



**PROGRAM IN  
PHYSICIAN ASSISTANT STUDIES**

**STUDENT HANDBOOK**

**August 31, 2010**  
**Revised December 15, 2010**

## PREFACE

The Hofstra University Physician Assistant Studies Program Student Handbook outlines school-wide and program-specific policies and regulations for the students of Hofstra University's Physician Assistant Studies Program. The Handbook is designed to supplement rather than supplant existing university policies and procedures, including those set forth in Hofstra's *Undergraduate Bulletin*, *Graduate Studies Bulletin*, and *Guide to Pride*.

While this Handbook covers policies for the entire curriculum, there are more specific guidelines and additional regulations for the clinical year. A separate Clinical Year Handbook with additional policies specific to the clinical year will be distributed and reviewed during the clinical year orientation.

The Hofstra University Physician Assistant Studies Program reserves the right to amend policies. Students will be notified in writing of any changes to this handbook. Students are subject to the guidelines, procedures and regulations of the most recent version of the handbook. All students, regardless of when they entered the program, will be provided with the latest version of the Handbook as it becomes available. The August 31, 2010 revised December 15, 2011 edition of the handbook supplants any previous version of the Handbook.

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## **MISSION OF THE HOFSTRA UNIVERSITY PROGRAM IN PHYSICIAN ASSISTANT STUDIES**

The mission of the Hofstra University Program in Physician Assistant Studies is to educate physician assistants to provide health care with clinical excellence, compassion and dedication to the community.

The goals to meet this mission include:

- Train competent physician assistants qualified to practice medicine in all clinical settings.
- Inspire a desire among physician assistants toward service with underserved communities out of the mainstream of health care delivery.
- Provide the skills necessary for life-long learning.
- Impart collaborative learning and working styles needed in order to participate in the team approach to medicine.
- Encourage the assumption of leadership roles within the profession and community.
- Develop competence in oral and written communication skills.

## **GRADUATE PHYSICIAN ASSISTANT FUNCTIONS AND TASKS**

Any graduate of the Hofstra University Physician Assistant Studies Program will be expected to demonstrate competence in the following functions and tasks:

- Elicit a detailed and accurate medical history, perform a complete physical examination and record all pertinent data.
- Perform and/or interpret diagnostic studies, including routine laboratory procedures, common radiological studies, electrocardiograms and pap smears.
- Counsel patients regarding physical and mental health, including diet, disease prevention, normal growth/development and family planning.
- Work as a member of the health care team by performing patient rounds, recording patient progress notes, determining and implementing therapeutic plans.
- Assist in the delivery of services to patients requiring continuing care in settings such as skilled nursing care facilities, at home and at other extended care facilities.
- Perform life-saving maneuvers such as cardiopulmonary resuscitation
- Facilitate the appropriate referral of patients and maintaining awareness of existing health delivery systems and social welfare resources.

# COMPETENCIES FOR THE PHYSICIAN ASSISTANT PROFESSION

## Preamble

In 2003, the National Commission on Certification of Physician Assistants (NCCPA) initiated an effort to define PA competencies in response to similar efforts being conducted within other health care professions and growing demand for accountability and assessment in clinical practice. The following year, representatives from three other national PA organizations, each bringing a unique perspective and valuable insights, joined NCCPA in that effort. Those organizations were the Accreditation Review Commission for Education of the Physician Assistant (ARC-PA), the body that accredits PA educational programs; the Physician Assistant Education Association (PAEA), the membership association for PA educators and program directors; and the American Academy of Physician Assistants (AAPA), the only national membership association representing all PAs.

The resultant document, *Competencies for the Physician Assistant Profession*, is a foundation from which each of those four organizations, other physician assistant organizations and individual physician assistants themselves can chart a course for advancing the competencies of the PA profession.

## Introduction

The purpose of this document is to communicate to the PA profession and the public, a set of competencies that all physician assistants regardless of specialty or setting are expected to acquire and maintain throughout their careers. This document serves as a map for the individual PA, the physician-PA team and organizations that are committed to promoting the development and maintenance of these professional competencies among physician assistants.

The clinical role of PAs includes primary and specialty care in medical and surgical practice settings. Professional competencies<sup>1</sup> for physician assistants include the effective and appropriate application of medical knowledge, interpersonal and communication skills, patient care, professionalism, practice-based learning and improvement, systems-based practice, as well as an unwavering commitment to continual learning, professional growth and the physician-PA team, for the benefit of patients and the larger community being served. These competencies are demonstrated within the scope of practice, whether medical or surgical, for each individual physician assistant as that scope is defined by the supervising physician and appropriate to the practice setting.

## PHYSICIAN ASSISTANT COMPETENCIES

The PA profession defines the specific knowledge, skills, and attitudes required and provides educational experiences as needed in order for physician assistants to acquire and demonstrate these competencies.

### 1. MEDICAL KNOWLEDGE

Medical knowledge includes an understanding of pathophysiology, patient presentation, differential diagnosis, patient management, surgical principles, health promotion and disease prevention. Physician assistants must demonstrate core knowledge about established and evolving biomedical and clinical sciences and the application of this knowledge to patient care in their area of practice. In addition, physician assistants are expected to demonstrate an investigatory and analytic thinking approach to clinical situations. Physician assistants are expected to:

- understand etiologies, risk factors, underlying pathologic process, and epidemiology for medical conditions
- identify signs and symptoms of medical conditions
- select and interpret appropriate diagnostic or lab studies

- manage general medical and surgical conditions to include understanding the indications, contraindications, side effects, interactions and adverse reactions of pharmacologic agents and other relevant treatment modalities
- identify the appropriate site of care for presenting conditions, including identifying emergent cases and those requiring referral or admission
- identify appropriate interventions for prevention of conditions
- identify the appropriate methods to detect conditions in an asymptomatic individual
- differentiate between the normal and the abnormal in anatomic, physiological, laboratory findings and other diagnostic data
- appropriately use history and physical findings and diagnostic studies to formulate a differential diagnosis
- provide appropriate care to patients with chronic conditions

## **2. INTERPERSONAL & COMMUNICATION SKILLS**

Interpersonal and communication skills encompass verbal, nonverbal and written exchange of information. Physician assistants must demonstrate interpersonal and communication skills that result in effective information exchange with patients, their patients' families, physicians, professional associates, and the health care system. Physician assistants are expected to:

- create and sustain a therapeutic and ethically appropriate relationship with patients
- use effective listening, nonverbal, explanatory, questioning, and writing skills to elicit and provide information
- appropriately adapt communication style and messages to the context of the individual patient interaction
- work effectively with physicians and other health care professionals as a member or leader of a health care team or other professional group
- apply an understanding of human behavior
- demonstrate emotional resilience and stability, adaptability, flexibility and tolerance of ambiguity and anxiety
- accurately and adequately document and record information regarding the care process for medical, legal, quality and financial purposes

## **3. PATIENT CARE**

Patient care includes age-appropriate assessment, evaluation and management. Physician assistants must demonstrate care that is effective, patient-centered, timely, efficient and equitable for the treatment of health problems and the promotion of wellness. Physician assistants are expected to:

- work effectively with physicians and other health care professionals to provide patient-centered care
- demonstrate caring and respectful behaviors when interacting with patients and their families
- gather essential and accurate information about their patients
- make informed decisions about diagnostic and therapeutic interventions based on patient information and preferences, up-to-date scientific evidence, and clinical judgment
- develop and carry out patient management plans counsel and educate patients and their families
- competently perform medical and surgical procedures considered essential in the area of practice
- provide health care services and education aimed at preventing health problems or maintaining health

## **4. PROFESSIONALISM**

Professionalism is the expression of positive values and ideals as care is delivered. Foremost, it involves prioritizing the interests of those being served above one's own. Physician assistants must know their professional and personal limitations. Professionalism also requires that PAs practice without impairment from substance abuse, cognitive deficiency or mental illness. Physician assistants must demonstrate a high level of

responsibility, ethical practice, sensitivity to a diverse patient population and adherence to legal and regulatory requirements. Physician assistants are expected to demonstrate:

- understanding of legal and regulatory requirements, as well as the appropriate role of the physician assistant
- professional relationships with physician supervisors and other health care providers
- respect, compassion, and integrity
- responsiveness to the needs of patients and society
- accountability to patients, society, and the profession
- commitment to excellence and on-going professional development
- commitment to ethical principles pertaining to provision or withholding of clinical care, confidentiality of patient information, informed consent, and business practices
- sensitivity and responsiveness to patients' culture, age, gender, and disabilities
- self-reflection, critical curiosity and initiative

## **5. PRACTICE-BASED LEARNING AND IMPROVEMENT**

Practice-based learning and improvement includes the processes through which clinicians engage in critical analysis of their own practice experience, medical literature and other information resources for the purpose of self-improvement. Physician assistants must be able to assess, evaluate and improve their patient care practices. Physician assistants are expected to:

- analyze practice experience and perform practice-based improvement activities using a systematic methodology in concert with other members of the health care delivery team
- locate, appraise, and integrate evidence from scientific studies related to their patients' health problems
- obtain and apply information about their own population of patients and the larger population from which their patients are drawn
- Apply knowledge of study designs and statistical methods to the appraisal of clinical studies and other information on diagnostic and therapeutic effectiveness
- apply information technology to manage information, access on-line medical information, and support their own education
- facilitate the learning of students and/or other health care professionals
- recognize and appropriately address gender, cultural, cognitive, emotional and other biases; gaps in medical knowledge; and physical limitations in themselves and others

## **6. SYSTEMS-BASED PRACTICE**

Systems-based practice encompasses the societal, organizational and economic environments in which health care is delivered. Physician assistants must demonstrate an awareness of and responsiveness to the larger system of health care to provide patient care that is of optimal value. PAs should work to improve the larger health care system of which their practices are a part. Physician assistants are expected to:

- use information technology to support patient care decisions and patient education
- effectively interact with different types of medical practice and delivery systems
- understand the funding sources and payment systems that provide coverage for patient care
- practice cost-effective health care and resource allocation that does not compromise quality of care
- advocate for quality patient care and assist patients in dealing with system complexities
- partner with supervising physicians, health care managers and other health care providers to assess, coordinate, and improve the delivery of health care and patient outcomes
- accept responsibility for promoting a safe environment for patient care, recognizing and correcting systems-based factors that negatively impact patient care
- apply medical information and clinical data systems to provide more effective, efficient patient care
- use the systems responsible for the appropriate payment of services

# HOFSTRA UNIVERSITY PROGRAM IN PA STUDIES

## Technical Standards

A physician assistant student must possess a number of abilities and skills. The use of a trained intermediary is not acceptable in many clinical situations in that it implies that a candidate's judgment must be mediated by someone else's power of selection and observation. Therefore each student must be able to:

- Observe a patient accurately, at a distance and close at hand, with or without standard medical instrumentation.
- Acquire information from written documents and to visualize information as presented in images from paper, film, slides or video.
- Comprehend X-ray, EKG and other graphic images with or without assistive devices.
- Speak, hear and observe patients by sight in order to elicit information, describe changes in mood, activity and posture, and perceive nonverbal communication.
- Communicate effectively with patients and their families in both written and oral modalities.
- Possess motor skills necessary to perform palpation, percussion, auscultation and other diagnostic and therapeutic maneuvers, basic laboratory tests and emergency therapeutic procedures, including airway management, placement of intravenous catheters, cardiopulmonary resuscitation, application of pressure to control bleeding, and suturing of wounds.
- Measure, calculate, reason, analyze, integrate, synthesize and comprehend three-dimensional relationships and understand spatial relationships of structures according to standard medical care.
- Exercise good judgment and complete all responsibilities attendant to the diagnosis and care of patients promptly. Develop mature, sensitive and effective relationships with patients.
- Tolerate physically taxing workloads, function effectively under stress, adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the practice of clinical medicine.

Where a candidate's ability to observe or acquire information through sensory modalities is compromised, the candidate must demonstrate alternate means and/or abilities to acquire and demonstrate comprehension of essential information. Costs of necessary accommodations should be reasonable and will be properly borne by the University when not the responsibility of the student or otherwise funded. Students wishing to receive reasonable accommodations must first follow all registration procedures through Services for Students with Disabilities (SSD).

# **CURRICULUM DESIGN**

## **THE DIDACTIC PHASE**

The didactic phase is comprised of classroom and laboratory instruction in basic science, behavioral science and clinical medicine. Classes will be held, for the most part, Monday through Friday from 8:00 - 5:00. Some classes may require evening or weekend sessions. Students are expected to attend all classes. Students should have no other commitments during these hours.

At the beginning of each course, students will receive a syllabus and course outline describing the purpose of the course, the format, the objectives, and a booklist. Students will also receive instructional learning objectives for each course, which will guide the student in studying and will provide the basis for examinations. Students are responsible for each objective regardless of whether or not it is covered in class. Faculty members will determine the method of teaching and evaluation for the courses they teach. Some evaluation methods will be traditional, such as written tests, and others will not. Students are expected to meet the competencies determined by each instructor, in the manner required.

To appropriately prepare students to practice as physician assistants, the course load during the didactic year is very heavy. As much as possible, the program will “vertically” integrate the curriculum, so that students will study aspects of an organ system in several courses at the same time. For example, diseases of the lung might be studied jointly in medicine, anatomy and physical diagnosis. The two courses in pharmacology will vertically integrate with the organ systems in the medicine courses when possible. The case based course, Correlative Medicine, synthesizes and integrates previously learned material and promotes critical thinking skills.

Other courses address the social aspects of medicine. Health Psychology focuses on formulating and improving upon student interpersonal and communication skills, especially as it relates to difficult patients or clinical encounters. The Physician Assistant and Society course will explore the physician assistant role within the health care system as well as address medical ethical issues. Diagnostic Modalities provides education in the practical areas of medicine such as EKG interpretation, procedural skills and radiologic study interpretation. The last semester contains courses needed for research such as epidemiology and research design and analysis.

## **THE CLINICAL YEAR**

The clinical year is comprised of nine clerkships. Mandatory clerkships included: Internal Medicine, Pediatrics, Obstetrics and Gynecology, Psychiatry, Primary Care, Emergency Medicine, Surgery and Long Term Care. Students are also required to complete an elective clerkship in an area of special interest. Clerkships are completed off campus in various clinical settings such as hospitals, private offices and long term care facilities. Students are not required to obtain clinical sites or preceptors. Students are required to be on site as instructed by their preceptors. Some rotations will require students to work during weekends, holidays and late into some evenings. Students return to campus for “call back” days, which are held on the last day of each clerkship. These day-long sessions consist of such activities as presentations of patient cases, presentations of written history and physical examinations, assessments and management plans, and end of rotation written examinations. Special classes, lectures and activities related to clinical medicine will also be held during call backs. A separate handbook will be distributed during a clinical year orientation at the end of the didactic year detailing the specifics for the clinical year.

## **RESEARCH SEMESTER**

This semester synthesizes didactic and clinical knowledge in the application to epidemiology, research and evidence based medicine. The epidemiology course explores issues related to health and illness within populations, and potential interventions to prevent illness in the interest of improving public health. Evidence Based Medicine describes techniques for obtaining the most accurate information regarding treatment, diagnosis, and prognosis. The Research Project is the cornerstone of this semester. Students will be given the choice of two tracks. The first track will afford the opportunity to produce an exhaustive, evidence-based critical review of the clinical literature on a selected topic. The second is to perform an analysis of a population-based problem using the principles of Community Oriented Primary Care. Both tracks will lead to written capstone that integrates the elements of a scientific article.

Final Version

## PROGRAM CURRICULUM

### First Semester

**16 credits**

Anatomy	4 credits	PHA 223
Mechanisms of Disease	2 credits	PHA 278
Physical Diagnosis I	3 credits	PHA 215
Physiology	4 credits	PHA 212
Medicine I	3 credits	PHA 224

### Second Semester

**13 credits**

Health Psychology	2 credits	PHA 216
Physician Assistant and Society	2 credits	PHA 200
Pharmacology I	3 credit	PHA 217
Physical Diagnosis II	3 credits	PHA 220
Medicine II	3 credits	PHA 225

### Third Semester

**13 credits**

Pharmacology II	3 credits	PHA 221
Diagnostic Modalities	2 credits	PHA 219
Medicine III	6 credits	PHA 227
Correlative Medicine	2 credits	PHA 223

### Fourth – Sixth Semesters (Clerkships)

**27 credits**

Family Medicine	3 credits	PHA 250
Internal Medicine	3 credits	PHA 255
OB/GYN	3 credits	PHA 260
Surgery	3 credits	PHA 265
Emergency Medicine	3 credits	PHA 270
Long Term Care	3 credits	PHA 275
Pediatrics	3 credits	PHA 280
Psychiatry	3 credits	PHA 285
Elective	3 credits	PHA 290

### Seventh Semester

**10 credits**

Epidemiology	2 credits	PHA 218
Evidence Based Medicine	2 credits	PHA 204
Research Design and Analysis	3 credits	PHA 301
Research Project	3 credits	PHA 302

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**Curriculum Total**

**79 credits**

## Tuition and Fees 2010-2011

Expenses listed are approximations, subject to change and exclude room and board. Visit the Hofstra University Tuition and Fees web page for the most up-to-date information. Students should reserve funds for the following expenses:

Tuition (79 credits; \$950 for 2010-2011)	\$75,050.00
University fees	3,330.00
Books, per semester	1,200.00
Student Response System Equipment	40.00
Medical Equipment	750.00
Health Insurance	2,000.00
Malpractice insurance	200.00
Car expenses such as gasoline, tolls and parking	2,500.00
AAPA student membership (one-time fee that expires 4 months after graduation)	75.00
NYSSPA student membership	60.00
Infection Control Certificate	40.00
Fit Testing	20.00
<u>BCLS/ACLS</u>	400.00
<b>TOTAL</b>	<b>\$85,665.00</b>

## PROGRAM FACULTY AND STAFF CONTACT INFORMATION

Program Faculty offices are located on the first floor of Monroe Lecture Hall. The main office is located in room 113.

<b>Program Director</b> Theresa V. Horvath, MPH, RPA-C (516) 463-4804 Theresa.V.horvath@hofstra.edu	<b>Medical Director</b> Samuel Sandowski, MD (516) 463-4074 ssandowski@pol.net
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**Program Mailing Address:**  
 Hofstra University  
 Physician Assistant Studies Program  
 113 Monroe Lecture Center  
 Hempstead, New York 11549

# **PROGRAM POLICY**

## **WORK POLICY**

The program strongly discourages any type of outside employment during the course of studies in the program. Program responsibilities are not negotiable, and will not be altered due to student work obligations. Furthermore, working has been the chief cause for academic difficulty in past years.

Students who choose to volunteer or be paid employees during the course of their physician assistant training cannot use their affiliation with the program in any aspect of that employment. Any activity undertaken by the student, independent of the program, is not covered by the liability insurance offered for clinical work associated with physician assistant training. Furthermore, students may not be required to perform clerical or administrative work for the Program.

**Students may not substitute for regular clinical or administrative staff during the clinical year.** Should such a request be made of a student, it should be reported to the program director immediately.

## **E-MAIL**

E-mail is the preferred mode of communication between the program faculty/staff and students. All students *must* notify the Program of their current e-mail address, whether it is a personal account or a Hofstra University account. Hofstra e-mail must be reviewed on a daily basis, even if personal e-mail is the main mode of communication with the program. There are some systems used by the University that only utilize Hofstra e-mail addresses. Therefore, students who use a personal e-mail account should make sure that their Hofstra e-mail is properly forwarded to their personal e-mail account. Additionally, students should empty mailboxes to allow for regular e-mail from program staff and faculty. Failure to check an e-mail account is not an allowable excuse for missing a program event or notification.

## **DRESS CODE**

Students are to dress professionally at all times. While students are not required to dress in business wear while in class, certain types of dress are not acceptable. Both genders should wear clothing that is not revealing. Beach wear such as shorts or bathing suit tops should not be worn. When visiting any hospital or clinic for any reason, business wear, closed toe shoes and white jackets with program patch should be worn.

The dress code for the clinic year is more restrictive. These regulations will be outlined in the Clinical Year Handbook, which will be distributed during the clinical year orientation.

## **TRANSPORTATION**

Throughout the Physician Assistant Program students are required to participate in clinical experiences in community medical settings and to attend clinical conferences. Transportation to hospitals, clinical experiences and other events is the student's responsibility. Clinical year students are responsible for transportation to all clinical clerkship sites and to the campus on call back days.

## **HEALTH INSURANCE**

Health insurance is mandatory for all components of the curriculum. Students begin patient contact in the didactic year, and may not participate in these exercises without medical insurance. Hofstra University offers a plan for those not covered independently. The Hofstra University Wellness Center can provide additional information regarding health insurance.

## **HEALTH CLEARANCE**

All students must provide the Program with evidence of a physical examination by a health care provider who has determined his/her fitness to perform physician assistant student functions. This verification must be provided twice, once at the beginning of the didactic and again at the beginning of the clinical year. Immunization requirements are in accordance with the Centers for Disease Control (CDC) recommendations for health care professionals.

During the clinical year, student clerkship sites often require evidence of good health status. Student health records are confidential and must not be accessible to program faculty or staff with the exception of immunization and tuberculosis screening results which are maintained and released with written permission of the student. Therefore, students are required to keep their own medical information and present it at the beginning of each clinical clerkship.

## **PROGRAM FACULTY AND STUDENT HEALTH CARE**

No faculty member, including the program director and the medical director, are permitted to participate as health care providers for Hofstra PA Students. This includes giving medical advice, as well as physically providing health care. Program faculty are able to help refer students for health care, including mental health care, upon request.

## **CONFIDENTIALITY**

In compliance with The Family Educational Rights and Privacy Act (FERPA) of 1974 and Accreditation Standards for Physician Assistant Education, student materials, grades, records and files are considered privileged and confidential. Student reports, tests and examinations are stored in locked files when not in use. Faculty and clerical staff are the only individuals who have access to these files. No information contained within a student record will be given, either verbally or in writing, without the written consent of the student. Written consent for release of records will be kept in the student file. Written clearance is also necessary for the release of any medical information as discussed in the health clearance section of the Handbook.

## **STUDENT TEACHING IN PROGRAM CURRICULUM**

Some students may be particularly knowledgeable in an area of medicine or clinical skill because of prior health care related experience. Although such expertise is commendable, PA students are not permitted to participate in the teaching of any component of the curriculum.

## **ATTENDANCE POLICY**

Attendance and punctuality is mandatory for all program courses and activities and may be used in student assessment and evaluation, including final course grades. The course coordinator will deduct two points from the total course average for every three times a student is late or absent in that specific course. Absences or lateness must be reported to faculty via e-mail, phone message or in person prior to the start of class.

The student is responsible for obtaining all information related to any missed class time including course material and announcements. The student is responsible for arranging to make up any work missed due to an absence. Instructors are not obligated to provide material to students due to an absence; instructors are further not obligated to provide the opportunity for students to make up missed material due to an unexcused absence.

Additionally, any student who has an **absence** from any class on the day preceding an examination or on the day of the examination will have 5 points deducted from the examination grade.

A pattern of multiple absences, extended absences or chronic lateness will come to the attention of the program director and is subject to disciplinary action including appearance before the Academic Standing Committee.

## **ACADEMIC INTEGRITY**

Cheating and plagiarism are grave infractions of academic and professional ethical behavior and are contrary to the purpose of any educational institution. They must be addressed seriously for student scholarship to have validity. Faculty are required to report all suspicions of academic dishonesty. Faculty may require students suspected of cheating or plagiarizing to confirm the originality of their work. Student breaches of academic standards may be subject to disciplinary or academic action. Please refer to URL:  
[http://www.hofstra.edu/pdf/Senate/Senate\\_FPS\\_11G.pdf](http://www.hofstra.edu/pdf/Senate/Senate_FPS_11G.pdf)

## **PROFESSIONAL CONDUCT**

Professional behavior includes demonstrating respect for instructors and fellow students. It also necessitates an understanding of the process of training to become a physician assistant, including the ability to take orders from superiors. Professional behavior is continuously evaluated throughout the course of study but is formally evaluated twice a year during advisement sessions. Breaches in professionalism may result in a meeting with the Academic Standing Committee, which may mandate professional probation or dismissal from the program. Some issues may arise that necessitate a referral to the Committee for Physician Health (CPH), a New York State Department of Health agency. While a referral to CPH will result in a very costly evaluation, meeting criteria mandated by them can facilitate licensure in individuals with professional issues. Students from PA programs have been referred to CPH for chronic absences, anger management and bullying. They also evaluate suspected drug and alcohol abuse. Failure to meet CPH criteria can lead to dismissal.

Examples of unprofessional behavior include but are not restricted to:

- poor attendance or tardiness;
- plagiarism;
- inability to accept constructive criticism;
- lack of respect for the rights of patients to competent, confidential service;
- failure to follow protocol, or directions of supervising physician, physician assistant or program faculty;
- performing unauthorized procedures or administering services not permitted by the supervisor, the facility, or the Division of Physician Assistant Studies;

- violation of the Health Insurance Portability and Accountability Act (HIPAA);
- failure to perform all or part of assigned tasks and responsibilities;
- leaving the clinical setting without permission of supervising physician or physician assistant;
- performing any activity which is beyond the scope of your role as student;
- failure to identify yourself as a physician assistant student;
- failure to comply with Hofstra University's Code of Community Standards (see handbook section titled "Student Conduct");
- failure to report all observed unethical conduct by other members of the health profession, including other students.

Professionalism extends to behavior in the classroom. Therefore the following behaviors will not be tolerated:

- engaging in conversation with your neighbor while your instructor is talking;
- leaving the classroom during lectures;
- neglecting to turn off pagers and cell phones.

## **STUDENT ADVISEMENT**

Each student will be assigned a faculty advisor who will counsel on matters concerning academic performance, professional behavior and personal issues. Student advisement will occur at a minimum once during the didactic and once during the clinical year. Problems that arise within a particular course should be addressed directly with the instructor, although the student advisor may be able to offer assistance in these cases as well.

Personal issues identified by students or during advisement sessions that may impact their performance in the program must be addressed in a timely manner. Should a student be concerned about a personal matter, he/she should contact his/her advisor or the program director. Faculty can facilitate the acquisition of services either within Hofstra University or privately. Student services are available at the Joan and Arnold Saltzman Community Services Center on the South Campus. Additional services can be found elsewhere in the Handbook as well as in the *Guide to Pride*, which can be located online.

## **DIRECTOR MEETINGS**

Didactic and clinical year classes will meet with the director during regular meetings to discuss problems that arise with the program or within individual courses, or with the Hofstra University infrastructure. These meetings are mandatory. Students are free to suggest topics to be addressed at Director Meetings, and should see the Director Meetings as a place to address conflicts that may arise. Students may discuss issues of a more personal nature with the director in private at any time.

## **EXPOSURE POLICY AND INCIDENT REPORTING**

Should a student be exposed to a foreign body fluid during a clerkship, he/she will immediately report the incident to the clerkship preceptor, other site supervisor or if on campus, to a faculty member. The student will follow institutional infectious and environmental hazard policy, including completing all necessary documentation as required by the institution. Students should be aware that an infectious or environmental hazard exposure can adversely affect student overall health and performance in the Physician Assistant Studies Program.

If completing clinical clerkships, the student must also contact the clinical coordinator or program director directly via voice mail or e-mail, within 24 hours of the incident. The student is required to complete and return an incident form (see back handbook) to the clinical coordinator within 48 hours of the incident. Health

information of the student or patient **should not** be included when filling out the exposure form to protect the privacy of both parties. Additionally, the form **should not** contain the name or other identification of the patient involved in the exposure. Following an exposure, the student must follow-up with his/her private primary care provider for further evaluation and/or treatment.

Should any expense be incurred as a result of an exposure, the student is responsible for all costs related to the incident.

## UNIVERSAL PRECAUTIONS

All PA students must complete a training session for healthcare professionals in infection control/universal precautions provided by the Medical Society of the State of New York and New York State Department of Health before entering the hospital setting. A certificate of completion must be kept by the student and provided to any clinical site requesting a copy. For additional information on universal precautions, please refer to [www.cdc.gov](http://www.cdc.gov).

The principle of universal precautions has been adopted to protect clinicians from exposure to infectious disease because any patient may harbor microorganisms that could cause infection if transmitted. Although blood-borne pathogens are of particular concern, all body fluids secretions, and excretions are included in universal precautions. Since infected patients may be asymptomatic, it becomes necessary to use basic precautions with every patient. Observance of universal precautions will help to provide better protection for every staff member. Students should also familiarize themselves with the hospital/clinical sites specific policies regarding universal precautions. The material below reviews guidelines and preventative techniques.

Universal Precautions Guidelines and Prevention Methods:

1. Avoid direct contact with: blood, body fluids, secretions, excretions, mucous membranes, non-intact skin, and lesions.
2. Avoid injuries from all sharp objects such as needles or scalpels.
3. Avoid direct contact with items, objects, and surfaces contaminated with blood, body fluids, secretions, and excretions.
4. Dispose of all sharp objects promptly in special puncture resistant containers.
5. Dispose of all contaminated articles and materials in a safe manner prescribed by law.

**In practice, using Universal Precautions also requires:**

1. Wash hands frequently and thoroughly, especially if they become contaminated with blood, body fluids, secretions, and excretions.
2. Depending on job duties and risk of exposure, use appropriate barriers, which can include: gloves, gowns, aprons, caps, shoe covers, leggings, masks, goggles, face shields, equipment such as resuscitation devices.

These barriers are to be used to protect:

- a. Skin, especially non-intact skin (where there are cuts, chapping, abrasions, or any other break in the skin).
- b. Mucous membranes, especially eyes, nose and mouth.
- c. All specimens are bagged before transport to the laboratory.

**NOTE:** *The items of protective apparel, including gloves, are to be removed after each use and are to be PROPERLY disposed of. Gloves, etc. are NOT to be worn from one patient or activity to another.*

## **ACADEMIC POLICY**

### **STUDENT EVALUATION**

A variety of evaluation mechanisms will be used to evaluate course work, including tests, written and oral presentations, discussion boards and group projects. All examinations are the property of the Physician Assistant Program.

The type of evaluation will be specified during the first meeting of each course and delineated in individual course syllabi. Although some courses will be pass/fail, most course work will be evaluated by a letter grade. These letter grades will be converted to a Quality Point Index as follows:

<b>Letter Grade</b>	<b>Course Raw Score</b>	<b>University Points</b>
A	93-100	4
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	70-76	2.0
F	<70	0

The grade point average (GPA) is obtained by multiplying the numerical grade by the credits for each course (quality points). The total quality points are then divided by the total number of course credits completed. For dual degree students, the PA program GPA is calculated using only the grade points earned in professional phase curriculum.

### **EXAMINATION POLICY**

During written examinations, students must:

1. arrive on time.
2. remain in the room once the test has begun. Bathroom breaks are not allowed once the examination begins.
3. discard the following items at their desks or on their persons: caps or hats; beverages or food, including water; watches with any kind of function other than timekeeping; written material of any kind; all handheld electronic devices such as PDAs, cellular telephones, recording devices, two-way pagers, or BlackBerries.

Any breach of these policies will result in a loss of 10 points from the examination grade.

### **EXAMINATION REVIEW**

If all students have taken the exam, examination review will occur in a exam review session which are scheduled periodically throughout the semester. Each exam will be allocated ten minutes, and students should focus in on items which they got incorrect on this examination review. Students will also use the feedback function in exam master to raise issues about questions on completion of the exam, which are emailed to the academic coordinator. Issues regarding the validity of test questions or other concerns regarding the examination will not be addressed during the review. All question validity issues must be submitted in writing

to the program director within 48 hours of the exam. Substantive issues regarding test questions must be referenced from required academic sources as part of the memo to the director

## **STANDARD FOR WRITTEN ASSIGNMENTS**

All written assignment must utilize the most recent edition of American Psychological Association (APA) Manual of Style. In addition, all papers must be free of typographical errors, spelling and grammatical errors and plagiarism. Written work must also be sensitive to gender, racial, sexual orientation, religious and ethnic bias. Non-adherence to any of these requirements may affect the grade received for that paper. Students are advised to make an extra copy of all written assignments for their own protection and records prior to submission. APA Bibliographic citation examples can be found on the Electronic Reference Shelf Page of the Hofstra University Library website.

## **SUMMATIVE EXAMINATION**

Students will have two summative examinations, the first at the end of the didactic phase and the second at the end of the program. These examinations will combine multiple choice tests with OSCE or interactive, case-based testing. These tests must be successfully passed in order to continue in the program. If a student fails either test, a make-up will be given. Should a student fail the makeup, the Academic Standing Committee will review the case, and action including possible dismissal will be taken.

## **PROGRESSION FROM THE DIDACTIC TO CLINICAL YEAR**

Several conditions must be met in order to progress from the didactic to the clinical year:

1. Successful completion of all didactic year courses;
2. A cumulative grade point average of 3.0 must be earned for the didactic year;
3. All incomplete grades, probationary issues or pending assignments must be resolved;
4. A passing grade must be earned for the didactic year summative examination;
5. A faculty evaluation of professional behavior evaluation must be satisfactorily completed.

## **GRADUATION REQUIREMENTS**

Graduation is dependent upon successful completion of all course work including clinical rotations, summative examinations and research requirements in the physician assistant curriculum. In addition, any student enrolled in the dual baccalaureate/master degree must also complete all Hofstra University requirements as published in the University Bulletin. Eligibility to sit for the Physician Assistant National Certification Examination is contingent upon successful completion of all program requirements.

## **MAINTENANCE OF GOOD ACADEMIC STANDING**

The cumulative grade point average (GPA) for good academic standing and for degree conferral is 3.0. Students with academic difficulty will be identified by the faculty and remedial measures will be recommended to assist the student in improving academic performance. Should the cumulative grade point average fall below 3.0 at the end of any semester, the student will be placed on academic probation. Failing to meet the conditions of probation may result in termination from the program.

## REMEDICATION OF ACADEMIC DIFFICULTIES

Remediation is a process intended to correct a student's academic deficiencies and includes such activities as assignments, examinations, tutoring, and assessment and development of study skills. Students who fail to demonstrate the requisite knowledge or skills necessary to perform at an acceptable level for a course may be required to remediate those deficiencies. Remediation may be recommended to the student by a course instructor or PA core faculty at any time, but is required for unit exams and course failures.

### COURSE FAILURE

A course grade below 70% will result in failure. Students will be given the opportunity to make up a failing course grade by taking a comprehensive make up exam in that course. Only one make up examination will be offered in any course. A student is allowed only two (2) comprehensive make up exams during the entire didactic component of the professional phase. If a third comprehensive is required, the student will be dismissed from the program.

Students who achieve a passing grade on the comprehensive examination will receive a "C" for the course grade. Should a student fail the comprehensive examination and thus the course, he/she must appear before the Academic Standing Committee. Any extenuating circumstance will be considered at that time. Repeating a course is not possible, as the courses are offered only once a year, and are sequenced in such a fashion that basic material must be mastered before progressing to more advanced course work. Therefore, **in most cases, failure of a course will result in dismissal from the program**

Each of the medicine courses (PHA 224, 225, and 227) is made up of multiple components, representing various disciplines of medicine. A passing grade in **each component** is required in order to pass the entire course. Should a student fail any one component he/she will be offered a cumulative make-up exam in the failed component. The highest grade that can be awarded in a component by a make-up exam is 70%, which will be averaged in with the remaining components to calculate a new final course grade. Only two components can be remediated for the entire three-course medicine sequence. If a student fails more than two components, he/she will meet with the Academic Standing Committee.

As each component in the medicine courses must be passed independently, should a student not achieve a passing grade on the cumulative make-up exam, the course will be failed. The student will then be offered a comprehensive examination in the entire course. Should the comprehensive exam be failed, the student will appear before the Academic Standing Committee as above. Students who achieve a passing grade on the comprehensive examination will receive a "C" for the course grade.

### ACADEMIC STANDING COMMITTEE (ASC)

The ASC committee is comprised of PA Program faculty and is chaired by the PA Program Director. The function of the ASC is for the faculty to present issues of academic or professional difficulty to the student, and to give the student the opportunity to provide information that may explain or clarify the issue. The ASC will make decisions concerning the course of action needed to address the problem, and to enforce program policy. Determinations such as professional or academic probation, dismissal, or other alternatives as may be deemed appropriate, are made by the ASC. Examples of ASC decisions are:

#### ACADEMIC AND PROFESSIONAL PROBATION

Probation is a designation that alerts the student that dismissal is possible should the conditions placing the

student in this status not change. There are two types of probation: Academic Probation and Professional Probation. Academic Probation can be automatically assigned should a student not meet the conditions of good academic standing. Professional probation is a status designated by the ASC when a student violates one of the tenets of professional conduct or those set forth by Hofstra University. The student will remain on professional probation for the duration of the professional phase. Any student placed on probation will be advised in writing by the program director. Deficiencies will be clearly outlined and the student will be advised as to what course of action will be available to him or her to remedy the deficiency.

### GRADE APPEAL

According to the University's Grade Appeal policy ([http://www.hofstra.edu/PDF/Senate\\_FPS\\_42.pdf](http://www.hofstra.edu/PDF/Senate_FPS_42.pdf)), it is the right and responsibility of the faculty to determine student grades at Hofstra University. An instructor's right to determine the grades assigned in his or her classes shall be abrogated only if it is demonstrated (through the procedure below) that a course grade was based on factors other than the student's academic performance in the course.

Within the physician assistant program, a student shall appeal first to the instructor, then to the Academic Standing Committee (ASC), then the chairperson of the department of biology, then to the dean of Hofstra College. In these latter two stages the chairperson and the dean shall attempt to mediate a resolution, but may not change the grade.

The student will inform the program director should an understanding not be reached with the instructor, who will convene the Academic Standing Committee to hear the student's appeal. The student shall be required to submit a written statement to the ASC detailing the argument for a change of grade. The ASC shall have the authority to investigate the appeal fully. The ASC shall begin with presumption that the course grade was assigned correctly; the burden of proof shall lie with the student. If the ASC finds that the course grade was based on factors other than the student's academic performance in the course, a new grade may be determined and submitted.

A faculty member or student also has the right to appeal the decision of the ASC to the provost. In all appeals to the provost, the provost shall begin with the presumption that the ASC's determination is correct. If the provost determines that there is cause for re-consideration, the provost (or his/her designate) shall re-convene and chair (without vote) the ASC to review the case. **The Provost's decision is final.**

### DISMISSAL

According to the University's Dismissal policy ([http://bulletin.hofstra.edu/content.php?catoid=50&navoid=2554#poli\\_for\\_dism](http://bulletin.hofstra.edu/content.php?catoid=50&navoid=2554#poli_for_dism)) dismissal may result from academic or professional deficiencies. Dismissal can only occur after a hearing by the Academic Standing Committee (ASC). The director of the PA program shall notify a student of the decision of the ASC in writing within seven (7) days following the hearing. The notification shall state the reasons for the dismissal. The student is given seven (7) days after receiving notification of dismissal to appeal. If a student chooses not to appeal, he/she will no longer be permitted to continue course work in progress, to sit in on classes, or to register for additional classes.

#### *Appeal of Dismissal*

If dismissal occurs during the didactic component and the student appeals the decision, the student shall be permitted to continue course work already in progress unless extenuating circumstances have been determined. Grades shall be withheld until the appeal process has been completed. Unless the appeal is successful, no grade or credit will be awarded. However, if a student is in the clinical component of the program, the student may not continue in any clerkship during the appeal process.

If dismissal occurs at the completion of a semester and the student appeals the decision, the student may not register for or sit in on any courses unless extenuating circumstances have been determined.

### **Step 1:**

The student may appeal this decision in writing to the chairperson of the department of biology within seven (7) days from the date of receipt of the letter of dismissal. The letter of appeal shall include the grounds for appealing the dismissal. The right of the student to further appeal is waived if a letter is not received within this time frame. The chairperson will conduct a full review of the appeal. The chairperson shall inform the student in writing of his/her decision within 15 days from the date of receipt of the appeal letter. The student may appeal this decision in writing.

### **Step 2:**

The second appeal is to the Dean of Hofstra College of Liberal Arts and Sciences. The student may appeal in writing to the dean within seven (7) days of the receipt of the chairperson of biology's Program's decision. The right of the student to further appeal is waived if a letter is not received within this time frame. The dean shall conduct a full review of the appeal. The dean will inform the student in writing of his/her decision within fifteen (15) days from the date of receipt of the letter of appeal. The student may appeal this decision in writing.

### **Step 3:**

The final appeal is at the Provost's level. The student may appeal in writing to the Provost within seven (7) days of the receipt of the dean's decision. The Provost shall inform the student in writing of his/her decision within fifteen (15) days from the date of the receipt of the letter of appeal. **The Provost's decision is final.**

## **DECELERATION**

All students are required to remain in the cohort with whom they were admitted. Students are not given the option to drop into the class behind them in the case of academic difficulty. The only exception to this policy is if a student should be required to take a leave of absence in the case of illness or family emergency.

## **LEAVE OF ABSENCE**

A student may be granted a leave of absence only in the case of personal illness, family emergency or other circumstance beyond the student's control. Students are not given the option to drop into the class behind them in the case of academic difficulty. A request for leave must be made in writing to the program director. A leave taken without consent from the program director may result in dismissal from the program. Because the curriculum is "lock-step," leaves of absence are strongly discouraged in the didactic phase of the program. A student will be forced to wait until the following academic year to resume study. Leaves of absences are only granted until the following academic year. Students are granted only one leave of absence for the entire PA curriculum. A student must complete the professional phase of the Physician Assistant Studies Program in 40 months including any leaves of absence.

Prior to returning to the program, students must pass a comprehensive examination covering all material up to and including the point at which the student left the program. Please be advised that a leave of absence will affect a student's full time status and financial aid package. It is strongly suggested that a student consult a financial aid advisor when considering a leave of absence. Schedules of tuition reimbursement are published in the Hofstra University Bulletins each semester.

## **WITHDRAWAL FROM THE PROGRAM**

The program director must be notified in writing should a student decide to withdraw from the program. It is imperative that students follow Hofstra University Policy and Procedures for withdrawal from courses and/or the University. Please refer to the Hofstra University Bulletins for the most recent policies and procedures.

*Final Version*

## **PHYSICIAN ASSISTANT ORGANIZATIONS**

### **American Academy of Physician Assistants**

The Student Academy of the American Academy of Physician Assistants (AAPA) serves all students. Students who join the AAPA are represented in the Student Academy of the American Academy of Physician Assistants (SAAAPA), assuming that they establish a student society within their PA program. Charter societies are represented in two ways: The first is through their regional chairs serving the northeast, southeast, north central, south central and western regions of the country. The second way is through the Student Academy's Assembly of Representatives (AOR) which is a two-day session held during AAPA's annual conference. The AOR establishes Student Academy policy for the coming year by voting on resolutions submitted to the AOR. AOR representatives are responsible for discussing the resolutions with students from their program prior to the conference, debating and voicing the concerns of their fellow students during the conference, and voting on each resolution as the representatives from their PA Program.

In addition to discussing resolutions, the AOR representatives are also responsible for electing the Student Board of Directors (SBOD) for the following year. These student officers will direct the Student Academy activities for the year, based on the guidelines that have been provided to them by the resolutions.

American Academy of Physician Assistants, 950 N. Washington St. Alexandria, VA 22314-1552  
703/836-2272 ext 3303; FAX 703/684-1924, aapa@aapa.org. Student dues are \$75. This is a one-time fee that expires four months following your graduation.

### **New York State Society of Physician Assistants (NYSSPA)**

Students who join The State Society of Physician Assistants are full members and can vote for the student director at large. Student dues are \$60. Student membership is valid for the duration of your student enrollment.

New York State Society of Physician Assistants,  
251 New Karner Road Suite 10A  
Albany, NY 12205.  
(877) 769-7722. Fax: (856)423-3420.  
[www.nysspa.org](http://www.nysspa.org)

## **UNIVERSITY FACILITIES AND SUPPORT SERVICES**

### **LIBRARY RESOURCES**

The Hofstra University Axinn Library collections include 1.2 million print volumes, 1,500 current print journal subscriptions, 7,000 DVDs and video tapes, and a robust electronic library available 24/7 with online local and remote access to 150 research databases, 40,000 full-text electronic journals, and 30,000 electronic books. There is a full medical research database that contains full text journals, which can be accessed through the on-line library services.

*Contact:* Joan and Donald E. Axinn Library

Circulation: (516) 463-5952; Reference Information: (516) 463-5962  
hofstra.edu/library

Required texts will be housed in the Axinn library as well as PA Program office. Students may have access to these texts during normal office hours. Other supplemental texts will also be available in the PA Program office. Please inquire of the PA Program faculty to ensure the location(s) of a specific text as well as borrowing rules.

The program has a number of models, A/V aids, and computer programs available to students. Holdings include breast models, prostate exam models, Foley catheter male and female models, IV and suture arms, anatomy, heart sound tapes, and history and physical exam videotapes. Program faculty can direct students to the location of a each instructional aid as well as borrowing rules.

### **COMPUTER USE**

Student Computing Services (SCS) manages the open-access labs (Calkins and Hammer Labs), along with the residential computing network. SCS provides training, computer repair and a wealth of support services for student-computing needs. SCS is a division of the Hofstra University's Information Technology division which provides computing, telephone, Internet services and technical support for all members of the Hofstra community.

*Contact:* Student Computing Services  
106 Calkins Hall, South Campus  
(516) 463-7777 (for 24/7 support)  
hofstra.edu/SCS  
scs@hofstra.edu

### **HEALTH AND WELLNESS CENTER/HEALTH INSURANCE**

At the Hofstra Health and Wellness Center, confidential medical care is available to all Hofstra students with a valid HofstraCard. Physicians and nurse practitioners are available for appointments and women's health services; an allergy clinic, and immunizations are also available. Those students interested in acquiring health insurance should use the contact information below.

*Contact:* Health and Wellness Center  
Republic Hall, North Campus  
(516) 463-6745  
hofstra.edu/StudentAffairs/StudentServices/welctr/index.html

## COUNSELING SERVICES

Hofstra University Student Counseling Services provides psychological, vocational and educational counseling to students in an effort to facilitate meaningful personal growth and the fullest educational development of each individual. Individual and group counseling is available to students who are having difficulty with emotions, behavior, and academic or adjustment goals. The collaborative counseling process is used to clarify problems, establish realistic goals and develop active, short-term treatment solutions. In the event of an emergency after regular office hours, on-call counselors may be reached by calling the Department of Public Safety at (516) 463-6789.

*Contact:* Student Counseling Services

Joan and Arnold Saltzman Community Services Center, South Campus  
(516) 463-6791

## SERVICES FOR STUDENTS WITH DISABILITIES (SSR)

The office of Services for Students With Disabilities (SSD) works to ensure that Hofstra University is an accessible environment where individuals with disabilities have equal access to programs, activities, and all other opportunities available to all students. Students with disabilities who register with SSD may be eligible for reasonable accommodations. To register with SSD, students must present documentation that verifies the disability, and indicates the need for such accommodations. Reasonable accommodations are adjustments to University programs, policy, and practice that level the playing field for students with disabilities. Examples of reasonable accommodations include extended time on in class exams, testing in a separate proctored environment, and supplemental note-taking services. Accommodations are based on the students individual disability related needs and careful review of comprehensive disability documentation. The student's program requirements are also taken into consideration because not all accommodations are appropriate for all programs or courses. Accommodations considered "not reasonable" include those which would substantially alter the essential components of a degree, program or course.

Reasonable accommodations are free of charge to all eligible students who complete the SSD registration process. For more information about applying for reasonable accommodations through SSD, call (516) 463-7075 or e-mail [SSD@hofstra.edu](mailto:SSD@hofstra.edu).

## FINANCIAL AID OFFICE

The Office of Financial Aid provides guidance and information about scholarships, grants, loans, and Federal Work-Study.

*Contact:* Office of Financial Aid  
202 Memorial Hall, South Campus  
(516) 463-8000  
[hofstra.edu/financialaid](http://hofstra.edu/financialaid)

## EMERGENCY TELEPHONES/EMERGENCY CLOSINGS

There are more than 40 emergency telephones located throughout campus that provide immediate contact with the Department of Public Safety. Specific locations are noted on the Hofstra University campus map.

For school closings due to snow, please call (516) 463-SNOW.

Please note: **Snow days apply ONLY during the Didactic year.**

## **TRANSPORTATION**

The University shuttle bus service provides the Hofstra community with transportation throughout the campus. There are also scheduled stops at the Long Island Rail Road, as well as local shopping centers and restaurants. For more information see:

[www.hofstra.edu/about/infocenter/info\\_shuttle.html](http://www.hofstra.edu/about/infocenter/info_shuttle.html)

## **SWIM CENTER/PHYSICAL FITNESS CENTER**

The Swim Center/Physical Fitness Center has an indoor, heated Olympic-sized pool, with four diving boards, two moveable bulkheads that can divide the pool for separate activities, and complete support facilities: locker rooms, showers, bleachers, and offices. The pool includes an underwater observation window, the most technologically advanced timing system, and accessibility for individuals with disabilities. A complete range of recreational, instructional and competitive aquatic activities is available. Use of the Swim Center/Physical Fitness Center is free to all students with a valid HofstraCard.

*Contact:* Physical Fitness Center, North Campus  
(516) 463-5082  
[hofstra.edu/About/Campus/campus\\_swimctr.html](http://hofstra.edu/About/Campus/campus_swimctr.html)

## **DEPARTMENT OF PUBLIC SAFETY**

The Department of Public Safety is located at the corner of Hempstead Turnpike and California Avenue in the Mack Public Safety and Information Center. The Department of Public Safety provides 24-hour security to the Hofstra campus. In an emergency, dial x3-6789 from any on campus telephone for direct contact with the Public Safety dispatcher. Services provided by Public Safety include student escorts, transportation, a motorist assistance program, lost and found, a victim assistance program, residential security, campus patrols, parking, emergency telephones, and the CANN system.

*Contact:* Department of Public Safety  
Mack Public Safety and Information Center  
(Corner of Hempstead Tpk. and California Ave.)  
(516) 463-6606  
[hofstra.edu/StudentAffairs/PublicSafety/index.html](http://hofstra.edu/StudentAffairs/PublicSafety/index.html)  
[publicsafety@hofstra.edu](mailto:publicsafety@hofstra.edu)

## **DINING SERVICES**

Students have a choice of 17 campus dining locations on campus, all of which accept the HofstraCard.

*Contact:* Hofstra University Dining Services  
122 Mack Student Center, North Campus  
(516) 463-6662

## **ID CARDS**

Every student is issued a Hofstra University identification card, known as the HofstraCard, which must be carried at all times to present to University officials upon request. In addition to being an ID card, the HofstraCard is used as an optional dining card to access original dining plans and additional points, to withdraw books from the Hofstra libraries, to gain access to academic buildings and computer labs, and to access Dutch Debits. There is a \$10 replacement fee for lost cards. 104 Mack Student Center, North Campus; (516) 463-6942.

# **UNIVERSITY STANDARDS, POLICIES AND REGULATIONS**

## **HOFSTRA UNIVERSITY HARASSMENT POLICY**

The following are introductory paragraphs to the Hofstra University Harassment Policy. For more detailed information on this policy including the procedure for processing a grievance see the Hofstra web site at [http://www.hofstra.edu/pdf/harassment\\_policy.pdf](http://www.hofstra.edu/pdf/harassment_policy.pdf).

As an academic institution of higher learning, Hofstra University is dedicated to providing an environment conducive to intellectual and personal growth, with all members of the community encouraged to participate to the fullest extent of their abilities. For Hofstra, this means a firm institutional commitment to academic freedom as defined in Section II of the Faculty Statutes. It also involves a commitment to norms of professional and interpersonal respect ensuring that no individuals are subjected to harassment or discriminated against in any way on the basis of race, color, religion, sex, sexual orientation, age, national or ethnic origin, physical or mental disability, marital or veteran status or any other characteristic protected by state or federal laws. These protected traits are referred to as “protected characteristics or beliefs” elsewhere in this Policy.

Harassment based on any of these characteristics is a form of discrimination prohibited by law and by Hofstra University. Whenever a violation of this policy is brought to the University’s attention through appropriate channels or when the University otherwise becomes aware of a violation of this policy, prompt corrective action will be taken. All members of the Hofstra community are encouraged to contact the appropriate University offices if infringements of this policy come to their attention. Retaliation against anyone who files a complaint under this policy or participates in an investigation is prohibited.

## **SEXUAL ASSAULT POLICY**

Hofstra University urges you to read and understand the following information. Acts of sexual violence, assault or abuse such as rape, acquaintance rape or other forms of nonconsensual sexual activity will not be tolerated at Hofstra University. Such acts are criminal behaviors and create an environment contrary to the goals and missions of the University.

Sexual assault refers to rape, sodomy, sexual abuse and other nonconsensual sex offenses which are serious crimes under New York state law. Rape is committed when any person engages in sexual intercourse by forcible compulsion; or not by forcible compulsion when the victim is physically, mentally or legally incapable of giving consent.

Other sexual offenses under New York state law involve unwelcome physical contact with a person’s genitals, buttocks or breasts. In all cases, the force need not be overtly violent; the threat of force when it places a person in fear of physical injury or kidnapping may be sufficient. Criminal penalties in New York for all such acts vary according to the circumstances, but can include prison sentences of up to 25 years.

Any violation of the Sexual Assault Policy is also considered a violation of the Student Conduct Code. A Hofstra student who is found to have committed rape, sexual assault or any other sexual offense is subject to disciplinary action that can include probation, suspension or expulsion. Rape is a felony. Any student charged with a felony is summarily suspended from Hofstra University pending the adjudication of those charges.

It is important for members of the campus community to be aware that there can be serious legal consequences for certain sexual conduct. In a campus setting, sexual assault often occurs when one or both parties are intoxicated from alcohol or other drugs. Therefore, it is important to understand that intercourse or other sexual

activity with a person who is unable to give free and full consent (e.g., because of intoxication, substance abuse or intimidation) may constitute sexual assault or rape. Furthermore, the offender's use of a mind-altering substance does not in any way diminish his or her responsibility for physically or psychologically abusive behavior.

### Educational Programs

You are the key to your personal safety on campus and in the community. We encourage you to attend educational programs which promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses. Furthermore, programs are conducted for first-year students during New Student Orientation and in the residence halls throughout the academic year. These programs are open to the entire Hofstra community. Other programs on sexual assault are offered throughout the year including: First Year Focus, Domestic Violence Week, Personal Safety Week, Alcohol Awareness Week, etc. The Dean of Students Office is happy to sponsor programs for any student/organization to educate its members on this topic. For additional information please contact the Dean of Students Office at (516) 463-6913.

### Crisis Management Team

The Crisis Management Team responds to crisis incidents reported to Public Safety, including incidents of sexual abuse. Members of the team include the following or their designee and will be representative of both genders:

1. Director of Public Safety or designee
2. Dean of Students or designee
3. Director of Student Counseling or designee
4. University Relations, if necessary
5. Legal Counsel, if necessary

### Community Standards

The Crisis Management Team will be sensitive to the fact that the survivor of the sexual assault may not want to meet with all members of the team immediately. They will, however, make themselves available to the survivor to provide ongoing services and assistance as needed in any of the following areas:

1. Counseling services are available, both on and off campus.
2. Medical services are available, both on and off campus.
3. Options are available regarding reporting the case to the proper authorities, both on campus and local police.
4. Assistance will be provided in notifying these authorities if such assistance is requested.

### **Sexual Assault Information (Aid to Victims of Violence)/Sexual Assault Survivor**

#### If You are the Survivor of a Sexual Assault

Your safety and well-being are of paramount importance. What you choose to do is up to you and the University will respect your choice and will work with you throughout the process. Survivors of sexual assault are encouraged to take the following actions immediately:

1. Go to a place where you feel safe.
2. Contact or have a friend contact Public Safety at (516) 463-6789, Student Counseling Services at (516) 463-6791 (Public Safety will contact Student Counseling Services during non-business hours) or the Domestic Violence Hotline at (516) 542-0404. Male and female personnel will be available to assist you.
3. Medical evidence for use in the prosecution of a criminal offense is collected at the hospital. For this reason, you should **not** shower, bathe, douche or change clothes. You may need to bring a change of clothes to the hospital in case what you are wearing is collected as evidence.
4. Do not touch any evidence or straighten up the area where the assault occurred.

5. Go to a hospital emergency room. Public Safety or the police will provide transportation, if necessary.
6. Do not blame yourself. The person who assaulted you is responsible.
7. Talk with a program faculty member.

## **Statement of Victim's Rights**

### **Survivor's Bill of Rights**

1. Survivors have the right to counseling, medical treatment, prosecution and reporting of their case through the off-campus court system, as well as the right to refuse all of the above without reproach from University personnel.
2. Survivors will be treated with dignity and seriousness by campus personnel.
3. Survivors of crimes against one's person have the right to be reasonably free from intimidation and harm. During University conduct proceedings, survivors have the right to provide testimony at a separate location from the student charged, if requested.
4. University personnel shall be encouraged to inform a survivor that they are not responsible for crimes against their person.
5. Survivors shall be made aware of existing counseling and other student services that are available, both on and off campus.
6. Survivors shall be entitled to the same support opportunities the University permits the accused in a campus disciplinary proceeding, which includes the opportunity to have others present during a disciplinary proceeding such as an adviser (for further details, see section 5 of the "Student Conduct Process" in Hofstra University's *Code of Community Standards*).

## **POLICY ON SUBSTANCE ABUSE AND ALCOHOL**

### **DRUGS**

#### **1. Standard of Conduct**

Possession, use and/or distribution of unprescribed and/or illegal controlled substances, prescribed medical drugs that were unlawfully obtained or are being unlawfully or abusively used, and related paraphernalia are strictly prohibited on any area of campus. In addition, the abusive or unlawful use of over-the-counter drugs is strictly forbidden. Any violation of this policy is also considered a violation of the Student Conduct Code.

#### **2. University Sanctions**

Students who possess, use and/or distribute illegal drugs, prescribed medical drugs that were unlawfully obtained or are being unlawfully used, or drug paraphernalia on Hofstra University property will be subject to a minimum sanction of disciplinary warning and mandatory attendance at an educational seminar. Repeat offenders may face more severe penalties, including automatic suspension and/or removal from the residence halls. Students who distribute controlled substances or possess such substances with the intent to distribute will be subject to a minimum sanction of suspension from the University and could face expulsion from the University.

#### **3. Local, State and Federal Laws**

In addition to sanctions imposed by the University, drug violations may be referred to the appropriate external authorities. Under local, state and federal laws, such as the New York State Penal Law and the Federal Controlled Substance Act, violations as specified above may result in penalties ranging from fines through imprisonment. A list of penalties for federal drug offenses can be found on the U.S. Drug Enforcement Administration's Web site at: [dea.gov/agency/penalties.htm](http://dea.gov/agency/penalties.htm).

If a student is convicted of a drug-related offense under local, state or federal law, financial aid will be revoked for a specified period of time.

#### 4. Health Risks

The health risks caused by drug use vary depending on the drug involved. Studies have shown that marijuana contributes to sterility in men, destroys brain cells and leads to diseases associated with cigarette smoking. The use of cocaine or any cocaine-based substance may cause heart failure, erratic behavior, personality changes, and birth defects, loss of appetite, paranoia and mood swings. The use of drugs without a doctor's supervision may also cause serious health difficulties. In addition, the abuse of any substance can adversely affect relationships, employment, academic and athletic performance and self-esteem.

#### 5. Treatment

The University provides confidential counseling services to students. Student Counseling Services is located at the Saltzman Community Services Center and can be reached at (516) 463-6793. Counseling Services personnel will provide referrals to both in- and outpatient treatment facilities in the vicinity of Hofstra.

### **ALCOHOL**

#### 1. Standard of Conduct

Possession, distribution, use and/or consumption of alcohol by students under 21 years of age is strictly prohibited on campus. The operation of a motor vehicle by a driver who is legally impaired or intoxicated (reckless driving) is also prohibited. In addition, consumption of alcohol and/or possession of open containers of alcohol by any student in public areas, such as hallways, lounges, parking lots, the Mack Student Center, athletic fields and at athletic events without express authorization from the Dean of Students Office is not permitted. No alcohol is permitted at Greek rush events. When alcohol is authorized to be served at an event on campus, no person shall be sold or served alcohol who a) is or appears to be intoxicated, or b) is under the legal drinking age of 21. When alcohol is authorized to be served at an event on campus, nonalcoholic beverages and food must also be made available. Any violation of this policy is also considered a violation of the Student Conduct Code.

#### 2. University Sanctions

Students who violate any of the above alcohol regulations will be subject to a minimum penalty of a disciplinary warning. Subsequent offenses will result in more serious action.

#### 3. Local and State Laws

In addition to sanctions imposed by the University, alcohol violations may be referred to the appropriate external authorities. Under local and state laws, such as the New York State Penal Law, Vehicle and Traffic Law, and Alcoholic Beverage Control Law, violations may result in penalties ranging from fines through suspension of a driver's license and possible imprisonment.

#### 4. Health Risks

Use of alcohol may result in mood changes, impulsive actions, loss of judgment and loss of coordination. Excessive use of alcohol may cause heart damage, liver damage, damage to the digestive tract, cancer, brain damage, mental disorders, loss of sexual function, blood disorders and birth defects. Also, long term alcohol use may affect relationships, employment, academic and athletic performance, and self esteem. Students will be held completely responsible for any violation of University policy while under the influence of alcohol.

## 5. Treatment

The University provides confidential counseling services to students. Counseling Services is located at the Saltzman Community Services Center and can be reached at (516) 463-6793. Counseling Services personnel will provide referrals to both in- and out-patient treatment facilities in the vicinity of Hofstra. The foregoing is provided in compliance with section 1213 of the Higher Education Act of 1965, as amended by the Drug-Free Schools and Communities Act Amendments of 1989 [20 U.S.C. 1145g].

# STUDENT CONDUCT

## Grounds for Disciplinary Actions

Hofstra University developed this Code of Community Standards in an attempt to ensure the rights of individuals in the context of a community. The following is a list of actions that violate community standards. Any student who commits, aids, or attempts to commit any of the following acts on University property or during the course of a University activity is subject to disciplinary action under the Student Conduct Code and/or the Pride Principles.

## Student Conduct Codes

Aiding and Abetting- Aiding or abetting misconduct by others that would be in violation of the rules outlined in the Student Conduct Code, any University Policy and/or of federal, state or local laws. Aiding and abetting includes helping, procuring, or engaging another person to engage in a violation of the Student Conduct Code.

Alcohol - Hofstra University expects that all students abide by federal laws and New York state laws on alcohol as well as the University's Statement on Drugs and Alcohol and all related policies as outlined in Residential Programs' "The Living Factor." Students who drink alcohol to excess whether on campus or off campus and require medical attention will be later required to meet with a member of the Dean of Students Office.

The following actions violate the University's conduct code regarding alcohol: possessing, consuming and/or distributing any quantity of alcohol while under the legal drinking age; or violating the University alcohol policy in any way (including, but not limited to, the Statement on drugs and Alcohol and "The Living Factor"); or possessing, consuming and/or distributing any quantity of alcohol in a residence hall suite/room where there is a minor present; or misrepresenting yourself or using another person's identity with the intent to purchase, possess and/or consume alcohol; or acting in a disruptive/disorderly manner, regardless of age, while under the influence of alcohol.

Arson - Starting an unauthorized fire on University-controlled property or at a University-sponsored event.

Assault - Intentionally or recklessly causing physical injury to a person.

Coercion -Compelling or inducing another person to act in a manner through physical or psychological threats. Examples include, but are not limited to, causing or threatening to physically injure or cause damage to a person or property, accusing a person of a violation of the University policy or causing conduct charges to be instituted against a person without a proper basis, exposing a secret or publicizing information that may subject the person to hatred, ridicule or contempt in order to induce the person to act in a manner.

Damage - A student is responsible for damage to University or personal property when his or her actions result in reduction of the value or usefulness of property or spoil the appearance of such property.

Defamation of Character - Causing harm to any student or University official's reputation via defamatory written or spoken statements.

Disruptive Conduct - Acting singularly or in concert with others, in a manner that obstructs, disturbs, interferes or impairs the normal operations, processes and functions of the University, including University classes, departments, facilities, events, representatives, and/or individuals or groups. Failing to follow the policies as outlined by the University or Office of Student Leadership and Activities when planning protests, demonstrations, etc.

Drugs - Hofstra University expects that all students abide by all federal laws and New York state laws regarding illegal drug use as well as the University's Statement on Drugs and Alcohol and all related policies as outlined in Residential Programs' "The Living Factor."

The following actions violate the University's Student Conduct Code regarding drugs:

- using and/or possessing illegal drugs; or improperly using or abusing over-the-counter drugs or prescription drugs; or manufacturing, distributing, dispensing, and/or selling illegal drugs, including prescription drugs on campus; or aiding and abetting in the sale/distribution/use/possession of illegal drugs, including prescription drugs on campus;
- or using/possessing drug paraphernalia on campus, including, but not limited to scales, rolling papers, bowls, pipes, bong, hookahs or any other device that could be used for the purpose of drug use;
- or knowingly being in the presence of illegal drugs and/or drug paraphernalia/illegal drug use on campus.

Falsification - Providing any false or misleading information, altering or destroying accurate information on any University record or any record submitted to the University; providing false or misleading information to a University official.

Failure to Comply - Failing to comply with a directive/request from a University official or a University/departmental policy. Examples include, but are not limited to, refusing to carry out a request by a University official or comply with a sanction, failure to appear at an appointment in the Dean of Students Office when summoned, or failure to appear as a witness after being directed by a University official to appear at a disciplinary hearing.

Fighting - Any physical altercation that involves striking, shoving, kicking or subjecting another person to physical contact.

Fire Safety/Emergency - Causing fires or tampering with and/or misusing fire safety equipment/emergency exit doors. Failing to immediately evacuate and/or impeding the orderly evacuation of a building when informed to do so. Possessing any unauthorized open flame devices and/or any other type of device that can potentially cause combustion. Failing to comply with New York state laws on fire safety as well as the University's statement on Fire Safety Guidelines and all related policies as outlined in Residential Programs' "The Living Factor."

Forgery - Falsifying a written instrument with the intent to defraud, deceive or injure another or to circumvent University procedures/policies. Examples include, but are not limited to, writing or instructing another person to write/sign the name of a University official on a University document for the purpose of changing University records or circumventing University procedures.

Gambling - Participation in any form of illegal gambling. Gambling refers to unauthorized lotteries, raffles, or other games of chance. These activities are not to be conducted on campus by organizations or individuals. Gambling is not permitted in connection with college-sponsored events on or off campus.

Guests/Actions of a Guest - A student is responsible for the actions of his/her guest(s) at all times. Should a guest be found responsible for any violation(s) of University policy, the host is also accountable.

Harassment - Making statements or actions that denigrate or ridicule an individual or group because of race, color, religion, ethnicity, sex or sexual orientation, age, national or ethnic origin, physical or mental disability, marital or veteran status. Physically or emotionally threatening or taunting another person. Individuals who have violated the University's Harassment Policy are also in violation of the Code of Community Standards.

Hazing - Individuals who have violated the University's "Rules and Regulations of Hofstra University Regarding Hazing" are also in violation of the Code of Community Standards.

Infringement of Rights - Infringing upon the rights of any other member, guest or department within the University community. This includes, but is not limited to, interfering with freedom of movement, freedom of speech and the right to personal privacy.

Lewd/Indecent Behavior - Intentionally exposing intimate parts of his/her body in a public place or in private premises under circumstances in which he/she may readily be observed. This includes, but is not limited to, urinating or defecating in places other than appropriately designated areas.

Perjury - Misleading a hearing board, investigation team or conduct officer through false or inconsistent written or verbal statements.

Reckless Driving - Operating a motor vehicle on University property in a manner that causes or might potentially cause physical harm to an individual or property; or operating a motor vehicle while impaired or intoxicated.

Reckless Endangerment - Engaging in conduct that creates a substantial risk of serious physical injury to another person or to oneself.

Sexual Assault - Individuals in violation of the University's Sexual Assault Policy are also in violation of the Code of Community Standards.

Solicitation - Disseminating information door-to-door and/or distributing/providing or inviting someone else to distribute/provide pamphlets, advertisements or other goods or services to members of the University community without the approval of a University official or in places that are not approved for such distribution.

Theft - Taking something that is not yours without the expressed consent of the owner. Using services without paying for those services and/or without receiving proper consent for use of those services. Examples include, but are not limited to, intentionally writing/cashing bad checks on campus.

Unauthorized Entry/Exit - Improperly entering or exiting the campus or a room/building/area/vehicle. Entering or remaining in a restricted area/building/academic room without appropriate permission or after the hours when the building/area is closed.

Unauthorized Possession - Possessing or using property without the knowledge and/or consent of the owner.

Unrecognized Groups - Participating as a member of a group that has been denied recognition by the University, suspended by the University, or that has never sought recognition from the University (see guidelines concerning Unrecognized Organizations.)

Vandalism - Intentionally or recklessly damaging the property of the University or of another individual.

Verbal/Written Abuse - Using abusive, obscene and/or profane language or speaking in a way that is inconsistent with the Code of Community Standards of Hofstra (see Pride Principles).

Violation of a Ban - A student is strictly prohibited from entering any area and/or building from which they have been banned or removed by the University. A student is also prohibited from hosting a banned student/individual.

Violation of ID Policy - Using/possessing someone else's identification, allowing someone else to use/possess your identification or otherwise providing false identification. Examples include, but are not limited to, failing to produce identification when asked by a University official, failing to properly swipe into a building/area, or failing to show proper Hofstra identification when entering a University facility where identification is required.

Violation of Security Policy - Acting in a way that compromises the security of University community members or facilities. Examples include, but are not limited to, propping doors of University buildings and/or facilities, or failing to follow University or residence hall security guidelines.

Weapons and Explosives - Students are prohibited from possessing, using, storing or transporting firearms, weapons, fireworks, incendiary devices, ammunition, chemicals that are explosive in nature and/or any other instrument which has the potential to injure or harm a person/property regardless of intent. These types of items include, but are not limited to: knives, brass knuckles, switchblades, swords, BB guns, paintball/pellet guns, mace, pepper spray and box cutters.

## **BIAS CRIME PREVENTION POLICY**

The following policy is sanctionable under the Code of Community Standards.

Bias Crimes, also called hate crimes, are criminal acts involving violence, intimidation, and destruction of property based upon bias and prejudice. Victims of hate crimes are intentionally selected, in whole or in part, because of their race, color, religion, sex, sexual orientation, age, national or ethnic origin, physical or mental disability, marital or veteran status. Crimes motivated by invidious hatred toward particular groups not only harm individual victims but send a powerful message of intolerance and discrimination to all members of the group to which the victim belongs. New York State Penal Code, specifically the "Hate Crimes Act of 2000," subjects hate crimes to prosecution and severe punishment.

Bias incidents involve behavior that is motivated by bias based on race, color, religion, sex, sexual orientation, age, national or ethnic origin, physical or mental disability, marital or veteran status. These incidents do not involve criminal conduct such as assault, threats or property damage. However, bias incidents, such as racial slurs, may escalate from mere words to threats and ultimately to violence.

Bias incidents may not violate the law, but may violate University policy prohibiting harassment and discrimination (see Harassment as defined in the Student Conduct Code). A Hofstra student who is found to have committed a bias-related crime is subject to disciplinary action that can include probation, suspension or expulsion. Any student charged with a bias-related felony is summarily suspended from Hofstra University pending the adjudication of those charges.

## Educational Programs

Educational programs to promote the prevention of bias-related crime are conducted for first-year students during New Student Orientation and in the residence halls throughout the academic year. These programs are open to the entire Hofstra community. Other programs on bias-related crime are offered throughout the year. For additional information, please contact the Dean of Students Office, (516) 463-6913.

If you believe you have been a victim of a bias-related crime, contact Public Safety and/or the Dean of Students Office. They will provide you with the following information:

- Counseling services that are available, both on and off campus.
- Medical services that are available, both on and off campus.
- Options that are available regarding reporting the case to the proper authorities, both on campus and local police.
- Assistance will be provided in notifying these authorities if such assistance is requested.

For additional information, please refer to the Public Safety section of the Guide to Pride or call (516) 463-6606.

## **FIRE SAFETY GUIDELINES**

Hofstra University policies relating to fire safety are in accordance with New York state law and Nassau County ordinances. Our primary concern is the safety and well-being of the members of our community and as such, new policies have been created and existing policies have been modified to ensure that Hofstra University provides a safe environment and is in compliance with all New York State Fire Codes and those of the Nassau County Fire Marshall's Office. Students must comply with the specific policies listed below as well as all other policies listed in "The Living Factor," Hofstra University's guide to residential living. In addition, as per the current New York State Fire Code (NYSFC), information and training related to fire safety must be presented to all students enrolled in higher education on an annual basis. Any violation of these guidelines is also considered a violation of the Student Conduct Code.

1. Door chocking (propping): A door leading out to a main hallway (common area), used as fire and/or smoke door, should not be chocked (propped) open, blocked or obstructed to prevent the normal self-closing operation of said door. [ref; NYSFC F-703.2]
2. Electric Wall Outlets: All electric cords from devices must be plugged directly into a wall outlet or an approved surge protector strip. All surge protector strips must be plugged directly into the wall outlet. No extension cord(s) are permitted in residential halls. Furniture should not obstruct a wall outlet as to prevent an electrical plug from easily being removed from the outlet (without first moving the furniture). [ref; NYSFC F-605.5]
3. Items Suspended From Ceilings and Walls: No items shall be suspended from the ceiling or within 24" of the ceiling as to obstruct or cover lighting, smoke detectors and/or sprinkler heads. [ref; NYSFC - 901.6 and 805.1 and 315.2.1] No decorative, holiday or theme lighting shall be placed/hung on or around doors or windows.
4. Decorations: No tapestries or fabric items (including flags) shall be placed on the ceilings or walls of any room. Wall coverings may include pictures and posters, but may not exceed 50 percent of total wall space. Tapestries and or fabric items shall not be placed in common areas (including doormats). [ref; NYSFC 304.1] No window curtains or valances are permitted to be hung in rooms/suites/ apartments.

5. Natural Cut Trees: No natural cut trees of any sort shall be erected in the common or living space of any residence hall [ref; NYSFC 804.1.1] All students must fully comply with all fire safety regulations. Violations may result in monetary, educational, and/or conduct sanctions.
6. Candles/Incense: No candles (including those used for “decoration only”), incense or anything that burns, are permitted in residence halls.
7. Smoking: Hofstra University is a smoke-free environment. There is no smoking or lighting of smoking-type products in any residence hall/room or facility on the Hofstra University campus.
8. Malicious False Alarms: The alteration and/or destruction of fire safety equipment affects the safety of all members of the Hofstra community. Malicious damage to any fire safety equipment, including fire extinguishers, exit signs, fire doors, emergency lighting and/or the activation of a fire pull station (when the threat of fire is not present), is a crime, is not tolerated at Hofstra University and will be processed to the fullest extent of the law. All students must comply fully with all Hofstra University fire safety regulations. Violations may result in monetary, educational, and/or conduct sanctions.

## **PARKING, AUTO ISSUES AND VEHICLE REGULATIONS**

Hofstra parking permits can be obtained at the David S. Mack Public Safety and Information Center located on the southeast corner of Hempstead Turnpike and California Avenue. Permits are issued only at the Mack Public Safety and Information Center, Monday-Friday, 8:30 a.m.-4:30 p.m. There is no charge for a parking permit. Anyone who parks a motor vehicle on University grounds must obtain a permit. Parking permits will be affixed to the vehicle by Public Safety staff in accordance with University regulations. Every student, staff, faculty and administrator is allowed to register only one vehicle. If there is a second vehicle, a temporary pass will be issued for a maximum of two weeks. All persons parking their vehicles on campus do so at their own risk. The University is not responsible for the theft of any vehicle, its contents, or for damage sustained by a vehicle parked on campus property. All operators are subject to existing New York vehicle and traffic laws while on campus.

### Special Privileges

Persons who are physically disabled may receive special privileges, if authorized. However, anyone requiring “Person First” parking privileges must first apply through the Hofstra University Health and Wellness Center. If approved by the Health and Wellness Center, a special parking permit may be obtained at the Mack Public Safety and Information Center.

Short-term unloading stops in restricted and “No Parking” areas are permitted, but permission must be obtained in advance from Public Safety. In the absence of permission, violations will be cited.

### Use Of Another/Different Vehicle

Only one vehicle can be registered with the Department of Public Safety. In the event that a second vehicle is being used, a temporary parking pass will be issued for a maximum of two weeks, or violations will be cited. The Department of Public Safety has no way of knowing that you are using another vehicle unless proper notification of this fact is made. You are responsible for all summonses issued to any vehicle you drive on campus.

### Parking In A Manner That Warrants Towing

Any vehicle that is not registered as required or is parked in violation of any of the campus traffic regulations will be fined and towed at the owner’s expense. You must report to the David S. Mack Public Safety and Information Center to secure the release of your vehicle. The towing fine must be paid in order for the vehicle

to be released. The University will not be held responsible for damage to towed vehicles or for personal property lost as a result of having the vehicle towed and/or disposed of. Any vehicle parked on campus (a) without a proper license plate, or (b) for four (4) days or more without a valid University permit, is considered abandoned, and is subject to disposal, for which the University will not be responsible for any damage or loss of property.

### Student Parking Lots

Students may park only in areas marked for student parking, and only between lines that outline the parking space. Do not park in areas marked “Restricted,” “Reserved,” or “Visitors.” This rule applies whenever vehicles are on campus for any reason. Motorcycles and mopeds must be parked in spaces marked for such vehicles and may not be parked in a space outlined for a full-sized or small car.

### Citations

Citations will be given for, but are not limited to, the following violations of regulations:

1. Parking in a “Person First” space.
2. Parking within the prohibited limits of a fire hydrant.
3. Dangerous or reckless driving.
4. Failure to stop at a stop sign.
5. Speeding.
6. Entering parking field via exit.
7. Leaving parking field via entrance.
8. Leaving the scene of an accident.
9. Failure to register state license plate number.
10. Parking in front of a closed gate or barricade.
11. Obstructing traffic.
12. Parking in other than specified area when parking privileges have been suspended.
13. Driving or parking on any grass area, walk, ramp, except emergency and maintenance vehicles, or as directed by a Public Safety officer.
14. Parking in a Tow Away Zone.
15. Parking for the purpose of making mechanical repairs.
16. Abandoning a vehicle.
17. Parking in an area not outlined for parking.
18. Parking in wrong field or space.
19. Parking outside of lines.
20. Parking in restricted or reserved space or area.
21. Scofflaw.
22. Failure to properly display a Hofstra University parking permit.
23. Faculty/Staff vehicle tow.
24. Parking in a Fire Zone.

### Parking Violations May Be Appealed

If you feel that a summons was issued or that your vehicle was towed in error, you may file an appeal on the form provided for this purpose. Students can obtain an appeal form at the Dean of Students Office located at 243 Mack Student Center. Appeals are heard by the Student Hearing Board on the first Monday of every month of the fall and spring semesters (dates may vary). Students may attend the appeal, or the Board will use the written appeal to make their determination. Faculty and administration may appeal to the parking committee of Public Safety; these appeal forms are available at the Public Safety Department. All rulings on appeals are final.

Disciplinary Action For Continuous Violators Of Parking and Vehicle Regulations

The University reserves the right to refuse parking privileges to anyone found to abuse the University's parking rules and regulations. Students who repeatedly violate University parking regulations could face disciplinary action that may result in, but is not limited to, suspension of driving privileges on Hofstra campus. If a student's driving privileges are suspended/revoked, that student is not permitted to drive/have his or her vehicle on any part of the Hofstra campus for any reason. **The campus speed limit is 15 mph; violators will be cited.**

*\*For more information on campus vehicle regulations, consult the Campus Vehicle Regulations brochure available at the Mack Public Safety and Information Center.*

Final Version



**PROGRAM IN PHYSICIAN ASSISTANT STUDIES**

August 31, 2010

Revised December 15, 2011

STUDENT HANDBOOK AGREEMENT TO ABIDE

(Policy & Procedural Guidelines)

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I have read the policies, rules and regulations found in this latest version of the Hofstra University Physician Assistant Program Student Handbook and agree to abide by them.

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NAME (Signature): \_\_\_\_\_

NAME (Print): \_\_\_\_\_

DATE: \_\_\_\_\_



## INCIDENT FORM

Name: \_\_\_\_\_

Date of Report: \_\_\_\_\_

Date of Exposure/Incident: \_\_\_\_\_

Time of Exposure/Incident: \_\_\_\_\_ am/ pm

Location of Exposure/Incident: \_\_\_\_\_

Brief Description of Exposure/Incident: (OMIT ANY PATIENT SPECIFIC INFORMATION)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

	Yes	No
Completed institution's exposure/incident forms: .....	<input type="checkbox"/>	<input type="checkbox"/>
Submitted institution's exposure/incident forms: .....	<input type="checkbox"/>	<input type="checkbox"/>

**FOR PHYSICIAN ASSISTANT PROGRAM STAFF ONLY:**

Reviewed by : \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
**(Student signature)**

\_\_\_\_\_  
**(Advisor signature)**

**PROGRAM IN PHYSICIAN ASSISTANT STUDIES PROFESSIONAL  
DEVELOPMENT EVALUATION FORM**

**Student:** \_\_\_\_\_ **Faculty member:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<b>ATTRIBUTE</b>	<b>UNSATISFACTORY (0)</b>	<b>NEEDS IMPROVEMENT (1)</b>	<b>MEETS REQUIREMENTS (2)</b>	<b>EXCEEDS REQUIREMENTS (3)</b>
Respects faculty and classmates by arriving punctually				
Notifies faculty if circumstances prevent attendance; satisfactorily makes up missed assignments				
Assumes responsibility for own action				
Demonstrates ability to solve problems by logically evaluating facts				
Demonstrates ability to be flexible with unexpected circumstances				
Demonstrates functional level of confidence and self assurance				

<b>ATTRIBUTE</b>	<b>UNSATISFACTORY (0)</b>	<b>NEEDS IMPROVEMENT (1)</b>	<b>MEETS REQUIREMENTS (2)</b>	<b>EXCEEDS REQUIREMENTS (3)</b>
Demonstrates ability to be a cooperative and contributing member of the class and profession				
Recognizes and manages personal and professional frustration in a nondisruptive and constructive manner				
Demonstrates ability to modify behavior in response to constructive criticism				

Demonstrates ability to give constructive feedback				
Respects fellow students, staff, and faculty				
Demonstrates proper respect for patients and maintains confidentiality of medical information				

Additional comments by faculty or student (optional):

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\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Faculty advisor's signature

\_\_\_\_\_  
Division Director's signature

Final Version