

Anderson University
School of Clinical Laboratory Sciences



Pathologists' Assistant Program
Student Handbook
2025-2027

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Welcome

Congratulations and welcome to Anderson University! On behalf of the College of Health Professions, we welcome you into our Pathologists' Assistant Program within our School of Clinical Laboratory Sciences.

As health professionals, we understand and remember the challenge it is to get to this point. We are honored you chose to trust us with your academic and clinical training on your career path to becoming one of the country's top Pathologists' Assistants. The next two years will be full of learning, experience, challenges and successes. As a team, we are here for you through it all.

Your first year will be the most challenging. Prepare for your days and nights to be full of reading, taking notes, studying, and taking in all the knowledge that will be given to you through course work, cadaver dissection, exams, presentations, and laboratory experiences. Your second year will serve to bring you practical experience in both surgical pathology and autopsy as you prepare to pass the board exam and begin a career as a Pathologists' Assistant.

We work hard to evaluate and re-evaluate our program as we strive to ensure updated and effective methods are being used to teach and to provide learning opportunities. We value your feedback, as well. Please participate in our evaluations while you're with us and once you've completed our program and begin your career. It is our hope and prayer that you take some ownership in our program knowing that you will leave it better than when you began. The future Pathologists' Assistants that will graduate behind you may one day be your co-workers and we intend for our students to leave our program better each year. We would appreciate your commitment to help us do that!

Again, welcome! We can't wait to dive in!

Your Program Director,

Julie Bostick, MHS, PA (ASCP) CM, HTL

Program Handbook Disclaimer and Policy Overview

The Pathologists' Assistant Program Student handbook is intended to provide program-specific information to students to serve as a supplemental resource. **THIS HANDBOOK IS SUBJECT TO REVIEW AND REVISION. UPDATES MAY BE MADE AT ANY TIME TO REFLECT CHANGES IN POLICIES, PROCEDURES, OR PROGRAM REQUIREMENTS. STUDENTS WILL BE NOTIFIED OF CHANGES, AND IT IS THEIR RESPONSIBILITY TO REMAIN INFORMED AND CONSULT WITH THE MOST CURRENT VERSION OF THE HANDBOOK.**

This handbook does not replace the official policies outlined in the [Anderson University Academic Catalog](#). Students are expected to review and adhere to all applicable university policies. For the most current and comprehensive institutional policies, please refer to the [2025–2026 Academic Catalog](#).

The Academic Catalog details the official policies governing both undergraduate and graduate studies at Anderson University, including but not limited to:

- Admission
- Financial Aid & Scholarships
- Tuition & Fees
- Academic Programs & Courses
- Academic Policies & Calendars
- FERPA and Student Rights

The Academic Catalog contains a range of academic policies regarding educational experiences and expectations. These policies include, but are not limited to:

- Transfer Credit
- Grade Treatment Policies
- Academic Standing and Progress
- Course Completion
- Grading
- Enrollment Adjustments
- Academic Integrity
- Accessibility
- Graduation

Anderson University

Anderson University is an academic community, affiliated with the South Carolina Baptist Convention, providing a challenging education grounded in the liberal arts, enhanced by professional and graduate programs and a co-curricular focus on the development of character, servant leadership, and cultural engagement. This is a diverse community that is Christ-centered, people-focused, student-oriented, quality-driven, and future-directed.

[2025-2026 Anderson University Academic Calendar](#)

STATEMENT OF COMPLIANCE WITH TITLE IX

As part of the Higher Education Act Amendments of 1972, included was Title IX, which states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance....” Other federal and state laws also address discrimination and harassment based on sex and gender for students, staff, faculty, and third parties in higher education. Anderson University is firmly committed to establishing an environment free from such discrimination and prohibits acts including sexual harassment, sexual harassment including sexual violence (i.e., sexual assault and nonconsensual sexual touching, forcible or not), relationship abuse (including domestic and dating violence), and stalking. It is the policy of Anderson University to comply with all applicable provisions of Title IX, which prohibit discrimination (including sexual harassment and sexual misconduct or violence) based on sex in the University’s educational programs and activities. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination, harassment, or misconduct. Anderson University affirms the right of reporting parties to determine whether they wish to be involved in the University’s Title IX processes to address harassment or discrimination. It should be noted, however, that we cannot take corrective action toward behavior about which we are unaware. Regardless, the University is committed to supporting reporting parties through numerous available support services. The University encourages those who wish to receive confidential support services regarding harassment and discrimination to seek assistance from the AU Counseling Center, Thrive Wellness Center, the Campus Ministries staff, designated athletic trainers, and/or First Light. The University will also provide support to any reporting party who wishes to file a complaint of illegal behavior to Campus Safety or other local law enforcement.

For Questions or Concerns Related to Title IX, harassment or discrimination based on sex or gender, contact:

Robyn H. Sanderson

Title IX Coordinator

Associate Vice President for Student Development & Dean of Student Development

Office: G. Ross Anderson Jr. Student Center, Office 157

Phone: 864.231.5514

Mail: 316 Boulevard

Anderson, SC 29621

title9@andersonuniversity.edu

<https://andersonuniversity.edu/title-ix/>

[Title IX Policy](#)

[Title IX Brochure](#)

Notice of Non-Discrimination

Anderson University does not unlawfully discriminate on the basis of race, color, national or ethnic origin, sex, disability, age, religion, genetic information, veteran or military status, or any other basis on which the University is prohibited from discrimination under local, state, or federal law, in its employment or in the provision of its services, including but not limited to its programs and activities, admissions, educational policies, scholarship and loan programs, and athletic and other University-administered programs. In order to fulfill its purpose, the University may legally discriminate on the basis of religion in employment. The University has been granted exemption from certain regulations promulgated under Title IX of the Education Amendments of 1972 which conflict with the University's religious tenets.

The following person has been designated to handle inquiries or complaints regarding the non-discrimination policy including compliance with Title IX of the Education Amendments of 1972 and inquiries or complaints regarding the disability non-discrimination policy, including compliance with Section 504 of the Rehabilitation Act of 1973:

For student related concerns, please contact:

Associate Vice President/Dean of Students

Office: Student Center 321

Phone: 864.622.6014

For employee related concerns, please contact:

Director of Human Resources

Office: 316 Kingsley Road

Phone: 864.231.2061

A report may also be made to the U.S. Department of Education, Office of Civil Rights:

U.S. Department of Education

Office of Civil Rights

400 Maryland Ave., SW

Washington, D.C. 20202-1328

1-800-421-3481

Email Address: ocr@ed.gov

Web: <http://www.ed.gov/ocr>

Contact information

Julie Bostick, MHS, PA (ASCP)CM, HTL

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Amy Nelson, MS, PA-C
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Program Mission Statement

“The Anderson University Pathologists’ Assistant program trains students to become hard-working and knowledgeable laboratory professionals while aiming to develop the character of each student to practice with integrity and servant-minded work within the team settings of the laboratory and community.”

Program goals

The program requires the students to complete and pass the required coursework, pass the clinical rotations, and graduate from the program with a Masters of Medical Science in Pathologists’ Assistant Studies. Once the student has completed the program and received the degree, he or she may take the ASCP-BOC exam.

1. Our students will be knowledgeable in the topics of anatomy, general and systemic pathology, anatomic pathology to include surgical techniques, autopsy techniques, histological techniques, and molecular diagnostics, microbiology, immunology, embryology, clinical pathology, lab safety, laboratory information systems, lab management, medical ethics, medical terminology, education methodologies, and gross photography.
2. Our students will be trained in surgical pathology and autopsy pathology and will be evaluated on growing knowledge and continuous improvement.
3. Our students will be able to communicate effectively as mid-level laboratory professionals with fellow coworkers, doctors, nurses, and technicians verbally and in writing.
4. Our students will be able to think critically, and problem solve while utilizing what they learn in professional settings.
5. Our students will display moral and ethical consideration, kindness, and service to others.
6. Our students will learn to determine what teaching methods will work with various learning styles in order to educate others in a clinical setting.
7. Our students will understand the components of a laboratory, principles of supervision and administration, and importance of quality assurance and quality improvement.

Program Description

The program begins in August of each year and lasts for a total of 24 months, is full-time, and consists of 80 credit hours. A Master of Medical Science in Pathologists’ Assistant Studies degree will be granted. The class schedule is divided into fall, spring, and summer semesters. The first fall semester consists of human anatomy, medical terminology, lab management and human physiology. The first spring semester includes human histology and histotechnology, embryology and genetics, microbiology, immunology, and general pathology. Surgical and autopsy techniques, systemic pathology, and curriculum development and leadership is taught in the first summer semester. The second year is primarily practical rotations at our affiliated clinical sites with a review course to revisit concepts learned during the first year.

Essential Skills and Functions (Technical Standards)

Anderson University and the Pathologists' Assistant Program requires students to not only possess characteristics such as the ability to learn, integrate, and analyze information, but also important skills that include observation, communication, motor, intellectual, behavioral and social attributes. The applicant must have functional use of their senses including auditory, somatic, smell, taste, sight, and balance. They should have motor functions that allow them to complete required tasks included within the pathologists' assistant skill sets. They should be able to operate in an independent manner and be able to efficiently evaluate tasks at hand.

1. Observation: The student must be able to observe classroom activities, lab activities, demonstrations, procedures, presentations, screens, microscopes, and other instruments in the didactic and clinical setting. They must be able to see and differentiate color, light, dark, and shadows. They must be able to observe nonverbal communication and comprehend.
2. Communication: The student must be able to communicate, speak, and hear effectively. The student should have sufficient ability to communicate in a written, verbal, and nonverbal manner. The student should speak, write, and understand the English language.
3. Motor: The student must be able to perform tasks required in a didactic and clinical setting with sufficient motor skills. Coordination, fine and gross motor skills, and equilibrium are necessary. The student must perform independent motor skills when grossing specimens and performing autopsies. The student should also be able to lift (up to 40 lbs), bend, walk, stand (for up to 2 hours at a time), sit, and move independently.
4. Intellectual: The student must be able to observe, collect, and analyze data in an efficient and timely manner independently. The student must have a strong sense of spatial orientation and problem solving.
5. Behavioral and Social Attributes: The student must be able to handle the physical, emotional, and mental stressors that occur in a healthcare setting and school. They must be able to be flexible, complete tasks in a timely manner, create mature and responsible relationships, and work independently as well as part of a team.

The Pathologists' Assistant (PA) program at Anderson University is a rigorous mental and physical program that places specific requirements and demands on the students enrolled in the program. Many employment settings require a broad spectrum of mental and physical demands on the PA, and it is our focus to ensure the student is as prepared as possible for any and all employment settings.

Program Objectives

1. Demonstrate and apply general knowledge of pathologic disease processes as it relates to gross anatomy, histology, surgical pathology techniques, autopsy pathology techniques, photographic techniques, and laboratory procedures.
2. Analyze medical and laboratory information as it relates to surgical and autopsy pathology.
3. Demonstrate and apply techniques and special procedures learned for the preparation, gross description, dissection, and tissue submission of surgical pathology specimens as well as autopsy pathology examination, prosection, and submission of tissue.
4. Demonstrate judgment to select and submit appropriate tissues for light microscopy and ancillary studies as it relates to surgical and autopsy pathology.
5. Demonstrate and apply knowledge and techniques to perform educational and administrative duties within an anatomic laboratory which entails supervisory and teaching responsibilities that include budgetary, quality assurance, safety compliance, and other duties that may be assigned.
6. Demonstrate excellent communication skills, problem resolution, workplace productivity and efficiency, and demonstrate respect and compassion for all patients and colleagues.

It is our goal to provide students with the education and experience necessary to achieve entry level competencies as explained in the AAPA Scope of Practice

(https://cdn.ymaws.com/www.pathassist.org/resource/resmgr/docs/Scope_of_Practice_-_2024-05.pdf).

PA Program Courses

Course Descriptions:

PATH 500 Human Anatomy

In this comprehensive course of human structure and function, students will learn gross anatomy through performance of cadaveric dissection and use of the virtual anatomy platform, Anatomage, as well as other anatomic models. In addition, students will correlate gross anatomic findings with various modes of radiologic imaging including X-rays, ultrasound, computed tomography, and magnetic resonance imaging.

PATH 505 Medical Terminology

This class is a prerequisite for PATH 550, surgical and autopsy techniques. This class will investigate the etymology of medical and surgical terminology. It will concentrate on the abbreviations, prefixes, suffixes, and root words commonly used in the medical and surgical fields. The class will encompass basic anatomy, planes of section, orientation, disease processes, diagnostic tests, and procedures.

PATH 510 Human Histology and Histotechnology

In this complementary course to human anatomy, students will learn basic tissue types including epithelia, connective tissue, vascular, lymphatic/lymphoid, and neural tissue. Students will subsequently learn the microscopic anatomy of all organ systems and begin to appreciate cellular and tissue changes associated with disease states through use of microscopic examination supplemented with online atlases of histology. Students will understand the basics of routine tissue preservation, processing, and staining (including hematoxylin and eosin stained tissue sections) used in the clinical environment to generate histologic sections studied in pathology.

PATH 512 Human Physiology

In this introductory course of integrative organ system physiology and maintenance of homeostasis in humans, students will understand structural-functional relationships by systematically studying all organ systems of the human body. This course includes the study of cell, tissue, and organ physiology with relevance to pathologist assistant practice. Students will be introduced to pathophysiologic concepts for each organ system of the human in preparation for general and systemic pathology courses.

PATH 514 Human Embryology and Genetics

This course is a comprehensive introduction to human embryology and human genetics. This course will interface with the topics of PATH 500 (Human Anatomy). Students will learn embryologic development of all organ systems of the human and understand abnormalities of human embryological development relevant to the study of pathology. Students will be introduced to basic human genetics covering Mendelian inheritance patterns and clinical syndromes most relevant to pediatric pathology including genetic and embryologic correlations. Students will be introduced to the study of dysmorphology and its relevance to recognizing common genetic/congenital abnormalities.

PATH 516 Microbiology and Immunology

This course is a comprehensive introduction to all areas of clinical microbiology including bacteriology, virology, mycology, and parasitology, as well as immunology. Human pathogens with most relevance to pathologist assistants will be explored including the study of pathogenic structure, genetics, mechanisms of disease, and growth/life cycles. In addition, this course will explore the fundamentals of disease prevention and mechanism of action of all major classes of antimicrobial drugs.

PATH 518 General Pathology

In this course, students will be introduced to the mechanisms of human disease. Students will apply knowledge from other courses including anatomy, embryology, genetics, physiology, and microbiology/immunology as they apply to all major classes of disease. Specifically, students will explore reversible and irreversible cellular injury, cellular accumulations, inflammation, wound healing and repair, cell death, infectious disease, coagulation disorders, genetic diseases, and mechanisms of neoplasia. Students will begin to apply their understanding of general pathology to clinical manifestations of disease.

PATH 520 Systemic Pathology

This is a comprehensive study of the pathology of all human organs/organ systems. Taking concepts learned in all other basic science courses, students will integrate knowledge from these courses to understand gross morphologic, histologic, cellular, and molecular changes associated with disease states. For each disease, students will learn epidemiologic features, etiology, pathogenesis, gross pathology, microscopic pathology, and treatment. Course concepts will be reinforced with a variety of clinical case studies pertinent to the practice as a pathologist assistant. Students will correlate knowledge of systemic pathology to the autopsy and surgical pathology techniques course as they prepare to begin their clinical rotations as a pathologist assistant student.

PATH 550 Surgical and Autopsy Techniques

This course will cover surgical grossing techniques, autopsy techniques, and basic photographic principles and techniques. The surgical grossing techniques will initially break down the approach to surgical specimens. It will cover basic safety in a laboratory, protective equipment, disposal of instruments and trash, storage of specimens, radioactive specimens, and fundamentals of dissection. The fundamentals will provide in detail specimen orientation, the requisition form, proper specimen identifiers, anatomic orientation, dissection of the specimen, handling tissues, inking the specimen, opening and sectioning the specimen, fixing/storing the specimen, and sampling the specimen.

The autopsy techniques will initially address the basic definitions of cause of death, manner of death, mechanism of death, mode of death, forensic and hospital autopsy, coroner, medical examiner, livor mortis, and rigor mortis.

PATH 601 Laboratory Management

This course will explain the basic functions and requirements of an anatomic pathology laboratory. Principles of laboratory management, human resource management, financial management, and operations will be covered. The principles of laboratory management will focus on quality management in the laboratory including path of workflow, quality control, quality assurance, quality management systems, and compliance. Safety will be emphasized also.

PATH 602 Curriculum Development and Leadership

This course will cover the basics of curriculum development and leadership skills. The components of curriculum development that will be addressed are mission statements, goals, and objectives, learning outcomes, evidence, and measures, pedagogies and projects, and assessment strategies. This course will also address how to design a course and syllabus, how to conduct a class, and how to evaluate students. The students will be required to pick a topic related to pathology and present to the class. The class will cover leadership basics which will include effective leadership styles, leadership traits and skills, and theories of motivation. This class will also cover medical ethics and how it applies to the lab.

PATH 620 Review

This course will act as a review of the previous didactic classes with occasional testing. This will concentrate heavily on the pathological disease processes, slide work, gross information, and clinical scenarios.

PATH 621 Review

This course will act as a review of the previous didactic classes with occasional testing. This will concentrate heavily on the pathological disease processes, slide work, gross information, and clinical scenarios. This is a continuing review from PATH 620.

PATH 622 Review

This course will act as a review of the previous didactic classes with occasional testing and is a continuation for reviews from PATH 620 and PATH 621. This will concentrate heavily on the pathological disease processes, slide work, gross information, and clinical scenarios.

PATH 650 Practicum for Pathologists' Assistants I

PATH 550 is a prerequisite for this course. This course will require the student to undergo clinical rotations. Clinical rotation sites are numerous and include private practice, academic centers, hospitals, and forensic centers located in and around South Carolina. The student will need to utilize their previous learning and apply it to tasks presented to them. They will begin by grossing simple and small cases and progress to large and complex surgical specimens.

PATH 651 Practicum for Pathologists' Assistants II

PATH 550 is a prerequisite for this course. This course will require the student to undergo clinical rotations. Clinical rotation sites are numerous and include private practice, academic centers, hospitals, and forensic centers located in and around South Carolina. The student will need to utilize their previous learning and apply it to tasks presented to them. They will begin by grossing simple and small cases and progress to large and complex surgical specimens. They will be expected to not only progress in level of specimen complexity but also in speed, competency, efficiency, communication, and multi-tasking.

PATH 652 Practicum for Pathologists' Assistants III

PATH 550 is a prerequisite for this course. This course will require the student to undergo clinical rotations. Clinical rotation sites are numerous and include private practice, academic centers, hospitals, and forensic centers located in and around South Carolina. The student will need to utilize their previous learning and apply it to tasks presented to them. They will begin by grossing simple and small cases and progress to large and complex surgical specimens. They will be expected to not only progress in level of specimen complexity but also in speed, competency, efficiency, communication, and multi-tasking. The student will also partake in frozen sections, which is a near immediate diagnosis during the time of surgery, and autopsies. The student will have the opportunity to eviscerate and prosect hospital autopsy cases and assist in non-criminal cases.

The course sequencing is as follows:

Fall, Year 1: 16 credit hours

PATH 500 Human anatomy (8 hours)

PATH 505 Medical terminology (2 hours)

PATH 512 Human physiology (4 hours)

PATH 601 Lab management (2 hours)

Spring, Year 1: 19 credit hours

PATH 510 Human histology and Histotechnology (4 hours)

PATH 514 Human embryology and Genetics (4 hours)

PATH 516 Microbiology and Immunology (4 hours)

PATH 518 General pathology (7 hours)

Summer, Year 1: 17 hours

PATH 550 Surgical and autopsy techniques (8 hours)

PATH 520 Systemic pathology (7 hours)

PATH 602 Curriculum development and leadership (2 hours)

Fall, Year 2: 9 credit hours

PATH 620 Review (1 hour)

PATH 650 Practicum for Pathologists' Assistants I (8 hours)

Spring, Year 2: 9 credit hours

PATH 621 Review (1 hour)

PATH 651 Practicum for Pathologists' Assistants II (8 hours)

Summer, Year 2: 10 credit hours

PATH 622 Review (2 hour)

PATH 652 Practicum for Pathologists' Assistants III (8 hours)

Accreditation

The Pathologists' Assistant program at Anderson University is in serious applicant status with the National Accreditation Agency for Clinical Laboratory Sciences. Serious applicant status grants the student to sit for the national board exam through the American Society for Clinical Pathology (ASCP) – Board of Certification (BOC). The students will be kept up to date as we go through the final accreditation process.

Program Policies and Procedures

Academic policies that apply to all AU students may be found in the online Graduate Academic Catalog. AU Path A students, faculty, and staff follow official policies of the Academic Catalog except in the following occurrences due to the requirements established by accreditation and licensure: Academic Probation, Academic Dismissal

Center for Student Success: Student Disability Services

Anderson University provides accommodations to enable students with disabilities to access the University community in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and their amendments.

Reasonable accommodations are determined based on current documentation and are made on a case-by-case basis. Adherence to academic standards that are essential to a course of study is generally considered non-discriminatory.

Students requesting academic adjustments and/or auxiliary aid accommodations from Anderson University must self-identify by contacting the Center for Student Success. Application for accommodations does not ensure that the student qualifies to receive accommodations. Accommodations are not retroactive.

Students requesting academic adjustments and/or auxiliary aids accommodations must have a documented disability as defined by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. All documentation is evaluated on a case-by-case basis. If provided documentation is deemed insufficient, the student may be required to provide additional documentation. Complete guidelines for documentation are available from the Center for Student Success.

The Center for Student Success determines the student's eligibility for accommodations and determines appropriate accommodation. If a student cannot demonstrate the following skills and abilities, it is the responsibility of the student to request appropriate accommodation. Anderson University will provide reasonable accommodation as long as it does not fundamentally alter the nature of the program. *In the event a student is unable to fulfill these admission and progression standards, with or without reasonable accommodation, the student will not be admitted into or allowed to progress through the program.*

Academics

Academic policies that apply to all Anderson University students are found in the Anderson University Academic Catalog, accessible online at catalog.andersonuniversity.edu. Please note, the policies in this Pathologists' Assistant Handbook supersede the Anderson University Academic Catalog in areas where policies are different.

Progression and Dismissal

Graduate Academic Standards (MMSPA Program) Students enrolled in the graduate PA program at Anderson University are required to maintain a cumulative grade point average (GPA) of 3.0 in all courses taken toward the degree. Students not meeting the minimum academic standard will be placed on academic probation.

Academic Warning

A student will be given an academic warning upon receiving a grade of 75 or below on any course exams/major projects. The PA program Chair is responsible for notifying the student of the academic warning. A copy of the warning is placed in the advisors' and the student's files.

Academic Probation

Academic probation occurs when the student ends any course with a grade of "C" and the cumulative grade point average falls below 3.0. Students who do not achieve a GPA of 3.0 within the following semester after being placed on academic probation will be academically dismissed. Academic probations are reported to the Registrar's office.

Academic Remediation

Students will be guided through a remedial process beginning with an academic warning. He/she must complete a remediation plan created by the student with the help of the advisor to continue through the program. This plan will include a cumulative assessment at the end of the remedial period to measure the student's understanding of the material.

Academic Dismissal

Students earning lower than a 75 average in any course will be subject to dismissal following evaluation of his/her progression through the course in question. Students earning a grade of "D," "F," or "Unsatisfactory" will receive an academic dismissal from the program and are generally not eligible for readmission. However, the student is invited to appeal with a well-formatted remediation plan to show how he/she plans to be successful if allowed to return to the program. A reapplication, in either case, is not a guarantee of acceptance. (See the appeal process below).

Readmission/Admission after Voluntary Withdrawal or Transfer

A student who leaves the university and/or PA program in "good standing" through voluntary withdrawal is evaluated for readmission/admission under the following guidelines:

1. Make a formal reapplication/application to the program.
2. At the time of reapplication/application, submit a statement that addresses the reason for the withdrawal, outline what she/he has done to ensure success in the PA program and why she/he should be readmitted/admitted.
3. The student's complete academic record, including all clinical evaluations, will be reviewed.
4. Readmission/admission is not automatic. Students will be considered as part of the total applicant pool and reviewed by the PA program faculty.
5. All new or changed policies in place at the time of readmission/admission will apply.

Readmission after Dismissal/Appeal

A student who is dismissed from the program due to failure to uphold academic policies may be reevaluated for re-enrollment by the following process. Students must not have made more than two (2) C's or lower to be considered for appeal. Dismissals due to or grades of "D" or "F" are generally not eligible for readmission, but the student is invited to appeal with a well-formatted remediation plan. Dismissals due to academic misconduct are

not eligible for appeal for readmission.

1. Upon dismissal, the student must gain approval from the PA program Chair to reapply for the next cohort of the same track.
2. At the time of reapplication, submit a statement addressing the reasons they wish to reapply to the program and how circumstances have changed that would now make them more successful in the program.
3. The Admission, Retention, and Graduation Sub-Committee (ARG) will meet to review the student's request and application status.
4. Readmission is not automatic. Students will be considered as part of the total application pool.
5. The student will need to retake at least one of the courses that a "C, D, or F" was previously earned. The course to be retaken will be at the discretion of the PA program Chair and the Chair of the ARG committee.
6. The student will be placed on academic probation upon readmission to the graduate PA program and will remain on academic probation for at least one semester and will be required to maintain at least a cumulative GPA of 3.0. Failure to maintain a cumulative GPA of 3.0 after two semesters upon readmission will result in academic dismissal and permanent exclusion from the program.
7. All new or changed policies in place at the time of readmission/admission will apply.

Withdrawal

Important: Please note any changes in enrollment during the add/drop period of course withdrawal at any point of the semester may result in revisions to your financial and/or billing for the semester. The student should contact the Office of Financial Aid Planning to determine the impact of such changes on their aid eligibility before adding/dropping or withdrawing from courses.

Students who wish to withdraw from a course must notify the Academic Success Advisor and the PA program Chair. If the notification to withdraw occurs before the first class begins in a semester, the student will be removed from the class roster. Students who withdraw between the first class and the mid-point of the semester may receive a "W" for the course. Students who withdraw after the midpoint of the class will receive a grade of "F" for the course. In some instances, students with a medical hardship can be granted a W if they withdraw after the set last date to withdraw. These cases will be evaluated individually by the PA program Chair and the Director of The Center for Student Success.

Administrative Withdrawal

Faculty may administratively withdraw the student for failure to log into an online Canvas class shell by the posted date for initial response and introduction to the course. Also, if there is a period of 14 consecutive days in which the student fails to log into the class and actively participate in their Canvas class, the faculty can submit an administrative withdrawal request to the Registrar's office.

Withdrawing from the University

Under certain situations, it may be necessary for a student to withdraw from the University. A student should notify the Academic Success Advisor (ASA) and PA program Chair in writing. The ASA will initiate the withdrawal process. Depending on the date of the official withdrawal request, a grade of "W" or "F" is assigned. Students failing

to follow the procedures of official withdrawal are awarded a grade of “F” for all courses in which they remain registered.

Advisor Assignment

Students will be randomly assigned a program advisor. These advisors are full time faculty with the SCLS. The advisors will meet with each student individually at least once per semester the first year, typically following the first round of exams. The students should expect to discuss recent grades and challenges he/she is facing that may be responsible for diverting attention away from academics and the program. The advisor will be equipped with resources to provide the student to move forward in the program, however, this is not the space for the student to be spoon fed information and walked through the program.

It is the responsibility of the student to schedule any additional meetings with the advisor including through the second practical year.

Grading

The Anderson University Pathologists’ Assistant Program grade scale is as follows:

A= 90-100

B= 80-89

C= 70-79

D= 60-69

F= 59 or below

Course grades are earned by the student based on an accumulation of total possible points in a course. This is individualized based on the faculty’s plan for the course. Some assignments may be recorded as a percentage of the total grade. In the event the total points and grade totals in Canvas do not match the syllabus, the syllabus will stand as the final source. If the student has a question about a grade, they need to consult the faculty.

Incomplete Coursework

If a student cannot complete a course by the end of the semester due to circumstances beyond the student’s control, a grade of “I” (incomplete) must be requested by the student prior to the last day of class. The student makes the request in writing to the faculty, who must approve the request before a grade of “I” can be assigned. If a grade of “I” is granted, the work must be completed within 30 days following the end of the academic term in which the “I” was requested. Otherwise, a failing grade will be recorded.

Students must have completed at least 50% of the coursework and shown a reasonable effort to do the work to be considered for an incomplete status. Students must turn in assignments and document clinical hours in Canvas in order to show evidence of work.

Late Assignments

Late assignments will be assessed 10% off for each day late. For example, 1 day 10%, 2 days 20%, 3 days 30% up to 7 days late or 70%. Assignments will not be accepted if more than seven (7) days late. These assignments include participation grade. If a student has extenuating circumstances and communicates with faculty before the assignment is late.

Each case will be reviewed individually by the faculty to decide if there will be a late penalty. Working, vacation, and other planned events like weddings are not extenuating circumstances.

Academic Dishonesty Additions for the graduate PA Program

Academic misconduct could result in a zero for an assignment, a zero in the class, or expulsion from the university. In addition to the already stated academic misconduct, the graduate program also considers such acts as:

- To give or receive information *before, during or after examinations* – including previous test information, copying actual exams or quizzes, or possession and use of unauthorized faculty materials (test banks associated with texts utilized in the course).
- To turn in assignments that are the result of another's work (fabrication).
- Acting in a disrespectful manner toward patients, visitors, fellow students, program faculty, or clinical faculty.
- Falsifying documents, including but not limited to, the number of specimens completed, or hours spent at the clinical site.
- Recording of any kind without the knowledge and written permission of the professor or individual giving the lecture.
- Duplicating and disbursing in any format copyrighted national certification exam questions or any exams, quizzes utilized by the program.
- Sharing or discussing information or details regarding simulation scenarios/clinical experiences that represent a HIPAA violation.

Exam policies and expectations

At no time while taking an examination shall students use cell phones or other smart devices to make or accept phone calls, text messages, emails, or other forms of electronic communication (i.e. Twitter, Facebook, or Instagram).

Computers may not be used to browse the internet (other than any site that may be assigned by the instructor) while taking an examination.

As per the dress code policy, students are not allowed to wear hats or beanies during the exam. Backpacks, bookbags, purses, briefcases, lunch bags, or any other cases, bags, containers, cell phones, smart watches and any other electronic devices must be stored in a designated area of the classroom during the examination.

Students are expected to always maintain confidentiality of the exam content, including practical and laboratory examinations.

Students will not be allowed to leave the examination room once testing procedures have begun, unless authorized by the instructor.

Students who finish an examination early may leave the examination room, provided they do so quietly and without disturbing their colleagues. Students who finish the examination early and leave the room will not be allowed to re-enter the room while the examination is still in progress. Sharing of any course information such as, but not limited to, tests, quizzes, cases, and lab

practical examinations between students and other cohorts is strictly prohibited unless approved by the instructor.

No form of communication (verbal, written, electronic, gestures, or any other form) will be tolerated between students or with anyone outside the classroom during any examination including lab practicals.

Professionalism and Professional Probation

Appearance

A student's personal appearance is an extension of the SCLS and will reflect on how visitors, patients, and colleagues view the student, the program, and the profession of Pathologists' Assistance. Thus, students are expected to maintain professional standards of language, communication skills, hygiene, and professional attire. Class attire should include shirts with no offensive wording/graphic, holes, tears, or tattered appearance. Business casual attire is required for days in which a guest lecturer is expected. Appropriate lab attire scrubs and full coverage tennis shoes. shirts with no offensive wording/graphic, holes, tears, or tattered appearance; and closed-toed shoes, preferably athletic shoes. Cadaver dissection lab attire may include medical scrubs and/or lab coats. Students are expected to dress in a casual, yet professional manner for class.

In addition, students are expected to observe the following guidelines to present a professional appearance:

- Men and women must remove hats and sunglasses when indoors during any class, lab, or clinical activity.
- Excessive facial jewelry may be asked to be removed.
- Any clinic policies related to the covering of tattoos should be followed.
- Personal cleanliness is essential. Regular bathing, hair washing, and use of deodorant are part of personal cleanliness. The application of perfume, cologne, scented lotion, or body spray is not allowed because these fragrances may trigger an allergic response in some people.
- Long hair in men or women must be pulled back or neatly restrained so that it will not interfere with laboratory activities. Extreme hairstyles and/or distracting hair colors are unacceptable. Final determination of appropriate appearance of hair for any given clinical experience will be made by the faculty member responsible for each course. Beards and mustaches are permissible but should be kept neatly trimmed.
- Makeup may be worn, but excessive amounts should be avoided.
- Fingernails must be neatly manicured (not chipped) and kept short and clean, at a length that will not interfere with the duties of a pathologists' assistant (e.g., tearing gloves, manipulating specimens and laboratory tools).
- No chewing gum is allowed in the lab or clinical setting.
- Revealing clothing (e.g., tank tops, halter tops, midriffs, tube tops, swim tops, or any other low-cut top) is not permitted. Proper undergarments must be worn but should not be visible.
- The use of tobacco products is strictly prohibited on campus grounds as well as all

clinical settings.

- When in the clinical setting, students should wear university-issued name tags/IDs, and follow the clinic dress code.

Violation of dress code may result in professional probation.

Attendance

General: **Attendance is mandatory** in both classes and clinicals. The program must approve all missed classes/clinicals and it must not exceed 10% of the total days. The advisory committee and program director will decide if the student will be permitted to stay based on the reasons for exceeding 10% of the TOTAL education days per course.

The program director and professor of the class in question must be alerted to any absence. A Doctor's excuse must be provided in the case of a missed exam or lab. Only if an official Doctor's excuse is presented will the student be given a chance to make up the test/lab. If a Doctor's excuse is provided for a missed class the participation grade will not be affected; however, if the absence is unexcused, the participation grade will drop.

Zoom is available for students who find themselves in a situation needing a long-term removal from class (i.e. chronic illness or injury). To receive Zoom access, accommodations must be made with the Center for Student Success.

Pregnancy: If the student is or becomes pregnant, they may participate in the cadaver lab but needs to be cleared by their physician.

Extended Illness: Students who are absent due to an extended illness are required to bring the *Fitness for Duty-Return to Classroom and Clinical Courses* medical clearance form signed by their physician when they return to coursework. As changes to student health status occur (i.e., hospitalization, surgery, pregnancy, etc.), the student is required to inform the PA program Chair so that changes may be made to the health record. Full healthcare provider clearance is required. A student who appears ill for clinical may be asked by the preceptor to leave and consult a health care provider.

Inclement Weather: In the event of inclement weather the students will be notified by the university whether or not to come to classes that day. The safety and well-being of the student is our programs and the University's top priority and concern. Contact the faculty, staff, and clinical preceptors if there are any questions.

Violation of the attendance policy may result in professional probation.

Professional Probation

Students are expected to maintain professional behaviors and control of the affective domain as specified in the essential functions and handbook. Students who do not meet these standards will be subject to the following:

1. Notification by a faculty member with written or verbal warning. After the faculty member has warned the student, the professional behavior issue/s should be documented.
2. Should the professional behavior problem/s continue, the student will be required to meet with the faculty member and program director to discuss professional behavior expectations.

3. In the event the behaviors continue to persist, the student will be placed on professional probation. Students placed on professional probation must meet with the SCLS Chair and a designated faculty member to be informed on their status and outline a remediation plan.
4. Upon successful remediation, students will be removed from probation and restored to good standing.
5. If professional behavior problems begin again after the student has been removed from probation, they will automatically be placed back on probation and required to go before faculty to discuss their situation. At that time, the patterns in professional behavior will be discussed and a recommendation will be made whether to establish another round of remediation or dismiss the student from the program.

Students on professional probation at the end of the first year will not be permitted to begin the second year clinical experience on time and will be required to make up any time missed at the end of the second year.

Program Dismissal

Students may be dismissed from the program for reasons including, but not limited to:

- Failing to meet academic or professional behavior standards.
- Failing to meet the terms of their probation.
- Earning 2 course grades of “C.”
- Earning a grade of “D” or below in any course.
- Students who fail to achieve an average of 75% or higher on major exams or quizzes that assess knowledge of course content are subject to course failure, and subsequent dismissal.
- Demonstrating unsatisfactory clinical performance in a clinical education experience following remediation, or failing to follow through with his/her probation plan.
- Students may also be dismissed for non-academic reasons including consistent demonstration of unprofessional behaviors, evidence of academic dishonesty, violation of the university’s code of conduct, or conviction of a misdemeanor or felony offense. Such incidents must be documented in writing. In most cases, students dismissed for nonacademic reasons will have no opportunity for readmission.

Students dismissed from the program will be notified in writing by the SLCS Chair, as soon as the program dismissal threshold is reached.

Student Grievance, Complaint, and Right of Appeal Guidelines

The Pathologists’ Assistant program adheres to the formal complaint procedures for the University as outlined in the graduate handbook:

<https://www.andersonuniversity.edu/campus/complaint-procedure>

Students and other interested parties who have complaints regarding institutional policies and practices or who wish to request deviation or release from the requirements of university

programs or policies must submit written statements summarizing their concerns to the following offices:

1. Enrollment Management and Marketing- matters pertaining to admissions, financial aid, and Registrar functions and policies.
2. Academic Affairs- matters related to academic programs and policies
3. Student Development- matters related to student development programs and policies including residence life.
4. Administration- matters relating to food service, bookstore operations, physical facilities, and grounds, including buildings, programs, and policies.
5. Financial Operations- matters relating to financial and business operations
6. Athletics- matters relating to athletic programs and policies.

This policy requires the above offices to maintain records of complaints and how they are processed. Each office named above will maintain a “log” in each area recording names of complaints, date of complaints, the nature of complaints, and a supporting file reflecting actions taken in response to complaints. Each office must provide a simple written procedure statement that states the steps in the complaint process to each complaint.

The SC Commission for Higher Education responds to formal complaints against public, independent non-profit, and proprietary institutions of higher education in South Carolina. For complaint information, procedures, form and authorization contact the South Carolina Commission on Higher Education.

Academic Affairs and Licensing

1122 Lady Street, Suite 300, Columbia, SC 29201

Telephone (803) 737-2260; Fax (803) 737-2297; Web site www.che.sc.gov

The following are discipline-specific grievance processes followed in the graduate program:

Course/Clinical Grievance

Course/Clinical Grievances Issues/Concerns in a single course, such as the quality of instruction, fairness, and equity in awarding grades or evaluations, should use the following procedures:

1. If the issue(s) concerns a single course, the student should make contact with the course faculty (appointment, email, or phone), clinical faculty, and/or the course coordinator (as appropriate), provide a written explanation, and attempt to come to an amicable resolution. A written response will be given to the student within five working days.
2. If the issue cannot be settled at the course level, an appointment should be made to provide a written explanation and discuss the issue(s) with the PA program Chair. A written response will be given to the student within five working days.

Formal Complaint

The School of Clinical Laboratory Sciences (PA program) defines a formal complaint as a concern about a specific aspect of the PA program expressed by the individual affected and communicated in writing to the PA program chair and/or Dean, who has the authority to

respond. However, first, a student must initiate the course/clinical grievance with the specific course and/or clinical faculty and then proceed to the Program Chair for resolution prior to filing a formal complaint in writing to the Dean of the College of Clinical Laboratory Sciences (Health Professions). Once receiving a formal complaint, a written response will be given to the PA student within five working days.

Right of Appeal (AU)

The PA program adheres to the Anderson University Right of Appeal process as outlined in the Anderson University Academic Catalog <http://catalog.andersonuniversity.edu/index.php>. Student concerns or complaints are handled in a professional manner. Discussion and problem solving of issues should be based on facts. Resolutions should acknowledge the satisfaction of all parties but must maintain the integrity of the PA program. If the issue(s) cannot be resolved through the procedures described above in Course/Clinical Grievances, a formal complaint may be filed as described above in the section above titled Formal Complaint. In the current Anderson University Academic Catalog, the process is described and states that after addressing a formal complaint with the Dean of Clinical Laboratory Sciences (Health Professions), then a written appeal is submitted to the Office of the Provost. A response will be returned to the student within five working days. The Office of the Provost renders a final response.

In the PA program, issues/concerns related to deviations from the prescribed admission policies, progression policies, program of study, and graduation policies should be submitted to the PA Admission, Retention, and Graduation Subcommittee (PAS) This committee will comprise of the Program Chair, Medical Director, Clinical Coordinator and/or Dean.

PA Admission, Retention, and Graduation Subcommittee (PAS) Procedures

1. Requests to the Committee must be in writing and received no later than five (5) days prior to the scheduled Committee meeting. The committee chair will inform the student of the meeting date.
2. The student will receive a letter from the Committee regarding its decision.
3. The student's request and the Committee's decision will be placed in the student's academic file in the PA program.

Grade Appeals/Changes

1. If a student files an appeal within a course, it must be in writing, and the student may continue to progress while the appeal is in process until a resolution is determined.
2. An appeal must be filed within 30 days of the incident or end of course.
3. Each person to whom an appeal is made has five (5) working days in which to communicate the decision to the student.

Social Media

It is never appropriate to share comments, updates, or critiques regarding other students, patients, clinical agencies, or other aspects of the clinical experience on any public forum (e.g., Facebook, Twitter). Items, photos, and comments shared on these sites are available to the public, and any that are in direct violation of our values guided by Christian principles of love of God, neighbor, and self may result in disciplinary action (e.g., probation, suspension, and/or dismissal). It is the policy of the School of Clinical Laboratory Sciences that faculty and staff will not interact with students on social media sites.

For your convenience, below is a portion of the code of behavior from the student development and campus life portion of the Academic Catalog:

“Respect for others, by acting in a manner respectful of the rights and privileges of others and upholding that every member of the campus community, regardless of race, sex, age, disability, or religion, as the right to grow and learn in an atmosphere of respect and support.”

Violations of this policy are considered very serious because they not only reflect upon your character but reflect upon the PA program and the University, and individuals will be disciplined as appropriate. These social media sites (e.g., Facebook, Twitter, Snapchat, etc.) are not to be utilized to address items such as clinical concerns, clinical sites, or concerns with the nursing faculty or coursework at Anderson University. Direct violation of this policy may result in disciplinary action as listed above. (e.g., probation, suspension, and/or dismissal).

Occupational Health and Blood-borne Pathogens

Take care to prevent injuries when using:

- Needles, scalpels, and other sharp instruments or devices.
- When handling sharp instruments after procedures.
- When cleaning used instruments and when disposing of used needles.

Never recap used needles, manipulate them with both hands, or use any other technique that involves directing the point of a needle toward any part of the body. Instead, use either a one-handed scoop technique or a mechanical device designed for holding the needle sheath. Do not remove used needles from disposable syringes by hand, and do not bend, break, or manipulate used needles by hand. Place used disposable syringes and needles, scalpel blades, and other sharp items in appropriate puncture-resistant containers located as close as practical to the area in which the items were used. Place reusable syringes, scalpels, and needles in a puncture-resistant container for transport to the reprocessing area.

Student Occurrence

Any student involved in a clinical occurrence (e.g., needle stick, patient or student fall/injury, etc.) must adhere to the following protocol for reporting the occurrence:

1. Notify the clinical preceptor and/or faculty member as quickly as possible after the occurrence happens. The clinical preceptor and faculty will provide information on appropriate actions to be taken.
2. If exposure occurs, complete the Anderson University Exposure Incident Report

and provide a copy to the School of Nursing Graduate Chair and Anderson University Health Services.

3. Meet any facility policy regarding occurrences. [See Exposure Reporting](#). Any medical services provided to the PA student in a clinical facility will be billed against the health insurance of the student. Any financial obligations (e.g., copay, balance due) will be the sole responsibility of the student.

Vaccine/Immunization (Health Screen)

Before attending clinical experiences, students must provide documentation of current immunizations. [See Immunization form](#) in the admissions packet. Tuberculosis screening

–Students must complete an initial two-step PPD series, i.e., two tests administered one to three weeks apart. One-step PPD yearly screenings are required after that. If the student has a positive result, a chest x-ray no more than three (3) months prior to the first clinical experience is required. Students with prior positive PPD will need a clear chest x-ray within six (6) months of the first semester with updates every 3-5 years, depending on the level of exposure or risk.

Emergency Contact Policy

Students will be required to provide the PA program with the name and telephone number of someone close to the student who could be contacted in case of an emergency. Students should provide the PA Programs telephone number (864-622-6092) to family members who may need to contact the student in case of an emergency. Should this event occur, the student's location in class or clinical will be determined. The family will be contacted by the PA program and will then inform the student.

Health Insurance

Health insurance is required for all Anderson University Path A students throughout the program in order to participate in clinical courses. Students must show evidence of having insurance annually. Students are required to sign a statement indicating their understanding of maintaining personal health insurance at all times, and failure to do so will result in dismissal from the program. Students are personally liable for health/medical costs incurred while attending the University.

Drugs and Alcohol

Anderson University has a no tolerance policy with any illegal drugs. Random drug testing may be completed at any point during the program. A positive screening for anything that cannot be accounted for by prescription is grounds for expulsion from the Pathologists' Assistant Program. Any underage consumption of alcohol is prohibited and subject to expulsion. Any consumption of alcohol while participating in any university related activity will be reported to the program director for review.

Transportation

Students are required to provide their own transportation to clinical sites. Students are reminded that if they transport other classmates, they are assuming personal liability in the event of an accident.

Background Checks

In compliance with the affiliation agreements between Anderson University, the PA program, and practice facilities/agencies, a criminal background check is required for all PA students participating in clinical education/ learning experiences. The enforcement of this policy is in conjunction with the facilities'/agencies' compliance with Joint Commission on Accreditation of Healthcare Organizations(JCAHO) Standards that require criminal background checks on anyone providing care, treatment, or services.

The purpose of this policy is to:

1. Promote and protect patient/client safety;
2. Comply with clinical affiliates that may require a student and faculty background check as a condition of their contract;
3. Promote the adequate opportunity for the student to petition or review the convictions to continue in the nursing program; and,
4. Provide early identification of students who may have difficulty meeting eligibility for certification requirements.

Results of the criminal background checks will be made available to the Clinical Coordinator, the PA program Chair and the Dean of Health Professions by the designated agency/company selected to perform the criminal background check. The program Chair will make the results available to the individual student if requested. The program Chair or Clinical Coordinator will validate to the clinical facilities/agencies that the student has passed a criminal background check.

New students must complete the criminal background check, and the PA program must receive the results before starting the program. Part of the application process is a signed student acknowledgement that they do not have any criminal history that would disqualify them from clinical practice and/or licensure to the best of their knowledge. A background check that does show a record of criminal activity may prevent a student from enrolling and/or continuing in the nursing program.

A significant criminal background screen means a conviction for any matter (a) listed in the *Laws Governing Nursing in South Carolina*, published by the South Carolina Department of Labor, Licensing and Regulation, Board of Nursing, that would prohibit licensure; (b) noted by the program accrediting agency; and/or (c) identified by a clinical affiliate as unacceptable for clinical practice. The Graduate Nursing Chair and Chief Nursing Administrator have the discretion to require the applicant to provide an explanation for any item that is positive and may consult legal counsel if they feel the results would in any way hamper clinical relations.

All criminal background information will be kept in confidential electronic files by the investigating agency and archived for at least seven years. The PA program Chair and Clinical Coordinator will have access to these files. A copy of the criminal background check will be kept in a secured cabinet in the PA program.

If a student believes her/his background information is incorrect, she/he will have an opportunity to demonstrate the inaccuracy of the information to the investigating agency. The search of court records and documents is the responsibility of the student in question. The student will not be able to enroll in the nursing program until the matter is resolved.

What does the background check consist of?

- Criminal History Investigation (7 years)
- Sexual Offender Registry/Predator Registry
- Social Security Number Verification
- Positive Identification National Locator with Previous Address
- Maiden/AKA Name Search
- Medicare/Medicaid Sanctioned, Excluded Individuals Report
- Office of Research Integrity (ORI) Search
- Office of Regulatory Affairs (ORA) Search
- FDA Debarment Check
- National Wants & Warrants Submission
- Investigative Application Review (by Licensed Investigator)
- National Healthcare Data Bank (NHDB) Sanction Report
- Misconduct Registry Search
- Executive Order 13224 Terrorism Sanctions Regulations
- Employment Verification (3 most recent employers)

Confidentiality, Security, and HIPAA

The faculty and staff of Anderson University School of Clinical Laboratory Sciences recognize the importance of protecting the private and confidential information regarding clients, their families, employees, staff, and peers, as well as the operation(s) of agencies within which the faculty and students practice.

It is the legal and ethical responsibility of every faculty member and student to maintain and abide by laws relative to privacy, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA) guidelines. This policy includes materials discussed in both the classroom, simulation lab, and clinical settings. Information pertinent to clients may be relayed only to those individuals who have the authority to have that information. All information pertaining to clients is confidential, regardless of form (verbal, hard copy, film, or computerized form). Unauthorized access, use, or disclosure is illegal.

The faculty and students agree to:

- Follow the HIPAA guidelines.
- Read, understand, and follow confidentiality and privacy policies in each clinical experience. Policies vary from health care agency to agency; student and faculty are responsible for reviewing them at the beginning of every clinical experience;
- Protect the confidentiality of clients, families, employees, peers, and agency at all times;
- Access, use, or share confidential information only as it is essential and allowed by law;
- Never release protected health information to any unidentified source; know the person you are talking to;
- Never talk about clients in public; never discuss confidential information where other clients, visitors, or other employees might overhear, including elevators, dining facilities, and telephones;
- Never leave client records or information where unauthorized persons might see them;
- Never copy information nor remove any part of the client's record from the agency;
- Never use client's names. Safeguards that exist to protect client data include institutional systems of passwords that identify users and their access to privileges in the computer system. The ability to use an electronic signature is a privilege that is granted in accordance with agency policies. It is not a right to have passwords and computer access.

Data Security

Faculty and students agree:

- Never lend or share his or her password with anyone else;
- Never use another individual's login, ID, or password;
- To report breaches or suspected breaches of security to appropriate agency authority immediately;
- To realize that email is not private or secure and therefore does not communicate information via this system.

HIPAA for Student Records

In compliance with HIPAA regulations and privacy of health information, students' health information submitted to the PA program as a requirement for enrollment and participation in clinical learning experiences will be secured in the individual student's records in locked cabinets or in a secure online repository such as eValue.

The Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule provides a Federal law to protect privacy and confidentiality by preventing a release of an individual's (client's) individually identifiable health information (i.e., the information in a medical record).

The faculty of the PA program at Anderson University recognizes the importance of protecting health information and understands the responsibility to educate the students as to the requirements of the Health Insurance Portability And Accountability Act of 1996 (HIPAA). HIPAA protects all health care information generated by a healthcare provider, health plan, or facility. This information is protected whether it is verbal, written, or electronic. The following information is a description of the HIPAA guidelines as they

apply to students and faculty.

A PA student who has access to individually identifiable health information must complete HIPAA Privacy Rule training. Typically, this Privacy Rule training must be completed prior to the student beginning clinical. Records of the training sessions are maintained in the School of Clinical laboratory sciences. PA students may view individually identifiable health information for treatment purposes ONLY. In other words, Anderson University graduate students must be involved in the care of the client to view a client's individually identifiable health information (i.e., the contents of a medical record).

Individually identifiable health information may be stored in a variety of formats, including paper, electronic (computers), video, audio, and photographs. Regardless of the format, all individually identifiable health information must be protected. Under no circumstances should any of this information be copied and/or removed from the clinical agency.

Student Records

Student records will be maintained in secure electronic databases, and certain documents may be left in a secure physical location for accreditation purposes. The Enrollment Coordinator will keep documents related to admissions, such as transcripts and application materials. The PA program's policy is based on three record-keeping processes. These are:

- Active student records
- Graduated student records – A file will be kept in the secure electronic database pertaining to the prior academic processing and progress notes, the academic success of the student, student health records, and materials noting the eligibility for taking board certification exam. These records will be kept for three years after graduation and then moved to a secured storage environment
- Dismissed/withdrawn student records – A file will be kept in the secure electronic database pertaining to the student's academic progress, academic advising and progress notes, and the rationale and grievance process noted in the student being dismissed from the PA program.

The individuals having access to these files include administration, faculty, and staff serving in the PA program. If the student files a verbal or written request to obtain any of his/her academic records, the university process of sharing the records will be implemented.

Student Fees

The Pathologists' Assistant Program is 80 credit hours. See the course catalog and Financial Aid for more information.

Financial Aid may be available for Masters and Doctoral students, but federal financial aid is not available for post-graduate certificate programs.

Student Representatives

Each cohort will vote for up to four class members to become student representatives for that class. Representatives must maintain a 3.0 or higher GPA, receive no professional warnings, and maintain a positive attitude and demeanor with others in the cohort, as well as the faculty and staff of the program. In the event a representative must be released of the position, a new member can be elected if the class sees fit to do so.

Representatives will be involved with many tasks representing the AU Pathologists' Assistant program, including, but not limited to student interviews, Bearwood campus tours, virtual information sessions, new student orientation, cohort service projects, local outreach events (AU Science Club, i.e.), etc.

University Policies

Please refer to the AU website for Anderson Central:

<https://andersonuniversity.edu/resources/central> for any administrative questions.

Campus Information

Thrift Library: <https://andersonuniversity.edu/academics/thrift-library>

Center for Student Success: <https://andersonuniversity.edu/resources/student-success>

Campus Safety: <https://andersonuniversity.edu/campus-life/campus-safety>

Thrive Wellness Center: <https://andersonuniversity.edu/campus-life/thrive-wellness/about>

Counseling Center: <https://andersonuniversity.edu/campus-life/thrive-wellness/counseling-center>

Registrar: <https://andersonuniversity.edu/academics/registrar>

Student Memberships

- American Association of Pathologists' Assistants (AAPA)
<https://www.pathassist.org/>
Free membership for students. Innumerable resources for students and PAs alike.
- American Society for Clinical Pathology (ASCP)
<https://www.ascp.org>
Free membership for students. Innumerable resources for students and PAs alike. The PA certification exam is taken through ASCP.

Immunization Form

**This form must be completed and signed by a physician, physician assistant, or advanced practice registered nurse (NP). You must include titer results where applicable and may include other supporting immunization documentation.*

Name _____ Date _____

Immunization	Dates	Dates	Dates	Dates
	Dose 1	Dose 2	Dose 3	
Tdap (DPT series and TD/Tdap booster in last 10 years)				Required Tdap
Meningococcal Vaccine (1 dose) Strongly recommended but not required		NA	NA	NA
Varicella (2 doses) *1			NA	NA
MMR (2 doses) *2,3			NA	NA
Flu Vaccine Attach most recent documentation		NA	NA	NA

*1 Evidence of immunity required. Varicella titer date _____ (attach lab report). If no evidence of immunity, 2 doses of Varicella required. *2 If born after 1957, >1 MMR after 1980 is required. *3 If no documentation of MMR, complete the following:

	Dates	Dates	Dates	Dates
	Dose 1	Dose 2	Dose 3	Booster
Measles				
Mumps				
Rubella *4				

*4 If no documentation of Rubella immunization, complete Rubella titer (attach lab report).

	Dates	Dates	Dates
	Dose 1	Dose 2	Dose 3 (4-6 months after Dose 1)
Hepatitis B (the series must be started at least prior to the first clinical day)*5			

*5 If no documentation of Hepatitis B immunization, complete Hepatitis B titer (attach lab report). Note: Students who are pregnant or lactating should postpone Hepatitis B vaccination until completion of pregnancy or lactation.

Signature of Physician, Physician Assistant, or Nurse Practitioner

Date

Exposure Incident Report

Student: _____ Date Completed: _____

Date of Exposure/Incident: _____ Time of Exposure/Incident: _____

Where did the exposure/incident occur? _____

Describe the task you were performing at the time of exposure/incident? _____

What was the nature of the exposure/incident? _____

List the part of the body that was exposed? _____

Did the foreign object penetrate your body? _____ Yes _____ No

If yes, what was the exposure? _____

Was any liquid injected into your body? _____ Yes _____ No

If yes, what was the liquid? _____

Were you wearing personal protective equipment at the time of exposure? _____ Yes _____ No

If yes, what type were you wearing? _____

Did you receive medical treatment? _____ Yes _____ No

If yes, where? _____

Date: _____ Doctor's name providing treatment: _____

Additional Information about the incident: _____

Student Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

A copy must be provided to the School of Nursing Graduate Chair and Anderson University Health Services

Pathologists' Assistant Student Acknowledgement of Policies and Expectations

I have read and understand the Anderson University School of Clinical Laboratory Sciences PA Student Handbook and I agree to abide by the terms therein.

In the event there are policies in the PA student Handbook that differ from the Anderson University Academic Catalog, the policies in the PA student Handbook will supersede.

If any updates or changes are made to the PA student Student Handbook for my academic year I understand I will be held responsible to those updated policies and procedures as well.

Student's Full Name (please print)

AU ID Number

Student Signature

Date