UNIVERSITY of MARYLAND
SCHOOL OF MEDICINE

DEPARTMENT OF PATHOLOGY

PATHOLOGISTS' ASSISTANT PROGRAM STUDENT HANDBOOK

ACADEMIC YEAR 2026-2027

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PROFESSIONAL POLICIES –
UNIVERSITY OF MARYLAND, BALTIMORE

STUDENTS MUST AGREE TO ABIDE BY ALL POLICIES AND PROCEDURES ESTABLISHED IN THESE DOCUMENTS. POLICIES AND GUIDELINES IN THE CLINICAL ROTATION MANUAL ARE SUBJECT TO REVISION AND CHANGE WITHOUT PRIOR NOTICE.

The University reserves the right to make changes in the curriculum, in the requirements for advancement and graduation, in fees, and in rules and regulations whenever appropriate.

The provisions of this publication are not to be regarded as an irrevocable contract between the student and the University of Maryland. The University reserves the right to change a provision or requirement at any time within the student's term of residence. The University further reserves the right, at any time, to ask a student to withdraw when it considers such action to be in the best interest of the University.

The University of Maryland, Baltimore is an equal opportunity institution with respect to both education and employment. The University's policies, programs and activities are in conformance with pertinent federal and state laws and regulations on nondiscrimination regarding race, color, religion, age, national origin, sex, and disability.

If you require special accommodations to attend or participate in the program or an activity, please provide information about your requirements to the Program Director or Associate Program Director.

DISCLAIMER

No provision of this publication is a contract between applicants or students and the University of Maryland. The university reserves the right to change any admission or advancement requirements. The university further reserves the right to ask a student to withdraw any time when in the best interest of the university. Admission and curriculum requirements are subject to change without prior notice.

PROGRAM GOALS AND STANDARDS

DEPARTMENT AND PROGRAM GOALS AND MISSION

In accordance with the philosophy and purposes of the University of Maryland School of Medicine and School of Graduate Studies, the Department of Pathology is committed to the following:

- To provide a program of instruction at the Master's degree level which develops competence for practice as a Pathologists' Assistant
- To encourage the practice of moral and ethical values relating to patient care
- To assist students in developing their level of competence and their analytical decision-making, thus preparing them to make appropriate judgments in professional life
- To orient students toward enhancement of critical thinking, problem solving and skills in oral and written expression
- To provide the opportunity for student participation in a clinical setting designed to offer experiences required of a Pathologists' Assistant
- To provide and foster student professional development, high standards of achievement, and interactions among other health professionals
- To provide a level of instruction which maintains a progressive and positive educational environment
- To encourage scientific and academic advancement, a commitment to life-long learning, and active participation in professional societies

Upon graduation, students will be able to:

- Apply foundational knowledge of pathological disease processes in relation to gross and microscopic anatomy, anatomic pathology techniques, laboratory procedures, and the interpretation of medical and laboratory data associated with surgical and autopsy pathology.
- Under the supervision of a pathologist, perform technical tasks in surgical and autopsy pathology, including gross examination and specimen prosection, while exercising sound judgment to identify and select appropriate tissues and special studies based on clinical history and available medical information.
- Demonstrate professional behavior in within an anatomic pathology department and gain skills that are essential to serve in an anatomic pathology laboratory including but not limited to supervision, teaching, effective communication, problem-solving, interprofessional collaboration, and other assigned laboratory duties.

ACCREDITATION

The Pathologists' Assistant Program at the University of Maryland School of Medicine is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

BECOMING A PATHOLOGY ASSISTANT

The Pathologists' Assistant is an allied health professional, qualified by academic and practical training to assist in providing service in anatomic pathology under the direction and supervision of an anatomic pathologist.

Pathologists' Assistants function as assistants to anatomic pathologists by participating in the examination, dissection and processing of tissues and by participating in gross autopsy dissection. Pathologists' Assistants are employed in a variety of settings, which include community and regional hospitals, university medical centers, private pathology laboratories and medical examiner offices. The ability to relate to people, a capacity for calm and reasoned judgment and a demonstration of commitment to patient quality care are essential for the Pathologists' Assistant. They must demonstrate ethical and moral attitudes and principles which are essential for gaining and maintaining the trust of professional associates, the support of the community, and the confidence of the patient and family. Respect for the patient and confidentiality of patient records and/or diagnoses must be maintained.

PROGRAM OVERVIEW

The aim of the program is to prepare students for a career as a Pathologists' Assistant in a biomedical environment. A Pathologists' Assistant is an intensely trained professional who provides services in anatomic pathology under the supervision of a pathologist; the entire curriculum of the Pathologists' Assistant Program prepares you for the practice of the profession.

By the end of the program, graduating pathology assistants are expected to be:

- Competent in performing human autopsies with evisceration and dissection of all organs including the central nervous system.
- Competent in photographic documentation of surgical and postmortem findings.
- Proficient in gross description and dissection of surgical specimens, special techniques such as imprints, and frozen sections.
- Competent in maintaining proper records.
- Capable of managing a laboratory.
- Display a working knowledge of clinical pathology, including microbiology.

Upon completion of the program, students earn a Master of Science degree. After graduation, students are eligible to take the American Society of Clinical Pathology (ASCP) Board of Certification examination*. Students must determine if ASCP certification is sufficient to authorize professional practice in any state or jurisdiction, or if licensure or other prerequisites are also required to practice the profession.

*Note: Granting of the Masters of Science degree from completion of the program is not contingent on students taking or passing the ASCP Board of Certification examination.

EXPECTED STANDARDS

ACADEMIC

The student graduating from the Pathologists' Assistant Program will have achieved academic competence documented by having achieved a cumulative GPA of 3.0 (grade "B" or better) by the end of all course work and rotations. Details on advancement are detailed in the Program's Policy on Advancement, Graduation, and Dismissal. Students with a cumulative GPA below 3.0 will be placed on an academic improvement plan.

PROFESSIONAL STANDARDS

Given that Pathologists' Assistants are intensely trained professionals who provides services in Anatomic Pathology, professionalism is essential and required for participation in the Program. Consequently, students should adhere to the following standards at all times:

- Be punctual and attend scheduled courses and rotations. If a student is unable to attend a course or rotation, the student must notify and get approval from the site preceptor and the Program Director or Medical Director as soon as possible.
- Dress professionally and adhere to dress codes.
- Maintain patient confidentiality.
- Adhere to safety regulations and guidance given by instructors and senior/supervisory staff.
- Operate any equipment with care.
- Perform procedures adhering to ethical standards of laboratory practice.
- Treat other students, staff, instructors and patients with respect and professionalism.
- Report to managers as requested or necessary.

Students should be aware that some rotations take place at off-site locations (locations other than the University of Maryland Medical Center), and policies and guidance may differ between institutions. Students are expected to adhere to the policies of their host institution on these rotations.

While teaching takes place in a professional setting, students are still learning. Students are encouraged to ask questions when in doubt. The priority should always be on improving student learning, providing the best patient care, and ensuring safety. Please refer to the Program's Professionalism Policy for further details.

Note: While working under the supervision of a pathologist or forensic pathologist, students in the University of Maryland Pathologists' Assistant Program function as physicians' assistants and are authorized by Maryland statute § 15-301 to perform gross pathology procedures, including surgical specimen dissection and description, evisceration at autopsy, and organ block dissection at autopsy, without a certificate.

PATHOLOGISTS' ASSISTANT PROGRAM COURSES

COURSES TO BE TAKEN

PATH 789 - Special Topics, Year 1, *3 Credits*. Students are given instruction medical terminology, medical ethics, embryology, histology, and introductions to grossing.

MSPA 470- Applied Medical Sciences, *7 Credits*
A comprehensive course on the anatomy and physiology of the human body. The basic concepts of structure as related to function are described in lectures and small group laboratory sessions. Laboratory facilities are provided for dissection. Students must demonstrate a mastery of these subject areas by achieving a grade of C or better in MSPA 470. Failure to do so will result in academic dismissal.

PATH 603 - General Pathology, *3 Credits*
This course covers the major subdivisions of general pathology: cellular adaptations, injury and death; tissue inflammation and repair; neoplasia; environmental and nutritional pathology; and diseases of infancy and childhood. Laboratory sessions include a brief introduction to the following topics, as they relate to anatomic pathology: accessioning; patient identification; protected health information; proper laboratory attire and personal protective equipment; common fixatives; and histologic tissue processing and staining. Instruction is by lecture, laboratory, and computer.

GPLS 645 – Cell and Systems Physiology, *3 Credits*
This course covers the fundamentals of cellular and organ physiology, the integrative function of physiological systems, and homeostasis. The course focuses on cellular/tissue physiology and organs and systems. Weekly discussion groups focus on important techniques in physiology, integrating class lectures with experimental topics and journal articles.

PATH 602 - Systemic Pathology, *3 Credits*
This course covers in-depth the disease entities and disease processes of the following organ systems: blood vessels; heart; lungs; head and neck; gastrointestinal tract; liver and biliary tract; pancreas; kidneys; lower urinary tract and male genital system; female genital tract; breast; endocrine system; skin, bones, joints and soft tissue; peripheral nerves and skeletal muscles; central nervous system; and eyes. Neonatal, forensic, and environmental pathology topics are also presented as they relate to the organ systems. Instruction is by lecture, laboratory, and computer.

PATH 751 - Clinical Pathology and Microbiology, 3 *Credits*
This course provides the Pathologist Assistant Program student with a working knowledge of clinical pathology, including hemodynamic disorders; thromboembolic disease and shock; genetic disorders; diseases of the immune system; diseases of white blood cells, lymph nodes, spleen, and thymus; red blood cell and bleeding disorders; and infectious diseases/medical microbiology. Instruction is by lecture, laboratory, and computer.

PATH 680 – Laboratory Management, *3 Credits.*
This course focuses on the various aspects of laboratory administration. It provides an overview of laboratory management in multiple areas, including personnel, operations, regulations, and finance. Anatomic Pathology management, computerization and information services, corporate compliance, and safety regulations are included in this course. Additional emphasis is on current trends in laboratory services, laboratory accreditation and licensure, and accreditation procedures.

PATH 789 - Special Topics, Year 2, *1 Credit*. The Special Topics course covers advanced grossing skills, medical photography, an introduction to both molecular diagnostics and immunohistochemistry, additional medical terminology, and anatomic pathology practice, including more advanced lectures on gross specimen dissection, autopsy procedure, laboratory safety and governing/regulating bodies.

*PATH 608 - Autopsy Pathology, *taken for a total of 6 Credits*:
This course provides didactic and clinical practical autopsy procedure/performance experience during the second year of study of the Pathologists' Assistant Program. The student will become proficient in all phases of the human post-mortem examination, adult and fetal/pediatric, including review of consent forms, death certifications, and medical records; decedent identification; evisceration; organ block dissection; description of findings; and preparation of post-mortem reports. Students receive basic instruction in the function of the autopsy service and the hospital morgue. Practical aspects of specimen photography also are presented during the course. Students are exposed to basic concepts of the medicolegal investigation of death in a one-month rotation at Maryland's Office of the Chief Medical Examiner, where the students receive hands-on instruction in forensic autopsies.

*PATH 609 - Surgical Pathology, *taken for a total of 12 Credits*
This course provides didactic and clinical practical experience during the second year of study in the Pathologists' Assistant Program. The student will become proficient in all phases of anatomic pathology dissection with respect to surgically excised specimens, including specimen identification; tissue triaging for ancillary studies; review and interpretation of clinical data; gross specimen description; sectioning and sampling; intraoperative consults and frozen sections; specimen photography; and cancer staging by gross pathology.

Online Learning
In any cases where on-line learning is required to be maintained, UMB will reformat the curriculum materials and teaching techniques as necessary to assure that coursework continues to meet the high standards set by UMB and to assure that all learning outcomes are achieved in accordance with accreditation standards and expectations.

PROGRAM SCHEDULE

FIRST SEMESTER – SUMMER: 1 CREDIT
MSPA 470 – Applied Medical Sciences (7 credits)

SECOND SEMESTER – FALL: 9 CREDITS
PATH 789 – Special topics Year 1 (3 credit)
PATH 603 – General Pathology (3 credits)
PATH 680 – Laboratory Management (3 credits)

THIRD SEMESTER – SPRING: 9 CREDITS
PATH 751 – Clinical Pathology and Microbiology (3 credits)
GPLS 645 – Cell and Systems Physiology (3 credits)
PATH 602 – Systemic Pathology (3 credits)

FOURTH SEMESTER – SUMMER: 1 CREDIT
PATH 789 – Special Topics Year 2 (1 credit)

FIFTH SEMESTER – FALL: 9 CREDITS
PATH 608 - Autopsy Pathology (3 credits)
PATH 609 - Surgical Pathology (6 credits)

SIXTH SEMESTER – SPRING: 9 CREDITS
PATH 608 - Autopsy Pathology (3 credits)
PATH 609 - Surgical Pathology (6 credits)

Total = 44 credits

REGISTRATION

Students are expected to register for all classes. Assistance will be provided by the program coordinator to assure that students are registered for all required courses each semester.

It is the student's responsibility to know when and where to register for graduation; however, the Program Director or Associate Director will provide timely reminders. The registration and graduation schedule can be obtained from the Graduate School. Any questions regarding graduation should be directed to either the Program Director or the Associate Director.

TEXTBOOKS

The following is the list of required/recommended texts that are used over the two year period.

1. Kumar V, Abbas AK, Fausto N, Aster JC (eds), Robbins and Cotran Pathologic Basis of Disease, 10th edition, Philadelphia, PA: Saunders Elsevier.
2. Westra WH, Hruban RH, Phelps TH, Isaacson C, Surgical Pathology Dissection: An Illustrated Guide, 2nd edition, Springer Science+Business Media, Inc, 2003.
3. Lester SC, A Manual of Surgical Pathology, 2nd or 3rd edition, Saunders Elsevier.
4. Finkbeiner WE, Ursell PC, Davis RL Autopsy Pathology: A Manual and Atlas, 2nd or 3rd Edition, Saunders Elsevier.
5. Collins KA, Hutchins GM Autopsy Performance and Reporting, 2nd Edition, College of American Pathologists, 2003.
6. Spitz, WU. Medicolegal Investigation of Death, 4th Edition, Book News, Inc, 2006.
7. Guyton AC, Hall JE, Textbook of Medical Physiology, 13th edition, Saunders Elsevier.
8. Netter, Frank, Atlas of Human Anatomy, 7th edition. Philadelphia, PA: Saunders Elsevier.
9. Moore, K.L. and A.M.R. Agur, Essential Clinical Anatomy, 6th edition. Baltimore, MD: Lippincott Williams & Wilkins.
10. Harmening, DM (Ed.) Laboratory Management: Principles and Processes, 4th edition. St. Petersburg, FL: D.H. Publishing & Consulting, Inc, 2020.
11. O'Dowd G, Bell S, Wheater PR, Wright S, Young B. *Wheater's Functional Histology : A Text and Colour Atlas*. Seventh edition. (Bell S, Wright S, eds.). Elsevier; 2024.

SCRUBS

Scrubs can be purchased at the Book Store or obtained from machines in the hospital with a UMMC badge. For this year, each student will be given two credits (two pairs of scrubs) for the UMMC scrub machines.

PROGRAM FACULTY

The program faculty includes numerous faculties in the Department of Pathology as well as other departments who teach some of the program courses.

- Heather Ames, MD, PhD: Assistant Professor
    - Neuropathology
- Rachel Fanaroff, MD: Assistant Professor
    - Anatomic pathology, lung pathology, cytopathology
- Olga B. Ioffe, MD: Professor
    - Anatomic pathology, breast pathology, gynecologic pathology
- Autumn Larocque, MD: Assistant Professor
    - Anatomic pathology, renal pathology, transplant pathology
- Teklu Legesse, MD (Medical director): Associate Professor
    - Anatomic pathology, genitourinary pathology, cytopathology

- Hector Mesa, MD: Professor
    - Anatomic pathology, head and neck pathology, cytopathology, hematopathology
- Madhurima Koka, MD, PhD: Professor
    - Anatomic pathology, hematopathology
- Michael Kallen, MD: Associate Professor
    - Anatomic pathology, soft tissue pathology, hematopathology
- Megan Orr, MS, ASCP(CM) (Associate Program Director): Pathologists' Assistant
    - Anatomic pathology
- Amy Plotkin, MD, PhD: Assistant Professor
    - Anatomic pathology, gynecologic pathology
- Adam Puche, PhD: Professor
    - Human anatomy, histology, embryology
- Nima Sharifai, MD PhD: Assistant Professor
    - Anatomic pathology, gastrointestinal pathology, neuropathology
- Paul Staats, MD (Department Chair): Professor
    - Anatomic pathology, gynecologic pathology, cytopathology
- Joseph Stains, PhD: Professor
    - Physiology
- Isabella Tondi Resta, MD (Program Director): Assistant Professor
    - Anatomic pathology, breast pathology
- William S Twaddell, MD: Professor
    - Anatomic pathology, gastrointestinal pathology

ESSENTIAL FUNCTION REQUIREMENTS

The mission of the Pathologists' Assistant Program ("Program") of the Department of Pathology ("Department"), University of Maryland School of Medicine, is to graduate allied health professionals, qualified by academic and practical training, to assist in providing service in anatomic pathology under the direction and supervision of an anatomic pathologist. Applicants and enrolled students will be evaluated not only on their scholastic achievement and ability, but also on their character, and intellectual, physical and emotional capacity. Among the criteria for admission, matriculation, and progression is the ability to meet the Program's Essential Functions Requirements: Aptitudes, Abilities, and Skills

A candidate for the Program must have aptitude and abilities to gain within a reasonable time skill in five areas: observation; communication; sensory and motor coordination and function; conceptual, integrative and quantitative abilities; and behavioral and social attributes.

Observation

A student must be able to observe accurately at a distance and at close hand and describe anatomic features and the appearance of tissues. The student must be able to observe demonstrations and participate in experiments, examinations, dissections, and processing of specimens.

Communication

A student must be able to communicate effectively with all members of the health care team. The student must be able to make accurate and appropriate entries in medical records, documents, and reports, and to understand and implement instructions in a complete and timely manner working alone or with others. Finally, the student must be able to detect and interpret sounds necessary to ensure safety in a clinical or laboratory facility.

Sensory and Motor Coordination and Function

A student must have sufficient sensory and motor function to execute movements reasonably required to conduct all phases of an autopsy and dissection of surgical specimens. Such actions require coordination of both gross and fine muscular movements, equilibrium, and accurate coordination of the senses of touch and vision. A student must be able to stand for long periods, lift and carry heavy objects pull, push, reach and bend while performing autopsy and dissection of surgical specimens. A student must be able to perform laboratory protocols, work with standard laboratory materials, reach and manipulate equipment and tools, and put on and remove personal protective equipment. The student must be able to safely use a variety of tools, equipment and chemicals as well as different types of equipment in order to consistently and accurately prepare specimens.

Intellectual, Conceptual, Integrative and Quantitative Abilities

Problem solving, a critical skill of the Pathologists' Assistant, requires an ability to measure, analyze, reason and synthesize. A student must be able to identify significant findings from examination, retain, and recall information in an accurate and timely manner. A student must be able to comprehend three-dimensional relationships and understand the spatial relationships of structures. Good judgment is essential; a student must be able to identify and communicate their knowledge to others when appropriate.

Behavioral and Social Attributes

A student must possess the emotional maturity and health required for full use of their intellectual abilities, the exercise of good judgment, and the awareness of the importance of the responsibilities of a Pathologists' Assistant. A student is expected to accept appropriate suggestions and criticism and to take corrective or remedial measures when appropriate. A student must act with integrity, show concern for others, and respect for the dignity of the profession.

ADDITIONAL POLICIES

LINE OF AUTHORITY TO CONTACT

If students have questions regarding course registration or requirements for clinical site rotations, the student should contact the program coordinator for assistance. In the setting of questions regarding a specific course, the student should contact the course director directly. If students have questions regarding any aspect of the program, the student should contact the program coordinator, Program Director, and Associate Program director.

Students may cc the Program Director or Associate Program Director in any emails that the student sends to other course directors, university contacts, etc. regarding their education.

UNETHICAL AND/OR UNPROFESSIONAL BEHAVIOR

Removal from a clinical rotation based on unethical behavior and/or unprofessional behavior will result in **IMMEDIATE SUSPENSION**. Upon suspension, the student will meet with the Program Director. The Program Director will notify the Assistant Vice President for Student Affairs of the Graduate School and a committee will be formed to evaluate the student's case. The committee will forward their recommendation to the Dean of the Graduate School and if warranted, the case will be forwarded to the Judicial Board (see **ARTICLE 3** of the **Judicial Review System and By-Laws of the Judicial Board** by following the appropriate link on the School of Medicine website at http://www.medschool.umaryland.edu/osa/handbook/School-Policies/Statement-of-Ethical-Principles-Judicial-Review-System--By-Laws-of-the-Judicial-Board/. The decision made by the Dean of the Graduate School, based upon the recommendation of the Judicial Board, is final, and the Department of Pathology will adhere to this decision.

SOCIAL MEDIA

Students shall abide by the Program's Social Media Policy. Students shall not post **any case or patient related information/material whatsoever**, on any social media site or anything of the like. Any student found in violation, will be subject to disciplinary action, up to and including dismissal from the program.

INCLEMENT WEATHER POLICY

First year students taking didactic courses at the UMB campus will follow the guidance of the University of Maryland, Baltimore policies. Please note that classes will only be canceled when the University of Maryland Baltimore campus is closed.

*NOTE: UMBC, UMCP, UB are **not** part of our campus and follow their own plan.*

Second year students in clinical rotations are expected to follow the inclement weather policies at the individual affiliate sites they are rotating at. The supervising PA or pathologist may, at their

discretion, require the student to make up missed time due to inclement weather. Students are required to communicate absences due to inclement weather in advance of the missed days, and any absences that occur while the hospital anatomic pathology laboratory is not closed may be subtracted from the 10-vacation day allotment during the second year. The student is required to report any absences to the Program Director or Associate Director.

PROFESSIONALISM, PERSONAL APPEARANCE, AND DECORUM

Students will abide by the Program's Professionalism policy. The environment of the UMB Campus and the clinical affiliates of the Department is professional. Students shall conduct themselves at all times and in all places in a manner, which will bring credit to the University, the Graduate School, the School of Medicine, the Department of Pathology and to themselves. Conduct of students should conform to the highest professional standards.

Dress Code

- Appearance is to be neat and clean at all times.
- UM One Card is to be worn at all times when on campus.
- No open-toed or perforated shoes.
- No torn or tattered clothing.
- Long hair is to be tied back.
- No hanging jewelry.

During clinical rotations, students must adhere to the established dress code guidelines of the laboratory. Please ask the site coordinator before starting your rotation.

SERVICE WORK POLICIES

Students are not allowed to gain employment in any capacity in an anatomic pathology laboratory that utilizes the skills they are developing during their education in the Program. Students are not expected to provide "service work" for the clinical sites during their clinical rotations. After demonstrating proficiency, students may be permitted to perform procedures under qualified supervision; however, it is the responsibility of the supervising employee for final verification of report information and release to the LIS (laboratory information system). If a student believes they are performing duties beyond their educational remit, students are expected to immediately notify the Program Director and/or Associate Program Director.

Any service work by students in the clinical setting outside of the academic hours is non-compulsory. If a student chooses to be hired by a clinical site for a job that does not require a certified Pathologists' Assistant (PA), the work hours must be scheduled at a time other than class hours (e.g., evenings or weekends). In such cases, the student is a *bona fide* employee of the site and the work is not considered to satisfy any part of the student's clinical rotation.
If a student is contemplating outside employment, they must remain in good standing in the program and their student obligations should not be compromised.

BACKGROUND CHECKS AND DRUG SCREENS

Students may be required by Pathologists' Assistant Program affiliate sites to submit documentation of a criminal background check, or a sample to screen for drugs of abuse in order to rotate. The Program will inform the student of any requirement; however, it is the student's responsibility (financial and otherwise) to obtain whatever is required. The Program does not have access to background check reports.

Students shall abide by the Program's Drug Testing policy. The Program has a zero tolerance policy for drug testing, including but not limited to illegal drugs (including marijuana), irresponsibly used prescription drugs , alcohol, etc.

BASIC LIFE SUPPORT/CARDIOPULMONARY RESUSCITATION

Certification in basic life support/CPR is required of all students.

AFFILIATED INSTITUTIONS

The Clinical Practicum training portion of the curriculum is conducted at the Department of Pathology at the University of Maryland School or Medicine and affiliated medical centers. Students are expected to contact rotating facilities prior to their rotation for information regarding their specific requirements. . Please note that because of the class size, no student will rotate to all sites.

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Johns Hopkins Medical Institutions (Autopsy Rotation)
Katie Flickinger, MS, PA(ASCP)
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Baltimore, MD 21287
Telephone: 443-287-6134

Johns Hopkins Medical Institutions (Surgical Rotation)
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FEES

Fee Schedule The Fee Schedule for the 2026-2027 academic year can be found at https://www.umaryland.edu/fin/cost-of-attendance/medicine/masters-phd/

Cancellation: Students who register and subsequently decide not to attend UMB must notify their Program/School registration office, in writing, prior to the first day of instruction. If the Program/School has not received a request for cancellation by 5:00 p.m. prior to the first day of instruction, it is assumed that the student plans to attend and accepts his/her financial obligation.

Withdrawal: any student compelled to leave the University prior to the conclusion of the semester must file an *Application for Withdrawal*, bearing the proper signatures, with their Program/School registration office. A withdrawal is not official until this is done. Each Program/School will determine the percent of refund. Refunds are based on percent of **attendance**. Refund schedules are available from the Office of Student Accounts.
A student who withdraws during the semester and does not file an *Application for Withdrawal* with their Program/School registration office, will receive marks of failure in all courses and will forfeit the right to any refund to which he/she would otherwise be entitled.

Background Check & Drug Screen Fees vary depending on the vendor used; The program will inform the students when a background check and/or drug screen is required, however, it is the student's responsibility to pay for and obtain whatever is required.

GRADUATE SCHOOL POLICIES

See The School of Graduate Studies website for a full discussion of Graduate School Policies at https://www.graduate.umaryland.edu/policies/. Please consult this website for information regarding Academic Standards, Grading, etc

ACADEMIC STANDARDS

Progress in a graduate degree program is a shared responsibility of the student and the program. Students are responsible for compliance with the rules and procedures of the Graduate School and with the Pathologists' Assistant Program. Students should seek the advice of their faculty mentors, graduate program directors, and Graduate School staff members. Progression through the Pathologists' Assistant Program is detailed in the Policy on Advancement, Graduation, and Dismissal. The general requirements common to all graduate programs are as follows:

GRADES

The Graduate School permits instructors to assign final grades using the "plus or minus" grading system. The available letter grades and corresponding quality point values used for grade point average calculations are as follows:

A 4.00	D- 0.67
A- 3.67	F 0.00
B+ 3.33	
B 3.0	
B- 2.67	
C+ 2.33	
C 2.00	
C- 1.67	
D+ 1.33	
D 1.00	

If no grade is given to a student, the student automatically receives a No Mark (NM) on his or her record at the end of the term. The NM remains on the record until a final letter grade is submitted. All No Marks and Incompletes on a student's record must be reconciled (i.e., given the appropriate terminal grade) before the student graduates. Since graduate students must maintain an overall B grade point average (a B- average does not constitute satisfactory academic progress), every credit hour of C in course work must be balanced by a credit hour of A. However, a grade of A in master's thesis or doctoral dissertation research will not balance a grade of C in a course.

INCOMPLETE GRADES

An Incomplete grade (I) is appropriate (i.e., may be assigned by the instructor) when a student has an unexpected inability to complete a final assignment in a class. Students should not re-register

for a course when an Incomplete has been assigned. The student and the instructor/faculty member should create and sign a contract that facilitates completion of the outstanding assignment(s). Graduate faculty must change Incomplete (I) grades to final letter grades for all courses required for the degree. They must assign letter grades within one academic year of the time at which the required course ended. This policy does not apply to the 799 and 899 research grades, where the graduate faculty may assign letter grades, pass or fail (P or F) grades, or Incomplete grades. Incomplete grades should be replaced by appropriate terminal grades before the examining committee approves the applicable research.

NO MARK GRADES

A No Mark (NM) grade is put in place opposite courses in which no final grade has been posted, i.e., when a faculty member is unable to submit a grade by the grade deadline. Students should not re-register for a course when a No Mark has been assigned except in the case of lab rotations and thesis/dissertation research.

APPEAL OF GRADE

A student who believes that a final grade in a course is the result of arbitrary or capricious grading may appeal to the Graduate School Dean. The procedural guidelines for handling allegations of arbitrary and capricious grading appear in the "Policies" section of the *Catalog* (https://www.graduate.umaryland.edu/policies/).

MINIMUM GRADE POINT AVERAGE

The Graduate School expects all graduate students to maintain a minimum, cumulative grade point average of 3.0 on a 4.0 scale during their studies to remain enrolled. The Graduate School reviews students' academic performances each semester. Failure to maintain the minimum GPA requirements may result in academic dismissal.

ACADEMIC INTEGRITY

The Graduate School expects students to meet the highest standards of academic integrity; the success of the entire academic enterprise depends on their doing so. Cheating, plagiarism, fabrication, falsification, or abetting the academic dishonesty of another will result in sanction and may lead to academic dismissal.

PROVISIONAL ADMISSION

Students admitted on a provisional basis receive full- or regular-status when they satisfy the provisions stated in the letter of admission. The Graduate School may dismiss students who do not

meet these provisions. Students who do not obtain a cumulative GPA of at least 3.0 may be placed on academic probation for critical review. Following this probationary period, usually one semester or session, students may receive regular status if they achieve the required academic standard. If students do not satisfy the probationary terms, the Graduate School may dismiss them.

APPEAL OF ACADEMIC DISMISSAL

The procedures for the resolution of controversy between the Graduate School and a student dismissed for poor academic performance are found in the "Appeal of Academic Dismissal" policy. Students dismissed for cheating or plagiarism may appeal under the guidelines provided by the "Student Academic Misconduct" policy. Both documents are on file with the office of the Vice President for Academic Affairs and Dean, Graduate School, and are printed in the "Policies" section of the *Catalog*.

REQUIREMENTS FOR THE MASTER OF SCIENCE DEGREE

All requirements for the master's degree must be completed within a five-year period. Courses completed more than five years before the expected date for receiving the master's degree will not count toward that degree. The minimum number of credits required by the university and the Graduate School for the master's degree is 30. However, the Pathologists' Assistants Program requires a total of 44 credits.

STUDENT RECORDS

In accordance with "The Family Education Rights and Privacy Act of 1974" (PL93-380), popularly referred to as the "Buckley Amendment," privacy of student records is maintained by the school, and protected against challenge to content of the records and control of disclosure of the records. See the University of Maryland, Baltimore website for more information on the Policy of Confidentiality and Disclosure of Student Records.

The official academic record (transcript) of all course work attempted by each enrolled UMB student is maintained by the Office of Records and Registration in compliance with the standards set forth by the American Association of Collegiate Registrars and Admissions Offices. Each school/program (unit) establishes its policies concerning course work applicability regarding grade point averages and resident credit towards the designated degree.

REQUIREMENTS FOR GRADUATION

The Graduate School issues a calendar each year showing dates by which certain requirements for graduation are to be met and forms to be submitted by students who are in their last semester of their graduate program. Graduate students should consider it their responsibility to meet the deadlines therein if they expect to receive their diplomas at the end of the semester. Applications

for the diplomas must be filed with the Graduate School in accordance with the published diploma application deadline date. This information is posted on the web.

LIMITATIONS

It is the policy of the University of Maryland at Baltimore to provide education and training to students for the purpose of providing care and service to all persons. The institution will employ appropriate precautions to protect providers in a manner meeting the patients' or clients' requirements, and yet protecting the interest of students and faculty participating in the provision of such care or service. No student will be permitted to refuse to provide care or service to any assigned person in the absence of special circumstances placing the student at increased risk for an infectious disease. Any student who refuses to treat or serve an assigned person without prior consent of the school involved will be subject to penalties under appropriate academic procedures, such penalties to include suspension or dismissal.

DISABILITY

The Office of Educational Support and Disability Services (ESDS) coordinates services to assist students with disabilities in obtaining reasonable accommodations through an interactive process involving the student and the school.

Information on requesting reasonable accommodations can be found at:
https://www.umaryland.edu/disabilityservices/

UNIVERSITY POLICIES*

Disclaimer
Eligibility to Register
Equal Opportunity
Position on Acts of Violence and Extremism That are Racially, Ethically, Religiously, or Politically Motivated
Rights and Responsibilities for Academic Integrity
Scheduling of Academic Assignments on Dates of Religious Observances
Service to Those with Infectious Diseases
Sexual Assault
Sexual Harassment
Student Residency Classification for Admission, Tuition, and Charge-Differential Purposes
Smoking
Student Right-to-Know and Campus Security Act
Student Sexual Orientation Nondiscrimination

*The university and Graduate School publish the full text of these policies and additional policies and procedures online at https://www.umaryland.edu/policies-and-procedures/welcome/ and

https://www.graduate.umaryland.edu/policies/, respectively, as well as in the online Graduate Catalog (from link on same website).

STUDENT RESOURCES

GUIDANCE AND COUNSELING

UMB Student Counseling Center
All students registered at the University pay a student mental health fee as part of their tuition and are eligible to use the services offered by the Counseling Center. The SCC provides short-term, professional counseling and psychiatric services for currently enrolled full-time and part-time UMB students. The SCC mission is to help promote and maintain the emotional well-being of UMB students and serve as a resource to the entire university community. Some problems that students seek help with include stress, relationships, drugs or alcohol, eating disorders, loss of a loved one, and disruptive changes in school or home life. Directed by a licensed clinical social worker, the Counseling Center is staffed by professional social workers, psychiatrists, and a substance abuse specialist. The Counseling Center is not a training site for students. All counseling sessions are confidential.

The center is located in the SMC Campus Center at 621 W. Lombard St., Suite 302, Baltimore, MD 21201.
Phone: 410-328-8404. Fax: 410-328-5291.
Hours of operation are Monday – Friday 8:30am - 5:00pm.
After-hours Crisis or Emergency Assistance: 410-328-8792. (Student Health)
Please visit https://www.umaryland.edu/counseling/ for additional information.

Academic Advising
For any student having academic difficulties, the academic problem is reviewed immediately with the student by the Program Director and/or Associate Program Director. If remedial training is necessary, such instruction will be requested by the Program Director. The final authority and review of student's progress rests with Program leadership. All academic advising remains confidential.

Financial Advising
Students in financial difficulties have the following services available:
(1) Student will be referred to the financial office for advice on student loans.
(2) Student will be referred to department investigators or laboratory services for any available jobs.

LIBRARY AND RESOURCES

Health Sciences and Human Services Library (HS/HSL)
For information, visit the library website at https://www.hshsl.umaryland.edu/.

Computer Resources
The University provides computing support to University of Maryland students, through the Center for Information Technology Services (CITS). Students have access to the research and information common areas of the Health Sciences and Human Services Library, which provides

multiple Windows-based machines. Students have access to e-mail, databases, internet, word processing, desktop publishing, spreadsheet, and other software through Microsoft Office 365, in addition to help desk IT support. There is also a facility for color printing, 3-D printing, and preparation of slides. Training workshops are available on a variety of computing and information topics. For information, visit the CITS website at https://www.umaryland.edu/cits/.

STUDENT HEALTH AND SAFETY

UMB Student Health

Student Health provides comprehensive care to UMB students through UMaryland Immediate Care. All students registered at the University pay a student health fee as part of tuition. They are therefore eligible to access the UMaryland Immediate Care practice for all of their health needs. Student Health is located at 408 W. Lombard Street between Eutaw and Paca streets. Hours of operation are Monday-Friday, 7am-5pm (last visit 4:45pm). When the Student Health Center is closed, the number listed below can be used to consult with a physician for urgent matters. For true emergencies, the student should proceed to the nearest emergency room or call 911. Please visit their website for additional information at https://www.umaryland.edu/studenthealth/.

Vaccinations

UMB requires each new student to utilize Complio, by American Data Bank, to submit vaccination records and medical history information, to identify students with health problems, which may require attention while at school. A stringent immunization policy is in effect at UMB. Students who fail to document their immunity to preventable childhood illnesses will not be allowed to continue their studies. More information on the electronic vaccine record submission process can be found on the Student Health website at https://www.umaryland.edu/studenthealth/electronic-vaccine-record/. Full-time students must have health and hospitalization insurance. Students must either present proof of comparable coverage or purchase the UMB policy.

A full range of services is provided by Student Health, including routine medical care, acute and chronic visits, care of minor injuries and allergy shots. Counseling services are available through Campus Counseling. The staff of Student Health maintains strict confidentiality and absolutely no information is given to any source without the student's permission.

Needle Stick Procedures.

When a student is exposed to Blood-borne Pathogens (BBP) such as needle sticks and/or human body fluids, the following procedures are to be followed.

Call the UMB Blood-borne Pathogen Exposure Hotline at 667-214-1886. Your call will be answered by a medical professional who will advise you on the risk of your exposure, what treatment you may need and facilitate the “Source Patient’s” blood being tested.

If during office hours, the student may also call 667-214-2233 or immediately report to the UMaryland Immediate Care site at 408 W. Lombard Street, Baltimore, Md 21201, between the hours of 7 a.m. and 4:30 p.m, Mon-Fri.

If the student needs to contact the office before reporting to the student Health Office, they are to call 667-214-2233. In the unlikely event the student is not able to reach a clinician at that number, retry 667-214-1886 and/or 667-214-2233.

If a student is at an off-campus medical facility, he or she should notify the charge nurse, physician, and/or the Employee Health office at that site of the exposure. The source patient should be tested by that facility. The student should still call the Hotline to get further advice and have the incident documented in their student health record.

UMB shuttle

The UMB shuttle provides the University community with a variety of bus routes that travel to neighborhoods such as Federal Hill, Mount Vernon, Canton/Fells Point, and the BioPark, transporting University of Maryland students, faculty, and staff and University of Maryland Medical Center employees to and from the University fare-free. UMB *shuttle* routes connect with Baltimore City public transportation such as the Charm City Circulator, the Maryland Transit Administration (MTA) MARC train, Light Rail, Metro Subway, and local bus service. For more information, including the latest changes to the service, please visit the UMB *shuttle* website at https://www.umaryland.edu/shuttlebus/.

UMB Police Safe Walk/Safe Ride Services

Members of the UMB Police Department offer to accompany UMB students, staff, faculty, and University of Maryland Medical Center personnel by foot or by van. Simply call 6-6882 on a campus telephone or 410-706-6882 (off campus), and a uniformed officer will be sent to your location. Riders are required to have a UM ID or UMMC ID. The Safe Walk service is available 24 hours a day. The Safe Ride service is available 7 am-1am, 365 days a year, within the program boundaries. For more information, visit the UMB Police Department website at https://www.umaryland.edu/police/safe-walk-safe-ride/.

STUDENT MEMBERSHIPS AND ACTIVITIES

American Association of Pathologists' Assistants (AAPA)

The AAPA was founded in 1972, and incorporated as a not-for-profit organization. The objectives of the organization are to: (1) benefit and further the profession by promoting and maintaining high standards of ethical conduct; (2) provide continuing medical education for its members and work for the development of additional pathologists' assistant training programs; (3) inform the public and medical profession as to the goals and professional capabilities of the pathologists' assistant and (4) implement new programs which will help establish the AAPA and its members as a vital link in the health care chain. The association now has over 1200 fellow members nationally and in Canada. The AAPA is an active organization, hosting an annual conference, publishing a quarterly newsletter and providing opportunities for Continuing Medical Education to all of its members. Student memberships are available. To Contact the American Association

of Pathologists' Assistants Central Office, call 1-800-532-AAPA, email info@pathassist.org, or visit their web site at https://www.pathassist.org/.

American Society for Clinical Pathology (ASCP)
The ASCP was founded in 1922 with the intention to further the laboratory in healthcare. It has since grown into the largest professional organization of pathologists and laboratory professionals with the goals of improving knowledge, collaboration, advancement, and the global community of laboratory medicine. The ASCP offers the board examination for Pathologists' Assistants at this time, and student memberships are available. For additional information, please visit www.ascp.org.

Graduate Student Association
A student-run organization comprising the graduate population of the University of Maryland. Representatives from over 20 participating programs throughout the Baltimore campus, including the PA Program, attend the GSA's monthly meetings and relay information back to their fellow students. GSA representatives are a great source of information on graduate programs, graduate student events, and the university. If you are interested in representing the PA Program on the GSA, please notify the Program Director or current GSA representative. The GSA coordinates many services and programs, including awards and grants, graduate student orientation, social events, a research day, a computer loan program, and a graduation ceremony for graduate students.

The Southern Management Corporation Campus Center (SMC CC)
The SMC CC opened in August 2009. With more than 150,000 square feet of space, there is room for a wide range of activities to compliment UMB's academic mission, including the University bookstore, two eateries, three floors of recreation space, nine event and conference rooms, and many departments of Campus Life Services. The SMC Campus Center serves as UMB's town square, fostering collaboration, encouraging health and wellness, housing student organizations and services, providing recreation and relaxation, and offering outstanding food and dining venues. The SMC Campus Center is an integral component of UMB's recruitment, enrollment and retention efforts. With the SMC Campus Center's wealth of recreational, educational, and programmatic opportunities, the UMB community is able to come together at the very heart of the campus, sharing knowledge and ideas across curricular disciplines with an eye toward bridging diverse personal, educational, and professional backgrounds. You can find more information on their website at https://www.umaryland.edu/campuscenter/.

University Recreation and Fitness (URecFit)
URecFit allows students to stay in shape year-round right on campus, free with a valid student ID. URecFit offers students a variety of programs including intramural sports, fitness and wellness activities, informal recreation, mini-courses, and special events. Available to students at the state of the art SMC CC main facility, are three floors of recreation and fitness opportunities, including a fitness center with over 90 cardiovascular stations, circuit training, and free weights, two group exercise studios, cycling studio and multipurpose areas, a gymnasium with 2 basketball courts,

volleyball, badminton, and 2 racquetball/squash conversion courts, elevated walking and jogging track, modern locker rooms with saunas, and a 5 lane, 25 yard "infinity" pool. Additional opportunities for fitness are also available at the separate BioPark facility. URecFit, in conjunction with University Police, also offer separate self-defense courses for both men and women, called Rape Aggression Defense (RAD). Sessions are year-round and taught by trained and certified instructors. For more information about URecFit, call 410-706-7529 or visit their website at https://www.umaryland.edu/urecfit/.

Acknowledgment

All students must review and sign stating that they have reviewed the Pathologists' Assistant Handbook during orientation. Signing indicates understanding and agreement to abide by all standards outlined herein.

_____ _____

Student Signature Date

_____

Student Name