

**Child Health Associate/Physician
Assistant Program**

**Academic Policies
2009-2010**

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I. General Information

The University of Colorado School of Medicine (SOM) Child Health Associate/Physician Assistant Program (CHA/PA) aims to provide clear information to physician assistant students and faculty. The CHA/PA Academic Policies apply to all CHA/PA students. The requirements for promotion and graduation are recorded in this document. The reader is given specific referral to the UC Denver Anschutz Medical Campus Course Book, the School of Medicine Bulletin, and the Child Health Associate/Physician Assistant (CHA/PA) documents such as the Student Honor Code and Student Handbook for topics that will not be duplicated in this booklet.

Policies for Physician Assistant Students: Policies reflect University of Colorado Denver School of Medicine (SOM) rules and policies as modified for the CHA/PA Program.

The first, second, and third year academic calendars are found in the UC Denver Anschutz Medical Campus Course Book available at:

<http://www.ucdenver.edu/student-services/resources/registrar/Pages/AcademicCalendar.aspx>

Note that these three calendars are not synchronous.

Equal opportunity and affirmative action are commitments of the CHA/PA Program. Descriptions of these policies and resources may be found in the UC Denver Anschutz Medical Campus Course Book.

According to the Family Educational Rights and Privacy Act (FERPA), students may annually file written notification requesting the withholding of certain personal information from public inquiry. Consult the UC Denver Anschutz Medical Campus Course Book for details. Such requests must be filed with the UC Denver Registrar's Office. Otherwise, the UC Denver Anschutz Medical Campus Registrar's Office will provide directory information regarding enrolled students as a matter of public record to anyone who requests it. The School of Medicine-CHA/PA Program provides no information about individual physician assistant students (telephone numbers, location) without the student's permission.

Locating Students: All physician assistant students are required to keep current address and telephone numbers updated with the UC Denver Anschutz Medical Campus Admissions and Records office and with the CHA/PA office. If you are unable to contact the CHA/PA office by phone, you may e-mail the faculty or staff using the following format: firstname.lastname@ucdenver.edu. It is very important for students who have, for one reason or another, a temporary phone number and/or temporary place of domicile, to notify the CHA/PA office by phone or e-mail. When a student changes her/his name, the Office of Admissions and Records and the CHA/PA Program must be notified. In an emergency, the UC Denver Anschutz Medical Campus Registrar's Office (303-724-8059) and the CHA/PA Program (303-724-7963, option 3) will make every effort to contact a student. Students are expected to check email daily, as this is the official method of communication within the CHA/PA Program.

These Academic Policies do not constitute a contract with the UC Denver Child Health Associate/Physician Assistant Program, either expressed or implied. The Child Health Associate/Physician Assistant Program reserves the right at any time to change, delete, or add to any of the provisions at its sole discretion. Furthermore, the provisions of this document are designed by the Child Health Associate/Physician Assistant Program to serve as firm guidelines rather than absolute rules, and exceptions may be made on the basis of extenuating circumstances. Unless specifically identified in these Academic Policies, decisions are not subject to appeal.

II. Curriculum

The CHA/PA Program's three-year curriculum is developed and implemented under the authority of the Dean of the School of Medicine following approval by the CHA/PA Curriculum Committee. See the CHA/PA Student Handbook or the UC Denver Anschutz Medical Campus Course Book for details of the

curriculum. Small group teaching with active student participation occurs in all three years. Students must take required clinical rotations in all years. Elective rotations may be available in the second year. An opportunity to take electives is available in the third year.

The majority of rural track students are selected at the time of admissions; however occasionally additional slots are available. A student interested in switching from the regular track to the rural track must petition the Promotions Committee. The student may be asked to complete additional essays or other paperwork in order to be considered for the rural track. Requests to switch into the rural track will be considered on an individual basis, as space allows

The CHA/PA Program explicitly addresses three emerging contemporary educational themes: generalist education, active learning, and small group problem-based learning. Efficient presentation of some material requires the time honored lecture format; however, active participation may also be included in this experience.

- A. **The Curriculum Committee** of the CHA/PA Program is composed of the CHA/PA Core Faculty. The committee provides general oversight of the curriculum and must approve all new courses and changes in existing courses.
- B. **Exemption from Courses:** In rare instances, a student may be granted an exemption from some required courses because of advanced knowledge or skill. A student must petition the Program Director, the appropriate Course Director, and the Promotions Committee in order to be considered for exemption from a course.
- C. **The Course Director** has overall responsibility and authority for the content of her/his course. Course Directors work with the Curriculum Committee to design the specific content for the course and how it is presented. The Course Director is expected to present the overall goals of each course, requirements of enrolled students, and grading policies to each class at the onset of the course. Only the Course Director may assign a grade; no one may overrule a Course Director in this matter. For "Course Work Away" (mostly in the third year), the CHA/PA Course Director assigns the final grade after reviewing the evaluation form from the outside preceptor. The Course Director may consult the Promotions Committee in certain circumstances.
- D. **The Class Representative(s)** is/are student(s) elected from the class. The Representative(s) represent(s) her/his classmates to the Course Directors in all course matters, from technical issues and materials, to mid-course adjustments in how content is presented.
- E. **Course Evaluations:** At the end of each course, students are required to complete an online course evaluation. Anonymous compilation of the evaluations is provided to Course Directors, the Academic Coordinator and the Program Director.

III. Grade Report Symbols

- | | | |
|-----------|------------|-----------------------------------|
| A | >93.5% | 4.0 grade points per credit hour. |
| A- | 89.5-93.4% | 3.7 grade points per credit hour. |
| B+ | 86.5-89.4% | 3.3 grade points per credit hour. |
| B | 83.5-86.4% | 3.0 grade points per credit hour. |
| B- | 79.5-83.4% | 2.7 grade points per credit hour. |
| C+ | 76.5-79.4% | 2.3 grade points per credit hour. |
| C | 69.5-76.4% | 2.0 grade points per credit hour. |
- C is the lowest passing grade.
C- and D's are not awarded.
F 0.0 grade points per credit hour.
- **Fail (F)** is given when a student demonstrates a major performance deficiency and will require repetition of the entire course. The Fail grade is a permanent part of the university transcript. A

physician assistant student with a Fail grade is required to re-register for that course the next time the course is offered and achieve a grade of “C” or better to signify when the course requirements are achieved. This grade will be added to the transcript.

- **Incomplete (I)** is a grade indicating that work for the course has not been completed. It is regarded as an “F” if work is not completed within a maximum of one year.
- **Pass/Fail** courses count toward the degree, but are not included in the grade point average.
- **No Credit (NC) and Withdrawal (W)** are special symbols that are indications of registration or grade status and are not assigned by the instructor.
- **Drop/Add Procedure** – students will be allowed to drop and add courses within a period specified by the Registrar. This procedure most commonly applies to clinical rotations. Students seeking to drop or add a course after the specified period must obtain the instructor’s permission. All courses dropped after the conclusion of the initial drop period appear on the permanent record with the grade of “W”. After the 10th week, courses may not be dropped unless there are circumstances clearly beyond the student’s control (accident, illness, etc...). In addition to the instructor’s certification, the student must petition his or her dean’s office for approval to drop the course.
- **Withdrawal (W)** The CHA/PA Program curriculum is built entirely on courses previously taken either in college or as part of the program. Therefore, a physician assistant student may withdraw from a course only with permission of the Promotions Committee. No physician assistant student may withdraw from any course during the two final class weeks. In most instances, withdrawing from a course will result in withdrawing from school since all courses must be passed on a sequential basis. It is the student’s responsibility to obtain the necessary signatures from the instructor as well as the Registrar. Notation is recorded on the student’s permanent record. Students who do not officially withdraw are subject to grades of “F” for all course work.

Please refer to the Uniform Grading Policy for primary information:

https://www.cu.edu/policies/policies/A_UniformGrading.html

IV. Professional Behavior

Professional behavior is expected of University of Colorado Denver School of Medicine CHA/PA students through all years of the physician assistant program. Professional behavior includes, but is not limited to: responsibility to patients; respect for preceptors, peers, faculty members, staff, and oneself; responsibility for self-education, timeliness, participation in course activities, demeanor, dress, and promptness in attendance at classes and rotations. Professional behavior may be considered when Course Directors in all basic science and clinical courses assign grades. Support of one's classmates is expected of all students.

- A. **Honor Code:** Unethical behavior and dishonesty are issues to be considered by the SOM-CHA/PA Student Honor Council. See the CHA/PA Honor Code booklet for detailed information. The CHA/PA Honor Code is signed at matriculation and reaffirmed at the beginning of each academic year. The CHA/PA Honor Code is designed and administered by the CHA/PA Honor Council, which is composed of CHA/PA students, community PAs and a faculty advisor. The goal of the CHA/PA Honor Council is to provide education and peer support in matters of ethical behavior. Consult the CHA/PA Honor Code booklet for a detailed description of the CHA/PA Honor Council process.

V. Requirements for Promotion and Graduation

A student must receive a passing grade of C or higher in all courses and maintain an overall GPA of 3.0 to remain a student in good standing. Students who do not remain in good standing (3.0 GPA or above) or maintain satisfactory academic progress are placed on academic probation. (See section VIII below for further details regarding probation).

- A. **First Year:** A physician assistant student must successfully complete all required first year courses before becoming eligible to begin second year courses.
- B. **Second Year:** A student must successfully complete all requirements and pass the Second Year Comprehensive Examination to begin third year courses. For more information on the Second Year Comprehensive Examination, see Section VI.
- C. **Third Year:** A student must successfully complete all requirements and pass the Third Year Comprehensive Examination to complete the program. For more information on the Third Year Comprehensive Examination, see Section VI.
- D. **Program Graduation:** A student must successfully complete all requirements for the first, second, and third year of the program in good standing to graduate. Graduates will receive a Certificate of completion and Master of Physician Assistant Studies-Pediatrics degree.

VI. Summative Testing and Evaluations

A Second Year Comprehensive Examination: The Second Year Comprehensive Examination is administered to 2nd year CHA/PA Students near the end of the second year. This is a two-part examination, written and clinical skills evaluation, e.g. standardized patient that is designed to test the student's integration of knowledge from the first two years. Each part of the Examination must be passed with a grade of 70% (straight grade - not curved). Students must successfully pass both parts of the Examination before beginning third year courses. In the event of a failing grade, either portion may be retaken up to two times. Failure to pass the Second Year Comprehensive Examination after the third attempt will result in dismissal from the program. Arrangements for a re-take must be made through the Clinical or Academic Coordinators. The Promotions Committee reviews the student's Second Year Comprehensive Examination performance. A remediation process may be determined by the Promotions Committee on an individual basis. An extended program may be necessary in order to accommodate re-take examinations or remediation. The student may be responsible for costs associated with the remediation process.

B. Third Year Comprehensive Examination: This exam is administered to third year CHA/PA students near the end of the third year. This is a two-part examination, written and clinical skills evaluation, e.g. standardized patients. The written portion covers ambulatory medicine with an emphasis on pediatrics. The two parts of the exam must each be passed with a grade of 70% (straight grade - not curved) in order to be eligible for program graduation. In the event of a failure, the student may re-take either portion of the exam up to two times. Failure to pass the Second Year Comprehensive Examination after the third attempt will result in dismissal from the program. Arrangements for re-takes must be made through the Clinical or Academic Coordinators. The Promotions Committee reviews the student's Third Year Comprehensive Examination performance. A remediation process may be determined by the Promotions Committee on an individual basis. An extended program may be necessary in order to accommodate re-takes or remediation. The student may be responsible for costs associated with the remediation process.

VII. The Student Promotions Committee

The Student Promotions Committee is charged by the School of Medicine with the maintenance of the CHA/PA Program and the PA professional standards. Cognitive and non-cognitive issues are included in these standards. The goal of the Promotions Committee is to assist each physician assistant student in his or her academic and professional progress. The Committee is composed of all core CHA/PA Program faculty members. The Program Director acts as chair. Student academic and professional performance may

be reviewed as needed with or without the student's presence or knowledge. A student may appear before the Promotions Committee or a Promotions Committee Subcommittee, either at the request of the student or the Promotions Committee, and may choose to be accompanied by an advocate from the School of Medicine Advocacy Office or any other faculty member who serves as a "specific advocate" for that student. See section XII of this document for Advocacy Office information.

- A. **Extended Curriculum:** Physician assistant students are expected to complete their course requirements as full-time students over three years. In exceptional circumstances, academic or personal, the Promotions Committee may place a student on an extended curriculum, which will extend the time to complete the course requirements beyond the initial three years. A student who receives a grade of F (Failing) while on the extended program is subject to immediate dismissal. A student requesting a decreased academic schedule must petition the Promotions Committee in writing. An extended curriculum may be granted in instances including but not limited to: an extended illness or chronic medical condition, or a death in the family. The student will be referred to the Office of Disability Resources and Services (DRS) for assistance (see section XII – Services for CHA/PA Students).
- B. **Student grades** are reported by Course Directors to the Registrar's Office. The Registrar then reports the grades to the Academic Coordinator who report to the Student Promotions Committee. Each student's academic performance (cognitive) and professional development (non-cognitive) are considered on an individual basis each semester or as needed. First and second year students receive a Professional Development Evaluation (PDE) after each semester review. Third year students receive a copy of their preceptor evaluation forms. When a student incurs an academic or professional performance deficiency, the Committee reviews that student's entire academic record in detail. The student is informed of this action and the process involved. On occasion, the Committee may appoint a faculty subcommittee to meet with the student in person for the purpose of gathering information.
- C. **Professional Development Evaluations** are sent to each student via email following the completion of each semester of the first and second didactic year. Each student is asked to sign the document, indicating they have seen and agree with the evaluation. The evaluation is then returned to the Academic Coordinator's administrative assistant. The PDE is filed in individual student files. The Course Director reserves the right to lower a student's grade based upon individual professional behavior. The PDE may be referred to for purposes of credentialing.

VIII. Leave of Absence, Withdrawal, Probation, and Dismissal

- A. **Leave of Absence (LOA)** The Student Promotions Committee may grant a student a leave of absence for a maximum of one year. If the student is not ready to return after one year, the student must withdraw from the SOM Child Health Associate/Physician Assistant Program or be dismissed. The LOA will be noted as "in good standing" or "not in good standing" dependent on the student's current academic progress as defined by Section V. At the time the leave is granted, criteria for return will be established by the Promotions Committee based on University of Colorado Denver policy. Upon receipt of a petition to return, the Student Promotions Committee will determine whether the student is eligible to continue in the CHA/PA Program. Such a determination is based upon various factors including, but not limited to, the student's status at the time the leave began, the student's performance before taking the leave, and what, if anything, has occurred while the student was on leave. Additional requirements may be instituted due to changes in the program curriculum or policies since the leave began.
 - a. **Medical Leave of Absence.** Students requesting a medical leave of absence must submit a request to the student Promotions Committee and include evidence from a licensed practitioner of medicine (MD/DO/PA) that they are under the care of that practitioner.

If the request for medical leave is granted a student will begin a medical leave of absence "in good standing", or "not in good standing", as determined at the time of the medical leave by the student Promotions Committee. The student's academic work, including course examinations, laboratory requirements and professional behavior prior to beginning a medical leave of absence, will be used in determining the student's status at the time medical leave begins. The Promotions Committee's determination of the student's status at the time medical leave begins is not appealable.

If a student wishes to return to the program before or after the exhaustion of the medical leave, he/she must submit a written petition asking to return to the program. This petition to return must be submitted in writing to the Student Promotions Committee no later than 10 business days before the medical leave ends. The petition to return to the program must be accompanied by documentation from a licensed practitioner of medicine (MD/DO/PA) indicating that the student is fit to return to their studies. If a student fails to submit a complete and timely petition to return to the program, that student will be deemed to have permanently withdrawn from the program and will not be permitted to reapply to the program except through the standard application process outlined in Section X. If the Student Promotions Committee denies the student's petition to return to the program, the student may appeal that determination through the appellate process described in section IX.

The Student Promotions Committee may request an independent medical evaluation if there is a question regarding the student's need for medical leave or readiness to return to the program.

- b. **Administrative Leave of Absence.** A leave of absence may be granted for research or educational activities related to professional goals within the profession of medicine or for personal reasons, e.g. family responsibilities. Students requesting an administrative leave of absence must submit a request to the Student Promotions Committee including any documentation clarifying and supporting the necessity of the leave of absence.
 - c. **Students on LOA may not participate in the CHA/PA Program.** No student on a leave of absence may participate in CHA/PA Program activities including, but not limited to, examinations, CHA/PA courses or student organization activities.
- B. **Withdrawal.** Any student may withdraw from the School of Medicine-CHA/PA Program at any time by presenting such notice in writing to the Program Director. A student's status at the time of withdrawal will establish whether the withdrawal is characterized as "withdrawal in good standing" or "withdrawal not in good standing" as defined in Section V. The Student Promotions Committee determines the student's withdrawal status. Students who withdraw must complete the appropriate Withdrawal Form obtained from the Registrar. Students who withdraw retain the rights for reapplication as set forth in section X of this document.

A student, who withdraws from the CHA/PA Program (SOM) prior to establishment of an academic record, by completion of courses or achieving official grades while in SOM CHA/PA on examinations, must reapply for admission in the general applicant pool through the CHA/PA (SOM) Admissions Committee.

- C. **Probation.** The Student Promotions Committee in instances of unsatisfactory grades, unprofessional behavior, or other non-cognitive reasons may impose probation. In addition, the Dean (SOM) in instances arising from an Honor Code violation may impose actions including, but not limited to, probation. The length of probation is determined on a case-by-case basis, but may continue until graduation. Generally, students on probation may not take elective courses. Students on probation are required to do all course work at UC Denver affiliated institutions or with preceptors in Colorado who are well known to the CHA/PA Program. A student on

probation may be subject to immediate dismissal upon receipt of a single deficient grade (F) or other violation of the terms of the probation. A student on probation will have two semesters in which to raise the cumulative GPA to 3.0 or above. Probation status will be re-evaluated by the Promotions Committee on an individual basis.

- D. **Remedial Action.** Any student receiving an unsatisfactory grade will have her/his entire academic file reviewed by the Student Promotions Committee, including her/his specific performance in each course completed. The Student Promotions Committee considers each case individually. The Student Promotions Committee may require remedial action, including, but not limited to, repeating a course, repeating a year or more, or additional study in a subject area and may also impose probation and/or a leave of absence, separately or in combination with a remedial action. A leave of absence may be necessary to retake the course(s) with the deficient grade(s) due to the required course sequencing. Alternatively, the Student Promotions Committee may dismiss the student. The student will be responsible for the cost of re-taking coursework.
- E. **Dismissal.** Any student who is judged by the Student Promotions Committee as unfit for the practice of medicine may be immediately dismissed from the CHA/PA Program without a term of probation. The Student Promotions Committee may base such a determination on unsatisfactory grades or for non-cognitive reasons including, but not limited to, unprofessional behavior, or the inability to meet the Program's technical standards, which may be found at <http://www.uchsc.edu/chapa/technical.htm>. Students on probation or on an extended curriculum are subject to immediate dismissal upon receipt of a deficient grade or violation of the terms of probation. Generally, students not on probation with one deficient grade in an academic year are not dismissed.

IX. Rights of Appeal

Any student subject to appealable action by the Student Promotions Committee may request a reconsideration of that action by submitting a written request to the CHA/PA Medical Director or Program Director within 10 days of the date of the written notice of the Student Promotions Committee's decision. Details of the right to request reconsideration will be provided in the written notice of action from the Student Promotions Committee. If the Student Promotions Committee upholds its original finding(s) or sanction(s) after reconsideration, a student may appeal the action of the Student Promotions Committee to the Dean of the School of Medicine in writing within 10 days of the date of the written determination of action of reconsideration. **The Dean will consider an appeal ONLY if the Dean concludes that the student has established that:**

1. New information, previously unknown to the student or to the School of Medicine, regarding the academic status of the student has been discovered;
2. There is evidence of discrimination;
3. There is evidence of error in the academic process by which the Student Promotions Committee decision was made;
4. There is evidence that the Promotions Committee acted in an arbitrary or capricious manner.

Procedures for appeal to the Dean will be detailed in the Student Promotions Committee's written determination of action of reconsideration. The Dean's decision is final.

Reconsideration by the Student Promotions Committee and appeal to the Dean of the School of Medicine are academic proceedings of the School of Medicine. Students must present their request for reconsideration or appeal in writing. Students will have an opportunity to present evidence to support their request or appeal. The Associate Dean for Student Advocacy (see section XIIA below), any other faculty advocate, or a specific PA student peer advocate, may represent students. Because these are academic proceedings, an attorney may not represent students. Actions by the Dean regarding readmission are not subject to reconsideration or appeal.

X. Rights of Reapplication

A student who withdraws after establishment of an academic record (see section VI-A) or is dismissed from the CHA/PA Program may reapply to the CHA/PA Program through the Student Promotions Committee during the two academic years subsequent to the withdrawal or dismissal unless this is in conflict with the terms of the dismissal or withdrawal. The candidate may reapply in two separate petitions, if necessary, during this two-year period. Information on the reapplication process may be obtained from the Program Director. The individual also has the right to apply to this or any other physician assistant school through the usual application process immediately upon dismissal or withdrawal. The rights of reapplication in the case of a student who withdraws prior to establishment of a record are reviewed in section VIII-B.

XI. Student Right to Review Academic File

Any enrolled PA student may review his/her entire academic file (with a few items restricted by the writer's right to privacy) under the supervision of his/her academic advisor or the Medical Director or Program Director of the CHA/PA Program.

XII. Services for Child Health Associate/Physician Assistant Students

- A. **School of Medicine Advocacy Office:** In instances where a specific student appears before the Promotions Committee or a Promotions Committee Subcommittee, the student may choose to be accompanied by an advocate from the School of Medicine Advocacy Office. The Associate Dean for Student Advocacy serves as general advocate in the medical school. If a student wishes a specific (individual) advocate at a subcommittee meeting or during a request for reconsideration before the Promotions Committee, the student may request any academic faculty member of the School of Medicine to serve as that student's specific advocate. The specific advocate advises the student on a specific aspect of the case and, if the student wishes, speaks on the student's behalf. The specific advocate does not participate in the executive session of the Promotions Committee. A student may choose not to have a general or specific advocate.
- B. **UC Denver Ombuds Office:** The Ombuds office provides informal, confidential and neutral services to assist all UC Denver employees, faculty members, and/or students with problem solving and conflict resolution. Melissa.Connell@uchsc.edu or Lisa.Neale@uchsc.edu or (303) 724-2950

Please remember that confidential matters should be conveyed directly to the Ombudsperson and not via email.

For additional information regarding services offered by the Ombuds Office, go to: www.uchsc.edu/ombuds/

C. Other Student Services

Student Psychiatric Services
(303) 315-8159

Colorado Physician Health Program
(303)-860-0122

UC Denver HSC Office of Diversity
(303) 724-8003

UC Denver Office of Disability Resources and Services (DRS)
(303) 724- (look this up for this campus)

XIII. Other Policies

CHA/PA students must follow University of Colorado Denver policies including but not limited to, drug and alcohol abuse, academic freedom and alcoholic beverages at official functions, nondiscrimination, and sexual harassment. These policies may be found in the UC Denver Course Book at <http://www.uchsc.edu/registrar/coursebook/index.php>.

The CHA/PA Program is very concerned about Drug and Alcohol abuse and may require that a student in the program undergo evaluation and treatment through the Colorado Physicians Health Program (CPHP) in order to remain in the program.

XIV. Visitors and Guests

- A. **Non-CHA/PA Students:** Only enrolled physician assistant students may participate in most of the required courses. In some courses, graduate students and students from other professional schools are enrolled through a joint arrangement made by Course Directors.
- B. **Friends and Family:** If a student has a friend or family member who wishes to visit a particular lecture or small group, that student must have the Course Director's permission before the visitor attends. In general, visiting is not encouraged.
- C. **Children in Class:** Children are not permitted in class. In an emergency situation, a child may be brought to classes, with each instructor's permission, for one day. Students who are permitted to bring a child to class are encouraged to have an infant monitor available so that the student may listen to class from another room. Children will never be permitted in any laboratory, clinical site, or workshop setting due to health and safety reasons.

XV. CHA/PA Program Reference Letter

A reference letter summarizing a student's progress through the Child Health Associate/Physician Assistant Program including all work to the date of the letter may be obtained by a written request to the Program Director. Information about the student is obtained from the student's official academic file (e.g. course evaluations, letters from preceptors, official correspondence, etc.). The CHA/PA Letter is an historical summary and an evaluation of a graduate's overall potential capability as an employee. It is used in response to letters requesting a reference. Students must supply written permission to release these letters.

The CHA/PA Program Reference Letter consists of:

- A. The date of graduation;
- B. An assessment of performance during the basic science and clinical years;
- C. Selected quotations from clinical rotation evaluations (all preceptors are quoted directly);
- D. An overall evaluation of the student's potential based on the preceding data.

XVI. CHA/PA Program Convocation & UC Denver Anschutz Medical Campus Commencement

- A. **CHA/PA Program Convocation:** The CHA/PA Program Convocation occurs each year just prior to the official Memorial Day holiday. Attendance at this ceremony and taking the CHA/PA Oath are required of all program graduates. Petitions to be excused from the ceremony must be submitted in writing to the Promotions Committee and will be considered on an individual basis for extenuating circumstances only. The requirement to take the CHA/PA Oath will not be waived. Class members whose program completion is delayed for any reason are invited to participate in the convocation.
- B. **UC Denver Anschutz Medical Campus Commencement:** The UC Denver Anschutz Medical Campus Commencement occurs the Friday of Memorial Day weekend. This ceremony is highly encouraged, but not required. Academic regalia (cap and gown) are required at this ceremony. The cost of the regalia is the responsibility of the student.

Reviewed and Revised by CHA/PA Faculty and approved by University Counsel: May 4, 2009