



## Requirements for Graduation & Academic Progression

### Graduation Requirements

To graduate from the Charles R. Drew University Physician Assistant Program, and confer a Master of Health Science degree, the student **must** meet all of the following requirements:

1. Achieve a grade of "C-" (70 percent) or better in all PA Program **courses** (didactic & clinical)
  - A **final** course grade of "C-minus" (C-) is considered a **course deficiency**
  - A student receiving a grade of C- in any **component** of a course is expected to meet with their advisor to determine a preliminary strategy for improved performance.
  - A student receiving a grade of C- in an **overall** course is considered unsatisfactory academic progress and will result in a review by the Academic Committee for Evaluation and Support (ACES). This review may result in the development of an individualized student remediation plan, academic warning, academic probation or dismissal from the PA Program.
  - An overall course grade of "D" or "F" in any course is considered a failure and will result in dismissal from the program
2. Achieve a minimum overall GPA of 3.00 during **each** semester (includes didactic and clinical)
  - Grade point averages are not rounded up (for example a 2.99 is not a 3.0)
  - Note: Students receiving course assessment grades of C or lower and/or course grades of C or lower may still pass a course but not achieve the minimum semester GPA requirement of 3.0. It is the student's responsibility to maintain awareness of their grades and review each syllabus for assigned units and grading criteria.
3. Achieve a grade of "C-" or better for each overall Supervised Clinical Practice Experience (SCPE)
4. Successfully pass all components (OSCE, written and oral exams) of the PA Program Comprehensive Examination with an overall grade of 70 percent or better
5. Successfully complete the PA Program in 27 months
  - Extensions to this time frame will be considered for extenuating circumstances on a case-by-case basis at the discretion of the university/program. Please also refer to Maximum Time to Degree Completion on this document.
  - The program does **not** decelerate students
6. Successfully complete **all** courses in the program
7. Successfully participate in and pass a Summative Evaluation



## **Academic Progression**

The Physician Assistant Program is designed to integrate didactic and clinical learning experiences to optimize competency as a medical provider. To achieve satisfactory academic progress in the Physician Assistant Program, the student must maintain a cumulative minimum GPA of 3.00/4.00 **each** semester and must successfully complete each course to continue progressing in the program. The PA Program considers a grade below “C” in any of the Physician Assistant Program courses to represent unsatisfactory academic progress, which may result in referral to the student’s advisor, remediation, academic warning, academic probation or dismissal from the program. Individual courses may include further requirements; see course syllabi for additional details.

1. A course grade of “C-minus” (C-) is considered a course deficiency and unsatisfactory academic progress
  - A student receiving a grade of C- in any **component** of a course is expected to meet with their advisor to determine a preliminary strategy for improved performance.
  - A student receiving a grade of C- in an **overall** course is considered unsatisfactory academic progress and will result in a review by the Academic Committee for Evaluation and Support (ACES). This review may result in the development of an individualized student remediation plan, academic warning, academic probation or dismissal from the PA Program.
  - Remediation for a **course** grade of C- does **not** result in a grade change for the course. See below for grading policy regarding remediation of major course assessments/re-tests.
2. An **overall** course grade of “D” or “F” in any overall course is considered a failure
  - Any overall course failure in the PA program is referred to the Academic Committee for Evaluation and Support (ACES) and **will** result in immediate dismissal from the PA program. Students will not be allowed to progress in the program with a grade of “D” or “F” in any overall course
3. A ***per semester*** GPA less than a 3.0 (please note that a 2.9 does **not** round up to a 3.0) in the PA program is referred to the Academic Committee for Evaluation and Support (ACES) and **will** result in immediate **dismissal** from the PA program. Students will not be allowed to progress in the program with a semester GPA less than 3.0.
4. Please note that dismissal from the program due to breach of graduation and academic requirements or program policies may occur without prior placement on Academic Warning or Academic Probation.



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**Academic Review:**

The PA Program Principal Faculty will review each student's progress at the end of semester. The purpose of this review is to evaluate each student's academic status and progress towards completion of the Physician Assistant Program. Factors to be considered in this review include the following: a review of grades earned in **completed** courses, **professional development**, and **professional/ethical behavior**. An individual student advisement and evaluation report is created at the completion of this review; this report is then reviewed with the student by the faculty advisor. The student review is kept on file and referenced in the next end of semester review.

Academic progress in the second year is evaluated with end of rotation exams scores, preceptor evaluations, patient encounter documentation & logging and other course work requirements.

To remain in good academic standing all PA students must receive a grade of "C" or better in all PA Program courses and in all Supervised Clinical Practice Experiences (SCPEs). The academic review process exists to assist students with identification of problems and issues that may be associated with academic or professional difficulties. The process occurs so that appropriate guidance, advice and remediation options may be implemented.

**Methods of Evaluation and Grading Policy:**

Evaluation methods and grading are determined on a per-course basis by individual course instructors. See course syllabi for additional details.

- It is the responsibility of the student to review the posted syllabi at the beginning of each semester for each course and be aware of the units assigned and methods of evaluation for each individual course.



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**Grades:**

The University uses a letter grade evaluation and reporting system based on a 4.0 grade point formula. Earned grades and grade points are awarded according to the following schedule:

<b>Letter Grade</b>		<b>Range</b>	<b>Quality Points</b>
A	=	93 - 100	4.00 - Excellent
A-	=	90 - 92	3.67 - Excellent
B+	=	87 - 89	3.33 - Above Average
B	=	83 - 86	3.00 - Above Average
B-	=	80 - 82	2.67 - Above Average
C+	=	77 - 79	2.33 - Average
C	=	73 - 76	2.00 - Average
C-	=	70 - 72	1.67 - Deficiency (Below Average)
D+	=	67 - 69	1.33 - Failure
D	=	63 - 66	1.00 - Failure
D-	=	60 - 62	0.67 - Failure
F	=	0 - 59	0.00 - Failure

**Didactic Remediation Definitions:**

- **Major Course Assessment Re-Test/Remediation:**
  - Failure is defined as less than a 73% on any major course assessment. A grade of less than 73 % (less than a C) on a major course assessment will require re-test/remediation.
    - Major course assessments include midterm exams, final exams and any assignment/project accounting for at least 25% of the course grade.
  - Successful completion of re-test/remediation will result in a maximum grade of 73%.
  - Failure to successfully complete the re-test/remediation with a grade of 73% or better will result in referral to ACES and the score earned on the re-test/remediation will be considered the final grade for the re-test/remediation.
- **Multiple Major Course Assessment Failures:**
  - Failure is defined as less than a 73% on any major course assessment
    - Major course assessments include midterm exams, final exams and any assignment/project accounting for at least 25% of the course grade.



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- 3 or more course assessment failures in **one semester** will result in automatic '**Academic Warning**' and referral to the student's advisor to determine a preliminary strategy for improved performance.
- **Mid-semester GPA:**
  - A mid-semester GPA less than a 3.0 will result in an automatic '**Academic Warning**' and referral to the student's advisor to determine a preliminary strategy for improved performance.
- **Remediation for overall course deficiencies** (final course grade of C- in an **overall** course at the end of the semester):
  - The student is notified of their deficiency via a letter from the program director and is asked to meet with their academic advisor and may result in development of an individualized remediation plan.
  - The student is referred to the Academic Committee for Evaluation and Support (ACES). This review may result in the development of an individualized student remediation plan, academic warning, academic probation or dismissal from the PA Program. The committee may provide additional methods of remediation which may include but are not limited to: referral Student Services, online learning modules, written assignments, and one-on-one review of key concepts.
  - \*\*\*Remediation of an **overall** course grade of C- does **not** result in a grade change.
- **Remediation of practical skills:** Students in the didactic year are required to perform many practical skills essential to the education of the Physician Assistant student. Deficiency of a practical skill is defined as failure to meet the minimal competency required to perform a procedure proficiently.
  - Students are remediated by repeating the deficient skill(s) under the supervision of faculty until they achieve an acceptable level of proficiency.
- **Remediation of a Comprehensive Exam Component:** The Comprehensive exam is composed of three parts: written, Observed Structured Clinical Exam (OSCE) and an oral exam. If a student fails any component(s) of the comprehensive exam they are required to re-take the exam for the component(s) failed.
  - Failure of the repeated exam component and/or the overall comprehensive exam will result in referral to the Academic Committee for Evaluation and Support (ACES) and may result in dismissal from the program.



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### **Clinical Remediation:**

- To remain in good academic standing all PA students must receive a grade of “C” or better in ALL Supervised Clinical Practice Experiences (SPCE).
- Failure of a SCPE component (End-of-Rotation Exam, SCPE assignments, projects or papers) will result in a meeting with the student’s advisor.
  - Remediation assignments are given to the student for failed clinical curriculum components until successful completion is achieved. Successful completion of re-test/remediation will result in a maximum grade of 73% on End-Of-Rotation Exams. Failure to successfully complete the re-test/remediation with a grade of 73% or better will result in referral to ACES and the score earned on the re-test/remediation will be considered the final grade for the re-test/remediation.)
  - At the discretion of the advisor, the student may also be required to meet with the Program Director or Academic Committee for Evaluation and Support (ACES) for consideration of disciplinary action and/or further remediation.
  - **Any** failure of a **preceptor evaluation** will result in a meeting with the Program Director or Academic Committee for Evaluation and Support (ACES).
  - **Multiple Clinical Year Assessment Failures:** Failure of 3 or more of any SCPE assessments (i.e end of rotation exam, preceptor evaluation, H & P) in **one** semester will result in an automatic ‘**Academic Warning**’ and referral to the student’s advisor to determine a preliminary strategy for improved performance.
    - Failure is defined as less than a 73% on any SCPE assessment (end of rotation exam, preceptor evaluation, H & P)
  - Continued incidents of rotation component deficiencies or overall failure of a rotation will result in the student being referred to the Academic Committee for Evaluation and Support (ACES). This review may result in the development of an individualized student remediation plan, academic warning, academic probation or dismissal from the PA Program.

Please refer to the Student Handbook for detailed information regarding the clinical year.



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### **Criteria for Progression During the Didactic Year:**

Students are required to successfully complete all didactic coursework and other activities as assigned by the program in the required time frame and attain a **minimum GPA of 3.00 each semester to be eligible to progress each semester.**

In addition, students must meet all of the program *Technical Standards* as well as the standards for professionalism and behavioral conduct. Failure to fulfill requirements in any of these areas will result in referral to the Academic Committee for Evaluation and Support (ACES) and may limit the student's ability to progress or remain in the program.

### **Criteria for Progression During the Clinical Year:**

Students are required to successfully complete each Supervised Clinical Practice Experience, which includes assigned activities during the Clinical Year and attain a **minimum GPA of 3.00 each semester** to be eligible to progress during the clinical phase of training. A GPA of less than a 3.0 during a clinical year semester, will result in automatic dismissal from the program.

In addition, students must meet all of the program *Technical Standards* as well as the standards for professionalism and behavioral conduct. Failure to fulfill requirements in any of these areas will result in referral to the Academic Committee for Evaluation and Support (ACES) and may limit the student's ability to progress or remain in the program.

Progression from the clinical year to the final didactic semester (third year) requires successful completion of all of the clinical year requirements, including but not limited to preceptor evaluations, end of rotation exams, patient write-ups, oral presentations, writing assignments, poster presentations and logging requirements. Any deficiencies, failures, and/or disciplinary action during the clinical year may limit the student's ability to remain in the program, graduate on time, and/or participate in the graduation.

### **Deceleration:**

The Charles R. Drew PA program does **not** offer a deceleration option for students. The Charles R. Drew PA Program utilizes the ARC-PA definition of deceleration: *The loss of a student from an entering cohort, who remains matriculated in the PA program.* Due to the curriculum sequencing and academic demands, the Charles R. Drew PA program does **not** offer a deceleration option for students. Students requiring an extension of time to meet graduation requirements are not considered decelerated and remain in their entering cohort.





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### **Professionalism and Behavioral Conduct Review:**

Students who do not meet academic criteria requirements or who are observed exhibiting unprofessional behavior may be referred directly to the Program Director or Academic Committee for Evaluation and Support (ACES). This review may result in academic warning, academic probation or dismissal from the PA Program.

Please refer to the Charles R. Drew PA Program Student Handbook for more details on this policy. Breach of professionalism and conduct policies may result in dismissal from the program during the didactic and clinical phases of the program.

### **Summative Evaluation:**

The PA program principal faculty completes a Summative Evaluation of each student prior to graduation. All students are required to participate in and successfully pass a Summative Evaluation to be eligible to graduate. The Summative Evaluation includes:

- A review of the student's performance on the Comprehensive Exam (written, oral and OSCE)
- A review of the PACKRAT exam performance- this exam is **not** graded. The results of this exam are provided to the student to assist them in preparing for the PANCE exam
- A review of the student's overall performance in the PA program including: didactic semester GPAs, academic performance and clinical year performance
- A professionalism review
- A review of the minimum requirements necessary to meet the Program Student Learning Outcomes:
  - **Basic Scientific Concepts**
    - Students will apply basic scientific concepts in the areas of anatomy, physiology, pathophysiology, pharmacotherapeutics, microbiology and biochemistry in the diagnosis and treatment of disease.
  - **Patient Care**
    - Students will demonstrate the ability to apply medical learning to the evaluation, assessment and management of patients across the lifespan, including preventive, emergent, chronic, rehabilitative, and end-of-life care.
    - Students will demonstrate knowledge of the basic tenets of health maintenance and include this information in clinical decision-making and patient education.





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- Students will apply knowledge of social and behavioral sciences to identify and address health disparities, promote social justice, and treat and/or educate patients
- **Professionalism**
  - Students will apply the principles of professional practice to patient care.

### **Awarding Master of Health Science - Physician Assistant Degree:**

Charles R. Drew University holds commencement during the summer semester. Students in good standing during their clinical year who are eligible to enter the final didactic fall semester will be able to participate in the graduation ceremonies in June; however, the Master of Health Science degree will not be conferred until December of that year. All coursework, clinical rotations and any other PA program graduation requirements **must** be finished prior to receiving the Master of Health Science-Physician Assistant Degree.

Students finishing the PA Program later than expected, will receive their Physician Assistant Degree after completing all didactic and clinical work as well as any additional program requirements.

The program should be completed in 27 months.

- Extensions to this time frame will be considered for extenuating circumstances on a case-by-case basis at the discretion of the university/program. Please also refer to Maximum Time to Degree Completion on this document.
- The program does **not** decelerate students

### **Withdrawal and Dismissal:**

Any student who wishes to withdraw from the program is required to meet with the program director. Withdrawal from the Physician Assistant Program must be done in writing and include the student's signature, date and be copied to the Dean of the College of Health and Science, Office of the Registrar and Graduate Financial Aid. University procedures for withdrawal can be found in the University Catalog or online at <https://www.cdrewu.edu/registrar> . Withdrawal from the program is final.

A student may be dismissed from the Charles R. Drew University Physician Assistant Program for failure to meet academic performance requirements as well as infractions of the policies, procedures and regulations. Dismissed students may not reapply for admission. Dismissal may occur in the didactic or clinical phases of the program.



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All students who either withdraw or are dismissed from the PA program are required to meet with the University Registrar and Graduate Financial Aid to complete necessary paperwork and officially withdraw from the PA program prior to leaving the university.

**Appeal of Suspension or Dismissal:**

Dismissed students may appeal the sanctions placed on them by the program to the College of Science and Health. Appeals must be submitted in writing within ten days of the receipt of a suspension or dismissal notice. Information on the appeal process is available in the University Catalog at <https://www.cdrewu.edu/registrar>

**Grade Appeal & Grievance:**

The purpose of the procedures for appeal and grievances is to obtain an unbiased and fair solution. Academic grievance relates to academic issues associated with a course, classroom or during clinical instruction.

Please refer to the College of Science and Health Policy on Grade Appeal & Grievance. Information can be found in the *University Catalog* or on the CDU website (<https://www.cdrewu.edu/registrar>).

**Harassment:**

The CDU PA program follows the University's policy with regards to harassment. The University has a zero-tolerance policy for sexual harassment, harassment, bullying, violent acts and threats of violence against staff, faculty or visitors. If any student encounters conduct believed to be inconsistent with University policy, he or she is urged to report the information immediately to the University's Human Resources Office at (323) 563-5827. For further details refer to the University catalog or website at <https://www.cdrewu.edu/registrar>

**Maximum Time to Degree Completion:**

Charles R. Drew University requires students to complete all degree requirements within specific time limits in order to be eligible to graduate. Students who do not complete degree requirements within required time limits, which are based on their degree, will be administratively dropped or withdrawn from the University.

The University maximum time frame to completion is 200% of normal time to program completion. However, in order to remain eligibility for federal financial aid programs, the maximum time frame for completion is 150% of normal program time to completion. If a student has not successfully completed program requirements within the federal 150% maximum timeframe, they will be permitted to remain enrolled up to the 200% limit; however, the student will not be eligible for financial aid after the 150% maximum time limit has been reached.

These time limits do not supersede the obligation to maintain satisfactory academic progress throughout the student's program of study. Time limits for completion of the physician assistant program include 4.5 years maximum for university requirements and



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3.5 years maximum to remain eligible for federal financial aid. Please refer to the university catalog for additional information <https://www.cdrewu.edu/registrar>

**Helpful Terms & Definitions:**

**Course Deficiency:** A final course grade of “C-minus” (C-) is considered a course deficiency in an **overall course**.

**Overall Courses** are listed below:

- MPA 500 Pathophysiology
- MPA 501 Human Anatomy
- MPA 502 The Patient Interview and Standard Data Base
- MPA 503 Diagnostic Skills and Procedures I
- MPA 504 Pharmacology and Pharmacotherapeutics I
- MPA 505 Professional Roles and Responsibilities
- MPA 506 Intro to Medical Spanish
- MPA 510 Physical Diagnosis
- MPA 511 Microbiology and Infectious Disease
- MPA 512 Principles of Medicine I
- MPA 513 Diagnostic Skills and Procedures II
- MPA 514 Pharmacology and Pharmacotherapeutics II
- MPA 515 Medical Spanish for the PA
- MPA 520 Principles of Surgery and Emergency Medicine
- MPA 521 Principles of Obstetrics and Gynecology
- MPA 522 Principles of Medicine II
- MPA 523 Principles of Behavioral Medicine
- MPA 524 Psychosocial Dynamics in Health Care
- MPA 525 Introduction to Electrocardiography
- MPA 610 Internal Medicine
- MPA 611 Emergency Medicine
- MPA 612 Family Medicine
- MPA 621 Surgery
- MPA 622 Obstetrics and Gynecology
- MPA 623 Pediatrics
- MPA 631 Behavioral Medicine
- MPA 632 Elective
- MPA 633 Elective
- MPA 640 Comprehensive Exam Course
- MPA 641 Medical Ethics and Health Law
- MPA 642 Medical Nutrition Therapy
- MPA 643 Principles of Medicine III
- MPA 644 Research Methods



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Course Components listed below are components of Overall Courses:

- MPA 512 Principles of Medicine I - Cardiology
- MPA 512 Principles of Medicine I - Pulmonology
- MPA 512 Principles of Medicine I - Gastroenterology
- MPA 512 Principles of Medicine I - Hematology/Oncology
- MPA 512 Principles of Medicine I - Rheumatology/MSK
- MPA 512 Principles of Medicine I - Ophthalmology
- MPA 512 Principles of Medicine I - Otolaryngology
- MPA 522 Principles of Medicine II - Integument
- MPA 522 Principles of Medicine II - Nephrology & GU
- MPA 522 Principles of Medicine II - Endocrinology
- MPA 522 Principles of Medicine II - Pediatrics
- MPA 522 Principles of Medicine II - Gerontology
- MPA 522 Principles of Medicine II - Neurology

**Major course assessment:** A major graded portion of any course. Major course assessments include midterm exams, final exams and any assignment/project accounting for at least 25% of the course grade.

**Academic Warning:** A formal letter from the program outlining areas of deficiency and requirements and recommendations for improvement

**Academic Probation:** A formal letter from the program outlining areas of deficiency and requirements and recommendations for improvement. Academic Probation may preclude you from attending clinical rotations. You and the program are required to disclose Academic Probation to Clinical Sites that request this information.

**Deceleration:** The Charles R. Drew PA program does **not** offer a deceleration option for students. The Charles R. Drew PA Program utilizes the ARC-PA definition of deceleration: *The loss of a student from an entering cohort, who remains matriculated in the PA program.* Due to the curriculum sequencing and academic demands, the Charles R. Drew PA program does **not** offer a deceleration option for students. Students requiring an extension of time to meet graduation requirements are not considered decelerated and remain in their entering cohort.

**Summative Evaluation:**

A summative evaluation occurs during the final fall semester of the 27-month program. This evaluation includes a review of the student's didactic and clinical performance; a professionalism evaluation; review of performance on the OSCE, Written Exam and Oral Exam from the Comprehensive Exam Course; success in meeting Program Learning Outcomes.



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***Academic Committee on Evaluation & Support (ACES):***

The Academic Committee on Evaluation & Support serves the purpose of investigating academic, clinical and professionalism issues. The purpose of the committee is to provide guidance and necessary recommendations to best assure student success. The committee has authority to assign remediation activities and provide recommendations to the student. The committee also has authority to dismiss a student from the PA Program.

***Members:***

PA Program Director

PA Program Faculty

PA Program Medical Director