



Physician Assistant Studies

2025 - 2026 Student Handbook

**College of Medicine and Life Sciences
College of Graduate Studies
Department of Family Medicine
Division of Physician Assistant Studies
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The policies in this handbook supersede any previous policies.

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POLICIES OF THE UNIVERSITY OF TOLEDO DIVISION OF PHYSICIAN ASSISTANT STUDIES AND AFFILIATED INSTITUTIONS

The University of Toledo Division of Physician Assistant Studies is located within the College of Medicine and Life Sciences (COMLS), in the Department of Family Medicine, and the College of Graduate Programs (COGs).

The University of Toledo Division of Physician Assistant Studies and University of Toledo policies, including the Main Campus and the Health Science Campus policies, the College of Graduate Programs, and the College of Medicine and Life Sciences (COMLS), apply to all students, principal/instructional faculty, and program directors, regardless of location or whether students are completing their didactic or clinical-year courses. The policies of any other institution or facility where students, principal faculty, and the program director may be assigned also apply. A signed clinical affiliation agreement or memorandum of understanding may specify that those at the clinical site may supersede specific program policies.

The University of Toledo Physician Assistant Program defines, publishes, makes readily available, and consistently applies its policies and practices to all students. Any conflicting policies should be reported to the Program Director. Situations or conditions not explicitly addressed in this Student Handbook should be referred to the Program Director, who will consult applicable policies of the University of Toledo, the College of Medicine and Life Sciences, and/or the College of Graduate Studies. Each matter will be considered individually, based on its merits, and addressed in a manner consistent with the principles outlined in this handbook.

Information contained in this Student Handbook is subject to change. The PA Program will initiate any changes, but they will be subject to approval by the appropriate university officials. Changes will take effect immediately and apply to all students enrolled in the program unless noted otherwise. Updates will be communicated by posting a revised copy of the handbook on the University of Toledo Physician Assistant Program website, on the Blackboard Organization class information page, and by sending an email notification to all currently enrolled students.

Please refer to the University's policy webpage for the most up-to-date versions of individual policies. In cases where the policies on the webpage differ from those included in the PA Program Handbook, the policies published on the University's website take precedence.

Links to university policy webpages:

- University of Toledo Policy Website: [UTOledo.edu/policies](https://utoledo.edu/policies)
- College of Medicine and Life Sciences (COMLS): [UTOledo.edu/policies/academic/COMLS](https://utoledo.edu/policies/academic/COMLS)
- College of Graduate Programs: [UTOledo.edu/graduate/graduate-studies/college-policies](https://utoledo.edu/graduate/graduate-studies/college-policies)

*Any reference to "days" in this handbook shall mean any day other than a Saturday, Sunday, or holiday when the university is closed. University Academic Calendar: <https://www.utoledo.edu/offices/provost/calendar/>. The PA Program does not follow the academic calendar exactly, so always refer to your class Blackboard page for the program schedule.

1.0 PROGRAM ORGANIZATION

1.1 College of Medicine and Life Sciences

Dean: Imran Ali, MD

Senior Associate Dean COMLS Graduate and Undergraduate Programs: Kandace Williams, Ph.D.

Family Medicine Department Interim Chair and PA Program Interim Chair: Paul Schaefer, MD

1.2 Physician Assistant Studies

Director: Kelly, Izsak, MSBS PA-C

Medical Director: Luisa Corpuz, MD

1.3 Principal Program Faculty

Director of Program Assessment, Emily Landis, MSPAS, PA-C

Director of Didactic Curriculum, Carolina Wishner, MD

Director of Clinical Curriculum, Madison Katich, MSPAS, PA-C

Director of Admissions, Jonathan Snyder, MPAS, PA-C

Eric Czech, DMSc, MSBS, PA-C

Kim Kaczmarek, MSBS, PA-C

Andrew Overholser, DMSc, MSBS, PA-C

Instructional Faculty

Akram Assaly, MSBS, PA-C

Steven Hammersmith, MSBS, PA-C

James Jones, MSBS, PA-C

Jason Levine, PhD

Adel Maklad, MD, PhD

Bindu Menon, PhD

Ben Tobias, MSBS, PA-C

1.4 Program Staff

Program Administrative Assistant: Roni Hoskins

Administrative Clinical Coordinator: Savannah Sensing

ACADEMIC OVERVIEW

2.0 CURRICULUM FOR THE PHYSICIAN ASSISTANT PROGRAM

The University of Toledo PA Program curriculum is designed to ensure that graduates master the knowledge, skills, and professionalism necessary to practice effectively as physician assistants. Graduates of the program are awarded a Master of Science in Biomedical Science with a concentration in Physician Assistant Studies and are eligible for the Physician Assistant National Certification Exam (PANCE).

The purpose of the UToledo Physician Assistant Program is to graduate competent professionals who are well-prepared for the demands of professional practice in a rapidly changing healthcare environment. The curriculum goals were developed based on the Accreditation Review Commission on Education for Physician Assistants (ARCPA) Standards, the UToledo PA Program Competencies, Program Learning Outcomes, Mission Statement,

and the needs of the PA profession. Knowledge, skills, and professional behaviors are essential elements of professional practice.

UToledo PA Program Mission: The mission of the UToledo Physician Assistant Program is to provide comprehensive student-centered education to develop competent and compassionate PAs, as members of an interprofessional healthcare team, to provide high-quality, evidence-based, patient-centered health care in diverse settings.

ARCPA Standards: <https://www.arc-pa.org/entry-level-program/accreditation-standards/> Visit the UToledo PA Program website to review the Purpose, Mission Statement, UToledo PA Program Competencies, and Program Learning Outcomes: [UToledo PA Studies About the Program](#)

The UToledo PA Program Competencies and Program Learning Outcomes are available at the end of this document.

The UToledo PA Program is offered on a full-time basis only and consists of 121 credits. All enrolled students must be full-time unless they have received specific permission from the Program Director. Students must be continuously enrolled in the curriculum unless they are away from campus on an approved leave of absence or have been suspended from the program.

The program's length is 27 months, divided into two phases: the didactic phase, which spans four semesters, and the clinical phase, which comprises three semesters.

The curriculum is designed with both horizontal and vertical integration, enabling a cohesive progression through clinical medicine education. This structured approach establishes a thematic continuity that aims to strengthen critical thinking and problem-solving skills. Intentional repetition reinforces foundational knowledge during the pre-clinical phase.

The program integrates graduate-level critical thinking, analysis, problem-solving, scientific inquiry, and self-directed learning. There are multiple modalities for learning, including self-study, direct contact with content experts, lectures, case discussions, laboratory-based practice with feedback, community service, and experiential learning through simulated patients, standardized patients, and supervised clinical practice experiences (SCPEs). These modalities help students develop self-directed, lifelong learning skills and apply what they learn to clinical practice.

Our curriculum aims to expose students to an environment that fosters collaboration with underserved populations. Community service at local community clinics is integrated into the curriculum, offering students experiential learning opportunities, as well as opportunities for team-based care and population health. The courses that incorporate community service opportunities are Ethics, Population and Lifestyle Medicine, and Clinical Medicine III, which are offered in the first spring and summer semesters and the second fall semester, respectively. See individual courses for more information.

The PA Program curriculum is regularly assessed and enhanced to ensure it remains relevant and effective. The program curriculum is subject to revision at any time. Modifications in the curriculum apply to all currently enrolled students unless stated otherwise. This means that our dedicated approach to continuous improvement benefits all currently enrolled students, fostering an enriching educational experience for everyone.

3.0 **DIDACTIC GRADING**

Standard rules for mathematical rounding will be used to calculate the final course grade.

GRADING

A = 89.5 - 100%
B = 79.5 – 89.49%
C = 69.5 – 79.49%
D = 59.5 – 69.49%
F = 0 – 59.49%

4.0 **EXAMINATION POLICIES**

The student is responsible for all content covered in the lecture, including the materials presented in class, verbal communication, as well as the assigned text reading and/or assignments. Self-directed learning fosters a deeper understanding and is an integral part of the program. Students should come to class prepared, which includes completing any required reading before attending the lecture. Please keep in mind that some exam material may not explicitly be covered in class but will be drawn from the required text.

5.0 **ACADEMIC INTERVENTION AND REMEDIATION**

5.1 **IN-COURSE INTERVENTION POLICY**

- a. Students whose exam scores are below a “C” for a didactic course receive in-course interventions, such as tutorial sessions or additional written assignments.
- b. Students are required to meet with the Course Director each time they score a grade below passing on exams. The course Director has discretion regarding scores below passing on quizzes and assignments.
- c. Some courses may have different exam grade thresholds for meeting with the Course Director. For example, the Course Director may require a meeting if the exam grade is below a “B.” However, all courses require a meeting with the Course Director with an exam score below a “C.”
- d. Students must meet with the Academic Enrichment Center (AEC) after the first time they score a grade below passing on an exam. Subsequent meetings are at the AEC’s discretion.
- e. **Students with a grade below a “C” must contact the Course Director and AEC within two business days** of receiving their exam grades. Failure to comply with this policy will result in a verbal professionalism warning. (See the Professional Policy).

Follow this link to schedule an appointment at the AEC: <https://www.utoledo.edu/med/depts/aec/>.

*Click on academic coaching.

5.2 **END-OF-COURSE REMEDIATION POLICY**

- a. Students with a cumulative course grade at the end of the semester within ten percent of the required passing grade (between 59.5% and 69.4%) for the course will be provided an opportunity for end-of-course remediation, for example, a written examination.
- b. Remediation must be completed before the first day of the subsequent semester. Unless the Course Director determines an alternative remediation schedule.

- c. Successful remediation:
 - i. Students who remediate successfully will be awarded the letter grade of a "C."
 - ii. Successful remediation will demonstrate knowledge and skill acquisition for all course objectives. Beyond these requirements, course directors may implement in-course remediation as they see fit.
- d. Unsuccessful remediation:
 - i. Unsuccessful remediation will result in the student's original grade as the final grade (before the remediation exam).

5.3 END-OF-SEMESTER REMEDIATION POLICY

- a. Students with a cumulative or semester GPA <3.0 are considered on academic probation. They must meet with their PA Program Advisor and the Academic Enrichment Center (AEC) learning specialist, even if they have already met with the AEC. Please see the Academic Standing Policy below.
- b. Students with a cumulative or semester GPA ≤ 3.3 after the first semester must meet with the Academic Enrichment Center (AEC) learning specialist if they have not already done so.
- c. The amount and frequency of meetings may vary based on the discretion of the Academic Enrichment Center (AEC) and/or PA Program Faculty. The student must coordinate meeting times with the AEC, who will send an attendance log to the program. If you would like to meet with your advisor in addition, please email them to schedule a meeting.

Follow this link to schedule an appointment at the AEC: [UToledo Academic Enrichment Center \(AEC\)](#). Click on academic coaching.

6.0 REQUIREMENTS FOR PROGRESSION AND COMPLETION OF THE PROGRAM

- 6.1 In the event a student earns less than an overall grade point average (GPA) of 3.0 at the end of a semester, the student will be placed on academic probation. The program will review the student's progress at the end of each semester. A student may be restored to good academic standing by attaining a cumulative GPA of 3.0 or greater.
- 6.2 Students on academic probation cannot request a leave of absence.
- 6.3 If a student fails to achieve a cumulative GPA of 3.0 after one semester on academic probation, their academic record will be reviewed by the program for possible dismissal from the program.
- 6.4 To remain in good academic standing in the Physician Assistant Program, a student must:
 - a. maintain a current cumulative GPA of at least 3.0,
 - b. successfully complete each clinical rotation, and
 - c. successfully complete all program summative assessments and requirements.
- 6.5 To complete the Physician Assistant Program, a student must complete each course outlined in the program's curriculum outline, including satisfactory completion of the Scholarly Project and all program requirements. In addition, a student must be in good academic standing after completing the prescribed program with a minimum grade point average of 3.0, as required by the College of Graduate Studies. [UToledo Catalog and Graduate Programs Procedures and Policies](#)

6.6 Deadline requirements for completion of the program

Students must complete all requirements of the program within 42 months.

7.0 DECELERATION

Only students who take a Leave of Absence (LOA) are eligible for deceleration. Under no other circumstances will a student be allowed to decelerate. See the PA Program Leave of Absence Policy (LOA) below.

ARCPA definition of deceleration: the loss of a student from the entering cohort, who remains matriculated in the PA Program.

8.0 APPEAL OF FINAL GRADE

Students in the Physician Assistant Program, College of Medicine and Life Sciences ("COMLS") of The University of Toledo may dispute a final grade only when they feel that there has not been an equitable application of the department or course's policies and procedures for student evaluation and grading. Students may not dispute a final grade for the following reasons: 1) the policies and procedures for student evaluation and grading, or 2) a grade due to dissatisfaction with the assigned grade.

COMLS Graduate Student Grade Grievance Policy #3364-81-10: [UToledo COMLS Graduate Studies Academic Grade Grievance](#)

9.0 ACADEMIC DISMISSAL DUE TO ACADEMIC PERFORMANCE DEFICIENCY

9.1 The program shall consider recommending the dismissal of a student from the program to the Program Director on the grounds of academic deficiencies if that student does one or more of the following:

- a. requires remediation in more than one course in a semester
- b. does not achieve a cumulative GPA of 3.0 after one semester on academic probation
- c. fails an EOR exam, fails a re-take of an EOR exam, and/or fails a clinical rotation evaluation, totaling three times during the clinical year
- d. fails to successfully complete one of the program's summative assessments
- e. fail to successfully pass the PAEA End-of-Curriculum Examination per the policies in the clinical manual
- f. fails to complete all requirements of the program within 36 months, excluding all time spent on a leave of absence (LOA.).

9.2 The Program will, by majority vote, agree to a decision about the issue. The decision shall be reduced to a written statement of findings and actions and communicated to the student and the Senior Associate Dean of COMLS Graduate Programs.

9.3 Appeal of Academic Dismissal

1. A written request for an appeal of dismissal must be received by the Dean of COMLS Graduate Programs within 10 days following the issuance of the written decision by the Program Director, or any further right to appeal is waived.

2. The Dean of the COMLS Graduate Programs may personally review the materials, including:
 - a. the letter provided by the program
 - b. academic transcripts and/or
 - c. meet with the student to discuss any specific concerns, or may
 - d. Appoint an ad hoc committee of any number, which may include individuals from outside the College of Medicine & Life Sciences, to hear the student's appeal and make a recommendation to the Dean of COMLS Graduate Programs.
3. Upon review of the evidence presented and the concerns raised by the student, and upon receipt of the ad hoc committee's written recommendation, the Dean of the COMLS Graduate Programs may consider the recommendations of that panel and may choose to uphold, reverse, or return the findings and recommendations to the original committee for reconsideration of some or all their findings or recommendations.
4. The Dean of the COMLS Graduate Programs will provide the decision regarding all findings to the student. If the decision of dismissal is upheld, the Dean of the COMLS Graduate Programs will inform the Dean of COMLS, the Chair of Family Medicine, the Physician Assistant Program Director, and the Dean of the College of Graduate Studies.

- 9.4 The student shall have the right to appeal this decision of the Dean of the COMLS Graduate Programs according to the due process and appeals policy for COMLS graduate students.

COMLS Graduate Student Grade Grievance Policy #3364-77-02. [UToledo COMLS Graduate Studies Academic Grievance](#)

9.5 **Disciplinary Action**

Generally, the implementation of disciplinary action will be suspended until all appeals made by the student have been exhausted. However, the Program Director, Chair of Family Medicine, or Dean of COMLS may, at their discretion, impose interim suspensions and/or restrictions on the student if they believe that the alleged conduct in any way concerns the patient and/or public (including faculty and other students) safety, or when dismissal from UToledo COMLS is a possible sanction.

Procedure for Dismissal

If you are dismissed from the PA Program, the program will contact the Office of the Registrar.

Step 1: Contact the Program Director to discuss procedures and policies related to dismissal. The dismissal process involves the student withdrawing from their courses.

Step 2: Contact Rocket Solution Central (RSC) at rsc@utoledo.edu, 419.530.8700, or Rocket Hall 1200 to find out how withdrawing will affect you financially.

10.0 **ACADEMIC ACCOMMODATIONS**

The Office of Accessibility and Disability Resources partners with students, faculty, and staff to facilitate disability access essential to sustaining an inclusive campus experience. Access and accommodations ensure equal opportunity for students with disabilities to participate in all of the programs, activities, and services

designed to transform our students into the diverse community of leaders we count on to improve the human condition.

We invite you to connect with ADR staff by calling 419-530-4981 or emailing studentdisability@utoledo.edu.

Website: [UToledo Accessibility and Disability Resources](#)

The University is an equal-opportunity educational institution. Please see the policy title, “Nondiscrimination on the Basis of Disability-American with Disabilities Act (ADA).” Read [The University’s Policy Statement on Nondiscrimination on the Basis of Disability Americans with Disability Act Compliance](#). You can find this policy and other university policies listed by the audience on the [UToledo Policy Webpage](#).

11.0 ACADEMIC AND SUPPORT SERVICES

Please follow this link to view a comprehensive list of Student Academic and Support Services: [UToledo Student Affairs Office](#).

12.0 STUDENT SUPPORT POLICY

The Physician Assistant (PA) Program is dedicated to creating a supportive learning environment that fosters student well-being and academic excellence. Recognizing that personal issues can affect academic performance and professional development, the program will provide timely access to, and/or referrals for, services that address personal, psychological, emotional, or health-related concerns. The PA Program will facilitate prompt connections to institutional or external resources, aiming to minimize disruption to students’ academic progress.

- Calling and/or emailing the Program during office hours (8:00 am – 4:30 pm): 419-383-5408 OR
- Contacting the Program Director during office hours: 419-383-5410 OR
- Calling and/or emailing the Faculty Clinical Coordinator: 419-383-5352,
- Students can also contact the Office of Student Affairs. [UToledo Office of Student Affairs](#)

13.0 STUDENT CONTACT INFORMATION

Any change in name, address, telephone number, and emergency phone number must be reported to the Administrative Assistant, in writing, within two days. Students are required to update their information in the MyUT portal.

14.0 TRANSPORTATION

Students must provide their own transportation to all didactic educational experiences and all clinical sites.

15.0 EMPLOYMENT

- 15.1 Students enrolled in the Physician Assistant Program are cautioned regarding accepting employment. The intensity and continuity of the program are such that employment may detract from course responsibilities. During the clinical year, students may be on call for evening, night, weekend, or emergency duty, and some rotations involve frequent shifts.

- 15.2 If a student finds it financially necessary to work, they must provide a written notification to the Program Director that includes the schedule. A student's Program schedule will not be amended to accommodate outside employment.
- 15.3 Employment will not be considered an acceptable excuse for violating the PA Program attendance policy.
- 15.4 Employment should not interfere with satisfactory student performance in program activities.
- 15.5 A potential conflict of interest may occur when a clinical training site is the student's place of employment. In such cases, the PA Program will reassign the student; in no case will a student's training overlap with employment.
- 15.6 The PA Program does not allow students to work for the PA Program in paid or volunteer capacity under any circumstances. This includes prohibitions on substituting or functioning as the following:
- a. Substitute for or function as instructional faculty.
 - b. Substitute for or function as clinical or administrative staff.
- 15.7 Students employed or volunteering in health care fields or settings not associated with The University of Toledo are not permitted to identify themselves as physician assistant students while employed in another capacity.
- 15.8 A physician assistant student, while acting as a student of UToledo, may not identify themselves by any other title, profession, or practice under any additional professional license.

16.0 SOLICITING CLINICAL SITES POLICY

The Program is responsible for recruiting, training, overseeing, and assigning students to all supervised clinical practice experiences. Students are not required to provide or solicit clinical sites or preceptors. Students can identify potential training sites. Please see the PA Program Clinical Manual for more information.

17.0 MALPRACTICE INSURANCE

The University of Toledo is required to maintain liability insurance for students while participating in the program's clinical training, which includes both didactic and clinical components. Activities outside of approved program courses are not covered (e.g., shadowing, volunteering, or working in a healthcare setting) and are at your own risk. If you have any questions about liability coverage, please contact Risk Management at 419-383-4583. Website: [UToledo Office of Risk Management and Workers' Compensation](#)

18.0 ATTENDANCE

- 18.1 Attendance of all program classes/labs/activities/events is mandatory.
- 18.2 If a student needs to be absent from class due to illness or an emergency, they should promptly email all of their Course Directors. If the absence lasts longer than three days, the student must provide a note from their healthcare provider to the Program Director and the Program Administrative Assistant. This note should confirm that the student was seen by the provider and is cleared to return to school; however, it should not include any diagnoses. The student must complete all missed work upon returning to the program. If a student is experiencing difficulties with classwork due to being absent, they should discuss this with their Course Director. See the Leave of Absence Policy (LOA) for prolonged absences.

18.3 Educational/Professional Development Conferences

1. PA students in good standing may apply for up to 5 days away during the didactic phase for a limit of one extracurricular educational experience.
2. The Executive Committee will review the application on a case-by-case basis for the following criteria:
 - a. The proposed experience is of significant educational value, with a preference for experiences related to the PA profession.
 - b. You must submit information about the experience and a rationale of 300 words or less on the benefit of attending the conference to the Program Director no less than 30 days before the educational experience.
 - c. The student is in good academic standing. If the academic status changes the time away may be canceled, and the student could incur non-refundable costs.
 - d. The student has no documented concerns regarding professionalism, including violations, absenteeism, or tardiness.
 - e. The student will fund the costs of the experience, including travel and lodging, without assistance from the program.
 - f. The student must contact all of their course directors before the event regarding missed class time and any necessary make-up work.
 - g. The student may be asked to provide a presentation or a written summary of the learning experience.

18.4 Religious Holidays

This procedure is authorized by the university's policy on religious accommodations. This procedure outlines the steps for reasonably accommodating the sincerely held religious beliefs and practices of students regarding exams, other academic requirements, and absences for reasons of faith or religious or spiritual belief systems. Religious Accommodations Policy Number 3364-71-30.01, which can be located at [UToledo Religious Accommodations](#).

19.0 LEAVE OF ABSENCE

- 19.1 If an enrolled student in the Physician Assistant Program encounters a situation requiring a prolonged absence, that student may either withdraw from the program or request a leave of absence. A leave of absence (LOA) is for personal, medical, or call to active military duty.

- 19.2 Step 1: Please read through this entire policy BEFORE withdrawing from any course.

Step 2: Contact the Program Director to discuss policies and procedures related to leave of absence from the program.

Step 3: In all circumstances, students are responsible for resolving registration and financial issues in accordance with established university policies. You must understand how changing your credit hours may affect your financial aid (loans, grants, scholarships) now and in the future. Contact The Health Science Campus Office of Financial Aid at HSCFinAid@UToledo.edu. For questions regarding the Graduate Student Leave of Absence processes, including financial and registration, please contact the Office of Graduate Success. Email: GCAcademicSvcs@utoledo.edu or call 419.530.4723.

Step 4: Submit a "Request for Leave of Absence Form" via email to the Program Director and, once approved, to the College of Graduate Studies (COGs). If the student is ill or otherwise indisposed, the written requirement may be waived, or the Program Director may initiate the action independently. For more information on Leave of Absences and to access the request for Leave of Absence Form, go to this link: College of Graduate Studies Graduate Leave of Absence webpage: [UToledo Graduate Studies Leave of Absence](#).

For the complete Graduate Student Leave of Absence Policy (3364-77-04), please visit the University Policy Website.

- 19.3 During the duration of the PA Program, the student will not be granted more than one leave of absence except for medical necessity.
- 19.4 The program will review each request on a case-by-case basis and may grant the LOA, deny the request, recommend withdrawal from the program, or recommend dismissal. Approval is not guaranteed and will depend on the specific facts and documentation presented.
- 19.5 In no case will a student be granted a leave of absence for a period longer than twelve (12) consecutive calendar months. See Graduate School Handbook sections titled "Minimum Continuous Enrollment" and "Leave of Absence (LOA)": <https://catalog.utoledo.edu/graduate/graduate-studies/college-policies/>
- 19.6 If a leave of absence is granted, the student must state when they intend to return in writing. The student must contact the program Administrator and Program Director and email them at least 12 weeks before the semester in which they are returning. It is possible that the student may not be able to re-matriculate if the PA Program is not notified in time.
- 19.7 Students on an approved leave may not make significant use of university resources and services, and do not have the rights and privileges of registered students. For more information, please see the Graduate Student Leave of Absence Policy Statement. LINK: <https://www.utoledo.edu/policies/academic/graduate/pdfs/3364-77-04.pdf1>
- 19.8 Upon re-matriculation into the program, the PA Program may require the student to take a remediation exam and/or demonstrate clinical competencies, including, but not limited to, patient history, physical examination techniques, and skills. The passing grade for re-entrance will be determined by the Program and reported to the student during the LOA approval process.
- 19.9 If the student requires a medical leave of absence after the official withdraw deadline for the term has passed, a medical withdraw may be initiated. The timeframe for accepting medical withdraw requests is after the withdraw period has ended and before that same semester ends. The student must contact the Office of the Registrar, and they will determine if the request is appropriate. For further information about the medical withdraw policy and procedure, please reference the Office of the Registrar website: for contact information: <https://www.utoledo.edu/offices/registrar/adminadj/medicalwithdrawal.html>. To contact The Office of the Registrar, please email them at registrar@utoledo.edu. In addition, the Add-Drop-Withdraw webpage provides important dates related to this matter: <https://www.utoledo.edu/offices/registrar/add-drop-withdraw/>.

20.0 WITHDRAW

20.1 A student may voluntarily withdraw from the program at any time.

20.2 Withdrawal from a single course is not permitted.

20.3 Any student who withdraws (without an LOA) or is dismissed from the program must reapply through CASPA and to the University of Toledo PA Program to be considered for re-admission. Applicants for re-admission are evaluated along with new applicants during the program's regular admission cycle.

20.4 Procedure for withdraw

Please read through each step below to consider before withdrawing from any course.

Step 1: Contact the Program Director to discuss procedures and policies related to withdrawing from the program

Step 2: Contact Rocket Solution Central (RSC) at rsc@utoledo.edu, 419.530.8700, or Rocket Hall 1200 to find out how withdrawing will affect you financially. It is important to understand how changing your credit hours may affect your financial aid (loans, grants, scholarships) now and in the future.

Step 3: Determine the best option for your situation BEFORE you withdraw. If you decide withdrawal is the best option for you, please write and email the program director of your intention to withdraw from the PA Program.

Step 4. If you are a military-connected student, please consult with the Military Service Center before withdrawing from the program. Webpage: <https://www.utoledo.edu/military/>

Step 5. If you are an International Student, please contact the Office of International Student & Scholar Services before withdrawing from the program. Webpage: <https://www.utoledo.edu/cisp/international/>

For questions regarding the withdrawal process, please contact the Office of Graduate Success and the Office of the Registrar.

21.0 TUITION AND REFUNDS

College of Graduate Studies: Tuition and Funding

- For information on tuition and costs, go to: [UToledo Graduate Admission Tuition and Funding](#)
- For PA Program Tuition, please go to: [UToledo Tuition and Fees Graduate Tuition](#)

Office of Student Financial Aid

All financial debts incurred at The University of Toledo must be fully paid before the Master of Science in Biomedical Sciences degree can be awarded. Students with outstanding debts to the university may be barred from registering for future semesters. Please note that this policy does not apply to student educational loans obtained through the Financial Aid Office.

21.1 Financial Wellness

UToledo's financial wellness team offers workshops, presentations and tools to help you improve your money management skills. You can even schedule an appointment with our counselor to discuss your financial plan.

- How to pay for college
- Managing student loans
- Making a budget

Website: [financial wellness services](#)

21.2 Tuition Refunds

For information about tuition refunds, please contact the Office of the Treasurer.

Student Refunds: ALL STUDENTS NEED TO SET UP A REFUND PROFILE via [myUT](#) portal!

Health Science Campus - Student Service Center (SSC) HSCStudentServices@utoledo.edu

Call Student Service Center (Health Science Campus) 419.383.3600
Monday - Friday 8:30 a.m. - 5 p.m.

Visit Student Service Center (Health Science Campus) 1st floor, Mulford Library
Monday - Friday 8:30 a.m. - 5 p.m.

Website: [UToledo Office of the Treasurer Tuition Refund](#)

22.0 **HEALTH REQUIREMENTS AND BACKGROUND CHECKS**

Our health requirements comply with the recommendations of the Centers for Disease Control (CDC) and the Ohio Department of Health (ODH) for healthcare providers.

CDC: [CDC Vaccine Schedules Adult Medical Conditions](#)

*Note: Note that the medical condition in the far right column is being a medical provider.

Ohio Department of Health (ODH): [Ohio.gov Immunization Recommendations for College Students](#)

22.1 Health Requirements:

- Health requirements:
 - Physical Exam (yearly)
 - 2-Step PPD processing
 - Tetanus, diphtheria, and acellular (T-DAP) or Tetanus-diphtheria within the last 10 years
 - Immunization records for Measles, Mumps, Rubella, Varicella (chicken pox) or proof of immunity by titer
 - Immunization records for Hepatitis B vaccination and a positive Hepatitis B Surface Antibody
 - Influenza vaccinations annually.
 - COVID-19 vaccination is not required. However, COVID-19 vaccinations and boosters are strongly recommended.

- Drug screening (if required by clinical site)

Every Student must present evidence of good health to Student Health Services before matriculation in the Physician Assistant Program. In addition, students are required to complete an annual physical and PPD to remain in compliance throughout the program. The program will provide forms and procedures. Additionally, students must meet the health requirements of each clinical site before beginning a rotation.

In most cases, site health requirements include, but are not limited to, a physical examination, up-to-date immunizations or immunity against mumps, measles, rubella, varicella, and hepatitis B, a 10-panel drug test, and a negative TB skin test. Clinical sites may impose additional requirements, such as the COVID-19 vaccine. Students can schedule an appointment at the University Student Wellness Center to fulfill the requirements.

Please see the clinical manual for more information.

Policy # 3364-81-04-033-00 COMLS Health and Immunization Requirements.

COMLS Policy webpage: UToledo COMLS Policy Page

22.2 Health Insurance

Students are required to maintain comprehensive health insurance coverage. The university offers a health insurance policy and will present the policy information at the PA Program orientation. For more information, please go to this link: <https://www.utoledo.edu/depts/hr/student-health-insurance/>.

22.3 Background Checks

All incoming students undergo a criminal background check before entering the Program and then again before the start of clinical rotations.

Incoming students should refer to the Matriculation packet for more information. The PA Program Administrative Assistant will assist incoming students with background checks.

All students are required to obtain a fingerprint-based background check before starting clinical rotations. The Administrative Clinical Coordinator will assist students with the background checks required for the clinical year.

22.4 Policy on Provision of Medical Care to PA Program Students

The program faculty, instructional faculty (guest lecturers, faculty outside the PA Program, and clinical preceptors), program director, and program medical director are prohibited from providing medical care to students in the PA Program, except in emergency situations. Please visit the Student Wellness Center for information on student healthcare providers.

23.0 STUDENT HEALTH SERVICES

The College of Medicine and Life Sciences provides all students with primary and immediate medical and mental health services as outlined in the College of Medicine and Life Sciences: Student Health Services for Health Professions Students policy (policy # 3364-81-01-016-01, COMLS Student Health Services for Students).

Important: Student health records are confidential and are not accessible to or reviewed by the program, principal, instructional faculty, or staff except for immunization and screening results, which must be maintained and released with written permission from the student.

24.0 INJURY POLICY AND PROCEDURE

24.1 Student Occupational Exposure/Needlestick

The College of Medicine and Life Sciences ensures that students are educated about exposure to infectious and environmental hazards, methods of prevention, and procedures for care and treatment should exposure occur.

Student Occupational Exposure to Blood-Borne Pathogens/Needle Stick and Airborne Pathogens/Tuberculosis (Policy # 3364-81-04-016-04). [Student Occupational Exposure](#). The information is summarized below. Please go to the link to review the policy in its entirety.

Education Requirement:

Education about air- and bloodborne pathogens must occur before students' first contact with patients and their first contact with human tissue, blood products, and body fluids.

Relevant Policies and Procedures:

- Infection control precautions (Policy 3364-109-ISO-404) [Infection Control Precautions](#)
- Tuberculosis Exposure Control Plan [Tuberculosis Exposure Control Plan](#)
- Hand Hygiene Policy (3364-109-GEN-102) [Hand Hygiene](#)
- Disposal of sharps (HM-08-020) [Disposal and Transportation of Sharps](#)

Note: All referenced policies and procedures can be accessed on the University of Toledo policy website: [UToledo Policies](#).

24.2 Blood/Body Fluid Exposure

Universal blood and body fluid precautions lessen the risk of exposure to such fluids, and these precautions must be used routinely.

In the event of exposure:

1. **Excuse yourself and decontaminate** (wash with soap and water) the exposed site immediately.
2. **Report** the exposure to your immediate supervisor (Attending/Fellow/Resident physician).
3. **Seek immediate medical care** for treatment without delay.
 - a. **If at the University of Toledo Medical Center:** Go to the Emergency Department and identify yourself as a UToledo COMLS Graduate Physician Assistant Student.
 - b. **If at a ProMedica site:** Contact the Ouch Line (1.877.880.6824). You will either be directed to the Emergency Department or 360 Health for evaluation.
 - c. **If at an outside facility:** Follow the host institution's policy, if unknown, or go to the Emergency department.

Follow up at the Student Health Center on the Medical Campus after immediate treatment to review the results of baseline testing, provide additional counseling and support, assess medication side effects and compliance, and prescribe additional medication if necessary.

Reporting and documentation:

1. Notify the Office of Student Affairs

- a. Notify the Office of Student Affairs and complete an Injury/Illness Report form: Employee Injury Illness Form.
- b. The completed form should be sent to Heather Lorenz in Health and Safety at heather.lorenz@utoledo.edu
- c. The Office of Student Affairs will contact Office of Environmental Health and Radiation Safety (Sr. Safety and Health Specialist): Safety Contact Department

Payment:

- **If you are at the University of Toledo Medical Center Emergency Department/Occupational Health:**
 - All charges will be waived
- **Outside facility:**
 - If the hospital does not cover the cost, then the University of Toledo College of Medicine will cover the student's out-of-pocket costs up to a maximum of \$1000.00.
 - Medical insurance should be billed first.
 - Any out-of-pocket cost, such as co-pays, will be paid by UTOCOMLS up to \$1,000.00.
 - Students must promptly present all medical bills to the Office of Student Affairs, which will connect with COMLS finance for payment/reimbursement.
- **Student Wellness Center for follow-up care:**
 - The student will be responsible for any additional testing costs.

Contact for questions:

- Director of Student Health — Student Health Center 419.383.3745
- Senior Associate Dean for Student Affairs and Admissions- 419.383.4055

25.0 FERPA AND CONFIDENTIALITY

The Family Educational Rights and Privacy Act of 1974, otherwise known as FERPA, is a Federal Law introduced to give students certain rights regarding the confidentiality of their educational records.

FERPA establishes the rights of the parents and students of any school which receives federal educational funds. It requires that a written institutional policy complying with the act be established and that a statement of the adopted procedures be published. The university will process all requests for student records pursuant to the Policy 3364-71-15. UToledo Confidentiality of Student Records FERPA

Email for Health Science Campus Students hscregistrar@utoledo.edu

Call Rocket Solution Central 419.530.8700

Monday - Wednesday and Friday 8:30 a.m. - 4:45 p.m.

Thursday 10 a.m. - 4:45 p.m.

Visit Rocket Solution Central 1200 Rocket Hall

Monday - Friday 8:30 a.m. - 5 p.m.

Important PA students and other unauthorized persons do not have access to academic records or other confidential information of other students or faculty.

26.0 TITLE IX INFORMATION

POLICY

The University of Toledo (the University) is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities that are free from sex discrimination, sexual harassment, and/or retaliation. The University is also committed to ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of its educational programs or activities. Title IX of the Education Amendments of 1972 ("Title IX") is a federal law that prohibits sex discrimination. The University has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of sex discrimination, sexual harassment, and/or retaliation. The University values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved. View the full policy and procedures [title IX policy](#) [title IX procedures](#)

The University of Toledo does not discriminate in its employment practices or in its educational programs or activities on the basis of sex/gender. UToledo also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internally or externally. Reports of sexual harassment and discrimination questions regarding Title IX, and concerns about noncompliance should be directed to the Title IX Coordinator. [Read full statement on nondiscrimination statement.](#)

PROCEDURE

The University seeks, through this policy, to acknowledge and comply with its duties under federal and state laws and set forth a comprehensive framework for receiving, processing, investigating, and resolving complaints of sex discrimination, sexual harassment, and/or retaliation related to participation in a process covered by this policy. This policy also provides the University community with necessary information regarding how to file complaints, receive assistance, and receive support.

Michelle McDevitt, Director Title IX and Compliance & Title IX Coordinator

Mailing address:

Office of Title IX and Compliance

Mail Stop 137

The University of Toledo

2801 W. Bancroft St.

Toledo, OH 43606
Phone: 419. 530.4191
Email: titleix@utoledo.edu
Web: utoledo.edu/title-ix

Inquiries may be made externally to:

Office for Civil Rights
Mailing Address:
U.S. Department of Education
400 Maryland Avenue
SW Washington, D.C. 20202
Customer Service Hotline: 800.421.3481
Email: OCR@ed.gov
Web: ed.gov/ocr

27.0 INCIDENT REPORTING

27.1 Report A Concern

The University of Toledo campus community upholds a high standard of safety, security and inclusion to provide the best learning environment possible. You can help UToledo maintain this standard by reporting student conduct violations, sexual misconduct, general concerns, or other potential threats.

To report a concern, please go to the UToledo Report a Concern webpage for information about emergencies, Sexual Misconduct Title IX, discrimination/harassment, student conduct, concern for a student, and the anonymous reporting line. For more Information, see below.

Link: <https://www.utoledo.edu/report/>

27.2 DISCRIMINATION / HARASSMENT

Notice of nondiscrimination

The University of Toledo does not discriminate in its employment practices or in its educational programs or activities on the basis of race, color, religion, sex/gender, age, national origin, ancestry, sexual orientation, gender identity and expression, military or veteran status, the presence of a disability, genetic information, familial status, political affiliation, or participation in protected activities in its provision of employment and educational opportunities.

Discrimination, including discriminatory harassment, on any of those bases is strictly prohibited. Upon notice of possible discrimination, the University takes prompt and appropriate steps to determine what occurred, end a discriminatory practice or hostile environment if one has been created, and prevent its recurrence. Retaliation against anyone because he or she has made a complaint or served as a witness or otherwise engaged in protected activity is also strictly prohibited. UToledo prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internally or externally.

Non-Discrimination Policy 3364-50-02 [UToledo nondiscrimination policy link: UToledo Nondiscrimination Policy 3364-50-02](#)

Use this form to report incidents of non-sex based discrimination and harassment. Incidents include, but are not limited to:

- Non-Sex Discrimination and Harassment Based on Race, Color, Religion, National Origin, Military/Veteran Status, Familial Status, and Political Affiliation
- Discrimination and Harassment Based on Disability
- Retaliation

UToledo Discrimination/Harassment Report

27.3 STUDENT CONDUCT

Any community member (student, employee, neighbor, parent, etc) should use this form to report general behavioral concerns of students/student organizations. This can include past incidents or concerns for future incidents. Incidents include, but are not limited to:

- Alcohol/Drug Use
- Physical/Other Harm
- Hazing
- Neighborhood Relations

UToledo Student Conduct Report

27.4 Concern for a Student

Use this form to share non-urgent concerns about a student's behavior. The Office of Student Advocacy and Support will follow up with the student(s) to provide them with resources and ensure their well-being.

UToledo Rocket Care Report

27.5 ANONYMOUS REPORTING LINE

Concerned about a possible violation of law or policy and are uncomfortable raising it through normal channels? Use the Anonymous Reporting Line, the University's anonymous reporting service.

UToledo Anonymous Reporting Line

27.6 To report an incident not covered in one of these boxes, please contact the Office of the Dean of Students at 419.530.8852 or deanofstudents@utoledo.edu.

27.7 Other Services Available via the Report a Concern webpage:

Helping UToledo students

- [Campus Police](#)
- [Campus Safety](#)

- Counseling Center
- Drugs and Alcohol Prevention
- Emergency Resource Guide
- Medical Assistance
- Office of Student Advocacy and Support
- Office of Student Conduct and Community Standards
- Policies related to Title IX
- Sexual Misconduct Prevention Education
- Student Code of Conduct
- Student Health
- Student Legal Services

28.0 UNIVERSITY SAFETY

If you are concerned for your safety or the safety of others, **CALL** the police **IMMEDIATELY**.

On-campus situations: Call UToledo Police at 911

Center for Visual Arts, Lake Erie Center and off-campus: Call local police at 911

Anonymous crime reporting to UToledo Police: UToledo Police/Anonymous Reporting

Division of Student Affairs senior leader on-call: Call 419.343.9946

Please use the following link to view a comprehensive list of what is available to you as a student.
<https://www.utoledo.edu/studentaffairs/parent-association/health.html>.

29.0 PROFESSIONALISM

The PA Program has adopted the following policies regarding professionalism and disciplinary action.

- COMLS Professionalism and Related Standards of Conduct policy 3364-81-04-017-02. COMLS Professionalism Policy.
- COMLS Professionalism, Disciplinary Action and Due Process/Appeals for COMLS Graduate Programs 3364-81-22. COMLS Graduate Program Disciplinary Action and Due Process Appeals.
- Please click the links to review the policies in their entirety.

29.1 COMLS Professionalism and Related Standards of Conduct policy 3364-81-04-017-02

- COMLS Professionalism Policy.

A. Policy Statement

All students are responsible for understanding and complying with the Standards of Conduct defined by this policy. In addition, as physician assistants-in-training, they are held to the highest standards of professionalism and have several professional responsibilities that they are obligated to uphold. A failure to comply may result in disciplinary action.

Students must always conduct themselves professionally and remain vigilant about the need to inspire confidence in peers, faculty, patients, preceptors, and staff observing their performance. In many ways, the student's opportunities to learn and later obtain employment will depend on their success in achieving this goal.

B. Professional Behavior

1. Professionalism

Physician assistant students are healthcare providers-in-training and thus are held to the highest standards of professionalism. Students must be thoughtful and professional in verbal, written, and electronic communications. This includes interacting with patients, families, faculty, preceptors, staff, colleagues, and peer members of the health team in a cooperative and considerate manner. Fatigue, stress, and personal problems do not justify unprofessional behavior.

2. Standards for Professional Behavior in the Educational Environment

The following standards for professional behavior are in alignment with the Educational Program Objectives for the COMLS.

The standards of professional behavior in the educational setting are related to three domains: 1) Individual Performance; 2) Relationships with students, faculty, staff, patients and community others; and 3) Support of the ethical principles of the medical profession, as expanded in the policy. See the link above.

3. Professional Dress

Students should always maintain a neat and clean appearance and dress in attire that is appropriate. When students are functioning as medical professionals, either with clinical patients or simulated patients, clothing must be appropriate and professional.

Dress Code Policy (for PA Students)

1. Students are expected to wear scrubs or business casual clothing while in the didactic phase of the program (semesters 1 – 4). White coats and/or business casual attire is required on designated dates in the program and students will be notified prior to those dates. Per University policy, ID badges must be worn above the waist while on campus and during rotations.
2. Students may not wear shorts, jeans, t-shirts, crop tops, or athletic wear (including athletic pants/leggings/yoga pants). Open-toed shoes are permitted but are not allowed in clinical areas. Flip-flops are not permitted.
3. All scrubs must be ordered in the ceil blue color. Other colors are not acceptable options.
4. On Thursdays, students can wear jeans as long as they wear UToledo gear for a shirt. Ripped jeans, shorts, athletic wear (athletic pants/leggings/yoga pants), and crop tops are prohibited on jeans days.

4. Accurate Representation

A student should accurately represent themselves to patients and others on the medical team.

1. Physician assistant students must always be readily identifiable in the didactic and all clinical areas where other health professionals or patients are likely to be encountered. Per University of Toledo policy, all students visibly display their University of Toledo identification badge above the waist while on campus.

2. When meeting another health professional or a patient, a physician assistant student must introduce themselves as a “Physician Assistant Student” and do so with sufficient clarity to ensure that the other person understands. Additionally, clinical sites may require an extra identification badge (to be worn in addition to the UToledo identification badge).

5. Evaluation

Students should seek feedback and actively participate in the process of evaluating their educators (faculty and staff). Students are expected to respond to constructive criticism by appropriate modification of their behavior. When evaluating faculty performance, students are obliged to provide prompt, constructive comments. Evaluations must be completed by stated deadlines and may not include disparaging remarks, offensive language, or personal attacks, and should maintain a considerate, professional tone.

6. Teaching

It is incumbent upon those entering the clinical or biomedical research profession to convey their knowledge of the science, art, and ethics of medicine or biomedical research. This responsibility includes communicating clearly with and sharing knowledge with patients, under the supervision of the preceptor, so patients are properly prepared to participate in their own care and maintain their health. Graduate research and clinical students also have a responsibility to share knowledge and information with colleagues.

7. Equipment Usage

Students assume full responsibility at all times for the loss of or damage to Program, College, hospital, or University equipment. Such loss or damage shall result in the assessment of the replacement cost as established by the College.

*Note: See the Professionalism Behavior Report at the end of this handbook.

C. Procedure

Students subject to adverse disciplinary actions are entitled to due process and appellate rights as outlined in the COMLS Professionalism, Disciplinary Action and Due Process/Appeals for COMLS Graduate Programs 3364-81-22. See below.

29.2 COMLS Professionalism, Disciplinary Action and Due Process/Appeals for COMLS Graduate Programs 3364-81-22

- [COMLS Graduate Program Disciplinary Action and Due Process Appeals](#)

A. Policy Statement

This policy covers research, academic, and professional Behavior for biomedical research and clinical graduate students, disciplinary action, and due process or appeals. Students subject to adverse disciplinary actions are entitled to due process and appellate rights as outlined in this policy. All students are responsible for understanding and complying with University of Toledo policies regarding professionalism and academic integrity. Applicable policies include, but are not limited to

- **Graduate Student Academic Dishonesty (3364-77-01)**

- Graduate Studies Academic Dishonesty Policy

Academic dishonesty will not be tolerated. Among the aims of education are the acquisition of knowledge and development of the skills necessary for success as an educator or in another profession. Activities inconsistent with these aims will not be permitted. Graduate students are responsible for knowing what constitutes academic dishonesty; if students are uncertain, for example about what constitutes plagiarism or cheating, they should seek the instructor's advice. The purpose of the policy is to outline the procedures that allow graduate students to appeal an adverse decision by their college in an instance of academic dishonesty. Please visit the University Policy Website to view the complete policy.

- **Student Code of Conduct (3364-30-04)**

- UToledo Main Campus Student Code of Conduct

The University of Toledo is focused on the overall growth and development of its students in preparation for them to become global citizens. The office of student conduct and community standards (OSC&CS) is dedicated to educating the university about appropriate behavior and fostering a safe environment where academic and personal success can occur. We seek to develop students into accountable leaders both on and off campus by challenging them to engage in rational and ethical decision-making. The university, in promulgating the “student code of conduct,” as required by section 3345.21 of the Revised Code, and as set forth below, takes into consideration the rights and responsibilities of the individual student(s), student groups, or student organizations, concurrently with university and community rights and responsibilities.

- **Responsible Conduct of Scholarship and Research (3364-7002)**

- Utoledo Academic Research

This policy describes the rights and responsibilities of University faculty, staff and students in the collection, use, retention and maintenance of Research Data and the standards of practice required for the conduct of scholarship and research at The University of Toledo. It is intended to complement, but be independent of existing University policies, sponsoring agency policies, and federal regulations governing certain aspects of the conduct of research including, but not limited to human subjects, animal subjects, radiation, biosafety, conflict-of interest, and hazardous materials. A separate University policy on misconduct, which is mandated by federal regulations, describes how the University handles issues of research misconduct (University policy 3364-70-21). The University complies with all applicable laws and regulations governing aspects of the conduct of research and other scholarly activities.

B. Purpose

The purpose of this policy is to outline standards of behavior and the procedures that COMLS and COGS will use to address conduct that violates the standards applicable to graduate students, as well as procedures for appealing adverse decisions by the Program Director, Associate Dean, or COMLS Student Conduct and Ethics Committee.

C. Scope

This policy applies to students enrolled in all COMLS graduate programs. This policy does not apply to students enrolled in the Doctor of Medicine program.

D. Research, Academic, and Professional Behavior for biomedical research and clinical graduate students.

See the policy for the definition of research and scope of research, academic, and professional misconduct. Research, academic and professional misconduct are hereby, collectively referred to as “Unprofessional Behavior.”

E. Procedure

Procedures for Unprofessional Behavior

The following procedure will apply in instances of unprofessional behavior involving research, academic, or professional misconduct as determined by the research or clinical faculty, program/course/clerkship director, department chair and/or associate dean of COMLS graduate programs.

- Individual COMLS graduate programs will implement standards and procedures specific to that program for student unprofessional behavior in that program’s student handbook. In general, following the observation or receipt of a report of Unprofessional Behavior by any member of the research team, didactic or clinical faculty, course director, or staff, the student’s behavior will be brought to the attention of the program/track director and/or department chair by written documentation of the incident.
- Please see the PA Program’s Professionalism Policy located in this handbook.

30.0 SOCIAL MEDIA

Students must be aware of their professional identity as displayed on social media as well as the professional image of the COMLS. The following also applies to student presence on social media:

- (i) Postings on social media are treated as if the statement was made in a public space and can have legal ramifications. This includes posts regarding patient care or portrayals of colleagues in a professional manner.
- (ii) Postings made by others (friends, followers, etc.) on the student's page can reflect negatively on the COMLS Graduate Programs. Students hold responsibility for monitoring their own page.
- (iii) Relationships online with attending physicians, fellows, supervising residents, interns, students, and research colleagues are subject to this policy, as well as 3364-50-01, The University of Toledo Title IX Policy (Sexual Misconduct), and 3364-25-65 Consensual romantic and/or sexual relationships.
- (iv) As a scientist- or clinician-in-training, it is inadvisable to utilize social media/blogs to convey clinical or scientific opinions. Doing so may result in disciplinary proceedings under this policy.
- (v) UT-COMLS graduate students are not permitted to use UT and/or COMLS logos without approval from administration.
- (vi) In order to comply with privacy laws, posting patient-related information on social media is prohibited.

For more information about the social policies, please go to COMLS Professionalism and Related Standards of Conduct policy 3364-81-04-017-02 letter B Professional Behavior (1) (d). [COMLS Professionalism Policy](#)

31.0 PA PROFESSIONALISM

To progress in the PA Program, students must consistently demonstrate professionalism across the following domains listed below. Your instructors assess professionalism during the didactic and clinical program phases. Please refer to the PA Program's professionalism policy for procedures regarding professionalism breaches.

I. Foundational Professional Behaviors

Academic Integrity and Ethical Conduct

Students are expected to uphold the highest standards of academic honesty and ethical behavior in all activities and assignments. All work must be their own, with proper citation of sources. Cheating, plagiarism, falsification, or unauthorized collaboration is prohibited and may result in disciplinary action, including dismissal.

Respectful Conduct

Students are expected to demonstrate professionalism, courtesy, and respect in all interactions with faculty, staff, preceptors, guest lecturers, patients, fellow students, and the community. This includes cultural sensitivity, professional communication, and cooperation. Disrespectful or disruptive behavior will not be tolerated.

Professional Appearance and Attire

Dress appropriately for the setting, in alignment with the Program's Professional Dress Standards.

Work Ethic and Self-Direction

Exhibit a strong, positive work ethic and take initiative in learning. Be self-directed and proactive in preparing for academic and clinical responsibilities.

II. Classroom and Learning Expectations

Attendance and Punctuality

Attendance is mandatory for all scheduled classes and program activities. Students must be seated and fully prepared to begin at least five (5) minutes before the listed start time.

Class Preparedness

Complete all assigned readings and preparatory materials before class. Please bring the necessary materials and arrive alert and ready to participate.

Remote and Hybrid Learning Etiquette

Students are responsible for watching all online media for their courses.

If participating remotely, students must:

- Be on camera with microphone access.
- Wear attire that meets professional dress code standards.
- Be seated at a desk or table in a professional learning environment.

III. Communication and Interpersonal Skills

Professional Communication

Use formal, respectful language in all written and verbal communications. Follow established communication protocols when interacting with faculty, staff, and peers.

Collaboration and Teamwork

Work effectively and respectfully as a contributing member of group projects and team-based learning activities.

IV. Program Engagement and Accountability

Policy and Procedure Compliance

Adhere to all program policies and procedures, including:

- Attending required advisor and faculty meetings.
- Submitting required documentation and assignments on time.

Handling Concerns and Disputes

Follow the appropriate chain of command and established protocols when addressing concerns or submitting complaints.

V. Feedback and Evaluation Participation

Constructive Participation in Evaluations

Complete all required evaluations (e.g., course, faculty) by the stated deadlines. Feedback must be:

- Prompt
- Constructive
- Professional
- Free from offensive language, disparaging remarks, or personal attacks

32.0 PA PROGRAM PROCEDURE FOR UNPROFESSIONAL BEHAVIOR

Following the observation of a student's unprofessional behavior by any faculty member or staff, the following procedures will be followed depending on the type of behavior observed.

Glossary

- Programs professionalism file: The PA Program's file to be accessed as needed.

- Permanent file: The PA Program's file that is disclosed for any inquiries about certification, licensure, or from potential employers, for example.

Verbal Warning/Professional Mentoring

A verbal warning will be issued when a student's professional behavior requires correction and can be quickly remedied. This warning typically involves a conversation with a faculty or staff member, which will be documented via email and saved in the program's professionalism file.

Written Warning

Written warnings will be saved in the program's professionalism file. Students will receive a maximum of two written warnings for unprofessional behavior. If a third incident of unprofessional behavior occurs, a Professional Behavior Report (PBR) will be completed and saved in the student's permanent file. Additionally, written warnings may be transferred to the student's permanent file if there are multiple violations of professionalism or if the behavior is deemed egregious by the program.

Professional Behavioral Report (PBR)

A PBR will be completed upon the third incident of unprofessional behavior or if the behavior is deemed egregious by the program. A PBR is completed when the unprofessional behavior requires a more formal remediation process. The process for completing a PBR is described below. The PBR will be saved in the student's permanent file. See the appendix for an example of the report.

The following describes the process of when a student receives a Professional Behavior Report:

1. First Professional Behavioral Report:
 - a. Within seven days of the event, the student and the faculty of record regarding the matter will have a meeting. The student's presence at this meeting is mandatory.
 - b. The faculty/staff of record must request that additional Faculty be present during the meeting. During the meeting, the faculty and/or staff should discuss the issues related to the unprofessional behavior observed with the student and provide a written plan for remediation and/or discipline if applicable.
 - c. After the meeting, the form is signed by the faculty member of record, and a copy of the form is saved in the student's permanent file.
 - d. The student will be allowed due process (appeal). The appeal must be emailed to the Program within seven days of the meeting and include a succinct description of the reason for an appeal.
 - e. The appeal will be handled by the Program including three program faculty: the Didactic Curriculum Chair, the Clinical Curriculum Chair, and one additional faculty member.
 - f. If the faculty filing the form is either the Didactic Curriculum Chair or the Clinical Curriculum Chair, an alternate faculty member will be assigned.
 - g. This Committee will meet to review the evidence and meet with the student to discuss the matter.
 - h. Following the meeting, the Program will decide by majority vote and inform the Program Director in writing. Their decision is final concerning this matter. The Program Director will inform the student of the majority vote.

2. Second Professional Behavior Report:

- a. If there is another incident of unprofessional behavior, a second PBR must be completed as outlined above, and the student will meet with the Program Director and the faculty/staff of record.
- b. If the Student feels the issue remains unresolved after the meeting, the student may appeal. (See appeal process described above 1d-1h.)

3. Third Professional Behavior Report:

- a. If there is another incident of unprofessional behavior, a third PBR must be completed as outlined above, and the student will meet with the Program Director and the faculty/staff of record.
- b. On receipt of the third PBR, the student's permanent file will be reviewed by the Program.
- c. The Program recommendations for disciplinary action may include intervention, remediation, suspension, or dismissal.
- d. The PA program may refer the student to the COMLS Chair of Student Conduct and Ethics Committee if the student accumulates too many PBRs (the amount determined by the program) or if the unprofessional behavior is deemed egregious.

4. If the Program deems the student's behavior egregious, the student may be recommended for immediate suspension or dismissal.

32.1 The Program shall consider recommending the suspension or dismissal of a student from the program on the grounds of unprofessional behavior if that student does one or more of the following:

- a. Has three or more Professional Behavior Reports.
- b. Has committed serious unprofessional behavior. "Serious unprofessional behavior" means unprofessional behavior involving criminal actions or other egregious behavior as determined by the program.
- c. Has repeated suspensions from the program.
- d. Participated in any form of academic dishonesty including but not limited to cheating, plagiarism, or fraudulent documentation.

32.2 The Program will, by majority vote, agree to a decision about the issue. The decision shall be stated in a written statement of findings and actions and communicated to the student and Dean of COMLS Graduate Programs.

32.3 Due Process and Appeal

The student shall have the right to appeal this decision of the Program according to the due process and appeals policy for COMLS graduate students. Students subject to adverse disciplinary actions are entitled to due process and appellate rights as outlined in the COMLS Professionalism, Disciplinary Action and Due Process/Appeals for COMLS Graduate Programs 3364-81-22. [COMLS Graduate Program Disciplinary Action and Due Process Appeals](#). Please go to the link to review the policy in its entirety.

32.4 Ongoing Disciplinary Action

Generally, the implementation of disciplinary action will be suspended until all appeals made by the student have been exhausted. However, the Program Director, Chair of Family Medicine, who is also the Chair of the PA

Program, or Dean of COMLS may, at their discretion, impose interim suspensions and/or restrictions on the student if the alleged conduct in any way concerns patient and/or public safety (including faculty and other students).

33.0 SUSPENSION

The Program Director, Chair of Family Medicine, who is also the Chair of the PA Program, Senior Associate Dean of the COMLS Graduate Program or Dean of COMLS, may, at their discretion, impose interim suspensions and/or restrictions on the student for conduct in any way that concerns patient and/or public safety (including faculty and other students). The Program may immediately suspend a student from any program course or clinical rotation site for a period of no longer than two weeks.

33.2 The Program may extend that suspension until an appropriate investigation and resolution can be reached.

33.3 Please see the University Policies Section on Professionalism for more information.

APPENDICES

TECHNICAL STANDARDS

The Physician Assistant Program follows the College of Medicine and Life Sciences: Minimal Technical Standards for Admission, Matriculation, and Graduation Policy.

(A) Policy statement.

The University of Toledo College of Medicine and Life Sciences (UT COMLS) PA Program is committed to equal opportunity for all qualified applicants and students. This policy states the minimal technical standards for admission, matriculation, and graduation expectations (“Standards”) of all UT COMLS students. The Standards provide information to allow a candidate to make an informed decision for application.

(B) Purpose of policy

UT COMLS PA Program admits and matriculates qualified PA students. UT COMLS expects all applicants and students to meet certain Standards. In adopting these Standards, the UT COMLS PA Program believes it must ultimately keep the safety of the patients who may be involved in the course of the student's education as well as those patients to whom its graduates will eventually provide care as its highest priority. The Standards reflect what the UT COMLS PA Program believes are reasonable expectations of PA students (and eventually physician assistants) in learning and performing common medical treatments and procedures.

A PA must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care. In order to carry out the activities described below, students must be able to consistently, quickly, and accurately integrate, analyze, and synthesize data. Students must possess, at a minimum, the following abilities and skills: observation; communication; motor; intellectual, conceptual, integrative, behavioral and social. These abilities and skills comprise the categories of UT’s College of Medicine and Life Sciences PA Program Minimal Technical Standards for Admission, Matriculation, and Graduation and are defined below.

(C) Scope

This policy applies to medical students in the College of Medicine & Life Sciences PA Program.

(D) Standards:

(1) **Observation:** Candidate/student must be able to acquire a defined level of required information as presented through demonstrations and experiments in the basic sciences including, but not limited to, physiologic and pharmacologic demonstrations, microbiologic cultures, microscopic studies of microorganisms, and tissues in normal and pathological states. Teaching and learning methodologies include but are not limited to didactic, team-based exercises, case-based discussion as well as clinical experiences in the health care setting, with standardized patients as well as in simulation laboratory. Candidate/student must be able to demonstrate proper skills for evaluation and treatment integration. They must be able to assess a patient accurately, to acquire information from documents, obtain information from patients and other sources and to analyze information presented via paper, films, slides or video or electronic, and to interpret x-ray and other graphic images, and digital or analog representations of physiologic

phenomenon (such as EKG). In any case where a candidate's ability to observe or acquire information through these sensory modalities is compromised, the candidate/student must demonstrate alternative means and/or abilities to acquire essential observational information.

(2) **Communication:** Candidate/student must be able to make observations and communicate with patients in a timely manner in order to elicit and acquire appropriate information, perform a complete or a focused physical examination, as well as describe changes in mood, activity, and posture, and interpret nonverbal cues. Candidate/student must also be able to communicate effectively in oral and written format with staff and faculty members, the patient, and all members of the health care team.

(3) **Motor:** Motor demands include reasonable endurance, strength, and precision. Candidates/students must demonstrate the ability to elicit information from patients by palpation, auscultation, percussion and other diagnostic manual maneuvers. Candidates/students during and at the end of their training must be able to provide general care and emergency treatment to patients and complete tasks such as airway management, placement of intravenous catheters, cardiopulmonary resuscitation, application of pressure to control bleeding, suturing of simple wounds and the performance of simple obstetrical maneuvers in a timely manner. A candidate/student should be able to do basic laboratory tests (based on curriculum requirements) and carry out diagnostic procedures and interpret studies (for example cardiac, pathologic and radiological studies). Such movements require coordination of both gross and fine muscular activity, equilibrium, and functional use of the senses of touch and vision. In any case where a candidate/student's ability to complete and interpret physical findings because of motor skills is compromised, the candidate/student must demonstrate alternative means and/or abilities to retrieve these physical findings.

(4) **Intellectual, Conceptual, Perceptual, Integrative, and Quantitative:** These abilities include comprehension, communication, measurement, calculation, reasoning, analysis, and synthesis in a timely manner. In addition, candidates/students must be able to demonstrate comprehension of three-dimensional relationships and to understand the spatial relationships of structures. Problem solving, the critical skill demanded of physicians, requires all of these intellectual abilities. A candidate/student will need to synthesize information effectively both in person and via remote technology.

(5) **Behavioral and Social Attributes:** Candidates/students must be able to demonstrate utilization of their intellectual abilities, the exercise of good judgment, and the prompt completion of responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive, and effective relationships. Candidates/students must be able to tolerate physically demanding workloads and to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in clinical problems of patients. Compassion, maturity, honesty, ethics, concern for others, interpersonal skills, interest, and motivation are all personal qualities that will be assessed during the admission and educational processes.

(6) **Note for Candidates/Students with Disabilities:** UT COMLS PA Program is open to the possibilities of human potential and achievement by providing reasonable academic accommodations for students with documented disabilities, as defined by Section 504 of the Rehabilitation Act of 1973 and by the Americans with Disabilities Act of 1990 (ADA) as amended.

PROGRAM COMPETENCIES

	Competencies				
Program Learning Outcomes	Clinical and technical skills	Clinical reasoning and problem-solving abilities	Interpersonal skills	Medical knowledge	Professional behaviors
PLO 1: Develop a medical knowledge fund that includes anatomy, etiology, pharmacology, pathophysiology, genetics, clinical presentation, and treatment of common illnesses, injuries, and disease states.		x		x	
PLO 2: Perform a comprehensive and accurate history and physical exam that leads to data acquisition to formulate accurate differential diagnoses.	x		x	x	x
PLO 3: Order and critically evaluate laboratory, imaging, and ancillary studies that will supplement the history and physical exam and improve diagnostic accuracy.		x		x	
PLO 4: Document and communicate medical information effectively in oral, written, and electronic formats to enhance communication between healthcare providers.			x	x	x
PLO 5: Integrate clinical decision-making skills to thoroughly evaluate patient information and preferences to design therapeutic interventions tailored to the patient's needs.	x	x		x	
PLO 6: Develop communication skills and cultivate interpersonal relationships with patients and their families based on honesty, trust, compassion, and patient-centered care.			x		x
PLO 7: Model professionalism and consistently apply ethical and legal standards that uphold respect for the patient and society.			x	x	x
PLO 8: Formulate patient-centered care strategies across the lifespan that integrate consideration of cultural, gender, and socio-economic diversity to address emergent, acute, and chronic physical and mental health conditions in varied clinical settings.	x		x	x	x
PLO 9: Design evidence-based disease prevention and health promotion strategies to sustain the health of individuals and communities.			x	x	

Program Learning Outcomes	Competencies				
	Clinical and technical skills	Clinical reasoning and problem-solving abilities	Interpersonal skills	Medical knowledge	Professional behaviors
PLO 10: Deliver compassionate and culturally sensitive patient education and counseling that enhances understanding and adherence to therapeutic regimens and reduces morbidity.			x	x	x
PLO 11: Utilize and appraise principles of evidence-based practice by critically assimilating scientific evidence and committing to continuous learning and quality improvement.		x		x	
PLO 12: Collaborate effectively within interprofessional healthcare teams and systems by leveraging each member's unique strengths to optimize patient outcomes.			x		x

PROFESSIONAL BEHAVIOR REPORT

Student name (type or print legibly) _____

Date: _____

Faculty submitting report (print and sign) _____

The above student has demonstrated unprofessional behavior that is inconsistent with the following professionalism standards. Circle all that apply)

Individual

1. Demonstrates independent and self-directed learning.
2. Recognizes personal limitations and seeks appropriate help.
3. Accepts constructive feedback and makes changes accordingly.
4. Fulfills all educational assignments and responsibilities on time.
5. Is punctual for all educational experiences (i.e., exams, clinics, rounds, small group sessions, appointments at the clinical skills center).
6. Adheres to dress code consistent with institutional standards.

Relationships with students, Faculty, staff, patients, and community

1. Establishes effective rapport.
2. Establishes and maintains appropriate boundaries in all learning situations.
3. Respectful at all times of all parties involved.
4. Demonstrates humanism in all interactions.
5. Respects the diversity of race, gender, religion, sexual orientation, age, disability, and socioeconomic status.
6. Resolves conflict in a manner that respects the dignity of every person involved.
7. Uses professional language, being mindful of the environment.
8. Maintains awareness and adapts to differences in individual patients, including those related to culture and medical literacy.

Support of ethical principles of the Medical Profession

1. Maintains honesty.
2. Contributes to an atmosphere conducive to learning and is committed to advance scientific knowledge.
3. Protects patient confidentiality.

A signed narrative of a description of the observed behavior and circumstances is attached.

☐

Check this box if you feel that the unprofessional behavior requires immediate action by the Program director.

I have met with the student and discussed the following suggestions for change:

(Signature)

Date

This section is to be completed by the student.

I have read this evaluation and discussed it with the Program director/Assoc. Program director/Faculty.

Student signature

Date

Comments: (optional, please use back for additional comments)

STUDENT SUPPORT SERVICES

Below are several support services available to students, along with contact information and helpful links. Some University Offices are located on the main campus of the University of Toledo. Please visit this UToledo webpage for links to university campus maps: <https://www.utoledo.edu/campus/directions/>.

- **College of Graduate Studies (COGS)**
 - Webpage: <https://www.utoledo.edu/graduate/currentstudents/references/GradLOA.html>
 - Address: Main campus, University Hall, Room 3240
 - **For questions regarding the Graduate Student Leave of Absence process:**
 - Email: GCAcademicSvcs@utoledo.edu
 - Phone: 419.530.4723
 - Leave of Absence webpage: For questions about your degree progress:
 - Email: gradsuccess@utoledo.edu
 - Phone: 419-530-4723, Option 2
 - For other questions:
 - Email: gradstudies@utoledo.edu
 - Phone: 419-530-4723, Option 0
- **Student Health Services: University of Toledo Health and Wellness Programs (MC and HSC)**
 - Webpage: [UToledo Student Health](#)
 - Main Campus – University Health Center:
 - Phone: 419-530-3451
 - Appointments available Monday-Friday noon-4 p.m. Walk-ins welcome.
 - Health Science Campus – Student Health and Wellness Center – Dowling Hall, Suite 1650
 - Phone: 419-383-5000
 - Appointments required and available 10 a.m. - 3:45 p.m. Monday - Thursday; 9 a.m. - 1 p.m Friday
 - Pharmacy
 - 419-530-3471
 - Billing Questions
 - 419-383-7400 or 800-589-7401
- **Mental health resources (MC):**
 - Students receive free mental health services at the [Counseling Center](#) on Main Campus.
 - Phone: 419-530-2426
 - **DISTRESS**
 - [Visit our self-help pages](#)
 - [Make an appointment](#)
 - [Download and use the Stressbusters smartphone app on google play or apple](#)
 - **CRISIS**
 - Call or text 988 or the after-hours crisis line at 419-530-2426, option #1
 - Call 419-530-STAR (7827)
 - [Click here](#) for a list of local and national resources/agencies that can help with a crisis.
 - Walk-In during UCC Crisis support hours for crisis appointment 10 am-12 pm, 1- 4 pm M-F.
 - [Make an appointment](#)
 - **EMERGENCY**
 - Call 9-1-1
 - Get to the nearest emergency room
- **The Office of Accessibility and Disability Resources (MC):**
 - Phone: 419-530-4981
 - Email: studentdisability@utoledo.edu.
 - Website: [UToledo Accessibility And Disability Resources](#)
- **Student Academic and Support Services (MC):**

- Website: [UToledo Student Affairs Office](#).
- **Title IX Office (MC):**
 - Title IX and Non-Discrimination Policy:
 - The University encourages the reporting of sex discrimination, sexual harassment (including actual or attempted sexual assault; domestic violence; dating violence; and stalking), or retaliation that may occur in its programs or activities, to ensure that the University has an opportunity to address prohibited conduct. Reports may be made by completing a complaint form or by contacting the Title IX Coordinator, Michelle McDevitt.
 - Website: <https://www.utoledo.edu/title-ix/>
 - Phone: 419-530-4191
 - Email: titleix@utoledo.edu
- **Office Of Graduate Student Success (MC):**
The Office of Graduate Student Success is an excellent resource **for students**.
 - Current Students
 - Academic support
 - Finances
 - Campus Life
 - Wellness
 - Campus Resources
 - Technology
 - Graduation and Commencement
 - Website: <https://www.utoledo.edu/graduate/success-center/>
 - Phone: 419-530-GRAD (4723)
 - Email: gradstudies@utoledo.edu
- **COMLS Office of Inclusion and Opportunity (HSC):**
 - Website: <https://www.utoledo.edu/med/inclusion/>
 - Location: Mulford Library Building, Room 105
 - Email: Kristina.Peterson@utoledo.edu
- **Academic Success and Engagement (MC):**
 - Website: <https://www.utoledo.edu/success/>
 - Add/Drop information: <https://www.utoledo.edu/success/how-to/add-drop-withdraw.html>
 - Add/Drop Withdraw deadlines: <https://www.utoledo.edu/success/how-to/important-dates.html>
- **Office of the Registrar (MC):**
 - Website: <https://www.utoledo.edu/offices/registrar/>
 - Registering for classes: <https://www.utoledo.edu/offices/registrar/self-service-registration.html>
 - Email: hscregistrar@utoledo.edu
- **Rocket Solution Central (MC):**
 - Visit Rocket Solution Central
 - 1200 Rocket Hall
 - Office Hours: Monday-Wednesday & Friday 8:30 a.m. - 4:45 p.m., Thursday 10 a.m. - 4:45 p.m.
 - Website: <https://www.utoledo.edu/rsc/>
 - Phone: 419.530.8700
 - Email: rsc@utoledo.edu
- **Office of Financial Aid (MC):**
 - Website: [UToledo Office of Financial Aid](#)
- **UToledo Police – Open 7 days a week, 24 hours a day.**
 - Phone: 419.530.2600 (MC) or 419-383-2600 (HSC)

- Website: <https://www.utoledo.edu/depts/police/>
- **Red Alert**
 - Students can receive text messages regarding any emergency situation on and around campus by registering their cell phone with the Red Alert system.
- **UToledo Closings and Emergency Announcements**
 - University closings, weather emergencies, canceled classes and emergency announcements are posted as needed on the myUT website.
 - For more information on UToledo Police services, visit the UToledo Police website.
- **Military Service Center**
 - Rocket Hall 1350
 - Hours: Monday - Friday from 8:30 a.m. - 5:00 p.m.
 - Webpage: <https://www.utoledo.edu/military/>
- **Office of International Student and Scholar Services**
 - Main Campus
 - Snyder Memorial
 - Room 1000
 - Phone: 1.419.530.4229
 - Fax: 1.419.530.4244
 - oisss@utoledo.edu
 - Webpage: <https://www.utoledo.edu/cisp/international/>

Advance Ohio Higher Education Act - Senate Bill 1

The 136th General Assembly enacted the Advance Ohio Higher Education Act (Senate Bill 1) signed into law by Ohio Governor Mike DeWine on March 28, 2025. The bill is effective June 27, 2025.

The legislation requires the Board of Trustees of each state institution of higher education to take specific actions in order to ensure compliance. The UToledo Board of Trustees met June 25, 2025, and approved a resolution to adopt a Statement of Commitment and a resolution adopt a new Intellectual Diversity and Controversial Beliefs Policy.

UToledo Statement of Commitment

The University of Toledo is committed to educating students by means of free, open and rigorous intellectual inquiry to seek the truth. This commitment extends to creating a community dedicated to an ethic of civil and free inquiry, which respects the autonomy of each member, supports individual capacities for growth and tolerates the differences in opinion that naturally occur in a public higher education community. Further, the University is committed to not requiring, favoring, disfavoring or prohibiting speech or lawful assembly. The University's duty is to equip students with the opportunity to develop the intellectual skills they need to reach their own informed conclusions. All faculty, staff and students will be treated as individuals, held to equal standards and provided equality of opportunity, without regard to those individuals' race, ethnicity, religion, sex, sexual orientation, gender identity or gender expression.

UToledo Intellectual Diversity and Controversial Beliefs Policy

The Intellectual Diversity and Controversial Beliefs policy fulfills requirements under the law to affirm the University's commitment to ensuring the fullest degree of intellectual diversity and prohibits diversity, equity and inclusion offices or departments, orientation or training courses, and institutional scholarships. The policy was approved June 25, 2025, and goes into effect Sept. 25, 2025.

SB1 also calls for a process to submit complaints from any student, student group, or faculty member about an alleged violation of the prohibitions and requirements in the policy. Complaints can be reported through the Report a Concern website and investigations will follow the University's standard process for personnel or student conduct issues.

intellectual diversity (senate bill 1) report

STATEMENT OF UNDERSTANDING

Student Name: _____

A. Working with Inclusive Groups

I understand that as part of the educational experience in The University of Toledo PA Program, I will work with individuals representing a variety of cultural, religious, sexual orientation, and socio-economic backgrounds.

B. Health Status

I have reviewed the standards and am able to perform the essential duties and tasks described with or without reasonable accommodation; if I believe I require reasonable accommodation(s) I affirm that I have requested those through the Office of Accessibility.

C. BLS & ACLS Certification

I understand that current BLS and ACLS - American Heart Association certifications are required before beginning the clinical phase of the program, and that it is my responsibility to maintain certification during the entire clinical curriculum, and I will provide the appropriate documentation.

D. Clinical Rotations Agreement

I understand that the University of Toledo PA Program assigns all clinical rotations and that there is no guarantee I will be assigned to a specific location or preceptor. I also understand that clinical rotation sites are subject to change, sometimes without advanced warning. During the clinical curriculum, PA students may have to relocate periodically due to the availability of clinical sites. Students are expected to provide their own transportation and housing.

E. Communications

I understand that email is the primary means of communication for The University of Toledo PA Program outside of program activities. I will check my UToledo email account daily and respond within 24 hours. Furthermore, I understand that I may be subject to disciplinary action for failure to respond to faculty or staff communications promptly.

F. PA Program Student Handbook

I know how to access the online version (PDF) of The University of Toledo PA Program Student Handbook via Blackboard, and I have reviewed it in its entirety and have had all of my questions satisfactorily answered.

Furthermore, I attest that I understand and agree to comply with all provisions outlined in the Student Handbook.

As a Physician Assistant Student at The University of Toledo, I have read, understand, and accept all terms of this statement:

Signature

Date

