



PROGRAM POLICIES*

ARC-PA Standard A3.02 The program must define, publish, make readily available and consistently apply its policies and practices to all students.

*Policies of the PA program which link to Accreditation Review Commission on Education for the Physician Assistant Student (ARC-PA) Standards are in italics and highlighted in grey. An index of ARC-PA Standards found in this handbook is in Appendix F.

Identification Cards

Students are assigned an ID number by Boston University. The student ID card is often referred to as the [Terrier Card](#) and is used for swipe access. On the MED campus, it cannot be used for purchases. A student is entitled to a new card only when there are changes to the information on the card. **A replacement fee is charged for replacing a lost or stolen card.** The Public Safety Department maintains a photographic database of all employees, faculty and students. Identification cards are to be worn at all times while on medical center property and after hours many areas on MED are accessible by badge swipe only. Medical campus students may obtain their ID by contacting the [Medical Campus ID Office](#) at 617-358-7603 or MEDID@bu.edu.

E-Mail Communications

Throughout your time at Boston University, important information from the PA program, GMS office, university, and course managers will be sent to your BU e-mail address. You will be responsible for checking your BU e-mail daily. If you wish to use another e-mail server, please be sure to forward your BU e-mail account's mail to your preferred e-mail account. The program will only communicate with you via your BU email address. All students should obtain a BU computer account/e-mail account from the computer lab in the library. Contact [BUMC IT](#) with any additional questions.

MyBU Student Portal

MyBU Student Portal is an access point to the University Class Schedule, online class registration, personal information, financial account access, and much more. Please visit [MyBU Student Portal](#) and login with your username and Kerberos password.

Computing Requirements

Students must have a laptop and/or tablet in good working order throughout the program. Both Apple and Windows operating systems are supported. BU students are eligible for free anti-virus and free MS Office software. Laptops and tablets must conform with the [School of Medicine Laptop and Tablet Requirements](#) and must also meet the Exemplify Requirement. All exams are offered only on computers and it is recommended that students bring a power cord to all exams. The Alumni Library offers a computer help desk on the 11th floor in INS1109 which provides technical help, some repair and a loaner service for laptops which are being repaired. Please contact the BUMC IT at bumchelp@bu.edu or 617-358-1111 for more information.



Blackboard

Blackboard is the online course management site for all courses in the didactic phase of the PA Program. Login in to [Blackboard Learn](#) with your username and Kerberos password for course announcements, lecture materials and general course information, including updated class schedules. Please check Blackboard on a daily basis to keep up to date to on schedule or assignment changes.

EXXAT

EXXAT is the online tool which is used for course and lecture evaluations during the didactic phase. During the clinical phase it is the main platform used to house student profiles, clinical schedules, clinical site information, site specific onboarding documents, student logs, assignment and end of rotation exam grades and student, site and preceptor evaluations. You will be oriented to EXXAT before you enter the clinical phase.

Financial Aid

Students applying for federal financial aid should contact the [MED Campus Student Financial Services Office](#). There you will find the forms you need and current information about financial aid. You can discuss your options through the [chatbot or during virtual or drop in hours](#).

Loan Deferral Forms

All graduate student loan deferral forms must be signed and validated by the Boston University Registrar at 881 Commonwealth Avenue for processing. All GMS students must complete the student/loaner portion and sign it. Drop off your form with Cindy Yee-Lin, Senior Program Manager, PA Program in L801. *For more information please visit this link:* <http://www.bu.edu/reg/students/proof-of-enrollment/>

Student Employment

ARC-PA Standards A3.04 – The program must define, publish, make readily available and consistently apply a policy that PA students must not be required to work for the program.

ARC-PA Standards A3.05 The program must define, publish, consistently apply, and make readily available a policy that students must not substitute for or function as a) instructional faculty and b) clinical or administrative staff.

ARC-PA Standards A3.15 The program must define, publish, consistently apply, and make readily available to students on admission e) policy for student employment while enrolled in the program.

Students enrolled in the PA Program are advised not work while in the program; employment would put the student at academic risk due to the program's rigor and pace. PA students are considered full time students. Students are not required to work for the program and they are not allowed to substitute for or function as instructional faculty or clinical or administrative staff.



Course Evaluations

An important tool in evaluating our courses and curriculum are course and lecturer evaluations. Part of your professional duty as a student is to provide appropriate, constructive and timely feedback for improvements; this is a part of professionalism.

Students must complete 80% of all course evaluations annually. Comments are a required part of the course and lecturer evaluations. Students who do not complete course evaluations will be reviewed at the Student Progress Committee and may be subject to oral warnings, written letter of warning and/or probation for professionalism.

Credit for Advanced Placement

ARC-PA Standard A3.13 d- The program must define, publish, consistently apply, and make readily available to prospective students policies and procedures to include, c) practices for awarding or granting advanced placement.

The BU PA Program does not offer advanced placement or credit for work done outside the program.

BUMC Campus Alcohol, Drug and Cannabis Policy

The medical campus has specific guidelines for alcohol use on campus – [BUMC Alcohol Guidelines](#). This policy applies to events sponsored by student organizations as well as individuals. The Boston University has guidelines for alcohol, illegal drugs and outlines disciplinary actions – [BU Policies on Alcohol and Illegal Drugs](#). Students with infractions of alcohol, drugs or cannabis are subject to disciplinary actions and may be dismissed from the program.

In 2016 Massachusetts legalized recreational cannabis (marijuana) sales however federal laws still prohibits the sale and possession of marijuana. Colleges that receive federal funding such as Boston University are bound to uphold federal laws. Some clinical sites require drug testing, and a positive test may remove you from the clinical rotation, which can delay your graduation. Please see [Marijuana: 10 Things You Need to Know](#).

Dress Code

ARC-PA Standard A3.06 The program must define, publish, consistently apply, and make readily available a policy that PA students must be clearly identified in the clinical setting to distinguish them from other health profession students and practitioners.

Students are required to identify themselves as a physician assistant student at all times. PA students are provided with a green PA Student tag which hangs below their BU ID that identifies them as PA Students. The green tag must be visible in all clinical settings. To misrepresent oneself as a graduated physician assistant or as another health care provider is a major ethical violation and is subject to disciplinary action which may include dismissal.

Classroom attire should be neat and clean. Classroom temperatures vary so you may want a light jacket or sweater. Please be aware that there are times when classroom activities will require



clinical attire including your white coat. The dress code for Anatomy laboratory includes closed toed shoes and protective eyewear. All students must always wear their BU ID while on campus. Long white coats are reserved for professional graduates only and may not be worn by PA students.

Clinical dress code includes your white coat, closed toed shoes and business style attire. All students must wear a short white lab coat with their name clearly visible when they are seeing patients, and students are provided with a green PA Student tag which hangs below their BU ID that identifies them as PA Students and must be visible at all times.

Surgical scrubs may not be worn outside of the immediate clinical area in which they are indicated. Men with facial hair must maintain it appropriately at all times. Respirator and N95 mask requirements for people with facial hair are different than without facial hair and may require additional training and equipment. Personal hygiene must be maintained including trimmed fingernails that facilitate the performance of a medical examination. Excessive body piercing is not permitted as it may pose a health risk for a student in the clinical arena. Clinical rotation sites may have different dress code requirements and students must adhere to all clinical rotation site regulations regarding dress code.