



ANDERSON
UNIVERSITY

**School of Clinical
Laboratory Sciences**

**Pathologists' Assistant Program
Student Handbook
2023-2024**

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Introduction

Welcome to Anderson University's School of Clinical Laboratory Sciences!

Congratulations! You are now entering your PA journey and have, no doubt, worked very hard to achieve this. Welcome to Anderson University Pathologists' Assistant Program. We are dedicated to offering an outstanding clinical training experience in a friendly and supportive atmosphere. You will go on to achieve success and become a leader in the specialty of Pathology!

This student handbook is intended to provide you with needed information on curriculum, clinical sites, expectations, and resources for a successful tenure here at AU! The faculty, staff, and myself are here to support and help you in any way we can. We care about you and want you to succeed. Please don't hesitate to reach out to us with any questions or concerns. Thank you for reading this handbook, it is intended to be helpful. I look forward to getting to know you!

Sincerely,

Derek Nelson, MSBS, MLS PA(ASCP)CM
Director of Pathologists' Assistant Program

About Anderson University

Anderson University was one of the first institutions of higher learning for women in the United States. The Johnson Female Seminary, which opened in 1848, was founded by the Reverend William B. Johnson, a Baptist minister and first president of the South Carolina Baptist Convention. Unfortunately, the school founded by Rev. Johnson was forced to close during the Civil War and did not reopen. In 1910, a group of Anderson residents who wanted an institution of higher learning in their city, offered 32 acres of land and \$100,000 to the South Carolina Baptist Convention. The convention nominated a group of trustees, and Anderson College was granted a charter in 1911 by the South Carolina General Assembly. The College opened its doors in 1912 and operated as a four-year college for women until 1930. Due to economic conditions at that time which limited the affordability of a college education, the institution transitioned to a junior college and subsequently became coeducational.

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.

In December 1989, the Board of Trust voted to return the College to its former status as a four-year institution, beginning in the fall of 1991. This decision was affirmed by a unanimous vote of the General Board of the South Carolina Baptist Convention. In the spring of 2005, Anderson's Board of Trust again voted to transition the institution from a college to a university designation to reflect the addition of graduate programs and the reorganization of academic divisions into colleges. On January 1, 2006, Anderson College officially became known as Anderson University.

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Notice of Non-Discrimination

Anderson University does not illegally 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:

Dr. L. Diane King

Associate Vice President for Student Development/Dean of Student Success/Title IX Administrator

Thrift Library, Office 203

316 Boulevard, Anderson, SC 29621

(864) 231-2036

ldking@andersonuniversity.edu

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>

What is a Pathologist's Assistant?

A Pathologists' Assistant (PA) is a highly trained, certified allied healthcare professional who is qualified by academic and practical training to provide various services in anatomic pathology under the direction and supervision of a licensed, Board Certified or Board Eligible Anatomic Pathologist. Pathologists' Assistants are academically and practically trained to provide accurate and timely processing of a variety of laboratory specimens, including comprehensive macroscopic examination and evaluation of all surgical pathological specimens. Pathologists' Assistants also perform postmortem examinations

including prosecution, assisting the Pathologist with rendering the provisional anatomic diagnosis, composing the clinical history, recording the macroscopic anatomic findings, and submitting tissue sections for microscopic examination. Pathologists' Assistants play a critical role in the delivery of healthcare services in both surgical pathology and autopsy pathology. They are key partners in assisting the Pathologist to arrive at a pathologic diagnosis, but it is the sole responsibility of the Pathologist to render a diagnosis. Pathologists' Assistants often are responsible for the organization and efficient and effective operation of the surgical pathology suite and the anatomic pathology service. This may comprise personnel management including supervising accessioners, lab aides, grossing technicians, and transcriptionists in the surgical pathology suite and autopsy technicians/morgue assistants in the autopsy room; writing and reviewing surgical pathology and autopsy procedures; inventory control; laboratory operations such as quality assurance, quality control, accreditation inspection preparation, and budgeting; and in the academic setting, supervision of learners (e.g., pathologists' assistant students, medical students, post-sophomore fellows, and residents) and providing shadowing experiences to prospective Pathologists' Assistants, and college or high school students interested in healthcare.

Program Description

The program will begin in August of each year and will last for a total of 24 months, be full-time, and consist of 80 credit hours. A Master of Medical Science in Pathologist Assistant Studies degree will be granted. The class schedule will be divided into fall, spring, and summer semesters. The first fall semester will consist of human anatomy, medical terminology, and human physiology. The first spring semester entails Human histology and histotechnology, embryology and genetics, and general pathology. Surgical and autopsy techniques and systemic pathology will be taught in the first summer semester. The second year will be primarily practical rotations at our affiliated clinical sites, review, and coursework that includes microbiology and immunology, lab management and curriculum development and leadership.

Essential Functions (Technical Standards)

Anderson University and the Pathologists' Assistant Program requires students to possess more characteristics than the ability to learn, integrate, and analyze information. The program necessitates the student to possess all of the following skills and 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. They need the skills of coordination, fine and gross motor skills, and equilibrium. The student must perform independent motor skills when grossing specimens and doing autopsies. The student should be able to lift, bend, walk, stand, 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 applicant 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 and as part of a team.

Program Objectives

The student will be competent in the following areas after completion of the program.

1)Surgical pathology:

- a. Exhibit ability to prepare, describe, dissect, and submit surgical tissue specimens
- b. Identify and collect pertinent patient history including scans and x-rays.
- c. Ability to describe tissue accurately and identification of pathological entities while submitting appropriate sections for pathologist review
- d. Understanding of special studies and how to submit tissue including biorepository specimens, immunofluorescence, cytogenetics, frozen sections, electron microscopy, microbiology, or flow cytometry
- e. Ability to photograph specimens and slides
- f. Capable of maintaining surgical pathology procedures, reports, data, protocols, assistance in coding and billing
- g. Maintain cleanliness of the laboratory, maintenance of equipment, and adequate supply list

2) Autopsy pathology

- a. Acquire appropriate legal documentation for autopsy and ability to collect, review, and communicate the medical history and pertinent information to the head pathologist.

- a. Check with pathologist to ensure any special equipment needed at time of autopsy
- b. Notify all required parties before the autopsy and handle the potential special requests
- c. Perform the external examination, in situ organ examination, evisceration, dissection, dictation/recording of data, and selection of appropriate tissue for pathologist analysis
- d. Perform special procedures and obtain body fluids for special studies
- e. Photograph the organs, body, and slides
- f. Preparation for the release of body and collection of information to begin the preliminary anatomic diagnosis with assistance from the pathologist
- g. Maintenance of autopsy suite, supplies, and equipment

Program Mission Statement

The Anderson University Pathologists' Assistant program desires to transform students into capable, competent, educated, and hard-working clinicians who make a positive difference on the profession and patient care and are well-respected within the community by partaking in rigorous academic courses and having practical exposure with hands-on training.

Program Goals

The program requires the students to complete and pass the required coursework, pass the clinical rotations, graduate from the program, and become a pathologists' assistant by passing the ASCP-BOC exam and entering the workforce.

1. Students will have entry level competencies in surgical pathology, autopsy pathology, and administrative duties.
2. Students will have basic knowledge of anatomy, microanatomy, 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.
3. Students will be able to communicate effectively as a mid-level clinician with fellow coworkers, doctors, nurses, and technicians verbally and in writing.
4. Students will be able to think critically and problem solve while utilizing their education in professional settings.
5. Students will display moral and ethical consideration and kindness to others
6. Students will be capable of educating others in a clinical setting and able to differentiate different learning styles and teaching methods
7. Students will understand the components of a lab, principles of supervision and administration, and importance of quality assurance and quality improvement.

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 prospect hospital autopsy cases and assist in non-criminal cases.

The length of the program will be 24 months and consist of six semesters (Fall, Spring, and Summer). There is a single track. The course sequencing is created to have comparable credit hour semesters with the building block cases introduced first and progressing to the advanced courses. A majority of the courses will be taken prior to the second year, where they start their clinical rotations.

Course sequencing is as follows:

Year 1: Semester Fall	Hours	Year 1: Semester: Spring	Hours
PATH 500 Anatomy	8	PATH 510 Histology and Histotechnology	4
PATH 505 Medical Terminology	1		
PATH 512 Human Physiology	4	PATH 514 Genetics and Embryology	4
PATH 601 Lab Management	2	PATH 518 General Pathology	7
		PATH 516 Microbiology & Immunology	4
Semester hours	15	Semester hours	19

Year 1: Semester Summer		Hours	Year 2: Semester: Fall		Hours
	PATH 550 Surgical and Autopsy Techniques	8		PATH 650 Practicum 1	8
	PATH 520 Systemic Pathology	7		PATH 620 Review 1	1
	PATH 602 Curriculum Development and Leadership	4			
	Semester hours	17		Semester hours	9
Year 2: Semester Spring		Hours	Year 2: Semester 2: Summer		Hours
	PATH 651 Practicum 2	8		PATH 652 Practicum	8
	PATH 621 Review 2	1		PATH 622 Review	2
	Semester hours	9		Semester hours	10
				Total Credits	80

Accreditation

The Pathologists' Assistant program at Anderson University is currently in the process of finishing the National Accrediting Agency of Clinical Laboratory Sciences (NAACLS) initial application, which will allow us to complete the self-study report. After the review and acceptance of the self-study report NAACLS will grant the University "serious applicant status". Serious applicant status will grant the inaugural class to sit for their national board exam through the American Society for Clinical Pathology (ASCP). The students will be kept up to date as we go through the final accreditation process.

Contact Information:

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
 5600 N. River Rd, Suite 720 Rosemont IL 60018-5119
 ph: 773.714.8880; fx: 773.714.8886
 info@naaccls.org

Anderson University Academic Policies

Academic policies that apply to all Anderson University students are found in the Anderson University Academic Catalog, accessible online at <http://catalog.andersonuniversity.edu/index.php>. The policies in this Pathologists' Assistant Handbook supersede the Anderson University Academic Catalog in areas where policies are different.

Pathology Assistant's Program Policies

These policies are specific to the Pathologists' Assistant program and may differ from the University Policies. The student is held for progression in the Pathologists' Assistant (PA) program (School of Clinical Laboratory Science) to these policies.

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 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, for eligible students, 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.*

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. An objective of this program is to prepare graduates to enter a variety of employment settings. These employment settings require a broad spectrum of mental and physical demands on the PA.

The stated mission of the nursing program at Anderson University is to be Christ-centered, people-focused, student-oriented, quality-driven, and future-directed in preparing qualified persons to serve a diverse population through the holistic profession of Pathology. Potential PA's are expected to complete all the academic and clinical requirements of the graduate program in the PA program before they are eligible to graduate and/or test with a national credentialing agency such as the American Society for Clinical Pathology (ASCP). The purpose of this document is to define the cognitive, affective, and psychomotor skills that are essential to the completion of this program and to perform safely as a competent PA.

Americans with Disabilities Act ("ADA") Guidelines

Definitions: Title III of the Americans with Disabilities Act provides comprehensive civil rights protections for "qualified individuals with disabilities." An "individual with a disability" is a person who:

- Has a physical or mental impairment that substantially limits a "major life activity"
- Has a record of such an impairment
- Is regarded as having such an impairment.

Federal regulations state that "physical or mental impairments" include but are not limited to "such contagious and non-contagious diseases and conditions as orthopedic, visual, speech, and hearing impairments; cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, specific learning disabilities, HIV disease (whether symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism."

"Major life activities" include functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, eating, standing, lifting/bending, thinking, concentrating, reading, communicating, sleeping, and working. "Major life activities" also include "major bodily functions," which include, without limitation, functions of the immune system; digestive, bladder and bowel functions; respiratory and circulatory functions; reproductive functions; cell growth; neurological and brain functions; and endocrine functions. Individuals who currently engage in the illegal use of drugs are not protected by the ADA when an action is taken on the basis of the recurrent illegal use of drugs.

"Qualified" individuals are defined as follows:

- A "qualified" individual with a disability is one who meets the essential eligibility requirements of the program or activity offered.
- The "essential eligibility requirements" will depend on the type of service or activity involved.

Progression & Dismissal

Graduate Academic Standards (MSPA 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.

Grades of "C" or Below

In addition to meeting the 3.0 GPA requirement for graduation, graduate students must have no more than one (1) grade of "C" in the entire graduate work. Students earning a grade of "C" will receive an academic warning from the Program Chair or an academic probation notice from the Provost's office based on the cumulative GPA. A student cannot earn a grade of a "C" or below in a major didactic course (PATH 500, 512, 510, 514, 516, 518, 550, 520).

Academic Warning

A student will be placed on academic warning upon receiving a grade of "C" while maintaining a cumulative GPA of 3.0 or greater. Good Academic Standing is separate from the Financial Aid policy of Satisfactory Academic Progress (SAP). Good academic standing is reviewed three times per year at the close of each academic semester: fall, spring, and summer. Questions concerning SAP and financial aid eligibility should be directed to and addressed by the Financial Aid Office. Please refer to the graduate catalog for any clarification.

Academic Probation

Academic probation occurs when the cumulative grade point average is below 3.0 (not in good standing). To improve the academic standing of a student with unsatisfactory academic progress, the PA program and faculty may specify conditions with which a student must comply to be able to register for subsequent semesters. Specifications may include additional courses, a change in total semester hours, the attainment of a specific semester grade point average, and/or a suggestion of counseling. Students who do not achieve a GPA of 3.0 within the following two semesters after being placed on academic probation will be academically dismissed. Academic probations are reported to the Registrar's office.

Academic Dismissal

Students earning a second grade of "C" or below in a concurrent or subsequent course will be academically dismissed (not in good standing) but are eligible to apply for readmission to the program with the next cohort. Students earning an initial grade of "D," "F," or "Unsatisfactory" will receive an academic dismissal (not in good standing) 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 the student 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 School.
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 “not in good standing” due to grades 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 PathA Academic and Professional Standards Committee 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 start the program from the beginning and will retake all courses if readmitted.
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 graduate nursing program.

7. All new or changed policies in place at the time of readmission/admission will apply.

Withdrawal Procedures

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

For seated courses, If a student consecutively misses 25% of class meetings, the instructor will assign an Administrative Withdrawal with a grade of WP (withdrawn passing) or WF (withdrawn failing). You will also be dismissed from the program.

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. See Academic Policies in the AU Catalog for more details.

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.

Vaccine/Immunization (Health Screen)

Before attending clinical experiences, students must provide documentation of current immunizations. See Immunization form on the last few pages of this document.

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. At this time we do not require the COVID-19 vaccine, however, vaccine requirements (COVID-19) may be required by the clinical site and all students are required to follow the preceptor sites policies and procedures. Any deviation/exemptions must be documented and communicated with the clinical site.

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.

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. 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 Integrity

Students and faculty at Anderson University are expected to conduct themselves with integrity and to be honest and forthright in their academic endeavors. Just as academic honesty is vitally important to the value of college education, academic dishonesty is a serious offense because it diminishes the quality of academic scholarship and defrauds other students, faculty, the institution, and society.

By enrolling at Anderson University, students agree to uphold the standards of academic honesty and integrity described in Anderson University's Catalog. Students commit to refrain from all forms of academic dishonesty and, by their example, promote the ideals of honesty, responsibility, trust, fairness, and respect that are central to Anderson University's mission and values.

Students are expected to adhere to the following honor code pledge in all academic activities. "In keeping with Anderson University's ethical standards of academic integrity and institutional values guided by its Christian mission, on my honor, I pledge that I have not given, received, and/or witnessed any unauthorized assistance on this work." Refer to the Graduate Catalog for the Academic Integrity Policy.

Academic Dishonesty Additions for the graduate PAPProgram

Academic misconduct is very serious. 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 clinical documents, including but not limited to, the number of patients seen, or hours spent at the clinical site
- Duplicating and disbursing in any format copyrighted national certification exam questions or any exams, quizzes utilized by the nursing program
- Sharing or discussing information or details regarding simulation scenarios/clinical experiences that represent a HIPAA violation

Student Grievance, Complaint, & Right of Appeal Guidelines

The graduate nursing 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, [please click here](#).

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 (SCLS)

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 (SCLS)

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 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 the College 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 PathA Academic & Professional Committee. This committee will comprise of the Program Chair, Medical Director, Clinical Coordinator (addition faculty).

PathA Academic & Professional Committee 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.

Graduation

Application for Graduation:

Students nearing completion of their degree must complete an Application for Graduate Studies Graduation. Applications are accepted in the fall for spring

graduation and in the spring for summer and fall graduation. Deadlines for application are set by the University Registrar and distributed to students. Failure to meet the stated deadline may result in a delay in the time of graduation. Students must complete the Application for Graduate Studies Graduation during the application window. The application and all supporting documents will then be reviewed by the University Registrar, and a degree audit will be performed. Official degree audits are sent to the student's Anderson University email account. All students applying for spring and fall graduation are expected to participate in the commencement ceremony at the end of the semester. The graduation application fee can be found in the graduate catalog. Per NAACLS standards, granting of the degree is not contingent upon passing an external certification or licensure exam (ASCP-BOC).

Graduation Expectations

Graduates are expected to be on time, dressed appropriately in the correct regalia, and maintain decorum during the ceremony. During ceremonial proceedings, family, friends, significant others, and children are expected to remain in the audience and are not permitted in the student section or to walk across the stage with the graduate. Caps, gowns, and hoods are available through the University Bookstore.

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 SCLS 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 SCLS 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 & 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 SCLS Program 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.

Inclement Weather

In the event of inclement weather, class cancellations, or any other emergencies via the rave mobile alert system and 25 live app. The safety and well being of the student is the PA program and the University's top priority and concern. Contact the faculty, staff, and clinical preceptors if there are any questions. During clinical rotations please contact your site supervisor if you should attend or not. Please use your discretion and never put yourself in any unsafe conditions/situations.

Attendance & Sickness

Sickness

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.

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. [See Fitness for Duty-Return](#). A student who appears ill for clinical use may be asked by the preceptor to leave and consult a health care provider.

Health Insurance

Health insurance is required for all Anderson University nursing students throughout the PA 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.

Personal Appearance & Professionalism

Dress should be professional and adhere to the policies of the agency. Please refer to your agency/clinical site policy.

Jewelry: Only the following jewelry may be worn:

- a. Smooth wedding bands with no stones
- b. One pair of small stud style earrings - silver, gold or white. Only one earring per ear should be worn and size should not exceed 8mm. No dangle or loop earrings with stones may be worn. No other visible piercings are permitted

- c. Medic Alert necklace or bracelet
- d. No oral jewelry allowed
- e. Body Tattoos or other Facial Jewelry: All body tattoos and other facial jewelry must be concealed or covered

Personal Hygiene:

Personal cleanliness is a prerequisite for client care. Regular bathing, hair washing, and use of deodorant are part of personal cleanliness. Perfume, cologne, scented lotion, or body spray is not allowed.

Hair:

Hair must be neat at all times. Long hair must be pulled back or neatly restrained. Extreme hairstyles and/or colors are to be avoided. Devices used to restrain the hair are to be unobtrusive and of color consistent with the hair color. Hair color is to be typical occurring naturally in humans, i.e. black, brown, blonde, natural shades of red and gray. The 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 should be kept trim and neat.

Makeup:

Makeup may be worn. It should be adequate to look attractive, but not so much as to attract attention.

Fingernails:

Nails should be kept clean and short enough to avoid scratching the patient. They should be even with the end of the fingers. No artificial nails, acrylic nails, or gel nails are allowed. Only clear, unchipped nail polish is allowed.

Smoking:

Anderson University is a smoke-free, tobacco-free campus. The use of tobacco products is prohibited on campus grounds. Smoking is not permitted while in student uniform/professional dress before or during any clinical/laboratory activity. Should the odor of tobacco be detected by the faculty or clinical facilitator, the student will be asked to leave, and the student will receive an unexcused absence for that day.

Clinical sites:

Clinical sites have the right to send a student home, if the student is not dressed and groomed according to the facility's policies. Students will be expected to make up that time.

Transportation

Students are required to provide their own transportation to clinical agencies. 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 (CBC) 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 PA program.
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 and the PA program Chair 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 PA program.

<https://catch.sled.sc.gov/>

Confidentiality, Security, & HIPAA

The faculty and staff of Anderson University School of SCLS 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 location, and certain documents may be left in a secure physical location for accreditation purposes. The admissions department will keep documents related to admissions, such as transcripts and application materials. The PA program's policy is based on three record-keeping processes:

- Active student records
- Graduated student records
 - A file will be kept in the secure electronic location 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.

Faculty

Program Director: Derek Nelson, MSBS, MLS PA (ASCP)cm

Medical Director: Dr. Julie Robinson, MD

Education Coordinator: Amy Nelson, MS, PA-C

Assistant Professor: Hannah Reilly, MS, MLS PA (ASCP)cm

Human Dissection Laboratory

The human cadaver dissection lab contains multiple dissection tables and a cooler with racks for specimen storage. Anderson University generally has nine cadavers available for teaching purposes. Both graduates and undergraduates are able to utilize this resource. The SCLS also has the Anatomage Table that is capable of full dissection electronically. This digital table also has the ability to add exams/quizzes, enriching the students' learning experience.

Financial Aid

Making a college education affordable and accessible is a vital part of our mission at Anderson University. There are many different sources of financial aid available to qualified students.

Deadline for application for financial aid for enrolled students is July 15th of each year. The student is responsible for obtaining adequate funds. Funds may be obtained in the form of a Stafford Loan or alternative loan. See the office of financial aid for details.

Student Fees

The Pathologists' Assistant Program is 80 credit hours (\$875per credit hour). See the course catalog and Financial Aid for more information.

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.

Forms

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) <i>Strongly recommended but not required</i>		NA	NA	NA
Varicella (2 doses) *1			NA	NA
MMR (2 doses) *2,3			NA	NA
Flu Vaccine <i>Attach most recent documentation</i>		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 (<i>the series must be started at least prior to the first clinical day</i>) *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 _____

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

Student Information Form

Student Name _____
Address _____
City, State and Zip _____
Email _____
Phone number _____

Emergency Contact Information

Name _____
Address _____
City, State and Zip _____
Email _____
Phone number _____
Relationship _____

Student Health Insurance Information

Student health insurance company _____
Name of Subscriber _____ Group Number _____
Policy Number _____

Student signature confirms agreement to pay for personal health care costs not covered by insurance. By signing below you agree that failure to maintain your personal health insurance coverage will result in dismissal from your AU graduate program.

Student Signature

Date

**SCHOOL OF CLINICAL LABORATORY SCIENCES
CONSENT TO BE PHOTOGRAPHED OR RECORDED**

I, _____ agree to allow faculty and/or students from the SCLS at Anderson University to photograph, videotape, or audiotape me during my participation in educational or research activities. I hereby grant permission for these photos or recordings to be used in the following manner, provided no personal information accompanies these images:

_____ For teaching purposes in the classroom or laboratory setting

_____ In publications (textbooks or journal articles) authored by Anderson University faculty or students

_____ For marketing purposes on the School's web page or in other promotional materials

Print Name

Signature

Date

**SCHOOL OF CLINICAL LABORATORY SCIENCES
ACKNOWLEDGEMENT OF PROGRAM'S ACCREDITATION STATUS**

I, _____ do hereby acknowledge that the PathA program at Anderson University is not fully accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). The program director and faculty have given me written and verbal information and status of the accreditation process. The program has applied for "Initial Accreditation," and NAACLS on December 2022 and has been accepted. Once the initial application is accepted the program will send in the self-study report and the program is expected to gain "serious applicant status" before the graduation of the first class (Fall 2024) and has a set due date for April 1st, 2024. Furthermore, I understand that I may be asked to meet (along with other students) with representatives from NAACLS during the University's scheduled site visit TBD. The purpose of this visit is to verify program information that will be submitted to NAACLS by the University in the form of a Self-study Report. I understand that I will not be required to participate in this interview process if I do not wish to do so. Student information is reported to NAACLS on an aggregate basis; no personal, identifiable student information or records will be shared without my prior consent.

Print Name

Date

Sign Name

Anderson University
School of Clinical Laboratory Sciences
COVID-19 Vaccine Acknowledgement and Waiver

Semester/Year _____

I, _____, an AU School of _____ Student, understand and acknowledge the requirements and risks of completing labs, clinicals, and similar programs as a result of the COVID-19 Pandemic. I further understand that a failure to complete these prerequisite requirements may delay my advancement in and graduation from the program.

I understand that pursuant to federal law and internal policies, clinical sites may require students participating in clinical education experiences to be vaccinated against COVID-19 and work in COVID-19 units. Nursing education programs are mandated by boards of nursing as well as accreditors to provide students with a required number of specific clinical experiences. They are not obligated to provide substitute or alternate clinical experiences based on a student's request or vaccine preference. Just as the nursing education program and/or clinical facilities require other vaccines, the facilities have the option to mandate the COVID-19 vaccine. Boards of nursing have no obligation to waive their current rules/regulations about clinical experiences for unvaccinated students. Certain sites may also refuse to allow any exemptions for a student's medical or religious reasons. Further, clinical sites are limited in number and there is no guarantee that an unvaccinated individual will be able to be placed at a clinical site. Please understand this is not a requirement of Anderson University, but of the medical facility, and the University has no ability to control the policies established by the medical facility.

LACKNOWLEDGE THAT IN THE EVENT A MEDICAL FACILITY REQUIRES A COVID-19 OR OTHER VACCINATION. AND I REFUSE TO COMPLY. I MAY NOT BE ABLE TO BE PLACED INTO A CLINICAL EDUCATION SITE FOR COMPLETION OF THE PREREQUISITE REQUIREMENTS. THIS MAY RESULT IN A DELAY WITH MY ADVANCEMENT IN OR GRADUATION FROM THE PROGRAM WITH NO REFUND OF FEES OR COSTS. I FURTHER ACKNOWLEDGE AND AGREE THAT ANDERSON UNIVERSITY HAS NO CONTROL OVER THE POLICIES OF A MEDICAL FACILITY AND THAT NEITHER I NOR MY PARENT OR GUARDIAN WILL MAKE ANY DEMANDS OR EXPRESS ANY DISPLEASURE WITH THE UNIVERSITY AND/OR ANY OF ITS CLINICAL PATRNER PROVIDERS OVER THESE ISSUES.

I ALSO UNDERSTAND THAT ANDERSON UNIVERSITY CANNOT GUARANTEE MY SAFETY FROM COVID-19 OR MY GRADUATION ON TIME. IF I CHOOSE TO PARTICIPATE IN THE PREREQUISITE PROGRAM. I AM MAKING THE DECISION

FREELY AND VOLUNTARILY. AGREE TO COMPLY WITH ALL SAFETY PROTOCOLS. AND AGREE TO HOLD ANDERSON UNIVERSITY HARMLESS FROM ANY EXPOSURE OR LIABILITY.

I AGREE THAT IT IS MY RESPONSIBILITY TO COMPLY WITH THE APPROPRIATE REQUIREMENTS IN COMPLETING AND ADVANCING IN THE PROGRAM. UNDERSTAND THE CONSEQUENCES OF FAILING TO DO SO. ACKNOWLEDGE I AM SUBJECT TO ANY REQUIREMENTS OF THE MEDICAL FACILITY AND AGREE TO HOLD ANDERSON UNIVERSITY HARMLESS FROM ANY LIABILITY RESULTING FROM MY DECISIONS.

Signature _____ Date _____