

**POLICIES**

**Responsible Party:**  
Program Director

**Revised: 10/24**

**Approved by:**  
K-State PA Program Principal Faculty

**Subject:** PA Program Professional Behaviors Policy

**PURPOSE:**

The purpose of this policy is to provide clear expectations on requirements and procedures related to professionalism. This policy applies to all students.

**ARC-PA Associated Standards:**

B4.03 - The program *must* conduct and document a *summative evaluation* of each student within the final four months of the program to verify that each student meets the program *competencies* required to enter clinical practice, including:

- e) professional behaviors

**POLICY STATEMENT:**

K-State PA students are expected to hold themselves to the highest standards of ethical and professional conduct. As part of their education and training, K-State PA students must begin to practice professional behaviors that they will uphold for the rest of their professional lives. Fundamental attributes of professionalism and ethical and professional behavior include, but are not limited to, honesty and integrity, dedicated desire to learn and respect for the academic process, concern for the welfare of patients and their families, a commitment to patient confidentiality, respect for the rights of others, emotional maturity, and self-discipline.

**Non-Academic Behavioral Expectations**

In addition to the Academic Professional Behavioral Expectations, the program recognizes that overall behavioral expectations must be defined, and students held responsible for their performance in meeting these expectations. These expectations include interactions with faculty, fellow students, preceptors, patients, members of the health care team and the K-State community. These expectations are also inclusive of the K-State behavioral policies, social media activity and adherence to the AAPA Statement of Values for the PA Profession.

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**Clinical Phase: Use of Technology** - Students should only use their personal technology (phones, tablets) during

breaks and in designated break areas.

Emailing preceptors and Program faculty/staff should be done in a respectful manner using complete sentences and proper salutations. You should receive a response within 24 hours during workdays or Monday if you sent the email on Friday. **IF THERE IS AN EMERGENCY**, the Clinical Director is available by phone 24/7. Students are expected to use good judgement to determine the status of emergency.

The Program subscribes to the policy pertaining to the use of social media when posting to a site affiliated with the University, as set forth by Kansas State University, and can be found at: <https://www.k-state.edu/socialmedia/bestpractices.html>

**There will be no social media posting related to SCPE/EER activity or location. The Clinical Director reserves the right to remove a student from a rotation for breach of this policy and refer the student to the PPP.**

Students are not to be contacted at the SCPE/EER site by anyone other than Program faculty or staff. If there is an emergency and the student must be reached, protocol is to attempt the student by cell and if unsuccessful contact the Program.

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K-State Student Code of Conduct:

PA students are expected to adhere to all K-State policies, including the [K-State Student Code of Conduct policy](#). This policy addresses multiple areas of conduct, including respectful interactions with the K-State community.

PA Internet & Social Media Policy:

In all situations, including on social media sites, members of the medical profession should always represent him/herself in a manner that reflects values of professionalism, accountability, integrity, honor, acceptance of diversity, and commitment to ethical behavior. PA students are in unique positions to obtain protected patient information and as such have a responsibility to safeguard that information at all times. The purpose of this policy and procedure is to define the K-State PA Program's policy on responsible use of social media on personal and K-State sites, as it pertains to PA students, and the consequences of violating the social media policy.

The Program subscribes to the policy pertaining to the use of social media when posting to a site representing the University set forth by Kansas State University which can be found at: <https://www.k-state.edu/socialmedia/bestpractices.html>

Students in the PA program are expected to be mindful while using social networking websites and applications, as they are held to the highest standard keeping with the ideals of the institution and the profession of medicine. Each student is responsible for his or her posting on the internet and in social media, and therefore should be aware of the risks associated with such use.

**HIPAA:** Students are expected to follow [HIPAA privacy standards](#) at all times.

Additionally, the following actions are strictly forbidden:

- In the professional role of a caregiver, one may not present the personal health information of other individuals. Removal of an individual's name does not constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, type of treatment or the use of a highly specific medical photograph (such as a before/after photograph of a patient having surgery or a photograph of a patient from a medical outreach trip) may still allow the reader to recognize the identity of a specific individual.
- Students may not report private (protected) academic information of another student or trainee. Such information might include, but is not limited to, course or clerkship grades, narrative evaluations, examination scores or adverse academic actions.
- In posting information on social networking sites, students may not present themselves as official representatives or spokespersons for K-State.

### **Patient Confidentiality and HIPAA**

The Program will provide students training on HIPAA Guidelines (<https://www.hhs.gov/hipaa/for-professionals/privacy/laws-regulations/index.html>).

Medical ethics forbids violation of patient confidentiality and protects their personal health record. Students and preceptors must be aware of the current guidelines and fully comply at all times. Any discussion regarding a patient's diagnosis, care, and condition should be conducted with the most discretion, only with members involved directly with patient care, and always with respect for the patient's wishes and privacy in mind.

U.S. Department of Health and Human Services (HHS) Office for Civil Rights (OCR) is responsible for enforcing the HIPAA Privacy and Security Rules. OCR enforces the Privacy and Security Rules in several ways:

- Investigating complaints filed with it
- Conducting compliance reviews to determine if covered entities are complying
- Performing education and outreach to foster compliance with the rules' requirements

OCR reviews the information that it gathers. In some cases, it may determine that the covered entity did not violate the requirements of the Privacy and Security Rules. In the case of noncompliance, OCR will attempt to resolve the case with the covered entity by obtaining:

- Voluntary compliance
- Corrective action and/or
- Resolution agreement

Failure to comply with HIPAA can also result in civil and criminal penalties. If a complaint describes an action that could be a violation of the criminal provision of HIPAA, OCR may refer the complaint to the Department of Justice (DOJ) for investigation.

Civil Violations: In cases of noncompliance where the covered entity does not satisfactorily resolve the

matter, OCR may decide to impose civil money penalties (CMPs) on the covered entity. CMPs for HIPAA violations are determined based on a tiered civil penalty structure. The secretary of HHS has discretion in determining the amount of the penalty based on the nature and extent of the violation and the nature and extent of the harm resulting from the violation. The secretary is prohibited from imposing civil penalties (except in cases of willful neglect) if the violation is corrected within 30 days (this time period may be extended at HHS’s discretion).

HIPAA Violation	Minimum Penalty	Maximum Penalty
Unknowing	\$100 per violation, with an annual maximum of \$25,000 for repeat violations (Note: maximum that can be imposed by State Attorneys General regardless of the type of violation)	\$50,000 per violation, with an annual maximum of \$1.5 million
Reasonable Cause	\$1,000 per violation, with an annual maximum of \$100,000 for repeat violations	\$50,000 per violation, with an annual maximum of \$1.5 million
Willful neglect b violation is corrected within the required time period	\$10,000 per violation, with an annual maximum of \$250,000 for repeat violations	\$50,000 per violation, with an annual maximum of \$1.5 million
Willful neglect and is not corrected within required time period	\$50,000 per violation, with an annual maximum of \$1.5 million	\$50,000 per violation, with an annual maximum of \$1.5 million

PA students are expected to uphold AAPA’s [“Statement of Values of the PA Profession”](#).

**Violations of Social Media Policy - The following procedure is in effect for violations of the social media policy:**

- Written, signed complaint of the violation must be sent to the Progression/Promotion/Professionalism (PPP) Committee chair.
- Documentation of the violation, such as a photograph or screen shot, must accompany the complaint.
- The PPP committee will determine if the social media policy has been violated.
- The committee will meet with the student within 10 business days of the complaint to discuss the violation and the consequences of violation.
- Consequences may include all of the following:
  - Professionalism conduct report (PVC) with required remediation outlined.
  - Professional (non-academic) probation for the remainder of the semester with remediation outlined.
  - Recommendation of student dismissal to the Graduate School.

- Violation of existing statutes and administrative regulations may expose the offender/student to criminal and civil liability, and the punishment for violations may include fines and imprisonment.
- In especially egregious circumstances, a student may be recommended for immediate dismissal for their first violation as determined by the Progression/Promotion/Professionalism Committee

### **Academic Professional Behavioral Expectations and Student Assessment**

As health care practitioners, physician assistants are required to conform to the highest standards of ethical and professional conduct. The American Academy of Physician Assistants has developed [Guidelines for Ethical Conduct for the PA Profession](#), which all students are expected to comply with.

In addition to understanding and complying with the principles and standards of the AAPA, students are required to know and comply with the professional expectations of K-State's PA program.

Professional behavior encompasses the principles of honesty and integrity, empathy and respect, advocacy, self-awareness, personal accountability, teamwork, responsibility for learning, balance and avoidance of conflicts of interest, courtesy and compassion, in a pattern of moral and ethical interaction with others.

PA students must be aware that, even as students, they are viewed by both patients and medical providers as part of the medical community and are required to conduct themselves in a manner that complies with these principles.

#### **Responsiveness, Adaptability and Self-Improvement:**

- Display a positive attitude towards others
- Recognize own limitations as a student
- Accept feedback in a positive manner, and make changes appropriately
- Maintain awareness of own verbal and non-verbal body language in interactions with patients, students and faculty and staff.
- Take responsibility for own actions, and recognize and act to correct deficiencies in behavior, knowledge and skill

#### **Behave in an ethical manner, with honesty and integrity, that inspires trust among patients, students, faculty and staff, and the public:**

- Respect patient's modesty and protect patient privacy.
- Maintain confidentiality of patient information.
- Set appropriate boundaries and make appropriate value judgements as it relates to interpersonal relationships with peers, faculty, preceptors and other health care professionals.
- Only perform procedures authorized by the program, clinical site, supervisor and/or preceptor.
- Maintain and exhibit respect for the privacy and confidentiality of fellow students.
- Conduct self in an ethical, moral and legally sound manner at all times

#### **Function effectively as a member of the team**

- Allow others to express their opinions.
- Communicate in a polite tone and manner in all exchanges and encounters.
- Remain respectful and open-minded to other perspectives

- Use appropriate verbal and non-verbal communication to convey concern, pleasantness, compassion and professionalism to others.
- Offer criticism or suggestions in a thoughtful and reasoned manner that fosters respect and trust.
- Maintain a professional and calm demeanor at all times, including highly stressful situations.
- Demonstrate respect for knowledge, skills and expertise of other team members.
- Fulfill assigned roles and request assistance and/or education when needed.
- Recognize and embrace the role as a member of a team and contribute equally to the work of the team in a cooperative and considerate manner
- Self-regulate your behavior to positively impact the team environment.

**Responsibility and accountability as a learner and a colleague:**

- Complete all assignments and duties in a timely manner, effectively and to the best of your ability.
- Be attentive and participate during learning activities, sharing your knowledge and skills with others.
- Complete administrative requirements in a timely manner (e.g., scheduling and evaluations).
- Be punctual to all activities (abiding by the PA program attendance policy).
- Dress in professional and neat attire and practice good personal hygiene, demonstrating respect for patients and others. Follow all dress code expectations during clinical training in accordance to the policies of each site.
- Take responsibility for your own actions.

**Patient-centered care, clinical judgement, presentation and organization:**

- Make decisions based on factual information and be able to explain rationale for decisions made.
- Deliver information in a thorough, organized, and concise manner at all times.
- Document accurately in the patient’s medical record and healthcare team materials at all times.
- Establish appropriate rapport with patient, family members or caregivers.
- Respond to patient needs in a timely, safe and effective manner.
- Demonstrate openness / responsiveness to the patient’s ethnic and cultural background
- Recognize signs of impairment in yourself and others and take appropriate action.
- Strive to develop personal habits that promote social, physical and mental health.
- Recognize the importance of self-care and personal wellness and its impact on others as a leader in the community.
- Communicate in a manner that is respectful of and sensitive to the patient’s and family’s age, orientation, culture and beliefs.

**Unprofessional Behavior**

All students are expected to behave according to accepted norms that ensure a climate wherein all can exercise their right to learn. Disruptive behavior is not acceptable in the classroom. Students engaging in such behavior may be asked to leave or may be removed from the class by security personnel. Actions such as violence, shouting, excessive talking to fellow students, use of cell phones and/or beepers, using profanity, interrupting, and any other behavior that the instructor believes creates an unpleasant environment in the classroom will be grounds for withdrawal from the course, or failure of the course.

**While not all inclusive, other examples of unacceptable & prohibited ethical and professional behaviors include but are not limited to:**

- Lack of integrity and honesty (e.g., lying about, misrepresenting, or not reporting information about care given, clinic errors, or any action related to clinic functions, acting outside the scope of his/her role in a clinical, academic, professional or administrative setting). NOTE: Allegations of academic dishonesty,

including but not limited to cheating (copying test answers to other assigned non-group work from classmates; recording or transmitting test questions or materials; or accessing previous program exams and collaborating on graded assignments unless expressly permitted to do so), plagiarism, or other attempts to obtain or earn grades under false pretenses, assisting others in any act proscribed by the [K-State University Handbook, Appendix F: Academic Conduct, Academic Honor System Constitution](#) or attempting to engage in such acts, as defined under the K-State PA Program Academic Dishonesty Policy are addressed in the policy.

- Failure to demonstrate professional demeanor or concern for patient safety (e.g., use of offensive language and gestures, being under the influence of alcohol or drugs in the educational or clinic setting)
- Unmet professional responsibility (e.g., not contributing to an atmosphere conducive to learning due to poor attendance, punctuality issues, and/or distracting, or insensitive behavior in class, lab, or clinic; poor personal hygiene; needing continual reminders to complete responsibilities in a timely manner; not responding to requests [written, verbal, e-mail, telephone] in a timely manner; breaching patient confidentiality; dating PA faculty, staff or preceptors while enrolled in program)
- Exhibiting disruptive, disrespectful behavior (e.g., profanity, screaming, pushing, punching, throwing things, making inappropriate gestures, threats, verbal intimidation, language that belittles or demeans, negative comments with racial, ethnic, religious, age, gender or sexual overtones, making impertinent or inappropriate written entries in the medical record or making statements attacking students, faculty or staff, engaging in gossip about classmates, faculty, staff and/or preceptors)
- Inflammatory emails, harassment of other students, chronic tardiness, recurrent violations of the dress code, failure to check emails, keeping cell phones on (must be turned off during lectures and away from classroom/labs), failure to maintain a well-functioning computer, prohibited online testing behavior, wearing headphones or earplugs during lectures.
- Not paying attention during class by emailing, reading e-mails, text messaging, reading text messages, cell phone use, listening to music, use of social media, & surfing the internet while an instructor or professor is lecturing; giving feedback on peers or teacher evaluations that is not tactful or constitutes a personal insult.
- Lack of effort toward self-improvement and adaptability (e.g., resistant or defensive in accepting constructive criticism; remaining unaware of own inadequacies; resisting suggested changes to improve learning, behavior or performance; not accepting responsibility for errors or failure; abusive or inappropriately critical, arrogant).
- Lack of respect for cultural diversity (e.g., inappropriate interpersonal interaction with respect to age, culture, race, religion, ethnic origin, gender, sexual orientation)
- Exhibiting diminished relationships with members of the health care team (e.g., not functioning appropriately within the health care team or not demonstrating the ability to collaborate with fellow students, staff)
- Exhibiting diminished relationships with patients and families (e.g., insensitive to the patient's or family's needs, inappropriate personal relationships with patients or members of their families, lack of empathy)
- Failure to maintain and safeguard the confidentiality of patient and research participant information, including paper and electronic records, verbal communications, and social networking and electronic media sites.
- Failure to comply with college and program academic and clinical-related requirements (e.g., training, immunization, HIPAA)

The following procedure is in place to assess professional behavior. Using the attached professional behavior rubric, performance will be assessed in multiple settings/courses, including the clinical phase, where students will be assessed through preceptor evaluations and direct observation by faculty on clinical site visits, and at return to campus activities.:

### **Didactic: Professionalism Assessment Tool**

- A score of **less than 80%** in any category of the professionalism assessment tool will be considered having “at-risk” performance, and the student will be placed on academic warning. See *Academic Warning Policy*.
- A score of **less than 75%**, in any category of the professionalism assessment tool will require the student to meet with the Progression/Promotion/Professionalism committee. The committee will develop a professional remediation plan for the student and place the student on academic probation for the next semester. See *Academic Probation Policy*.
- Any student who has an **overall score of less than 70%**, on the professionalism assessment tool will be required to meet with the Progression/Promotion/Professionalism committee. The committee will develop a professional behavior remediation plan for the student and place the student on academic probation for the next semester. See *Academic Probation Policy*. The committee may also recommend deceleration and/or dismissal from the program for professional concerns.

### **Clinical: Preceptor Evaluation of Student**

- A score of **less than 80%** on the professionalism mid-rotation evaluation will be considered “at-risk” performance and the student will be placed on academic warning. See *Academic Warning Policy*.
- A **score of less than 75%** on the preceptor final evaluation of professionalism or the clinical director evaluation of professionalism will require the student to meet with the Progress/Promotion/Professionalism committee. The committee will develop a professional remediation plan for the student and place the student on academic probation for the next semester. See *Academic Probation Policy*.

### **Procedures for Handling Behavioral Violations or Concerns:**

Behavioral concerns observed throughout the program will be documented on a Professionalism Violation/Concerns Form (PVC). A PVC form is indicated to identify and document concerns, and patterns of professional behavior violations.

A Professionalism Violation is indicated when the observed behavior constitutes a great concern requiring a meeting of the Progression, Promotion and Professionalism Committee to determine the need for immediate intervention.

- Any egregious violation of the professional behavior policy must be reported to the K-State PA Program Director (PD), and will result in a meeting with the Progression, Promotion and Professionalism (PPP) committee to determine the need for immediate intervention. If the committee is not immediately available, the Program Director may remove the student from the classroom or clinical rotation pending meeting with the PPP. A PVC form will be completed by the faculty member or the Program Director, and the student will be given an opportunity to respond and provide their comments on the form. The document will be forwarded to the PPP committee and a meeting scheduled.

Examples of egregious violations include, but are not limited to:

- Patient endangerment
- Inappropriate alteration of patient records
- Behavior that poses a danger to persons or property
- Evidence of cheating on an assignment or test



- Student intoxication or presumed intoxication from alcohol, prescription, or other drugs
- Student communication or interaction that is openly discriminatory, demeaning, or could reasonably be physically or emotionally harmful to another
- An ongoing threat of or disruption of the academic process.

A Professionalism Concern is indicated to identify and document concerns and patterns of unprofessional behavior. Professionalism Concerns do not constitute immediate adverse action.

- The first PVC completed for concerns by the faculty advisor, will result in a discussion related to the concern, and a professional remediation action plan will be developed.
- A second PVC for concerns will result in a mandatory meeting with the Progression, Promotion, and Professionalism committee, and the student may be placed on non-academic probation and will be required to complete professional remediation.
- The faculty member or PA Program Director may conclude (but is not required to conclude) that the incident is more appropriately treated as an instructional rather than a disciplinary matter. A PVC form will be completed, and the student given the opportunity to respond to the concern. The focus of this PVC process is educational, with the goal of helping the PA student move forward successfully in coursework, clinical practice experience, and interactions within the K-State community. The behavioral concern will be discussed with the student, and feedback and suggestions on behavioral improvement provided. If the faculty member or PD believes that an effective resolution resulted from meeting with the student, no further action is required. The form will be placed in the student's file, and may be used in the future, where applicable, to indicate a pattern, practice, or failure to benefit from redirection.

Examples of Professionalism Concerns include, but are not limited to:

- Tardiness or absence without appropriate notification/approval.
- Student verbal communication that indicates a lack of respect
- Student use of unprofessional language (swearing)
- Student use of potentially discriminatory or demeaning language (speak ill of a patient, use of joke that could reasonably be considered demeaning or discriminatory)
- In the event that the faculty member or PD determines that giving the student feedback about issues of behavioral concern was not successful in resolving the issue, or if the behavior is of a significant or serious nature (but not warranting immediate intervention), the PVC will be forwarded to the PPP and a meeting scheduled with the student to discuss ways in which the unprofessional behavior can be improved, thus allowing the student adequate opportunity to make appropriate behavioral changes. The student will be asked to sign the PVC acknowledging that the form has been reviewed and will be allowed to provide additional written information as needed. The PPP may require remedial action, such as a corrective action plan, mandated counseling or probationary status, which shall be noted on the PVC form.

In the event that a student fails on three occasions to meet the expected standards of ethical and professional conduct as documented by PVCs and/or documentation in the student's file, the PPP has the option to place the student on probation, suspend the student, or recommend dismissal of the student, depending on the nature of the student's behavior. If dissatisfied with the action taken, the student may request a hearing with the Dean of the Graduate School.

Violations of the professionalism policy leading to a PVC will result in a notation being placed in the student's file. Information from the PVC will be used to complete the Program Director's letter of recommendation for employers, state licensure boards, and institutions granting credentials and privileges. Adverse findings involving professional behaviors can negatively affect a graduate's ability to secure employment, obtain licensure, and/or credentialing/privileging. Maintaining compliance with the professionalism policy is essential to progress academically in the program.

### **Student Conduct – Disciplinary Dismissal Procedures**

All disciplinary actions including a dismissal recommendation for student conduct will be in accordance Physician Assistant Program policy on Professionalism. These actions will include but not be limited to:

- Disciplinary problems or breaches in professional conduct will initially be discussed between the Program Director, involved faculty member/s, and the student.
- The Program Director will refer the issue to the PPP Committee for review and proposed corrective or disciplinary action if appropriate.
  - The committee panel will hear complaints against the student, and interview parties involved to make a final determination of disciplinary action based on PA Program and K-State Policies and Procedures.
  - The committee's recommendations will be forwarded to the program director.
  - The program director will notify the student of the committee's recommendations.
  - If the student disagrees with the decision of the Program Director/PPP Committee, or feel that program policy has been unfairly applied, he/she may appeal to the Associate Dean of the Graduate School using the procedures for student grievance.
  - A recommendation by the PPP for student dismissal, will be forwarded to the Associate Dean of the graduate school for a final decision.
  - If the student disagrees with the decision of the Associate Dean, he/she may appeal to the Dean of the Graduate School using the procedures for student grievance.

### **Dishonesty Policy**

Kansas State University is an academic community and expects its students to have a commitment to academic integrity through serious observance of standards for academic honesty and respect. A university can function properly only when its members adhere to clearly established goals and values. Therefore, academic standards are established to ensure that these principles are upheld.

Specific to the academic pursuits of students, K-State PA program believes the maintenance of academic standards is a joint responsibility of the students and faculty of the program. Freedom to teach and to learn is dependent upon individual and collective conduct to permit the pursuit and exchange of knowledge and opinion. Faculty have the responsibility to create an atmosphere in which students may display their knowledge. This atmosphere includes an orderly testing room and sufficient safeguards to inhibit dishonesty. Students have the responsibility to rely on their knowledge and resources in the evaluation process. The trust developed in the maintenance of academic standards is necessary for the fair evaluation of all students.

Therefore, it is the intention of the K-State PA Program to assist learners in developing a mindset of maintaining academic integrity at all levels of progress throughout the program. Students are expected to demonstrate integrity by following all K-State PA Program policies. Physician Assistant students are also expected to display the highest ethical standards commensurate with work as a health care professional.

These standards are outlined in the [Guidelines for Ethical Conduct for the Physician Assistant Profession](#) published by the American Academy of Physician Assistants. All students are subject to the policies of the [Kansas State University Honor and Integrity System](#).

Academic dishonesty by a PA student will be dealt with by referral to the Progression, Promotion and Professionalism (PPP) committee. Once reviewed by the PPP Committee, the student may also be referred to the University's Honor Council.

#### **DEFINITIONS:**

**Academic Dishonesty** – A student may receive academic and disciplinary sanctions for cheating, plagiarism or other attempts to obtain or earn grades under false pretenses.

**Cheating** – For purposes of this policy, cheating is defined as: (1) obtaining or providing unauthorized information while executing, completing or in relation to coursework, through verbal, visual or unauthorized use of books, notes, text and other materials; (2) turning in the same work in more than one class ( or when repeating a class), unless permission is received in advance from the instructor; (3) taking an examination for another student, or arranging for another person to take an exam in one's place; (4) altering or changing test answers after submittal for grading; (5) altering or changing grades after grades have been awarded; (6) altering or changing other academic records once these are official; and/or (7) facilitating or permitting any of the above-listed items.

For purposes of this definition of cheating, the term "unauthorized" is defined as: an examination, laboratory experience or report, papers, homework or quizzes or any other class assignment or class activity.

**Disruptive Behavior** – For purposes of this policy, "Disruptive Behavior" is defined as behavior, including but not limited to the disruption, obstruction or unauthorized interruption of teaching or the learning environment (e.g. repeated outburst from a student which disrupts the flow of instruction or prevents concentration on a subject taught, failure to cooperate in maintaining classroom decorum, failure to follow course, laboratory or safety rules), unauthorized text messaging, and the continued unauthorized use of any electronic device which disturbs others.

**Intellectual Honesty** – Is an applied method of problem solving, characterized by an unbiased, and honest attitude.

**Plagiarism** – Defined as (1) the appropriation of another person's ideas, processes, results or words without giving appropriate credit; (2) the submission of ideas, processes, results or words not originating with the author and developed specifically for the work at hand without the appropriate credit being given; or (3) assisting in the act of plagiarism by allowing one's work to be used as described above. Any ideas, processes, results, or words not originating with the author and developed specifically for the work at hand should be credited appropriately.

#### **PROCEDURE:**

Students are required to sign the [K-State Honor Pledge](#) upon admission to PA program. Faculty and staff also have a responsibility to participate in the implementation, enforcement, and application of the Honor and Integrity .

**Violation of PA Academic Dishonesty Policy** – All students are required to adhere to the K-State PA Program Academic Dishonesty Policy, in addition to those which govern the physician assistant profession. Physician assistant students must conduct themselves in a highly professional manner consistent with the patient care responsibilities with which they will be entrusted during their training in the program. Students must adhere to the above standards.

**Review Process** – Students failing to adhere to the standards of this policy will be referred to the Progression, Promotion and Professionalism (PPP) Committee. Matters not satisfactorily resolved after meeting with the PPP committee, can be appealed to the Associate Dean of the Graduate School, using the procedure for processing a student grievance.

**Cheating or Plagiarism** - An incident upon which a faculty member may take action will be an event which the faculty member witnesses or has written evidence to support. A faculty member must observe this evidence directly and may not take action solely on the report of another party.

**Procedures for Handling Cheating and Plagiarism** - Any faculty member discovering a case of suspected cheating or plagiarism shall make a responsible effort to confront the student with the evidence within five working days. If the student can explain the incident to the satisfaction of the faculty member, no further action is warranted. If the student denies cheating and the faculty member continues to believe cheating has occurred, the student will be referred to the PPP Committee.

**Responsibilities of Faculty** - Faculty should, at the beginning of each course and on the syllabus, explain plagiarism and cheating, and the penalties for such behavior and refer students to university publications which state the policies. Faculty should do everything within reason to prevent cheating and plagiarism.

**Responsibilities of Students** - Students are responsible for knowing the policies regarding cheating and plagiarism and the penalties for such behavior. Failure of an individual faculty member to remind the student as to what constitutes cheating and plagiarism does not relieve the student of this responsibility. Students must take care not to provide opportunities for others to cheat. Students must inform the faculty member if cheating or plagiarism is taking place.