PROGRESS SUMMARY
Integration of the Utah Physician Assistant Program within the University of Utah
(July 11, 1988)

The five major integration issues are:
1) Student loans, grants and scholarships; 2) Academic course credit for the PA Program; 3) Admission of PA students to University of Utah; 4) Enrollment of students in courses; and 5) Tuition payment schedule.

Several meetings between Program staff and key University administrators were held during the period of June 24 - 27, 1988 to discuss and attempt to resolve these issues.

I. STUDENT LOANS, GRANTS AND SCHOLARSHIPS

On June 24, Dr. Wilson and Mr. Murdock met with Mr. Harold Weight, Director, Financial Aid Office. The following issues were discussed and resolved:

A. Program students will be eligible for the full range of loan and grant programs available to all University of Utah upper-division undergraduate students.

B. Some of these programs would pay the full tuition/fee cost of students (e.g., NDSL-Perkins) with a gradual repayment schedule beginning six months after graduation.

C. The Program will include the standard federal financial aid form (FFS) with the information packets mailed to all Program finalists prior to the selection conference on August 12 -14, 1988. Finalists will complete the FFS and mail it to the national processing center in Iowa. The center will forward these forms to the University Financial Aid Office.
D. The Financial Aid Office will prioritize all finalists according to need for financial assistance within two weeks of receiving FFS data from Iowa.

E. The 16 students selected for the incoming PA class will be rank-ordered according to financial need and the FHP Foundation Scholarship Selection Committee will have these data as a resource for choosing the five FHP Foundation Scholarship recipients.

F. The remaining 11 students will be counselled by Mr. Weight's professional staff (Ardis MacFarlane is our contact person) who will assist students in selecting the best available options regarding loans and grants.

G. Mr. Weight will also re-evaluate all 16 students before the 02 year to determine if changes are appropriate in reallocating FHP support prior to preceptorship deployment in July 1989.

H. PA students will be assigned a special computer code which will identify them University-wide for admission, tuition payment, course enrollment, credit and student loans and scholarships.

II. ACADEMIC COURSE CREDIT, ADMISSION AND ENROLLMENT

On June 28, Dr. Wilson and Mr. Murdock met with the following people regarding academic course credit, admissions and course enrollment:

Richard O. Christiansen..........Director of Scheduling  
Ralph Boren.........................University Registrar  
J. Staynor Landward..............Director of Admissions  
L. Kay Harward.....................Asst. Dean/Executive Registrar  
Carolyn F. Dyson.................Asst. Director of Admissions  
Herta Teitelbaum..................Director of Academic Advising

We discussed and resolved the following issues:
A. Credit and Registration

1. Because of Board of Regent approval, PA Program course credit will be implemented by the Scheduling Office and Registrar upon receipt of a memorandum from Vice President Samuelson, requesting PA course approval. A title, description and number for each course will accompany the memorandum.

2. Courses will be listed under DFPM sponsorship and coded "FPMD".

3. Students will be registered, quarterly, as a group, as is done for medical students.

4. Credit will be increased from 55 hours approved in 1975, to 78 hours because of the wide expansion of the Program's didactic curriculum.

5. PA Program courses will not be listed in the quarterly "Class Schedule" in order to avoid confusion among other University students who might mistakenly enroll in PA courses for which they are ineligible.

6. PA Program courses will be listed in the University's General Catalogue to insure yearly teaching credit for the Department of Family and Preventive Medicine.

7. Grades will be awarded quarterly, as with all University of Utah students.

B. Admissions

1. All PA students must be formally admitted to the University of Utah and meet all existing standards for admission.

2. Selection of students remains the perogative of the PA Program.

3. All PA students will be required to formally apply for admission and to submit a $25 application fee.
4. Three alternate students for the October 1988 PA class will be identified in order to fill all 16 seats in the event that a selected PA student is deemed ineligible for admission to the University. However, the potential for such a problem arising is very low, since most PA students will qualify as "non-traditional" or transfer students rather than "Entering Freshmen."

5. PA student applications to the University will be sent to Ms. Carolyn Dyson as a group to facilitate the identification and status of PA students.

6. The application process for this year's PA class will be somewhat awkward as the Program is out of sync with the usual Admission's deadlines. We will rectify the problem next year through some minor adjustments to PA Program selection deadlines.

C. Enrollment and Credit

1. The Registrar's Office will process registration, course enrollment, credit and grades, on a quarterly basis, for all PA students formally admitted to the University.

2. All appropriate University forms for PA students will be sent to the Registrar as a group to facilitate processing.

3. Mr. Murdock will attend weekly Academic Advising staff meetings to represent the Program, to keep in touch with changes and to assist student advisors in counselling potential PA Program applicants.

III. TUITION PAYMENT SCHEDULE

On June 29, Dr. Wilson met with Mrs. Connie Draper, Manager, Income Accounting, to discuss tuition payment schedules for PA students.

A. PA students will pay tuition on a yearly basis to avoid problems in the 02 preceptor phase and to conform to FHP Foundation Scholarship payment schedules. Such a
schedule is acceptable to the Board of Regent’s and the Vice President’s office.

B. Dates for 1988-89 payments will approximate Fall and Summer quarters, i.e., October 1988 and July 1989.

C. Tuition payment is tied closely with admissions and registration by computer codes and we will, thus, attempt to align all of these activities with a common code and within an acceptable time period.

D. PA students will receive a quarterly “bill” for tuition payment but the amount owing will be “none” because of yearly pre-payment.

E. State and federal laws mandate the refund of unused tuition if a student drops or is dropped from the PA Program. Refunds will be calculated on a quarterly basis in such instances.

F. The Program will either collect tuition payments from PA students and send them to the cashier’s office as a group, or students’ will be provided with payment envelopes to send tuition directly to the cashier’s office.

G. Determination of which method we will use is dependent upon the cash-flow system to be developed for returning tuition monies to the Program.

H. Mrs. Draper will meet with Mr. Ralph Hardy and/or other University officials to gather opinions about processing tuition funds and fees and for returning tuition support to the Program’s development account.

IV. UNRESOLVED ISSUES

1. Retroactive Credit for Program graduates who have completed the Program’s expanded curriculum within the past five years?
2. Credit for current 02 year students?

3. Student loan eligibility for current 02 year students?

4. Issuance of Certificates to Program Graduates: University of Utah or School of Medicine?

5. Degree pathways for students: College of Health? Bachelor of University Studies? Other?

6. Masters degree Credit for courses numbered 500 or higher?

7. Return of tuition income to Program: Should tuition fees, and non-resident surcharges be deposited directly in the Program's development account and surcharges and fees be subsequently transferred to appropriate University accounts? Should the University collect all funds and then transfer $4,500 per student, per year, back to the Program account?

H. Disposition and use of 15% non-resident surcharge?