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APPLIES TO: PA Students, PA Faculty (Principal/Instructional) and PA Program Staff

BACKGROUND:
Per ARC-PA Standard A.3.17, Student academic records kept by the sponsoring institution or program, in a paper or electronic format, must be readily accessible to authorized program personnel and must include documentation: a) that the student has met published admission criteria including advanced placement if awarded, b) that the student has met institution and program health screening and immunization requirements, c) of student performance while enrolled, d) of remediation efforts and outcomes, e) of summaries of any formal academic/ behavioral disciplinary action taken against a student, and f) that the student has met requirements for program completion.

And, **Per ARC-PA Standard A3.18,** PA students and other unauthorized persons must not have access to the academic records or other confidential information of other students or faculty; therefore, the CMU PA Program has established and implemented a policy to assure that all necessary student academic records are readily accessible to authorized personnel while having measures in place to house a student's academic records in a location where confidential information is protected.

PURPOSE:
To ensure the confidentiality and completeness of the PA student's academic files. While these files are to remain confidential to most, they must be readily accessible to authorized persons.

POLICY:
To ensure thoroughness, accuracy and completeness of the academic records of all CMU PA students, the PA Program will obtain, review, and file the following information/documentation in the paper and electronic form of each PA student's official academic file. The documents that ARC-PA requires are to be kept confidential by the university yet readily available to authorized program personnel include:

a) Proof of meeting published admission criteria.
b) Proof that the student has met CMU and the PA Program's health screening and immunization requirements.
c) Record of student academic performance while enrolled.
d) Record of any remediation efforts for a student and the outcomes.
e) Summaries of any formal academic or behavioral disciplinary action against the student.
f) Proof that the PA student has met the requirements for completion of the CMU PA Program such PA students or PA Program faculty and staff will NOT have access to any confidential.

PROCEDURE:
1. Upon admission to the CMU PA Program, the Executive Secretary will create a paper and electronic file for all admitted students. The first documents that will be entered into the files, in both formats, will be the documents related to the admission process for this student. This will include documents that prove the student met the admission criteria as published by CMU.

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2. After orientation to the CMU PA Program in the spring of the year of matriculation for a student, the student will be asked to review the Program Handbook and provide the program with university and program-required health screening and immunization records. The student will also be asked to provide the program with a clean background check, a negative 10-panel drug screen, and a TB test result. Additionally, students will be asked to provide the program with current health insurance information, a signed consent to disclose information stored in Complio as needed by the program or clinical sites, as well as a signed release of specific information (See Student Health Information Policy).

3. At the end of each semester, the Data Coordinator will access the cumulative academic performance records for each active PA student. The Self Study Committee will review this in collaboration with the Curriculum Committee. Once additional semesters are completed, the previous document will be destroyed/deleted, so a PA student graduate will have only their final transcripts in their academic record.

4. If a student is provided with remediation due to poor academic or professional performance, any documents that pertain to the determination of the need for remediation, the meetings as a result of the need for remediation, the remediation process and ongoing assessment or the process, as well as the outcomes of the remediation, will be filed in the student electronic file (Typhon).

5. If a student is found to require any formal academic or behavioral disciplinary action, all documents, communications, evaluations, meeting minutes, action plans, and/or outcomes will be filed in the affected student's paper and electronic (Typhon) file. Suppose the Office of Graduate Studies places a student on academic probation for a cumulative GPA of <3.0. In that case, those documents will also be housed in this area of the paper and electronic file. Any form of deceleration or dismissal from the program due to untoward professional behaviors or academic performance will also become a part of the student's academic file.

6. As the student progresses through the PA Program curriculum at CMU, the Executive Secretary will update a checklist, along with program competency passports, on the completed requirements of all PA students. Upon completion of all PA Program requirements, those checklists will be reviewed and signed by the program director to audit, at the program level, the student's completion of the PA curriculum and approval for graduation. This checklist will remain part of the graduate student file for 7 years as it may be used to provide reference feedback for graduates in the event of a new position or relocation to another state.

Please note, CMU PA student files are housed as follows:

Current students (didactic and clinical year students) - files are kept in locked file cabinets in the Executive Secretary cubicle. The key is kept in a locked "key safe" in the storage room, HPB 2081.

CMU Graduate students, most recent 2 years—files are kept in the office of the Assistant Clinical Placement Coordinator in locked file drawers (HPB 2076). Additionally, the office door is locked, and only the office occupant has a key. Any other key will be kept in the "key safe" in HPB 2081.

CMU Graduate students for the years 3-7 years previous - files will be kept in a locked storage room and filed by graduation year. After 7 years post-graduation, the files will be taken to the locked PA storage locker in the basement and destroyed per university policy and opportunity.

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Approved by Program Faculty June 7, 2024

Kathleen Flannery PA-C   6-7-2024

        Signature   *Date*

Kathleen Flannery, PA-C
CMU PA Interim Program Director