

**MCPHS University
Accelerated MPAS Manchester/Worcester Program**

Academic Standards, Requirements, and Policies for Progression and Completion of the Program

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Academic Standards to Maintain Enrollment and Progress in the Curriculum

Students who are enrolled in the program must earn grades of C (73) or better in all didactic and clinical year courses and maintain an overall cumulative grade point average (GPA) of 3.0 to remain in good academic standing in the program. Students who receive below a “C” in a didactic course, and the determination is made that a student is decelerated, the student will be required to repeat the course before progressing on in the program. This will result in a delay (deceleration) of one year to complete the program. Such repetitions will lengthen the program beyond two years and delay graduation (please see Program Completion Policy). Failure to achieve a 3.0 GPA at the end of the first semester of the didactic year results in being placed on probation. If the student does not achieve a cumulative GPA of 3.0 by the end of the second semester, the student may be dismissed from the program. If the student does not achieve a cumulative GPA of 3.0 by the end of the didactic year, the student will be dismissed from the program. Students are required to be in good academic standing and must receive a 3.0 cumulative GPA in order to enter the clinical year. Students who receive a grade below a “C” in a supervised clinical practice experience course (SCPE) will be required to repeat the SCPE at the end of the clinical year. Such repetitions will lengthen the program beyond two years and delay graduation (please see Program Completion Policy). If a student receives a grade below a “C” in a repeated SCPE course OR in more than one SCPE course, this may result in being dismissed from the program. At the conclusion of the second consecutive SCPE, the student must have achieved good academic standing. Failure to do so may result in dismissal from the program. It is expected that students on academic probation make progress toward good academic standing. Failure to demonstrate progress toward good academic standing may result in dismissal from the PA Program.

Additional information regarding academic standards to maintain enrollment and progress in the MCPHS University Accelerated MPAS Manchester/Worcester Program can be found in the University Catalog.

Academic Probation

Each student’s academic status will be reviewed at the end of each academic semester by the PA Academic Standing Committee (ASC). A student with a cumulative GPA below the requirement shall be placed on academic probation and receive a letter from the Program Director. This written notice of probationary status also will include a notice that failure to reach the required GPA by the end of the designated academic semester may result in dismissal from the University. Each student on probation is required to meet with a designated member of the Center for Academic Success and Enrichment (CASE) on their home campus by the end of the second week of the probationary semester to develop and agree to—in writing—an Academic Success Plan (ASP). The ASP may include mandatory study/advising sessions, mandatory class attendance, or other stipulations for remediation aimed at encouraging and supporting student success. Probationary status may remain in effect for up to two consecutive academic semesters. It is expected that students on probation make progress toward good academic standing at the conclusion of each academic semester. Failure to demonstrate improvement at the end of the first probationary semester may result in dismissal. At the conclusion of the second consecutive academic semester, the student must have achieved good academic standing; failure to do so may result in dismissal. Upon completion of each academic semester, a student on academic probation will receive a notice of his or her current standing in writing from the Program Director. Students should refer to the Good Academic Standing chart found in the university student handbook and university catalog. There is no appeals process associated with academic probation.

Additional information regarding academic probation can be found in the University Catalog and Student Handbook.

Requirements and Deadlines for Completion of the Program

In order to be program complete, a student must have successfully completed 105 credit semester hours of the Master in Science in Physician Assistant Studies program within 39 months from the date of program matriculation; be in good academic standing with a minimum of a C (73%) or better in every course of the program; have a cumulative GPA of a 3.0 or better; successfully passed and completed all end of program summative evaluations (Procedures & Technical Skills Passport, OSCEs, EOCE) and required remediation; and achieved competency in the program required competency areas. Remediation of end of program summative evaluations may result in a delay in program completion depending on which end of program summative evaluation the student failed and/or how many remediations are required.

Program Completion Policy

Candidates for the Master of Physician Assistant Studies (Accelerated MPAS) Program Manchester/Worcester must have completed all program requirements (didactic and clinical) within 39 months from the date of matriculation into the accelerated MPAS program. Failure to complete all program requirements within the allotted timeframe is subject to dismissal from the program.

Required Curriculum

Year 1 – Didactic Year

Spring Semester

- Attend PA DY Program Orientation Day
- Medical Terminology Competency Exam, 80% or higher
- Participate in Interprofessional Education Event

-By the end of the Spring semester, student must successfully complete the following courses, 18 credit load, and complete all required remediation.

-Minimum of a C (73%) or better in each course and a GPA of a 3.0 or better to remain in good academic standing and progress to the following semester.

- MPA 527 Health Systems Science I
- MPA 530 Clinical Medicine I
- MPA 538 Patient Assessment I
- MPA 541 Pharmacology I
- MPA 544 Clinical Anatomy
- MPS 546 Physiology/Pathophysiology I

Summer Semester

- Participate in Interprofessional Education Event

-By the end of the Summer semester, student must successfully complete the following courses, 18 credit load, and complete all required remediation.

-Minimum of a C (73%) or better in each course and a GPA of a 3.0 or better to remain in good academic standing and progress to the following semester.

- MPA 528 Health Systems Science II
- MPA 531 Clinical Medicine II
- MPA 539 Patient Assessment II
- MPA 542 Pharmacology II
- MPA 547 Physiology/Pathophysiology II

Fall Semester

- Participate in Interprofessional Education Event
- Male GU/Female Pelvic Exam: evening dates throughout fall semester
- Comprehensive Physical Examination: scheduled with faculty advisor during the last 2-3 weeks of the semester (MPA-540 PA III Course)
- ACLS training is required to progress to the clinical year

-By the end of the Fall semester, student must successfully complete the following courses, 18 credit load, and complete all required remediation.

-Minimum of a C (73%) or better in each course and a GPA of a 3.0 or better to remain in good academic standing and progress to the clinical phase of the program.

- MPA 532 Clinical Medicine III
- MPA 543 Pharmacology III
- MPA 540 Patient Assessment III
- MPA 550 Emergency Medicine
- MPA 552 Medical Procedures and Surgery
- MPA 554 Special Populations

Year 2 – Clinical Year

Please note, clinical rotation courses are referred to as SCPE (Supervised Clinical Practice Experience)

Spring Semester

-By the end of the Spring semester, students must successfully complete the following courses, 17 credit load, and complete all required remediation.

-Minimum of a C (73%) or better in each course and a GPA of a 3.0 or better to remain in good academic standing and progress to the following semester.

-Procedures & Technical Skills Passport check-in.

- Professional Development I Course: semester long course (on-campus last Thursday and Friday of every SCPE rotation)
 - Attend PA CY Orientation days
 - Attend lectures/presentations/workshops
 - Professional Seminar 1, 2, 3 exams
 - Blueprint 1, 2, 3 submissions
 - PCSS Training
 - Crisis Prevention Intervention Training
 - PACKRAT I Exam
- SCPE Clinical Rotation Courses (block #1, 2, 3): Five weeks each block at clinical placement
 - End of rotation exam (EORE) for all core rotations
 - Progress Notes for all core rotations
 - General Elective Case Presentations, Case Papers, and High Impact Notes

- Electronic entries (self-eval, patient logging, time logging, evals of site, preceptor, and course) for all core rotations and General Elective

Summer Semester

-By the end of the Summer semester, students must successfully complete the following courses, 17 credit load, and complete all required remediation.

-Minimum of a C (73%) or better in each course and a GPA of a 3.0 or better to remain in good academic standing and progress to the following semester.

-Procedures & Technical Skills Passport check-in.

- Professional Development II Course: semester long course (on-campus last Thursday and Friday of every SCPE rotation)
 - Attend lectures/presentations/workshops
 - Professional Seminar 4, 5, 6 exams
 - Blueprint 4, 5, 6 submissions
 - PACKRAT II
 - Big Interview assignment
 - CV assignment
 - NPI assignment
- SCPE Clinical Rotation Courses (block #4, 5, 6): Five weeks each block at clinical placement
 - End of rotation exam (EORE) for all core rotations
 - Progress Notes for all core rotations
 - General Elective Case Presentations, Case Papers, and High Impact Notes
 - Electronic entries (self-eval, patient logging, time logging, evals of site, preceptor, and course) for all core rotations and General Elective

Fall Semester

-By the end of the Fall semester, students must successfully complete the following courses, 17 credit load, and complete all required remediation.

-Minimum of a C (73%) or better in each course and a GPA of a 3.0 or better to remain in good academic standing and program complete.

- Professional Development III Course: semester long course (on-campus last Thursday and Friday of every SCPE rotation)
 - Attend lectures/presentations/workshops
 - Professional Seminar 7, 8, 9 exams
 - Blueprint 7, 8, 9 submissions
 - Procedures and Technical Skills Clinical Passport – end of program summative evaluation
 - End of Curriculum Exam (EOCE) – end of program summative evaluation
 - Objective Structured Clinical Examination (OSCEs) – end of program summative evaluation
 - Attend multi day PANCE Board Review
- SCPE Clinical Rotation Courses (block #7, 8, 9): Five weeks each block at clinical placement
 - End of rotation exam (EORE) for all core rotations
 - Progress Notes for all core rotations
 - General Elective Case Presentations, Case Papers, and High Impact Notes
 - Electronic entries (self-eval, patient logging, time logging, evals of site, preceptor, and course) for all core rotations and General Elective

Policies and Procedures for Remediation

Year 1 - Didactic Year

DY Exam Remediation Policy

The purpose of remediation is to provide an opportunity to improve upon deficiencies of knowledge or skill; however, the original grade will stand for final grade calculation. A critical factor in the success of this process is being a self-directed learner, which is also critical to being a competent provider in the future.

Written Examination

A passing grade for any examination is represented by achieving a grade greater than or equal to 73%. An individual examination grade of less than 73% constitutes failure of the examination, and remediation is mandatory for students to continue in the program.

Remediation for all didactic year course examinations includes an advisor meeting and completing a remediation reassessment assignment. A score of 80% or higher represents successful completion of the reassessment assignment. If the student's highest score is less than 80%, then the student will be required to complete a written review of all questions that were answered incorrectly.

End of Term Final Examinations: Remediation for didactic year end of term final examinations includes completing a remediation reassessment assignment. If a final exam is cumulative the new content will be remediated. A score of 80% or higher represents successful completion of the reassessment assignment. If the student fails to complete the reassessment assignment, an administrative PDAT (professionalism violation) will be issued. Receipt of an administrative PDAT could affect faculty recommendations for employment or fellowship placement.

If the student completes all steps of the remediation process as described above, then the remediation will be graded as "completed". If a student fails to complete any step of the remediation process, then the remediation will be graded as "not completed" and a PDAT will be issued.

Practical Examination

Any practical exam grade less than 80% constitutes failure of the examination and requires remediation for students continuing in the program. If a student scores below 80% on a practical examination, they are required to meet with the course coordinator to complete an exam remediation. The exam remediation requires successful completion of BOTH an exam review meeting and re-taking the practical exam. The student must perform the practical examination until they reach a minimum passing score of 80%.

Detailed remedial plans are outlined in course syllabi.

1 - Clinical Year

CY Exam Remediation Policy

The purpose of remediation is to provide an opportunity to improve upon deficiencies of knowledge or skill. A critical factor in the success of this process is being a self-directed learner, which is also critical to being a competent provider in the future.

EORE

Students will be notified of a failing EORE (End of Rotation Exam) grade and contacted via email by the course coordinator or a member of the clinical team. The email will inform the student of a remediation assignment(s) and the date for the retake of the EORE as outlined in the Clinical Year Schedule. The student must complete and submit the remediation assignment prior to the EORE makeup.

Any student who fails to complete and submit the remediation assignment prior to the EORE makeup will result in a failing grade for the SCPE. This will affect the student's graduation date as they will be required to repeat the SCPE. A student who does not attend their scheduled EORE retake will not be eligible to sit for another exam, and this will result in a failing grade for the SCPE. This will affect the student's graduation date as they will be required to repeat the SCPE.

Progress Note

In order to receive a passing grade, students must achieve $\geq 80\%$ per the Progress Note Rubric on each of the submitted notes. Any student who receives $< 80\%$ will be remediated until the student shows competency in this area and a passing grade is achieved; however, the original grade will stand for final grade calculation. Remediation will be tailored to cover each student's identified weakness(es) but will include re-authoring and resubmission of Progress Notes until a passing grade and competency are achieved.

Case Paper

In order to receive a passing grade, students must achieve $\geq 80\%$. Any student who received $< 80\%$ is required to rewrite to achieve a passing grade. An 80% is the highest they can score on a rewrite.

Case Presentation

In order to receive a passing grade, students must achieve $\geq 80\%$ on their case presentation. Any student who received $< 80\%$ is required to re-submit their case presentation. Students will also be required to re-present their case presentation to two faculty members. The faculty members will be identified at the time of remediation. Resubmission of the case presentation may only receive a maximum grade of 80%.

Detailed remedial plans are outlined in course syllabi.

End of Program Summative Evaluation

End of Program Summative Evaluation & Remediation Policy

The program conducts and documents an End of Program Summative evaluation (EOCE, OSCE, Procedures & Technical Skills Passport) of each student within the final four months of the program to verify that each student meets the program competencies required to enter clinical practice, including clinical and technical skills, clinical reasoning and problem-solving abilities, interpersonal skills, medical knowledge, and professional behaviors. This evaluation includes the administration of a multiple-choice summative exam; and an objective structured clinical examination (OSCE) experience; completion of each procedure and skill with competency.

EOCE Remediation

The End of Curriculum Exam is a pass/fail exam. The student must achieve a minimum passing score to pass the exam. Students who fail the EOCE on the first attempt are considered course incomplete and program incomplete, resulting in a delay in completing the program. An opportunity to retake the EOCE after a mandatory 60-day waiting period will be provided. The student is provided with remediation assignments prior to retaking the EOCE retake in January of the following year. If students fail the EOCE on the second attempt, they may be recommended for dismissal. Once the student passes on the second attempt and/or submits all assigned remediations assignments, the student will then be considered course complete if no other outstanding course requirements are still remaining.

OSCEs Remediation

Students are required to pass each OSCE case by receiving 73% or higher on each case. If a student does not pass a case, they are provided with a remediation assignment and an opportunity to repeat a relevant OSCE case in its entirety. If the student does not score a 73% or higher upon retake of the OSCE case, the student will be required to complete another remediation assignment and repeat OSCE case again until a passing grade is achieved. Students who do not pass the OSCE on the second attempt are considered course incomplete and program incomplete, resulting in a delay in completing the program.

Procedures & Technical Skills Passport Remediation

Students have to achieve competency on all the skills in the passport. Students unable to complete the Passport by the deadline, will have the opportunity to remediate. Students unable to complete the Passport by the deadline, and who have no more than three procedures outstanding, will have the opportunity to remediate their Passport for full credit. Students who do not complete the Passport by the due date and do not speak with the clinical team by the deadline must remediate any outstanding procedures, for a maximum score on the assignment of 73%. Those needing to remediate more than three procedures may receive a maximum score on the assignment of 73% unless provided with a specific extension by the course coordinator(s). Students who do not complete their Passport by the deadline will be required to write a paper and then demonstrate the skill in the presence of an instructor or faculty member to show competency. Students who do not show competency of procedures or skills by the end of the program are considered course incomplete and program incomplete, resulting in a delay in completing the program.

Policies and Procedures for Deceleration

The University recognizes that there are situations when a student may require a leave of absence (LOA). Such leaves are granted for a maximum of one academic year with the exception of leaves granted for military service. The student must meet to consult with the Program Director and/or Dean of Students regarding the reason(s) for considering, and the ramifications of, taking a leave of absence. After the initial meeting, the student must return the completed Leave of Absence form within 1 week (or 5 business days) with the required signatures: a) the student, b) Program Director and/or Dean of Students, c) Student Financial Services, and d) Immigration Services representative (for international students). The Program Director will notify the student within 1 week (or 5 business days) upon receipt of the completed form with the finalized LOA requirements via the student's MCPHS email account. Students who take a leave after the designated add/drop period will receive course grade(s) of W. Students returning from a leave of absence must confirm they are returning to MCPHS with their Program Director prior to the following dates: March 1-for a summer or fall semester return; October 1-for a spring semester return. Students on a Leave of Absence are not eligible for University Services, with the exception of academic coaching. Students who fail to return within the designated time must reapply for admission.

Health/Medical Leave of Absence

A Health/Medical Leave of Absence may be appropriate when a student's current physical or behavioral health condition precludes successful completion of their educational program. A student seeking a Health/Medical Leave of Absence must submit medical documentation from the student's medical provider to the Office of Student Affairs. This documentation must indicate the medical reasons the student is unable to attend classes for the requested time period. In conjunction with submitting this documentation, the student must meet with representatives from Student Affairs on their respective campus and complete appropriate paperwork. At least one full academic semester must have passed before returning to the University under a Health/Medical Leave of Absence. Return from Health/Medical Leave of Absence: a student will provide to the Office of Student Affairs, on their respective campus, documentation from the student's medical provider that indicates the student's readiness to return to class. A student will also need to meet with a representative from the Office of Student Affairs to finalize the return process.

Personal Leave of Absence

Personal leave of absences may be appropriate when extenuating circumstances precludes a student to successfully complete their academic program. Personal leave of absences are discussed and approved by the Program Director.

Additional information regarding policies and procedures for deceleration can be found in the University Catalog and Student Handbook.

Policy and Procedures for Academic Dismissal, Withdrawal, and Appeals

Each student's academic status will be reviewed at the end of each academic semester by the PA Academic Standing Committee (ASC). If a student's GPA falls below the level of good academic standing, as defined by the program requirements, for two consecutive academic semesters, the ASC will submit a recommendation for dismissal from the program to the Program Director. Courses may be attempted no more than two times. Grades of F and W are considered attempts for courses. Failure to complete any course within these limits will result in an ASC recommendation for dismissal from the Program Director. Students should refer to the Good Academic Standing chart found in the university student handbook and university catalog. A student recommended for dismissal may be continued by the Program Director with or without conditions. If the Program Director accepts the dismissal recommendation, the student will receive written notice of dismissal from the Program Director. The notice will include procedures for appeal and will direct students to meet with an advisor to discuss a potential change of program. All change of programs must be finalized by the end of the add/drop period for the next enrolled semester.

If students do not successfully appeal or meet the change of program deadline they will be administratively withdrawn from the university. Administrative withdrawal letters will include notice of loss of housing, financial aid, and registration. Students will be required to turn in their University ID and vacate University residence halls. A student may also be administratively withdrawn by the University if any of the following conditions apply:

- a. If, after due notice, the student fails to satisfy an overdue financial obligation to the University, consisting of tuition, loans, board, room fees, library charges, or other student charges, including student activities, health insurance, graduation fees, and other such fees as may be established by the University
- b. If the student fails to comply with certain administrative requirements, including, without limitation, the submission of immunization forms, satisfaction of technical standards, or completion of SEVIS registration
- c. If the student fails to attend classes during the first two weeks of the semester
- d. If the student fails to register for the coming semester

The registrar will send a letter to a student administratively withdrawn from the University. Administrative withdrawal notifications are sent to the students via MCPHS email and a hard copy is also mailed to the home address on file. Administrative withdrawal reinstatements must be resolved within two weeks of receipt of the administrative withdrawal notification letter. Appeals must be submitted by the student to the Associate Provost for Student Achievement and Success (provostoffice@mcphs.edu) within one week of receiving the notification

To be considered for readmission following dismissal by the Program Director, the student must petition the Provost's Office, in writing, by the date designated in the Appeals Procedure guidelines that accompany the dismissal letter. The Provost's Office may uphold the dismissal, readmit the student, or readmit the student with conditions. If readmitted, the student's academic performance will be reviewed at the end of one academic semester. If the student has failed to meet the stipulated conditions or, in the absence of stipulated conditions, failed to meet the minimum cumulative GPA required for good academic standing in that student's program, the student will be dismissed from the University. Readmission will depend upon the availability of space in the program.

Additional information regarding policies and procedures for Academic Dismissal, Withdrawal, Appeals can be found in the University Catalog and Student Handbook

Policies and Procedures for Student Grievances

Discrimination and Harassment Policy

Massachusetts College of Pharmacy and Health Sciences ("MCPHS" or the "University") does not discriminate in admission, treatment, or access to its programs or activities or in employment in its programs or activities on the basis of race, color, national origin, sex, pregnancy, age, physical or mental disability, creed, religion, sexual orientation, gender identity, gender expression, ancestry, genetic information, military service, marital status, familial status, or veteran status and actively complies with the requirements of Federal Executive Orders 11246 and 11375 as amended; the Civil Rights Act of 1964 as amended; Title IX of the Education Amendments of 1972 as amended; Sections 503 and 504 of the Rehabilitation Act of 1973; Section 402, Vietnam Era Veterans Readjustment Assistance Act of 1974; the Age Discrimination Act of 1975; the Americans with Disabilities Act of 1990 (as amended by the ADA Amendments Act of 2008); and all other applicable federal, state, and local laws, regulations, and executive directives. The University will not tolerate acts of discrimination or harassment based upon Protected Classes, or related retaliation against any individual for complaining of or participating in an investigation or proceeding relating to a complaint of discrimination or harassment based upon a Protected Class. For purposes of this policy, "Protected Classes" refers to race, color, national origin, sex, pregnancy, age, physical or mental disability, creed, religion, ethnicity, sexual orientation, gender, gender identity, gender expression, ancestry, genetic information, military service, marital status, familial status, veteran status and any other characteristic protected by law.

MCPHS Protection from Sexual Harassment (Title IX) Policy prohibits sexual harassment and sets forth the complaint, investigation, and adjudication procedures for addressing alleged violations of the policy.

In order to take appropriate corrective action, the University must be aware of discrimination, harassment, and related retaliation that occurs in educational programs and activities. MCPHS strongly encourages anyone who believes that they have experienced or witnessed discrimination, harassment, or related retaliation to report such behavior immediately to the Dean of Students Office. Investigation procedures will follow.

Additional information regarding policies and procedures for student grievances can be found in the University Catalog and Student Handbook.

Policy for Student Employment While Enrolled in the Program

Student Employment Policy

It is strongly recommended that Physician Assistant students not obtain paid/unpaid employment while enrolled in this accelerated program.

Policy for Student Travel to Required Rotation Sites

Student Transportation, Travel, and Parking Policy

Students are responsible for housing and transportation needs during their time in the program. Students are expected to secure their transportation to campus, required program experiences, and to required clinical placements or optional clinical placements, regardless of their location. Parking expenses are the responsibility of the student. Clinical rotation placements may be scheduled at some distance from the Manchester or Worcester campus. The program has required clinical affiliations in the Northeast and Mid-Atlantic region. The program has optional clinical affiliations beyond the Northeast and Mid-Atlantic region within the US and internationally.

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ⁱ Updated September 2025, resources include the MCPHS Course Catalog; MCPHS Student Handbook; Accelerated Manchester/Worcester MPAS Program Manuals.