society (LMU-SMS TAMPA-PASS) promotes academic achievement, clinical excellence, and community service. The society serves as an advocate for PA students and the advancement of the PA profession. Please contact Kennedy Sallee (kennedy.sallee@lmunet.edu) to organize your student society.

Elections At the end of the first semester, the class will elect a student board consisting of at least a President, Vice President, Secretary, Treasurer, Social Coordinator, and Diversity & Belonging Chair. The class will also elect representatives for the American Academy of Physician Associates (AAPA) Student Academy and the Florida Academy of PAs (FAPA).

Students can obtain a copy of the student society's constitution and bylaws from the appointed Faculty Advisor or the Program's Administrative Coordinator.

Duties and Responsibilities of Class Officers

President

- Serves as the primary liaison between students, faculty, and administration.
- Facilitates effective communication for all class-related matters.
- Represents the class at state (FAPA) and national (AAPA) meetings.
- Coordinates and leads Executive Board (E-board) meetings.
- Assists in the coordination of the program's Challenge Bowl teams for FAPA and AAPA events.

Vice President

- Assists the President and other E-board members with their duties.
- Coordinates special student projects and organizes the new class orientation.

Secretary

- Records and distributes minutes from E-board meetings.
- Maintains the official class email list and phone tree.
- Forwards announcements from faculty and staff to the class.
- Organizes the PA Student Resource Room.

Treasurer

- Manages the class bank account, budget, and tax-free identification number.
- Collects class dues and issues reimbursements for approved class functions.
- Maintains financial records using Excel spreadsheets.

FAPA/AAPA Representative

- Attends FAPA and AAPA student meetings and events.
- Acts as the voting representative for the LMU - SMS Tampa PA Program in student elections.
- Updates classmates on current FAPA/AAPA news, legislative issues, and opportunities.
- Assists in organizing student participation in annual FAPA and AAPA conferences.

Social Coordinator

- Plans and organizes social, community service, and cohort-building events.

- Documents class activities through photos for use in a program scrapbook.
- Assists in organizing community health events, such as blood pressure clinics or blood drives.

Community Service Requirement

Students are required to complete a minimum of **16 hours** of verified community service during their tenure in the PA program. These hours will be completed as part of the clinical phase.

Procedures and Tracking

- **Approval:** Students must submit a "Service Hours Request Form" for approval before completing the service.
- **Tracking:** It is the student's responsibility to track their hours on the provided Excel spreadsheet.
- **Verification:** Students will report their completed hours to the designated faculty member for inclusion in their professional file.
- **Advising:** Students will provide updates on their progress to their faculty advisor during monthly check-ins.

Types of Service Community service may be completed individually or through group activities coordinated by LMU - SMS TAMPA-PASS. The service should focus on meeting the medical needs of the local community or on general community improvement. Community health service is strongly recommended.

Examples include: volunteering at a medical tent for a charity event, hosting a health screening, providing education at senior centers, or participating in a blood drive.

Professional Organizations and Ceremonies

Students are expected to join FAPA and AAPA. Students are encouraged to join other professional organizations to support student professional and academic development. Student membership rates are available for the following:

- **Florida Academy of Physician Assistants (FAPA):** Empowers, represents, and advocates for PAs in Florida.
- **American Academy of Physician Associates (AAPA):** The national professional society for PAs in the United States.
- **National Physician Assistant Honor Society (Pi Alpha):** Recognizes students and graduates for excellence in academics, leadership, research, and service.
- **National Commission on Certification of Physician Assistants (NCCPA):** The sole certifying organization for PAs in the United States.
- **Physician Assistant Education Association (PAEA):** The national organization representing PA educational programs.

Program Ceremonies

White Coat Ceremony This ceremony marks the student's transition from the didactic to the clinical phase of the program. The program will announce the date and time of the event.

Graduation Ceremony This ceremony is held at the conclusion of the final semester to celebrate the completion of the PA program. The date and time will be determined by the program.

STUDENT GRIEVANCE POLICY {A3.14g}

This policy outlines the procedures for student grievances and appeals at the LMU - SMS Tampa PA Program and the School of Medical Sciences (SMS), covering academic, non-academic, and Student Progress Committee (SPC) matters. The policy ensures due process and protects student rights in a professional and respectful environment.

PURPOSE

To provide a clear process for students to address concerns and appeal decisions related to academic performance, program actions, and SPC outcomes.

POLICY STATEMENT

LMU and the SMS are committed to the fair and equitable treatment of all students. This policy establishes a structured process to ensure that established procedures are followed, errors are addressed, and all relevant information is considered.

SCOPE

This policy applies to all students enrolled in the LMU - SMS Tampa PA Program.

DEFINITIONS

- **Grievance:** A formal written complaint by a student regarding an academic matter, a non-academic program action, or an SPC decision.
- **Appeal:** A formal request written for review of a decision made regarding a SPC outcome or grievance.
- **Types of Grievances:**
 - **Academic:** Related to grades or academic dismissal.
 - **Non-Academic (Program):** Related to program decisions or actions not involving grades or dismissal.
 - **SPC:** An appeal of a decision or disciplinary action from the Student Progress Committee (SPC).

GENERAL PRINCIPLES

- All grievances and appeals must be submitted **in writing** from the student's LMU email account.
- **Deadlines are strictly enforced.** Complaints received after the stated deadlines will not be accepted.
- **Professionalism** is expected from all parties at all stages of the process.
- Meetings related to grievances are academic proceedings. **Legal counsel is not permitted** to attend or participate. Proceedings **may not be recorded** in any manner.
- All official decisions will be communicated to the student in writing via their University-issued email and by U.S. mail.
- Only judgments or disciplinary actions from an **SPC decision** can initiate the formal SMS appeals process.

GRIEVANCE AND APPEAL PROCEDURES

Our Commitment to a Fair Process

The LMU - SMS Tampa PA Program is committed to the fair and equitable treatment of all students. This policy provides a clear, structured process for you to address concerns and appeal decisions while protecting your rights to due process. This policy applies to every student enrolled in the program.

Understanding Grievances and Appeals

It's important to understand the difference between a grievance and an appeal.

- A **Grievance** is the initial, formal written complaint you file about an academic or non-academic matter.
- An **Appeal** is a request to have a decision that was made on your grievance reviewed by a higher authority.

Grievances generally fall into two categories:

- **Academic Grievances:** Concerns related to grades or academic dismissal.
- **Non-Academic Grievances:** Concerns related to program actions or decisions not involving grades.

*Note: Decisions originating from the **Student Progress Committee (SPC)** have their own specific appeal process.*

Key Rules for the Process

To ensure the process is consistent and fair, all grievances and appeals are governed by the following principles:

- **Must Be in Writing:** All submissions must be made **in writing** from your official LMU email account.
- **Deadlines are Final: Deadlines are strictly enforced.** Complaints received after the stated deadline will not be accepted.
- **Professionalism is Required:** You are expected to maintain a professional and respectful attitude at all stages of the process.
- **Academic, Not Legal, Proceedings:** These are internal academic proceedings. **Legal counsel is not permitted to attend or participate.** Additionally, proceedings may not be recorded in any manner.
- **Decisions are Documented:** You will receive all official decisions **in writing** via your LMU email account and by U.S. mail.

Academic Grievance and Appeal Process (Grades or Dismissal) {A3.14g, A3.14h}

1. **Initial Appeal:** The student must submit a written appeal to the Director of Didactic or Clinical Education within **five (5) business days** of the grade posting or dismissal notification.
2. **Program Review:** The Director, with the relevant faculty/preceptor, will review the appeal and render a decision within **five (5) business days**.
3. **Appeal to Associate Program Director:** If unresolved, the student may appeal in writing to the Associate Program Director within **three (3) business days** of the Director's decision. The Associate Program Director will render a decision within **five (5) business days**.
4. **Final Appeal to Program Director:** If still unresolved, the student may submit a final written appeal to the Assistant Dean and Program Director within **three (3) business days** of the Associate Program Director's decision. The Program Director's decision, rendered within **five (5) business days**, is final.

SPC Appeal Process

Only judgments originating from an SPC decision can initiate the SMS appeals process. For complete details, refer to the [SMS Student Appeals Policy](#) {A3.14h}.

1. **Grounds for Appeal:** The appeal request must be based on one of the following:
 - The SPC sanction is disproportionate to the violation.
 - The processes used by the SPC were flawed.
 - New evidence exists that was unavailable at the time of the SPC meeting and would have likely altered the outcome.
2. **Initiating the Appeal:** A student must submit a professional, succinct appeal letter to the SMS Assistant Dean of Academic Affairs (ADAA) within **two (2) business days** of receiving the written SPC decision. The letter must outline the grounds for the appeal.
3. **Review and Decision:** The ADAA will review the appeal for merit. If approved, the SMS Appeals Committee will convene to review the case. The Committee will either uphold the SPC's decision or uphold the student's appeal.
4. **Notification:** The student will be notified of the Appeals Committee's decision via email within **24 hours** final

approval by the Dean.

TITLE IX, MISTREATMENT AND NONACADEMIC GRIEVANCE REPORTING {A1.02g, A3.14g}

Title IX: Reporting Discrimination and Harassment {A1.02g}

Our Commitment to a Safe Environment

Lincoln Memorial University (LMU) maintains a **zero-tolerance** policy for harassment and discrimination. This policy protects all members of the university community from discrimination based on race, color, ethnicity, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, and other protected classes in all university programs and activities.

How to Report an Incident

If you experience, witness, or learn about an incident of sexual misconduct, harassment, or discrimination, you should **report it immediately**.

- **Who to Contact:** Reports should be directed to the **LMU Title IX Coordinator**.
- **Email:** titleix@LMU.net.edu
- **Online:** Incident forms and additional contact information are available at the [Office of Institutional Compliance website](#).

Understanding Mandatory Reporting

It is important to understand that all LMU employees, including faculty and staff, are considered **Mandatory Reporters**. This means if you disclose a situation involving sexual misconduct—including sexual harassment, assault, stalking, or dating violence—to any LMU employee, that employee is **required by law** to report the information to the Title IX Coordinator.

The Investigation Process

Once a report is made, the LMU Title IX office will take the following steps:

- Conduct a prompt, thorough, and confidential investigation.
- Obtain statements from all involved parties and any witnesses.
- If an investigation finds a complaint to be valid, the university will take immediate corrective action to stop the behavior and prevent it from recurring.

Protection Against Retaliation

You are **protected from retaliation** for making a good-faith report or participating in an investigation. If you believe you are experiencing retaliation, you should report it to the Title IX coordinator immediately.

Please note: Disciplinary action may be taken against any individual who knowingly provides false information or makes a report for an improper purpose, such as to knowingly harass or retaliate against another individual.

Mistreatment and Nonacademic Grievance Reporting {A1.02g}

This section outlines the process for reporting non-academic grievances, including mistreatment. All allegations are taken seriously to maintain an inclusive and respectful environment free from abuse, humiliation, harassment, or exploitation. This policy does not cover allegations that fall under the institution's Title IX regulations. For complete details refer to the [SMS Student Grievance Policy: Mistreatment](#).

Definitions

- **Mistreatment:** Behavior that disrespects the dignity of others or unreasonably interferes with the learning process. Examples include:
 - Public belittlement or humiliation

- Threats of physical harm
- Inappropriate requests for personal services (e.g., shopping, babysitting)
- Unfair grading practices or favoritism

Reporting Procedures

1. **Mistreatment by Program Personnel:**

- **Informal Resolution:** Students are encouraged to promptly report concerns to any trusted faculty member, the Program Director, or the Medical Director for informal resolution. For issues in a clinical setting, students should contact a member of the Clinical Team.
- **Formal Complaint:** If the matter is unresolved or recurs, the student may file a formal complaint with the Program's Student Progress Committee (SPC). The SPC's review is the final step in this process.

2. **Nonacademic Grievances Regarding Discrimination or Harassment {A3.14g}:**

- Students should **immediately contact the Office of Institutional Compliance/Title IX Coordinator** for any grievance involving sexual harassment, racial discrimination, or any other discriminatory act.

Ms. Rebekah Webb, M.Ed., Title IX Coordinator & Institutional Compliance Officer

Phone: (423) 869-6315

Email: Rebekah.Webb@LMU.net or TitleIX@LMU.net

Office: LMU Cumberland Gap Offices #3 (next-door to the Lincoln's Closet) | Duncan School of Law 249 (Knoxville) | Meet by Appointment on any LMU campus or via Zoom.

For All Other Conflicts: If your concern is a non-discriminatory conflict with a faculty or staff member, follow the resolution steps outlined below:

Non-Academic Grievance Process {A3.14g}

1. **Submission of Grievance:** The student must submit a written grievance to the Director of Didactic or Clinical Education within **five (5) business days** of the program action/decision.
2. **Program Review:** The grievance will be reviewed by the appropriate committee or, if none exists, the Assistant Dean and Program Director. The student will be invited to present their case. A decision will be rendered within **five (5) business days**.
3. **Appeal to Dean:** If the student challenges the decision, they may submit a written appeal to the Dean of the School of Medical Sciences within **five (5) business days**. The Dean's decision is final.

In all grievance procedures, the person alleged to have caused the grievance will be fully informed of the allegations and given a fair opportunity to respond to them.

Protection and Compliance

- **Disciplinary Actions:** Proven mistreatment or policy violations will result in appropriate disciplinary action against university employees.
- **Confidentiality:** All reports will be handled with appropriate confidentiality to the extent possible during a thorough investigation.
- **Retaliation Prohibited:** Retaliation against any individual who reports mistreatment or files a grievance is strictly prohibited.

SECTION III: CURRICULUM AND ACADEMIC PROGRESSION

LMU - SMS TAMPA PA PROGRAM CURRICULUM {A3.11d, A3.11e, A3.11g}

The LMU - SMS Tampa PA Program, operating within The LMU School of Medical Sciences, is a 24-month, full-time graduate program designed to be completed over six consecutive semesters. The curriculum, totaling **115 credit hours**, emphasizes primary care medicine and advanced clinical methods. Our mission is to train students to become ethical, compassionate, and professional healthcare providers, fully prepared for certification and licensure. Upon successful completion, graduates are awarded a **Master of Medical Science (MMS) degree**.

DIDACTIC PHASE (12 MONTHS | 65 CREDITS) {A3.11e}

The first 12 months of the program provide a strong foundation in the basic medical sciences. This phase focuses on the importance of patient interaction and medical intervention through foundational coursework, including:

- Clinical Medicine
- Patient Evaluation
- Pharmacology
- Mechanisms of Disease
- Clinical Procedures

Curriculum Delivery

Course content is delivered through a blend of instructional methods to create a dynamic learning environment.

These methods include:

- Live and virtual lectures
- Case-based discussions
- Problem-based learning (PBL) and team-based learning (TBL) sessions
- Simulated patient encounters
- Hands-on laboratory sessions
- Clinically supervised patient encounters

Approximately 25% of the course material is delivered in a virtual and asynchronous format. All course content and communication are managed through the **LMU Canvas Learning Management System**.

CLINICAL PHASE (12 MONTHS | 50 CREDITS) {A3.11e}

Overview

The Clinical Phase has a separate, detailed handbook, as many policies and procedures are unique to this portion of the program. This section provides a brief overview of the clinical phase structure and its core policies. Prior to beginning clinical rotations, students must sign a declaration stating they have read, understand, and agree to abide by all clinical phase policies.

Clinical Site and Placement Policies {A1.10a, A3.08}

- **Site Recruitment:** The LMU - SMS Tampa PA Program assumes all responsibility for establishing and securing excellent clinical rotation sites and preceptors. **Under no circumstances will a student be required or permitted to solicit their own clinical rotation sites {A3.08}**. Students who contact potential preceptors directly will be referred to the Student Progress Committee (SPC) for disciplinary action. While students may suggest a potential new site, the clinical team makes all final decisions on site adequacy.
- **Special Placement Consideration:** Students with extenuating circumstances may apply for special consideration in their clinical placement. Written requests describing the circumstances must be sent via email to the Director of Clinical Education before the match process begins. Requests are granted based on need, professional conflict, and site availability. Request for special placement is not guaranteed.

Student Responsibilities

- **Credentialing and Liability Insurance:** Students must complete all credentialing requirements for each clinical site by the specified deadlines. Failure to do so may result in the delay or cancellation of a rotation which may delay graduation. LMU provides professional liability (malpractice) insurance for all students; however, students are responsible for all other costs associated with credentialing.
- **Housing, Transportation, and Meals:** Students are responsible for all housing, transportation, and meal arrangements and any associated costs throughout the clinical phase.

Required Rotations {B3.02} {B3.03} {B3.04}

The clinical phase consists of seven core rotations and two elective rotations:

- Family Medicine
- Internal Medicine
- Emergency Medicine
- General Surgery
- Pediatrics
- Women's Health
- Behavioral and Mental Health
- Elective (1)
- Elective (2)

Clinical Phase Team & Terminology

- **Clinical Team:** Program Director (PD), Director of Clinical Education (DCE), Clinical Phase Faculty (CPF), Medical Director (MD), Clinical Coordinator (CC), and Clinical Site Recruiter (CSR).
- **Preceptor:** An instructional faculty member (e.g., MD/DO, PA, NP, CNM) who provides student supervision during a rotation.
- **SCPE:** Supervised Clinical Practice Experience, also referred to as a rotation.
- **ARC-PA:** The Accreditation Review Commission on Education for the Physician Assistant.

TENTATIVE ACADEMIC CALENDAR: CLASS OF 2026-2027

Please note that all dates are estimates and subject to change based on program needs and site availability.

ACADEMIC CALENDAR

Didactic Phase

SEMESTER 1: SPRING 2026 (15 Weeks)	
Event	Date(s)
Student Orientation	December 15-18, 2025
Semester Begins	January 12, 2026
Martin Luther King Holiday- No Class	January 19, 2026
Good Friday- No Class	April 3, 2026
Last Day of Class	April 24, 2026
Finals Week	April 27-29, 2026
Remediation Day(s)	April 30- May 1, 2026
Spring Break	May 4-8, 2026

SEMESTER 2: SUMMER 2026 (15 Weeks)	
Event	Date(s)
Semester Begins	May 11, 2026
Memorial Day Holiday- No Class	May 25, 2026
Juneteenth- No Class	June 19, 2026
Independence Day- No Class	July 3, 2026
Last Day of Class	August 14, 2026
Finals Week	August 17-20, 2026
Remediation Day(s)	August 21, 24-28, 2026

SEMESTER 3: FALL 2026 (16 Weeks)	
Event	Date(s)
Semester Begins	August 31, 2026
Labor Day- No Class	September 7, 2026
Thanksgiving Break- No Class	November 25-27, 2026
Last Day of Class	December 11, 2026
Finals Week	December 14-17, 2026
Remediation Day(s)	December 21-22, 2026

Clinical Phase

SEMESTER 4: SPRING 2027 (15 Weeks)	
Event	Date(s)
Semester Begins	January 4, 2027
Transition to Care	January 4 - 29, 2027
Martin Luther King Holiday- No Class	January 18, 2027
Rotation #1	February 1-26, 2027

Rotation #2	March 1-26, 2027
Rotation #3	March 29 - April 23, 2027
Break/Return to Campus	April 26 - 30, 2027

SEMESTER 5: SUMMER 2027 (15 Weeks)

Event	Date(s)
Rotation #4	May 3 - May 28, 2027
Rotation #5	May 31 – June 25, 2027
Rotation #6	June 28 – July 23, 2027
Rotation #7	July 26 - Aug 20, 2027
Students Return to Campus	August 23 - 27, 2027

SEMESTER 6: FALL 2027 (17 Weeks)

Event	Date(s)
Rotation #8	August 30 – September 24, 2027
Rotation #9	September 27- October 22, 2027
Students Return to Campus	October 25 – December 10, 2027
Thanksgiving Break – No Class	November 24-26, 2027
Graduation	December 15, 2027

DIDACTIC & CLINICAL PHASE CURRICULUM SCHEMATIC

Semester 1 Prerequisites: Matriculation into the program

SEMESTER 1 SPRING 2026		
Course #	Course Title	Credits
PAS 504	Health Promotion and Disease Prevention	2
PAS 514	Foundations of Clinical Practice	4
PAS 518	Patient Evaluation I	3
PAS 522	Essentials of Clinical Medicine I	5
PAS 526	Clinical Integration I	2
PAS 561	Pharmacology I	3
PAS 539	Mechanisms of Disease	3
Total Credits		22

Semester 2 Prerequisites: Successful completion of Semester 1 courses

SEMESTER 2 SUMMER 2026		
Course #	Course Title	Credits
PAS 509	Evidence-Based Medicine	2
PAS 519	Patient Evaluation II	3
PAS 523	Essentials of Clinical Medicine II	5
PAS 527	Clinical Integration II	2
PAS 529	Social & Cultural Aspects of Healthcare	2
PAS 562	Pharmacology II	2
PAS 572	Clinical Procedures I	2
PAS 579	Psychiatry/Behavioral Health	2

PAS 547	Medical Spanish Terminology I	1
Total Credits		21

Semester 3 Prerequisites: Successful completion of Semester 2 courses.

SEMESTER 3 FALL 2026		
Course #	Course Title	Credits
PAS 524	Essentials of Clinical Medicine III	5
PAS 528	Clinical Integration III	2
PAS 534	Interprofessional and Population Healthcare	3
PAS 538	Special Populations (Pediatrics and Geriatrics)	2
PAS 563	Pharmacology III	2
PAS 576	Emergency Medicine	2
PAS 577	Surgery	2
PAS 578	OBGYN and Reproductive Health	2
PAS 573	Clinical Procedures II	2
Total Credits		22

Semester 4 Prerequisites: Successful completion of Semester 3 courses.

SEMESTER 4 SPRING 2027		
Course #	Course Title	Credits
PAS 642	Transition to Care	4
PAS 548	Medical Spanish Terminology II	1
PAS 663	Evidence Based Medicine Practice	1
	Clinical Rotation #1	4
	Clinical Rotation #2	4
	Clinical Rotation #3	4
Total Credits		18

Semester 5 Prerequisites: Successful completion of Semester 4 courses.

SEMESTER 5 SUMMER 2027		
Course #	Course Title	Credits
PAS 549	Medical Spanish Terminology III	1
PAS 663	Evidence Based Medicine Practice	1
	Clinical Rotation #4	4
	Clinical Rotation #5	4
	Clinical Rotation #6	4
Total Credits		14

Semester 6 Prerequisites: Successful completion of Semester 5 courses.

SEMESTER 6 FALL 2027		
Course #	Course Title	Credits
PAS 548	PANCE Preparation	5
PAS 663	Evidence Based Medicine Practice	1
	Clinical Rotation #7	4
	Clinical Rotation #8	4
	Clinical Rotation #9	4
Total Credits		18

Supervised Clinical Practice Experiences (SCPE) completed during the Clinical Phase of the Program do not follow the semester calendar. Due to timing and complexity of evaluative measures incorporated, student performance is assessed by the CED at the completion of each SCPE to determine progression to the next rotation.

LMU CREDIT HOUR POLICY

Policy Lincoln Memorial University operates on the semester system and has adopted the federal definition of a credit hour. In accord with federal regulations. The credit hour policy can be found at:

<https://www.lmunet.edu/academics/documents/RevisedLMUDefinitionofCreditHourPolicyApprovedbyAcademicCouncil03212024.pdf>

LMU- SMS TAMPA PA PROGRAM COMPETENCIES {A3.11G}

The Program utilizes several measurable domains drawn from the ARC-PA accreditation standards to monitor students throughout the didactic and clinical phase to ensure that each student is making progress toward meeting the Program’s competencies prior to graduation and is remediating any deficits in a timely manner. The LMU – SMS Tampa PA Program graduate competencies are as follows:

GRADUATES OF THE LMU-SMS TAMPA PA PROGRAM WILL BE ABLE TO:
Medical Knowledge
<ul style="list-style-type: none"> •MK1- Integrate a broad knowledge of medical science to accurately interpret patient history findings. •MK2- Integrate a broad knowledge of medical science to accurately interpret physical examination findings. •MK3- Integrate a broad knowledge of medical science to accurately analyze and interpret diagnostic and screening tests. •MK4- Integrate a broad knowledge of medical science to accurately recommend medical care plan to include, pharmacological intervention, patient education, and patient counseling.
Clinical and Technical Skills
<ul style="list-style-type: none"> •CT1- Compile and document detailed patient histories and clinical encounters with clarity and accuracy. •CT2- Execute patient physical examinations using accurate technique. •CT3- Perform basic clinical procedures using accurate technique. •CT4- Access and interpret current evidence-based medical literature and integrate the findings into clinical decisions.
Clinical Reasoning and Problem-Solving Abilities
<ul style="list-style-type: none"> •CRPS1- Integrate clinical encounter findings with diagnostic study data to formulate and prioritize a differential diagnosis. •CRPS2- Correlate clinical data to recommend specific diagnostic studies that will aid in diagnostic evaluation of patients. •CRPS3- Interpret patients’ clinical data to formulate comprehensive patient management plans. •CRPS4- Identify and appropriately respond to life-threatening findings and potential health risks during clinical encounters.
Interpersonal Skills
<ul style="list-style-type: none"> •IS1- Gather information from and deliver clear, patient-centered, culturally sensitive counseling to patients and their families. •IS2- Collaborate and communicate effectively with the interprofessional health care team. •IS3- Demonstrate respectfulness during interactions with patients and the health care team through active listening.
Professional Behaviors
<ul style="list-style-type: none"> •PB1- Provide patient-centered care by showing sensitivity and responsiveness to patient needs and concern for patient welfare. •PB2- Demonstrate self-awareness by self-critiquing personal knowledge gaps and setting personal goals for improvement. •PB3- Demonstrate leadership, professionalism, and strong work ethic by exhibiting adaptability, reliability, and initiative. •PB4- Identify professional limitations as a PA and demonstrate the initiative to seek assistance when needed. •PB5- Demonstrate a knowledge of ethical and legal standards and of PA advocacy processes that guide the profession.

LMU - SMS TAMPA PA PROGRAM: ACADEMIC STANDARDS, PROGRESSION, & STUDENT RESOURCES {A3.14}

This section outlines the academic standards, progression requirements, and support services for students enrolled in the LMU - SMS Tampa PA Program. All students are expected to maintain high standards of academic performance and professionalism throughout their enrollment.

PROGRESSION {A3.14a}

Students must maintain high standards of academic performance and professionalism throughout their enrollment in the LMU - SMS Tampa PA Program. This section outlines the requirements for progression through each phase of the curriculum and for graduation.

Overall Progression Framework

Initial Requirements

Before progressing, newly admitted students must:

1. Complete all admission requirements, including the submission of required immunization records and proof of health insurance.
2. Successfully complete the mandatory LMU - SMS Tampa PA Program Orientation.

Curriculum Structure

The program's curriculum is sequential. Students must successfully complete all courses in each semester before progressing to the next. Likewise, all didactic phase requirements must be met before advancing to the clinical phase.

The Student Progress Committee (SPC) {A2.05d}

The SPC formally reviews each student's academic and professional performance at the end of every semester. A recommendation for progression from the SPC is required to enroll in the subsequent semester's courses. The committee may convene more frequently if a student is identified as being at risk for academic or professional probation or dismissal.

Phase-Specific Progression Criteria {A2.05d}

Progression Through the Didactic Phase

To advance from one didactic semester to the next, a student must:

- Achieve a minimum cumulative **3.0 GPA**.
- Earn no course grades below a "C" (2.0).
- Pass all Objective Standardized Clinical Examinations (OSCEs) and End of Didactic Phase Exam.
- Maintain the program's standards of professionalism.

****Please note any grade below "C" within the didactic phase will result in referral to the SPC with a recommendation for dismissal from the program.***

Progression from Didactic to Clinical Phase

To advance to clinical rotations, a student must have successfully met all didactic phase progression criteria, including passing the **Didactic Phase Instruments OSCE I and End Of Didactic Phase Exam**.

- **Note:** Not achieving any of the above criteria during the didactic phase will result in referral to the SPC and dismissal from the program.

Progression Through the Clinical Phase

Student performance is assessed by the Director of Clinical Education (DCE) after each Supervised Clinical Practice Experience (SCPE) to determine eligibility for the next rotation. To progress and ultimately complete the clinical phase, a student must:

- Maintain a minimum cumulative **3.0 GPA**.
- Successfully pass all SCPEs (two failed rotations will result in dismissal).
- Pass all end-of-rotation (EOR) examinations.
- Complete a minimum of 16 community service hours.
- Maintain the program's standards of professionalism.

GRADING AND ACADEMIC STANDING {A2.05d, A3.14a, A3.14b}

To progress through the program and graduate, you must maintain good academic standing. This is achieved by meeting specific standards for course grades and your overall Grade Point Average (GPA).

Grading Scale

Final course grades are calculated on a percentage basis and correspond to a letter grade and GPA quality points as follows. **Please note:** The program does not round up any grades, including final course scores and GPAs.

Letter Grade	Percentage Score
A	90–100%
B	80–89%
C	70–79%
F	≤ 69.99%

Grade Point Average (GPA) equivalents are as follows:

Letter Grade	Quality Points per Credit Hour
A	4
B	3
C	2
F	0

Requirements for Good Academic Standing

You are in **good academic standing** when you meet both of the following criteria:

- You earn a final grade of **"C" (70.00%) or higher** in all courses.
- You maintain a cumulative **GPA of 3.0 or higher**.

Academic Probation and Course Failure {A2.05d}

Failing to meet the minimum academic standards will result in specific consequences:

- **Academic Probation:** If you do not meet the standards for good academic standing, you will be placed on academic probation.
- **Course Failure:** Earning a final course grade **below a "C"** prevents you from continuing in the program's normal sequence.
- **SPC Referral:** Any student who is placed on academic probation or earns a grade below a "C" will be referred to the **Student Progress Committee (SPC)** for review and recommendations.

ACADEMIC EVALUATIONS & EXAMINATIONS {A2.05d}

General Examination Policies

- **Scheduling:** Students are expected to take all examinations on the scheduled dates. An absence may be

excused for circumstances such as documented illness, a death in the family, or a pre-identified religious holiday, at the discretion of the course director. An unexcused absence will result in a grade of **zero**.

- **Accommodations:** Students requiring testing accommodations must be assessed by the Office of Accessible Education Services at the beginning of the semester. Accommodated exams are administered in a designated, proctored room.

Exam Policies & Procedures {A2.05d}

To ensure a fair, secure, and professional testing environment for all students, the following policies and procedures must be strictly followed. Failure to comply may result in disciplinary action in accordance with the Academic Integrity Policy.

Before The Exam

Preparation

- **Download the Exam:** You must download the exam file to your testing device *before* arriving at the testing center. Instructions will be sent to your LMU email.
- **Practice with Exemplify:** It is highly recommended that you complete the Exemplify demonstration tutorial before your first exam to familiarize yourself with the software and its tools (e.g., calculator, highlighter, etc.).

What to Bring

- Your **testing device** (laptop or tablet)
- Your device's **power cord**
- A **privacy screen** (required)
- Approved personal dry erase white board and 1 dry erase pen

Arrival & Check-in

- **Arrive Early:** Be present outside the exam room at least **10 minutes** before the scheduled start time.
- **Doors Close Promptly:** The doors to the testing room will close exactly **5 minutes** before the exam's start time. **No one will be admitted after the doors close.** Tardiness may result in forfeiting the exam.
- **Ready Your Device:** Before entering, have Exemplify open and your privacy screen in place.

During The Exam

Prohibited Items

The following items are **strictly forbidden** inside the testing room. You may store them with your personal belongings at the front of the classroom.

- **ALL electronic devices**, including cell phones, smartwatches, digital/analog watches, headphones, and Bluetooth devices.
- **Personal belongings**, including bags, books, notes, calculators, and outerwear (jackets, hoodies, etc.).
- **Head coverings** (except for religious observance), i.e., no hooded shirts, jackets, etc.
- **Food and beverages.**

Note: Possession of a cell phone or watch, even if powered off, is considered a violation of academic integrity. Upon reasonable suspicion, personal belongings may be inspected.

Getting Started

1. Proceed to your seat and remain silent. Talking is not permitted.
2. **Do not write on the white board before the exam begins.** Doing so will result in a zero for the exam.
3. Enter the password provided by the proctor to start the exam.

Exam Conduct

- **White Board:** Your white board must be brought up to the proctor to show it has been wiped clean before you leave. Failure to comply will be considered an academic integrity violation.
- **Technical Issues:** If you experience a software issue, remain seated and raise your hand for assistance.
- **Content Questions:** Proctors cannot answer questions about exam content. Use the "Question Feedback" feature within Exemplify to submit comments or concerns. Please note that the exam timer will continue to run while you type feedback.
- **Earplugs:** Foam earplugs will be provided and may be used at your discretion.

Breaks

- **Scheduled Breaks:** Breaks are scheduled between exam sections. Use this time for restrooms, snacks, or accessing personal items.
- **Unscheduled Breaks:** Unscheduled breaks are for emergencies only and should be avoided.
 - To take an unscheduled break, select "Hide Exam" in the Exam Controls menu and sign out on the log sheet by the door.
 - **The exam timer does not stop during unscheduled breaks.**
 - You may not access any personal belongings (notes, phones, etc.) during an unscheduled break.
 - You are subject to inspection upon returning from any break.

After The Exam

Submission & Exit Procedure

1. When you are finished, or when time expires, click "Submit Exam" under the "Exam Controls" menu.
2. Follow the prompts to exit. Wait for the **green confirmation screen** to appear.
3. Show the green confirmation screen to the proctor.
4. **Return your scratch paper and pen** to the proctor.
5. Quietly pack your belongings and exit the exam area.

Post-Exam Confidentiality

- **Exam content is confidential.** Discussing or sharing exam questions or content with anyone is a serious violation of academic integrity and will result in immediate referral to the Student Progress Committee (SPC) with a recommendation for dismissal.
- Do not congregate in or around the exam area or common areas after finishing.
- Exam scores will not be available immediately. They will be released as soon as the review process is complete.

ACADEMIC INTEGRITY

Honesty and professionalism are paramount. Any form of academic dishonesty is a violation of the Student Honor Code. This includes, but is not limited to:

- Attempting to disable or tamper with Exemplify security features.
- Possessing unauthorized materials or devices during an exam.
- Giving or receiving assistance during an exam.
- Sharing or discussing confidential exam content.

Compliance

Potential consequences or penalties for failing to comply with this policy will be determined by the LMU-SMS Tampa PA Program Student Progress Committee (SPC) in accordance with the LMU-SMS Tampa PA Program Handbook.

OFFICIAL GRADE POSTING

Your course instructors use **Canvas** to manage and calculate grades throughout the semester. You should monitor your performance in Canvas regularly.

At the conclusion of each semester, your final, official grades are verified by the program and submitted to the **University Registrar**. These official grades will then appear on your academic transcript.

SUMMATIVE AND PHASE ASSESSMENT PHILOSOPHY {A2.05d, A3.14b}

The program's summative assessments are designed to evaluate a student's readiness for entry-level clinical practice. Using a variety of methods, we assess the cumulative knowledge, skills, and professional attitudes developed throughout the program. Successful completion of all summative evaluations is a mandatory requirement for graduation, ensuring our graduates are equipped to meet the demands of modern healthcare.

Didactic Phase Assessments {A3.14b}

- **PACKRAT I:** The Physician Assistant Clinical Knowledge Rating and Assessment Tool (PACKRAT®) is a standardized self-assessment exam from the PAEA that assesses a student's knowledge at the conclusion of the didactic phase.
- **OSCE I:** An Objective Structured Clinical Examination taken at the end of the didactic phase. This "hands-on" exam evaluates clinical competence and procedural skills acquired during the first phase of the program.
- **End of Didactic Exam:** A multiple-choice exam designed to assess the student's comprehensive knowledge base across all organ systems and medical disciplines covered in the didactic curriculum.
- **Professionalism Development Assessment Tool (PDAT) I:** An evaluation of a student's professional behaviors, completed with their faculty advisor at the end of the didactic phase.

Clinical Phase Assessments {A3.14b}

- **PACKRAT II:** This version of the PACKRAT® is administered at the end of the clinical phase. It is used to evaluate a student's overall medical knowledge in preparation for graduation and the PANCE.
- **Professionalism Development Assessment Tool (PDAT) II:** A final evaluation of a student's professional behaviors, completed with their faculty advisor at the end of the clinical phase.

Summative Assessments {A3.14b}

- **OSCE II:** An Objective Structured Clinical Examination taken at the end of the clinical phase to test advanced clinical competence and procedural skills.
- **End of Program Exam:** A comprehensive, multiple-choice exam that assesses the student's cumulative knowledge base across all medical disciplines before graduation.

General Policies for Phase and Summative Exams {A3.14b}

- **Passing Score:** Students are required to achieve a minimum score of **70.00%** on each individual component of the Didactic Phase and Summative assessments.
- **Retake Policy:** A student who fails any single component of an OSCE or the End of Didactic or Program Exam is permitted one retake attempt, which must occur within one week of the initial failure. A failure on any component in this second attempt will lead to an immediate referral to the Student Progression Committee (SPC).
- **Failure After Two Attempts:** If a student fails any section of the phase or summative process after being offered a second attempt, the consequences will differ based on the phase of the program:
 - **Didactic Phase Failure:** Student will have a mandatory referral to the SPC for recommendations including possible **deceleration** or **dismissal** from the program.
 - **End of Program (Summative) Failure:** The student's graduation will be placed on hold. They must then

complete a mandatory **4-6 week remediation period**. A subsequent failure after this remediation will be referred to the SPC for further action, which may include **dismissal** from the program.

GRADUATION REQUIREMENTS {A2.05d, A3.14b}

To earn the Master of Medical Science (MMS) degree, a student must:

1. **Complete all coursework** and demonstrate mastery of all Program Learning Outcomes.
2. **Pass all components** of the final Summative II Evaluation.
3. **Demonstrate competence** for entry-level PA practice across the lifespan and in all required disciplines.
4. **Achieve and maintain good academic standing** with a final cumulative GPA of 3.0 or higher.
5. **Maintain good professional standing**, resolving any probationary status before the end of the final semester.
6. **Meet the program's Technical Standards** and Competencies.
7. **Receive approval** for graduation from the Student Progress Committee (SPC).
8. **Submit a completed graduation application** via their MyLMU account.
9. **Complete all program requirements within 48 months** of their original matriculation date.

SUPPORTING STUDENT SUCCESS & EARLY INTERVENTION {A2.05d, A2.05e, A3.07}

Our faculty and staff are committed to identifying and supporting at-risk students early. While course assessments cannot be remediated to improve a grade, we use a proactive intervention process to help students achieve a passing grade.

Faculty Advising and Student Support {A2.05d, A2.05e, A2.05f, A3.07}

The LMU - SMS Tampa PA Program is committed to your success. Our faculty advising system is designed to provide personalized guidance, monitor your progress, and connect you with resources to help you thrive academically and professionally.

The Advising Process

Each student is assigned a **Faculty Advisor** who will serve as a mentor and advocate for the duration of the program.

- **Required Meetings:** You are required to meet with your advisor at least **once per semester**. An introductory session will be scheduled within the first two weeks of the program to discuss your transition to graduate-level studies and establish goals. Promptly schedule additional meetings if academic or professional challenges arise.
- **Progress Monitoring:** Advisors actively monitor your performance, including grades and professionalism. The
- **Confidentiality and Documentation:** All advising sessions are confidential. The content of your meetings will be documented on the Student Advisement Form and kept in your student file.

Student Progress Committee (SPC) {A2.05d, A2.05e}

The SPC formally reviews every student's progress each semester, using feedback from advisors and instructors to ensure you are on track for progression and graduation.

Support for Academic Challenges {A2.05d, A2.05e, A3.07}

If you face academic difficulties, the program has a proactive process to provide support.

- **Academic Improvement Plans:** When a weakness is identified, your advisor will collaborate with you and your course instructors to develop a targeted **Academic Improvement Plan**. This plan outlines strategies to help you meet course objectives.
- **Director of Student Success (DSS):** For specialized support with study skills, time management, or test anxiety, your advisor will refer you to the Director of Student Success (DSS) . You may also self-refer to the DSS at any time.

Roles and Responsibilities {A2.05d, A2.05e}

Advisor Responsibilities:

- Serve as a primary point of contact for academic guidance and support.
- Monitor your academic and professional progress throughout the didactic and clinical phases.
- Discuss your strengths and areas for improvement with you.
- Assist in developing remediation plans to address knowledge or skill deficiencies.
- Refer you to appropriate university resources, such as Counseling Services or Accessible Education Services, when needed.

Student Responsibilities:

- Schedule, attend, and actively participate in all required advising meetings.
- Communicate openly and honestly with your advisor about any academic or professional challenges.
- Collaborate with your advisor to create and diligently follow any Academic Improvement Plans.
- Complete a self-assessment of your progress to discuss with your advisor.

Scope of Advising {A2.05d, A2.05e, A3.07}

Your faculty advisor is your primary resource for academic and professional matters. While they can help you find appropriate university resources for non-academic concerns, **advisors do not serve as professional mental health providers or counselors**. All students are encouraged to utilize LMU's confidential Counseling Services for personal support

Role Of Course Instructors {A2.05d, A2.05e}

- **Didactic Phase:** If a student earns a grade below **75%** on more than one course assessment, the instructor will initiate an academic intervention. The instructor will contact the student, who is then responsible for scheduling a meeting to discuss success strategies. A signed **Academic Improvement Plan** will be created and submitted to the Student Progress Committee (SPC).
- **Clinical Phase:** Due to the dynamic nature of clinical rotations, interventions are handled on a case-by-case basis. An unsatisfactory evaluation, professionalism concern, or a low End of Rotation exam score may trigger an intervention and the creation of an Academic Improvement Plan by the course instructor or preceptor.

In either phase, if an issue requires more significant resources or time, a formal remediation referral will be made.

Director Of Student Success {A1.04, A3.07}

Students may self-refer or be referred by faculty to the Director of Student Success (DSS) for additional support. The DSS provides guidance and resources to enhance academic success, offering strategies for managing test anxiety, improving time management, and identifying individual learning preferences.

ACADEMIC INTERVENTION AND STATUS POLICIES

When a student faces academic or professional challenges, the program has established procedures for remediation, deceleration, dismissal, and withdrawal to ensure fair and consistent action.

Remediation {A2.05f, A3.14c}

Remediation is the process of correcting deficiencies in knowledge or skills. The goal is to identify a weakness, help you overcome it, and allow you to demonstrate competence.

- **Early Intervention:** Students who earn an "At Risk" score between 70 – 75% on an exam, practicum, or OSCE will be required to complete the following:
 - Mandatory Growth Coaching with Advisor

- Strongly encouraged to submit a self-assessment worksheet within 3 business days to identify the knowledge gaps.
- **Triggers for Remediation:** A student who receives a score less than 70% on an assessment or examination, fails an End of Rotation exam, or fails an OSCE will be required to remediate the identified area(s) of deficiency.
- **Remediation Activities:** The specific plan is developed by faculty and will include the following:
 - Mandatory Meeting with the student advisor
 - Meeting with the Director of Student Success
 - Mandatory submission of the self-assessment worksheet to the faculty advisor within 3 business days of meeting with the DOSS
 - Approval of the remediation plan by the faculty advisor and Student Progress Committee
 - Completion of the Remediation Plan
- **Remediation Limits:** a student may have no more than 6 remediation attempts in a single semester. After the 6th remediation attempt the student will be referred to the SPC for review
- **Remediation Failure:** A student must not fail a remediation assessment (Cumulative Final Exam) or they will be referred to the SPC for possible dismissal.
- **End of Didactic Exam/Summative Assessment (Clinical):** Failure requires referral to the SPC for further action.
- **Oversight:** All remediation plans are documented in an **Academic Improvement Plan** and must be approved by the **Student Progress Committee (SPC)**. Upon completion of the plan, you will be reassessed. Unsuccessful remediation will be referred back to the SPC for further action, which may include dismissal.

Academic Warning

Academic Warning is triggered when a student's current course grade is below a 75% or has two assessment failures (scores below 70%).

The student will be referred to the Student Progress Committee and the Student of Concern Committee to be placed on Academic Warning.

Any student on academic warning who earns a subsequent score below 70% on an assessment will be referred to the SPC to be placed on Academic Probation.

Academic Probation

Academic Probation is defined as having a cumulative GPA below 3.0 OR a student on Academic Warning who fails a subsequent assessment.

Any student on academic probation who earns a subsequent score below 70% on an assessment will be referred to the SPC for possible dismissal.

Deceleration {A2.05d, A3.14d}

Deceleration allows a student who has failed a didactic course to reset and rejoin the next student cohort.

- **Policy:** In the event of a course failure, the SPC may recommend deceleration. This requires the student to repeat **all program courses** from the beginning.
- **Conditions:**
 - The student is responsible for all tuition costs incurred by deceleration.
 - The program must still be completed within **48 months** of the original matriculation date.
 - A second course failure after decelerating will result in dismissal from the program.
 - Deceleration is not an alternative to disciplinary action for professionalism or ethical violations.

Dismissal {A2.05d, A3.14f}

Dismissal is the formal, involuntary removal of a student from the program.

- **Process**

Significant academic failures (e.g., course failure, unsuccessful remediation) or professional violations will result in a referral to the **Student Progress Committee (SPC)**.

- **Review**

The SPC will review the student's overall performance and the circumstances of the referral. After its review, the SPC has the authority to formally dismiss the student, recommend deceleration, or prescribe other actions.

- **Dismissal Notification Procedure**

If a student is dismissed from the program, the **Program Director must complete the SMS Dismissal Form**. This form serves as the official notification to the SMS Dean, University Registrar, and the Office of Financial Aid.

Withdrawal and Re-Admission {A3.14e}

Withdrawal from Courses (U-WD) vs. Program (SMS-WD)

It is critical to understand the two types of withdrawal:

- **University Withdrawal (U-WD):** This is when you withdraw from one or more *courses*. This action *does not* withdraw you from the PA program and is typically used in conjunction with an SMS-LOA (see Leave of Absence policy).
- **SMS Program Withdrawal (SMS-WD):** This is a student-initiated process to voluntarily and permanently leave the *entire PA program*.

Procedure for Withdrawal

1. You must notify the Program Director in writing (via LMU email) of your desire to withdraw from a course or the program.
2. You must complete the **University Withdrawal (U-WD) Form**.
3. The Program Director sends the completed U-WD form to the **SMS Dean (or designee)** for signature and approval. The Dean's office then routes the form to the Registrar and Financial Aid.
4. **If you intend to return** (i.e., taking an LOA), the Program Director will ensure you *also* complete the **SMS-LOA Form** to formalize your leave.
5. **If you are permanently leaving** (SMS-WD), the Program Director will notify the Dean of your intent to permanently withdraw from the program after your U-WD form is processed.

Transcript and Financial Implications Your transcript notation depends on the timing of your withdrawal from a course (U-WD):

- **With 3 weeks or more remaining** in the semester: Your transcript will reflect the grade earned for any fully completed courses and a "**WD**" for any courses in progress or not yet started.
- **With less than 3 weeks remaining** in the semester: Your transcript will reflect the grade earned for any fully completed courses and an "**F**" for any courses in progress.

Check-Out Process (for permanent Program Withdrawal) Before your withdrawal from the program is final, you must:

- Notify the registrar and complete all required paperwork.
- Complete an exit interview with the financial aid office.
- Return your student ID badge and parking sticker to security.

Re-Admission After Program Withdrawal A student who voluntarily withdraws (SMS-WD) from the program while in good academic standing may re-apply for admission to a future cohort. However, **re-admission is not guaranteed**, and the former student must complete the entire application process and compete with the new pool of applicants

UNIVERSITY RESOURCES & GENERAL POLICIES

STUDENT SUPPORT SERVICES {A1.04, A3.07}

- **Financial Aid Services:** Provides counseling and assistance with loans, scholarships, and grants.
- **Accessible Education Services:** Coordinates reasonable accommodation for students with disabilities. Contact **Jason Davis** at Jason.Davis@LMU.net or 423.869.6587. Note that extra time is generally not granted during clinical rotations due to patient care demands.
- **Counseling Services {A3.07}:** Offers **free** and **confidential** support to help you manage any non-academic challenges you may face during your time in the program. You can be referred by a faculty mentor or schedule an appointment yourself at any time .
 - **How to Schedule an Appointment:** Appointments can be held via message, chat, phone, or video to fit your preference. To get started, choose one of the methods below:
 - **StudentLife App:** Download the app and sign in with the password LMU1.
 - **Text:** Text "Hello" to 61295.
 - **Website:** Visit www.StudentLifeServices.com and select "Lincoln Memorial University" as your school.
 - **Phone:** Call **1-855-695-2818** to speak with someone directly.
 - If you have any difficulty initiating services, you can also contact the main LMU Counseling office at **423-869-6277**.
 - **Urgent & Emergency Support:** Immediate help is always available.
 - **After-Hours Support:** For non-emergency support after business hours, call **866-640-777**.
 - **In an Emergency:** If you are experiencing a mental health emergency, do not wait. Call **911** or the National Suicide & Crisis Lifeline at **988** (formerly 1-800-273-TALK)
- **Health Insurance {A3.07}:** Lincoln Memorial University requires all Physician Assistant Students to carry personal health insurance. Your student account will automatically be charged for this insurance coverage. If you are currently covered by comparable health insurance through the end of the academic year, you may be able to waive automatic enrollment in the plan. Please see the complete policy [here](#)
- **Health Care services {A3.07}:**
 - Helpful links for finding care:
 - [Urgent Care Finder - Find an Urgent Care Center Near Me](#)
 - [Healthline FindCare | Find Doctors Near Me | Schedule Online](#)
 - If you have insurance through LMU, you may use the link to find an in-network facility and/or provider:
 - <https://www.uhc.com/find-a-doctor>
 - Note: These links do not take into consideration your personal insurance provider. To find an in-network facility and/or provider, you should contact (via phone or website) your personal insurance provider when medically stable to do so.
 - All Students:
 - Students who seek medical attention, including emergency medical attention, may do so with any facility of their choosing based on their needs and health insurance coverage.

TECHNOLOGY & CAMPUS RESOURCES {A1.04, A1.09, A1.12}

- **Technology Requirements:** Students must have a personal laptop running a recent version of Windows or macOS that supports Canvas, CORE, Microsoft Office, Zoom, and other required software.
- **Information Services (IS) {A1.12}:** The IS help desk is your go-to resource for technical support with LMU's systems and software. The IS Help Desk provides timely assistance to ensure you can access all necessary university resources.
 - **Scope of Support:** It's important to know what the Help Desk can and cannot assist with.
 - **What IS Supports:** Access to the LMU network, university email, Canvas, and other software required by the university.
 - **What IS Does Not Support:** Maintenance or repair of your personal devices (laptops, phones) or any software/hardware that is not required by LMU.

- **Contact & Hours**
 - You can reach the IS Help Desk via phone or email during the hours listed below.
 - **Phone:** 423-869-7411 or 800-325-0900
- **Hours of Operation:**
 - **Standard Phone/Walk-in Support:** Monday–Friday, 8:00 AM to 4:30 PM
 - **Extended Phone/Web Support:** Monday–Friday, 4:30 PM to 9:30 PM
 - **Weekend Phone/Web Support:**
 - Saturday: 8:00 AM to 9:30 PM
 - Sunday: 12:30 PM to 9:30 PM
- **Career, Library, & Bookstore Services {A1.09}:** LMU provides access to an online bookstore where students can purchase new or used textbooks and other materials necessary for classes; an online Health Sciences Library which provides students and faculty with access to medical texts and 158 databases; and career services for resume building and interview preparation.

GENERAL UNIVERSITY POLICIES

- **Official Holidays:** University holidays include MLK Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving (Thurs/Fri), Dec. 24-25, and Jan. 1. Holidays during clinical rotations are determined by the preceptor's schedule.
- **Inclement Weather:** Campus closures will be communicated to students via email.
- **FERPA & Title IX:** Complete information on these and other university policies is available in the employee and student handbooks.

SECTION IV: APPENDICES

APPENDIX A: ATTESTATION OF RECEIPT OF STUDENT HANDBOOK

RECEIPT OF THE LMU-SMS- TAMPA PA PROGRAM STUDENT HANDBOOK AND THE LINCOLN MEMORIAL UNIVERSITY STUDENT HANDBOOK

I, _____, attended orientation for the LMU-SMS- TAMPA PA PROGRAM on _____ and was advised of LMU and PA Program policies, procedures, and regulations.

I hereby acknowledge that I have received a copy of the TAMPA PA PROGRAM Student Handbook and that I am able to access a copy of the TAMPA PA PROGRAM Student Handbook online. I further acknowledge that I am responsible for all the information contained within this handbook and that I will abide by the policies, procedures, and regulations set forth in this document, or subsequent versions.

I further acknowledge that I have received a copy of the Lincoln Memorial University Student Handbook, that I am able to access a copy of the Lincoln Memorial University Student Handbook online, and that I am responsible for the policies, procedures, and regulations set forth thereof. I realize that in some cases, the policies, procedures, and regulations of the Physician Assistant Program Student Handbook exceed those of the Lincoln Memorial University Student Handbook and/or create enhanced or additional obligations for PA Students, such as minimum technical standards and dress code, and understand that in such cases I must comply with and shall be subject to the policies, procedures, and regulations set forth in the TAMPA PA PROGRAM Student Handbook, or subsequent versions.

I have been provided with an opportunity to ask questions regarding the contents of the TAMPA PA PROGRAM Student Handbook and should I have any further questions regarding the stated policies, procedures, and/or regulations, I understand that it is my responsibility to ask the Program Director and faculty for clarification. I understand that the program will notify all students, via LMU-issued student email accounts, of any revisions and subsequent versions of the Student Handbook and that such revisions and subsequent versions will be posted on the program's website. I understand that failure to comply with the policies, procedures, and regulations set forth in these handbooks, or subsequent versions, may result in disciplinary action, suspension, or dismissal from the LMU-SMS- TAMPA PA PROGRAM.

Printed Name

Student Signature

Date

THIS FORM MUST BE RETURNED TO PROGRAM ADMINISTRATIVE COORDINATOR.

APPENDIX B: ATTESTATION OF HEALTH INSURANCE COVERAGE AND ACKNOWLEDGEMENT OF FINANCIAL RESPONSIBILITY FOR HEALTHCARE EXPENSES

I hereby affirm and agree to the following conditions regarding health insurance throughout my enrollment in the LMU-SMS-Tampa PA Program:

1. Maintenance of Coverage

- I attest that I have current health insurance coverage and have provided a complete copy of my insurance card (front and back) to the program.
- I agree to maintain continuous health insurance coverage for the entire duration of my enrollment.
- Should my coverage lapse for any reason, I will **immediately notify** the Program Director (during the Didactic Phase) or the Clinical Team (during the Clinical Phase).
- I understand that a failure to maintain continuous coverage may be grounds for **dismissal** from the program.

2. Financial Responsibility

- I accept full and complete financial responsibility for all healthcare expenses I incur while enrolled. This includes, but is not limited to, deductibles, co-payments, and any services not covered by my insurance plan.

3. Geographic Coverage for Clinical Experiences

- I understand it is my responsibility to ensure my health insurance plan provides adequate coverage in all geographic locations, both in the U.S. and internationally, where I may be assigned for clinical rotations (SCPEs) or other program-related activities.

Printed Name

Student Signature

Date

THIS FORM MUST BE RETURNED TO PROGRAM ADMINISTRATIVE COORDINATOR.

APPENDIX C: ACKNOWLEDGMENT OF STUDENT PARTICIPATION AS HUMAN SUBJECTS

Acknowledgement of Participation in Clinical Skills Laboratories

I understand and agree with the following policies regarding my required participation in the LMU-SMS-Tampa PA Program's Didactic Phase.

1. Role and Professional Conduct:

- I will actively participate as both a **peer subject** and an **examiner** during hands-on instruction and assessment.
- I agree to maintain a professional and cooperative attitude in both roles.
- I understand these activities will involve physical examination techniques (e.g., inspection, palpation, auscultation) and clinical procedures (e.g., splinting, casting, ultrasound imaging).

2. Laboratory Dress Code: To facilitate proper instruction, I acknowledge that I may be required to partially disrobe and agree to adhere to the following dress code:

- **Lower Extremities:** Shorts are required for labs involving the examination, splinting, or casting of the legs.
- **Thorax/Upper Body (Male Students):** I will be prepared to remove my shirt for examinations and ultrasound imaging.
- **Thorax/Upper Body (Female Students):** I will wear a sports bra for examinations and ultrasound imaging.

3. Request for Accommodation: I understand it is my responsibility to promptly notify the Director of Didactic Education if I am unable to adhere to the dress code for any reason, including religious beliefs or cultural norms, so that appropriate accommodation can be arranged.

Confirmation I have read, fully understand, and agree to abide by this policy.

Printed Name

Student Signature

Date

THIS FORM MUST BE RETURNED TO PROGRAM ADMINISTRATIVE COORDINATOR.