



**Drexel University College of Medicine
Master of Science in Pathologists' Assistant Program**

Policies and Procedures Handbook

**James W. Moore, M.H.S., PA (ASCP)^{CM}
Program Director**

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Clinical Coordinator**

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Medical Director**

2023-2024



MISSION STATEMENT

The mission of the Master of Science in Pathologists' Assistant Program is to prepare and develop individuals for the professional practice of surgical and autopsy pathology in a continually evolving health care environment. The program aims to develop graduate students, who through their professional practice will recognize and respect the dignity of their patients and their responsibilities to the family and community at large. As such, they will be stewards of the profession and will educate the community and future generations of health care providers of the art and science of practicing anatomic pathology.

PHILOSOPHY STATEMENT

The Pathologists' Assistant Program asserts that there is an inherent dignity in surgical specimens that represents a unique human being, and that the utmost care and skill will be executed by our profession in transmitting the information contained within to pathologists, surgeons and other health care providers. As such, the same professional care will be delivered to our patients in the autopsy service, who have come to teach the living from their individual lives and deaths.

The Pathologists' Assistant Program ensures a level of professional training, both academic and clinical, to ensure that our graduates are stewards of our profession and will go forth from this program to: provide exceptional care, leadership for the profession, and to educate future generations of health care providers in the art and science of surgical and autopsy pathology.

CURRICULAR OBJECTIVES

The curricular objectives of the Pathologists' Assistant Program are to produce a graduate who will be able to:

1. Professionally and competently conduct the practice of surgical and autopsy pathology in accordance with the American Association of Pathologists' Assistants Code of Regulations (see below).
2. Provide leadership in the laboratory to facilitate efficiency and productivity.
3. Compassionately provide professional care in anatomic pathology by valuing the dignity of their patients.
4. Act as stewards of the profession for students, colleagues and the public through professional conduct and ongoing education of others about the pathologists' assistant profession.

PROFESSIONAL RESPONSIBILITIES OF PATHOLOGISTS' ASSISTANTS

Based on the AAPA Code of Regulations and reviewed by a committee of the American Society of Clinical Pathologists (ASCP) in 1994 and re-reviewed by the College of American Pathologists (CAP) in 2005

At the direction and under the supervision of a Pathologist(s), a Pathologists' Assistant may perform the following tasks and assume the responsibility for duties including the following:

- I. Preparation, gross description and dissection of human tissue surgical specimens including:
 - A. Assuring appropriate specimen accessioning.
 - B. Obtaining clinical history, including scans, x-rays, laboratory data, etc.
 - C. Describing gross anatomic features, dissecting surgical specimens, and preparing tissues for histologic processing.



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At the direction and under the supervision of a Pathologist(s), a Pathologists' Assistant may perform the following tasks and assume the responsibility for duties including the following:

- I. Preparation, gross description and dissection of human tissue surgical specimens including (cont):
 - D. Obtaining biological specimens such as blood, tissue and toxicological material for studies such as flow cytometry, image analysis, immunohistochemistry etc., and performing special procedures including Faxitron imaging and tumor triage.
 - E. Photographing all pertinent gross specimens and microscopic slides.
 - F. Performing duties relating to the administrative maintenance of surgical pathology protocols, reports and data, including the filing of reports, protocols, photographic and microscopic slides; assuring the completion of specimen coding; and billing.
 - G. Assuring proper maintenance of equipment, provision of adequate supplies, and cleanliness of the surgical pathology suite.
 - H. Assisting in the organization and coordination of anatomic pathology conferences.
- II. Preparation of human postmortem examinations including:
 - A. Ascertaining proper legal authorization for autopsy.
 - B. Retrieving the patient's medical chart and other pertinent data for review with the attending pathologist(s).
 - C. Confering with the attending pathologist(s) to identify any special techniques and procedures to be utilized in the completion of the postmortem examination, (e.g., cultures; smears; histochemical, immunofluorescence, toxicological, viral, or electron microscopy studies etc.), and notifying all personnel directly involved.
 - D. Notifying the physician in charge, the funeral home, and all other appropriate authorities prior to the beginning of the autopsy; and coordinating any requests for special specimen sampling (e.g., organ transplantation, research, etc.).
 - E. Performing postmortem examinations which may include: external examination; in situ organ inspection; evisceration; dissection and dictation or recording of data such as organ weights, presence of body fluids etc., and gross anatomic findings.
 - F. Selecting, preparing and submitting appropriate gross tissue sections for frozen section analysis as well as for light, electron and immunofluorescent microscopy.
 - G. Obtaining biological specimens such as blood, tissue and toxicological material for studies including flow cytometry, image analysis, immunohistochemistry etc.; and performing special procedures such as coronary artery perfusion, central nervous system perfusion, enucleation, inner ear bone dissection, spinal cord removal, etc.
 - H. Photographing the body, organs, microscopic slides and other pertinent materials.
 - I. Gathering and organizing clinical information and data pertinent to the preparation of the preliminary summarization of the clinical history.



PROFESSIONAL RESPONSIBILITIES OF PATHOLOGISTS' ASSISTANTS

Based on the AAPA Code of Regulations and reviewed by a committee of the American Society of Clinical Pathologists (ASCP) in 1994 and re-reviewed by the College of American Pathologists (CAP) in 2005

At the direction and under the supervision of a Pathologist(s), a Pathologists' Assistant may perform the following tasks and assume the responsibility for duties including the following:

- II. Preparation of human postmortem examinations including: (cont):
 - J. Preparing the body for release (including indicating the presence of biohazards such as contagious disease, radiation implants, etc.), and releasing the body to the appropriate mortuary or funeral home representative.
 - K. Performing duties related to administrative maintenance of anatomic pathology protocols; photographic and microscopic slides; and assuring the completion of coding.
 - L. Assisting in the organization and coordination of anatomic pathology conferences.
 - M. Assuring the proper maintenance of equipment, the provision of adequate supplies, and the cleanliness of the autopsy suite.
- III. Performing such administrative, budgetary, supervisory, teaching, and other duties as may be assigned.

CAREER LADDER

The pathologists' assistant duties and responsibilities demand that the position be filled by an individual of high integrity, motivation and ability. They should have supervisory skills and be capable of independent action involving a high degree of responsibility. Through education and experience, each pathologist's assistant should have the ability to recognize disease states to decide which method of dissection, fixation, or processing is appropriate for a particular tissue. Such interpretation is an integral part of their training and is one of the major factors involved in the professionalism of this career. The individual should be reporting directly to the attending pathologist and not to the existing administrative supervisory personnel.

As a result of the academic and clinical training, administrative responsibilities and professional role of the pathologists' assistant in the laboratory, they are often asked to assume positions of leadership including, but not limited to, supervision of the technical and non-technical areas of the laboratory, administrative management of the Anatomic Pathology section of the laboratory, and administrative management of the overall Pathology laboratory.

TRAINING PROGRAM-EDUCATIONAL FACILITIES

Facilities

The medical college is a living laboratory, giving students hands-on experience. Along with clinical rotations in hospitals, pathologists' assistant students benefit from the physical plant, which has some of the latest, most advanced facilities in health care. The Health Sciences Building at the University City campus is designed for the purpose of teaching basic sciences and clinical skills. The College of Medicine provides wireless Internet access to curricular resources from anywhere on campus. Computers, multimedia technology, and the Internet have opened impressive avenues of education, allowing students to augment the information and skills they learn from classes, print materials, and clinical rotations.

College of Medicine faculty members have been leaders in developing interactive computer-based learning tools. Lecture handouts, slides, lab manuals, and other visual materials are increasingly made available to students in searchable electronic formats. For example, pathology slides are currently available on the Web. In addition, all medical school lectures, including Pathology, are available on the Web for the pathologists' assistant students to view anywhere and at anytime.



Some of the College's key facilities and their features include:

- **Lecture Halls**
 - The Health Sciences Building at the University City campus is designed for the purpose of teaching basic sciences and clinical skills. The lecture halls are designed to accommodate a variety of educational methodologies, spanning from the basic lecture format to the enriched laboratory setting where courses such as Anatomy, Pathology, Microbiology, Histotechnology, Histology and Applied Anatomic Pathology can be taught to the Pathologists' Assistant students
- **Multidisciplinary Laboratory**
 - Forty-two tables with microscopes for teaching neuroanatomy, microbiology, and pathology are available.
 - Microscopes are equipped with a networked video system so that all students in a class can look at a single slide through a microscope via monitors on their lab tables or projected to the entire class.
 - Students can retrieve microscopic images via laserdisc or computer.
- **Libraries (<https://www.library.drexel.edu/>)**
 - Drexel University has four libraries to serve the needs of students, faculty and staff. The collection of each library emphasizes subjects relevant to the health sciences, with print resources distributed to meet the needs of the programs and departments at each location.
 - With a bar-coded University identification card, materials can be borrowed from the general book collections at each library for a four-week period. Reserve materials may be borrowed for 2 or 3 hours, with some items available for overnight loan after 4 p.m. and on weekends. Reference books and journals must be used in the libraries.
 - Books, journal titles, and other library materials may be identified through the Libraries' online catalog. A free document delivery service provides access to books and journal articles owned by our libraries, but not at the library user's home location. Through cooperative agreements with other libraries locally, across the country, and worldwide the interlibrary loan service, for a small fee, provides access to books and journals not owned by the University.
 - Computers in the reference areas of each library and the Microcomputer Centers, provide access to the Libraries' online catalog; to databases (indexes) including MEDLINE, CINAHL, and PsycINFO; to more than 2000 full-text electronic journals, and to online reference resources such as MD Consult, Harrison's Online, and Encyclopaedia Britannica. Full Internet access is provided for reference and research purposes.
 - All online resources (databases, electronic journals, etc.) are available to students, staff and faculty who are registered Library users, and can be accessed remotely (from home or other off-campus locations). In addition to Internet access, computers in the
 - Microcomputer Centers also provide a broad range of software including word processing, spreadsheet, communications, graphics, and statistics. Computer-assisted instruction and tutorials are available for many curricula-related topics. A plotter and scanner are also available at some locations.



- **Libraries (<https://www.library.drexel.edu/>)**
 - The Library staff is dedicated to providing assistance to students and other library users through on-the-spot reference help, mediated literature searches, and instructional sessions. Guides are available online to help with the use of Library services and resources.

- **Computer Center**
 - The computer center (Tech Lounge on the Square) at Drexel University features state-of-the-art equipment, allowing pathologists' assistant students to utilize the University's electronic resources.
 - Students have access to many online resources such as MedLine, PubMed, and MDConsult.
 - Students can check their e-mail and review pathology lectures and slides on the Web.
 - Full texts of many books and journals are available online.

- **Video conferencing**
 - Drexel University College of Medicine has made extensive use of video conferencing. It has students on campuses in two different parts of the city and large classes taking a standard curriculum. To serve this clientele, the university has set up video-conferenced classrooms in University City, Center City and Queen Lane with split screen to allow for speakers – presenting instructors or questioning students – in both locations. This methodology is utilized for the instruction of the Pathologists' Assistant students in Pathology.

- **Web-based instruction**
 - Use of the web for instruction can range from a supplement to classroom instruction to teaching a whole course remotely.
 - To facilitate web-based instruction, Drexel University has standardized on and IRT has licensed a leading course management product, BlackBoard Learn. The Medical Ethics course for the Pathologists' Assistant students is an on-line course facilitated using BlackBoard Learn.
 - The core functionality of this package supports:
 - Development and use on both Windows and Macintosh platforms
 - Testing and grading in a wide variety of formats (true-false, multiple choice, short answer, essay)
 - Self-assessment tools for students
 - Built-in course mail, threaded discussion and chat
 - Course planning, management, revision
 - Faculty-to-student and student-to-student communication, both synchronous and asynchronous
 - Student access to his/her own grades



- **Web-based instruction**
 - Many instructors post their syllabi on the web, distribute supplementary readings via the web, and set up electronic discussion lists for their students. Having students submit assignments electronically is common practice.

TRAINING PROGRAM-CLINICAL FACILITIES

The program is a cooperative educational endeavor involving Drexel University College of Medicine and The Hospital of the University of Pennsylvania, Pennsylvania Hospital, Penn Presbyterian Medical Center, Albert Einstein Medical Center(Philadelphia), Jefferson Health-Abington, Chester County Hospital, The Philadelphia Medical Examiner's Office, Montgomery County Coroner's Office, St. Luke's Hospital(Bethlehem, PA), Memorial Sloan Kettering Cancer Center, Lancaster General Hospital, Paoli Hospital, Bryn Mawr Hospital, Nemours Children's Hospital (Delaware), Health Network Laboratories-Lehigh Valley, St. Christopher's Hospital for Children, St. Barnabas Medical Center, Atlantic Health System, Temple University Hospital, Children's Hospital of Philadelphia, Hackensack University Medical Center, Capital Health System, University of Rochester Medical Center-Strong Memorial, Kaiser Permanente-San Leandro and Yosemite Pathology Medical Group. The program does not accept any more students than can be comfortably placed at these sites. In the event that any of the clinical sites opt not to participate in the program, all students will be allowed to complete their clinical training as stated in the affiliation agreements.

The program is a two-year Master's level program consisting of didactic and clinical training. The program begins in May of the first year and ends in May of the second year.

During the first and second years, the students will meet at least once a month, usually the third Wednesday, with the Program Director and Clinical Coordinator to discuss any academic/clinical/administrative items that need to be shared with the students.

Upon successful completion of the program, the trainee will be awarded a Master of Science degree by Drexel University and a certificate of completion of the clinical portion of their training by the Drexel University College of Medicine.

ADMISSION REQUIREMENTS

Students will be selected on the basis of adequate educational background and medical experience. A Bachelor's Degree in the Biological, Allied Health or other science related field, with a cumulative GPA of at least 3.0, is the minimum requirement for acceptance into the Master's Degree Program. Prerequisite course work, with a grade of "C" or better, will include microbiology, human anatomy, human physiology, mathematics, English composition, general chemistry, organic and/or biochemistry and biological science.

All candidates will be required to have a formal interview with the Selection Committee prior to final acceptance. Deadline for submission of the application is the second Friday in February of the year in which the students plan to enroll. The applicants will be notified of the Committee's decision on a rolling basis.

Candidates for admission must provide the following credentials:

1. Completed online application with appropriate fee
2. Transcript(s) of college academic record(s)
3. Resume
4. Graduate Record Examination (GRE) scores at or above the 50th percentile preferred; MCAT scores at or above the 50th percentile are also accepted
5. International students must submit a course-by-course evaluation by WES or another NACES organization
6. Three letters of recommendation



ADMISSION REQUIREMENTS

Candidates for admission must also provide the following credential:

7. Essay/Personal Statement:

Essay/personal statement should explain your reasons for pursuing a degree from Drexel University; your short-term and long-term career plans; and how your background, experience, interest, and/or values, when combined with a Drexel University degree, will enable you to pursue these goals successfully.

For further information, contact:

Safia Dias, MLS
Academic Administrator
Drexel University College of Medicine
Graduate School of Biomedical Sciences and Professional Studies
Interdisciplinary and Career Oriented Programs
Health Sciences Building, Room 10W40
60 North 36th Street
Philadelphia, PA 19104
267-359-2314 phone
267-359-2639 fax
shd42@drexel.edu

MSPA ADMINISTRATION

Program Director [James W. Moore, M.H.S., PA (ASCP)^{CM}]

The primary responsibility of the Program Director is to supervise the Master of Science in Pathologists' Assistant Program (MSPA) operations, specifically to oversee: program development and evaluation; establishment of policies, goals and objectives; creation of an annual budget; development of procedures for student recruitment and retention; oversee student affairs (including evaluation/review, timely academic progress); faculty assignment; selection and coordination of clinical rotation sites; maintaining NAACLS accreditation and supervision of operations and staff. The Program Director works closely with the Clinical Coordinator and Medical Director to ensure continuous monitoring of the overall effectiveness of the program, to ensure appropriate medical and education training, to identify timely and relevant courses and the appropriate faculty, and to assist with the identification and evaluation of the clinical practicum sites. The Program Director reports to the Director of the Division of Interdisciplinary and Career Oriented Programs.

Medical Director (Cheryl A. Hanau M.D.)

The primary responsibility of the Medical Director is to provide continuous medical direction for clinical instruction. The Medical Director shall actively elicit the understanding and support of practicing physicians and shall participate in the clinical instruction of pathology within the program. The Medical Director works closely with the Program Director and Clinical Coordinator to ensure continuous monitoring of the overall effectiveness of the program, to ensure appropriate medical and education training, to identify timely and relevant courses and the appropriate faculty, and to assist with the identification and evaluation of the clinical practicum sites.



MSPA ADMINISTRATION

Clinical Coordinator [Kelly M. Lozier, M.S., PA (ASCP)^{CM}]

The primary responsibility of the Clinical Coordinator is to assist the Program Director with the supervision of the Master of Science in Pathologists' Assistant Program (MSPA) operations, specifically to assist with the oversight of: program development and evaluation; NAACLS accreditation, continuous quality improvement, establishment of policies, goals and objectives; creation of an annual budget; development of procedures for student recruitment and retention; oversee student affairs (including testing, evaluation/review, counseling, timely academic progress); faculty assignment; and supervision of operations and staff. The Clinical Coordinator works closely with the Program Director and Medical Director to ensure continuous monitoring of the overall effectiveness of the program, to ensure appropriate medical and education training, to identify timely and relevant courses and the appropriate faculty, and to assist with the identification, selection, scheduling, coordination and evaluation of the clinical practicum sites. The Clinical Coordinator reports to the Program Director and Director of the Division of Interdisciplinary and Career Oriented Programs.

Academic Administrator (Safia Dias, MLS)

Responsibilities of the Academic Administrator include recruitment of students, manage student applications, communicate with applicants, handling of contracts and payments/honoraria for lectures, setting up class schedules, manage student registration, notifying and reminding lecturers of their teaching schedules, booking rooms for MSPA classes, coordinate examination preparation with course director, submit student grades, and oversees student records and enrollment.

MSPA FACULTY

Vania Aikawa
Drexel University College of Medicine
Cytogenetics, Hospital of the University of Pennsylvania

Alexander Balacki, MS, F-ABMDI
Clinical Site Liaison
Montgomery County Coroner's Office

Jason Balliet, MS, PA (ASCP)^{CM}
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Lancaster General Hospital

Tim Baradet PhD, HTL/QIHC
Drexel University College of Medicine
Bioimaging Scientist-Spark Therapeutics

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Laboratory Supervisor, Dermatopathology Lab
Penn Cutaneous Pathology Services
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MSPA FACULTY

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Chief Medical Examiner, Delaware Medical Examiner's Office

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Joseph DiRienzi, Jr.
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MSPA FACULTY

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Danielle Fortuna, MD
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Robert Gross
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MSPA FACULTY

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MSPA FACULTY

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MSPA FACULTY

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Molly Snyder, MS, PA(ASCP)^{CM}
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Bryn Mawr Hospital

Marco Soto, PA
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Yosemite Pathology Medical Group, Modesto, CA

Ken Spencer
Clinical Site Liaison
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Sarah Stone, MD, PhD
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Neuropathology Fellow, Hospital of the University of Pennsylvania

Corinne Suprenant, MS, PA (ASCP)^{CM}
Clinical Site Liaison
Memorial Sloan Kettering Cancer Center

Warren Tanz, PA (ASCP)
Clinical Site Liaison
St. Barnabas Medical Center

Michele Truitt
Drexel University College of Medicine
Mammography Technologist, Main Line Health System

Riki Turri, MHS, PA(ASCP)^{CM}
Clinical Site Liaison
University of Rochester Medical Center-Strong Memorial

Dionne Tyler
Clinical Site Liaison
Temple University Hospital

Brenda Vasquez, BS, PA (ASCP)^{CM}
Clinical Site Liaison
St. Luke's Hospital, Bethlehem, PA

Brooke Walsh, MS, PA(ASCP)^{CM}
Clinical Site Liaison
Atlantic Health System

Gina Yacovelli
Director, Medical Billing and Coding Program
Drexel University

Vasyl Yurchenko, MS, PA(ASCP)
Clinical Site Liaison
Pennsylvania Hospital



MSPA ADVISORY COMMITTEE

MSPA Advisory Committee [Chair: James W. Moore, M.H.S., PA (ASCP)^{CM}]

This committee, composed of the Program Director, Medical Director, Clinical Coordinator, Academic Administrator, representative faculty, representative clinical site liaisons and representatives of the Pathology community-at-large, is the only permanent standing MSPA committee. It meets as needed to discuss the operation of the MSPA program and propose and pass guidelines applicable to the program. Areas of responsibility include but are not limited to: content and sequence of the curriculum; grading criteria; faculty and student responsibilities to the program; training program outcomes; and the relationship of the MSPA program to other academic programs and administrative units of the university.

TUITION AND FEES

The tuition and fees for the 2022-2023 academic year is \$31,212. The tuition and fees are subject to annual updating. Please see <http://drexel.edu/drexelcentral/billing/billing/tuition/medicine/> for admission year tuition rate. Withdrawal and refund policies are posted on the Drexel University web site at <https://drexel.edu/drexelcentral/billing/refunds/policies/>.

FINANCIAL AID & COLLEGE WORK STUDY

Drexel University awards funds to students from numerous loans, scholarship and grant programs, including Federal Work-Study. Funds are awarded to students based on financial need. Some funds identified as scholarship funds are awarded to students based on financial need and academic merit.

All students must complete the Free Application for Federal Student Aid (FAFSA) in order to be considered for any financial aid from the University. The deadline date for submitting these forms is May 1 prior to the academic year for which the funds are needed. The most efficient way to file the FAFSA is via the Internet at <https://studentaid.gov/>

For information on financial aid, visit <https://drexel.edu/drexelcentral/finaid/overview/> call Drexel Central at 215-895-1600.

For information on College Work Study (CWS), visit <https://drexel.edu/studentlife/about/student-employment> or call Drexel Central at 215-895-1600.

Drexel Central is in Suite 106 of the Main Building, 3141 Chestnut Street, Philadelphia, PA 19104 and can also be reached at 215-895-1600 or <http://ask.drexel.edu/>.

STUDENT SAFETY

The Drexel University Department of Safety and Health maintains and provides to the students a variety of safety educational materials and manuals which are available on-line on their website at the links below. All students are required to complete OSHA training upon entrance into the program. Students will also be required to obtain criminal background checks prior to starting their clinical practicums.
<http://www.drexel.edu/facilities/healthSafety/Overview/>
<http://www.drexel.edu/publicsafety/>



HEALTH CARE

Students are responsible for providing their own health care insurance while enrolled in the program. Students must have a physical, tuberculosis skin test or chest X-ray upon acceptance into the program. Students must also provide immunization records, including TDAP, Rubella, Measles, Mumps, Chicken Pox (Varicella), and Hepatitis B, upon acceptance into the program. Immunizations that are incomplete or have never been received must be obtained by the student prior to starting the program.

In preparation for their clinical rotations, near the end of their first year, students are required to have several additional tests, including but not limited to vaccination titers, a 2-step TB test, background and child abuse checks and a drug test. The cost for these tests, required to participate in the clinical rotations, are the total responsibility of the student and are not reimbursable or included in the University's tuition and fee schedule.

Routine and emergency medical services are available to the students through the Student Health Service of Drexel University (<https://drexel.edu/counselingandhealth/student-health-center/overview/>) During the student's clinical practicum, emergency medical services are available through the facility's employee health services or emergency room. The cost for these services and any follow-up testing are the total responsibility of the student and their chosen medical insurance plan.

STUDENT COUNSELING

Student counseling regarding the program's policies and practices is available through the administrative staff of the MSPA program. Students should contact the program director, clinical coordinator or their designee to arrange for a meeting with one of the staff. Students seeking professional and career counseling should contact the program director or his designee. All counseling and any resulting documentation will be performed in an impartial and confidential manner.

CAREER DEVELOPMENT CENTER

The Steinbright Career Development Center provides individual career counseling, support and resources to graduate, medical and post-baccalaureate students in the College of Medicine. The Career Center provides a range of services including resume and CV writing preparation and review, interview preparation, resources for job search as well as professional and career development programs and workshops. This site (see below) is designed to provide additional career advising information, timelines and helpful online resources.

http://drexel.edu/studentlife/student_family_resources/senior_year_experience/resources/

For more information or to set up an individual appointment call 215-895-2000.

STUDENT ACADEMIC RESOURCES

The following services are available for all Drexel students at The Center for Learning and Academic Success Services (CLASS):

- Free comprehensive academic support services
- Tutoring for all courses, basic computer skills, and English as a second language
- Study skill assistance in the form of personal consultations with study skill advisors
- Workshops, printed materials, educational videos and software
- Audio-visual aids, textbooks, and models



STUDENT ACADEMIC RESOURCES

The following services are available for all Drexel students at The Center for Learning and Academic Success Services (CLASS):

- Computer-assisted instruction and reference texts
- Study rooms
- Peer liaisons
- [America Reads/Counts](#)

http://drexel.edu/studentlife/student_family_resources/class/

For more information please contact:

Rebecca Signore
Director, Center City CLASS
215-895-2223

OFFICE OF DISABILITY SERVICES

In compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and applicable federal and state laws, Drexel University ensures students with disabilities will have an equal opportunity to participate in its programs and activities. Students who have a disability need to register with the Office of Disability Services (“ODS”), if requesting auxiliary aids, accommodations, and services to participate in Drexel University’s programs. All requests for reasonable and appropriate auxiliary aids and services will be considered on a case-by-case basis.

The ODS facilitates disability services for all colleges and campuses, including our Drexel E-learning participants. Auxiliary aids, academic adjustments, and services are modifications to the physical, learning, and/or living environments provided by Drexel University. Accommodations/modifications facilitated and provided by the ODS are based on:

- Whether an individual has a disability
- Whether the impact and severity of the condition provides a substantial limitation to the participation in the Drexel environment
- Documentation from an appropriate professional evaluator, which includes the functional limitations presented by the condition
- The person with a disability’s written request, and
- The reasonableness and appropriateness of the modification at Drexel University.

Reasonable auxiliary aids, academic adjustments, and services are those modifications that do not require a substantial change to the essential elements of a program and one that does not provide an undue burden on the University. If a person with a disability poses a direct threat to the safety of themselves or others, accommodations will not be provided by the University. For additional information about the accommodation/modification process, go to www.drexel.edu/ods

The ODS has Been Identified by Drexel University as the Office Responsible for:

- Collecting and securing medical information and documentation.
- Determining if a physical or mental condition is a disability.
- Determining if a student is eligible for auxiliary aids, academic adjustments, and services.
- When a person is eligible, approving recommendations for modifications at Drexel University.



OFFICE OF DISABILITY SERVICES

How do Students Register for the Receipt of Reasonable Accommodations?

- Plan ahead for accommodation/modification needs by completing the registration process with the ODS well in advance of the beginning of each term/period of study.
- Meet with the staff of the ODS. Appointments are often necessary.
- Complete the Intake and other registration forms.
- Submit documentation for each disability in which modifications are being sought. The ODS has the right to request additional documentation from the student or professional evaluator, if the information presented is not complete.
- Request auxiliary aids, academic adjustments, and services.
- Participate in the interactive process with the staff of the ODS.
- Obtain an Accommodation Verification Letter (AVL) from the ODS each term.
- Share the AVL with professors, or campus members the accommodations/modifications are being requested from, in advance of it being needed.
- Contact the ODS if there are any questions or concerns about the receipt of accommodations/modifications.
- Direct questions regarding accommodations in a student employment setting to the ODS.
- Review the ODS policies and procedures with ODS staff members or via our website, www.drexel.edu/ods.

Confidentiality

Student records in the ODS are confidential information and will be released with the student's written permission, unless otherwise permitted by law. Consent to Release forms are available as needed, i.e., for campus members, parents or guardians, and professional evaluators. Students are encouraged to share their AVL in a confidential manner. Rather than sharing the AVL before or after class, students are encouraged to share their AVL with professors during office hours or by appointment with the professor or campus member.

Contact Information for the Office of Disability Services

The ODS is located at Main Building, 3141 Chestnut Street, Suite 228, Philadelphia, PA 19104 and can be contacted at 215.895.1401(V), 215.895.2299 (TTY), or 215.895.1402 (FAX). For additional information, students can also access the ODS website at www.drexel.edu/ods.

BANNER WEB FOR STUDENTS

In order to access Banner Web, you must have a Drexel e-mail account. If you have not picked up your account, please go to <https://drexel.edu/it/connect/accounts/> to obtain your account. Your Drexel e-mail account is the official method that our University uses to communicate with you. Important information about registration, course offerings, programs, and services are sent solely to your Drexel e-mail account. If you have another e-mail account (i.e., Hotmail, Yahoo, AOL, etc.) that you prefer to use, you must still pick up your Drexel e-mail account and then redirect all of your mail on the Drexel account to your preferred account. Of course, if you would like to use your Drexel e-mail as your primary e-mail, you can access this via the web.

Without the Drexel account, you will not be able to access Banner Web, which means you will not be able to register, access your grades, financial information, and other student data pertaining to your academic career at Drexel University.

Registration takes place on announced dates prior to the start of each semester. The PathA Academic Administrator will register all PathA students in the appropriate classes.



SHUTTLE SERVICE

The University provides a free shuttle service between the University City, Center City, and Queen Lane Medical Campuses. The shuttle travels in a continuous loop with a travel time of approximately 22 minutes between the campuses. This service is for faculty, staff and students only. A University ID badge is required to board the shuttle.

For a complete schedule, visit <https://drexel.edu/facilities/transportation/busServiceSchedules/>

COURSE PRESENTATIONS

The purpose of the Master of Science in Pathologists' Assistant Program (MSPA) is to present a graduate education program to students who are interested in pursuing a physician extender role in Laboratory Medicine. In this program, most courses are taught in the traditional lecture-discussion and/or laboratory format. The courses offered in the second year of the program are offered via the clinical practicum model.

STUDENT CONDUCT

A listing of the University policies, rules, and regulations that prescribe the standards of conduct the University requires of students and other members of the University community can be found at <https://drexel.edu/studentlife/community-standards/code-of-conduct>. You are required to become familiar with these policies and must comply with them. Violations of any of these policies will be handled in accordance with the appropriate University procedure.

ACADEMIC INTEGRITY

A listing of the University policies, rules, and regulations regarding academic integrity that the University requires of students and other members of the University community can be found at http://www.drexel.edu/provost/policies/academic_dishonesty.asp

HONOR CODE

All students are expected to subscribe to the Academic Integrity Policy, a copy of which can be found at <https://drexel.edu/studentlife/community-standards/code-of-conduct/academic-integrity-policy>. Any student found guilty of violating the Academic Integrity Policy is subject to dismissal from the program.

CLASSROOM DEMEANOR

There is no dress code in the MSPA program, however students are asked to use their own sensibilities, especially when attending classes. During the clinical aspects of the program, students are expected to dress according to the institutional/departmental guidelines. Although there is no mandatory attendance policy, students are **strongly** encouraged to attend **all classes** and **meetings**. Food and drinks are not allowed inside the classroom.

CONFIDENTIALITY

All students are expected to respect the confidentiality of the patient and the patient's protected health information at all times according to the standards outlined by HIPAA and the institutions listed herein. All students will be required to complete HIPAA training upon entrance into the program.



**DREXEL UNIVERSITY AND DEPARTMENT OF INTERDISCIPLINARY AND CAREER
ORIENTED PROGRAMS
HANDBOOK/PROCEDURE MANUALS**

<https://drexel.edu/studentlife/community-standards/code-of-conduct>

<http://drexel.edu/medicine/academics/graduate-school/pathologists-assistant-patha/>

STUDENT REPRESENTATIVES

At the beginning of the program, each class will select a representative who will interact with the MSPA program administration. The class representative is responsible for speaking on behalf of the class and presenting their concerns, requests, suggestions, etc. to the MSPA program administration. There are one or more MSPA representatives to the Graduate Student Association. This may or may not be the same person as the class representative.

SERVICE WORK

While the students are completing their clinical practicum, they will be performing service work. They are NOT to be used as regular staff or substituted for regular staff in any way. Once they demonstrate proficiency, they will be permitted to perform procedures with qualified supervision. A statement to this effect appears in the MSPA 600/601/602 Surgical Pathology I, II, III and MSPA 610/611/612 Autopsy Pathology I, II, III syllabi. This is distributed to all clinical site administration at the time of preparing the educational plan.

CLINICAL SITES

The clinical sites were selected for their ability to provide clinical training to ensure entry level competency into the profession. As such, sites were chosen on three initial criteria – academic institution and training, community hospital training and specialty training such as pediatric and forensic pathology. Following the selection process, sites were chosen on the basis of the professional staff available to teach the students, including certified pathologists' assistants and/or pathologists interested in teaching pathologists' assistant students and advancing the profession. Finally, sites were chosen on the basis of their ability to deliver entry level competency training the three major areas – surgical pathology, autopsy pathology and frozen sections. Recognizing that all of the sites can not routinely offer training in all three areas, primarily for administrative reasons, the rotation schedule for each student is customized to ensure full and sufficient training in all of the critical areas required to achieve entry level professional competency.

OUTSIDE EMPLOYMENT

Due to the academic and clinical rigors of the MSPA program, it is strongly recommended that the students not commit to any significant outside employment that would in any way interfere with their academic and clinical requirements and prevent the student from making the usual progress through the graduate curriculum. The students will not be paid for any of the clinical activities considered part of the academic curriculum. Arrangements for outside employment with any of the approved clinical sites must be outside of the required academic curriculum hours and must be approved by the Program Director. Under no circumstances should the employment of the student at any of the clinical sites be entered into or approved as a temporary or permanent replacement of any of the regular staff of said clinical site. Employment of the students at clinical sites outside the program or in departments of approved clinical sites not normally considered part of the academic curriculum is solely at the discretion of the student and the clinical site, with the program administration or Drexel University not being held accountable for services rendered therein.



STUDENT PERFORMANCE EVALUATION SYSTEM

Student achievement and progress in their coursework are evaluated by a series of written exams. Most written examinations are objective in nature and the examination items are multiple-choice in form. Of these, there are two basic item formats: one-best answer and matching. One-best answer items involve a question or incomplete statement followed by a number of distractors, only one of which is correct. A matching set includes a list of words or phrases (distractors) followed by numbered items to be matched. There will also be test questions requiring short answers, fill in the blanks, and true/false questions as well as test questions which will require the student to show their calculations. K-type questions are not used in MSPA examinations. For some of the courses, the students will be notified by the MSPA office or the course coordinator of the times of the exams.

For other courses, the student must notify the MSPA office of their intention to take the examination at least 48 hours in advance. One and one-half (1.5) minutes per test item is the standard for ALL examinations.

The majority of the program exams are delivered by Exam Soft and Exemplify (Versions-Windows 2.8.4 Mac 2.8.4) software. All exams are graded by, or under the supervision of, the course director. Following grading, students may review the examination with the course director upon request. Requests to review the examination must be made by the student within one week of receipt of the test scores for that examination.

EXAMINATION ITEM APPEALS

It is recognized that, on occasion, an error may occur regarding test items. In some cases, a student may have made a unique interpretation of a question or read some unassigned material with different information. Appeals can be made in these circumstances. Appeals for reconsideration of any test questions must be made within one week following student review of the test. These appeals must be made directly to the Course Director. The Course Director (with input from the faculty member, if not the Course Director, who is responsible for the question) will make the final decision within two weeks of the date of the appeal. The decision of the Course Director is final.

Program Grading Policy (course grading may be different)

The final grade is a letter grade with suffixes based on the following scale:

Range (%)	Letter Grade	Grade Points
90-100	A	4.0
87-89	A-	3.7
84-86	B+	3.3
80-83	B	3.0
77-79	B-	2.7
74-76	C+	2.3
70-73	C	2.0
Below 70	F	0.0

Sanctions and Appeal Procedures

The Drexel University sanctions and appeal procedures can be found at:

<https://drexel.edu/studentlife/community-standards/code-of-conduct/academic-integrity-policy/conduct-process>



STUDENT ROLE IN EVALUATION OF MSPA

Student participation in MSPA curriculum and organization issues is valued, welcomed and required by NAACLS. There are several avenues of participation

- Completion of evaluation forms at the end of each semester.
- Completion of evaluation forms at the end of each course.
- Completion of evaluation forms at the end of each clinical site rotation.
- Completion of evaluation forms at the completion of the program.
- Completion of evaluation post graduate surveys six months after the completion of the program.
- Class representative, individual, small group, or class meetings with the Program Director or their designate.

PROGRAM REQUIREMENTS

GPA Requirements

All students are required to maintain a minimum GPA of 3.0 in every semester. For a complete listing of the academic standing policies, please refer to <https://drexel.edu/graduatecollege/forms-policies/policies-procedures-guidelines/academic-standing/>

Clinical Practicum Progression

Students must achieve a 3.0 GPA in order to enter into the clinical practicum portion of the program. The Clinical Practicum lasts a full year, the second year of the MSPA program. Students are expected to put in a regular workweek as defined by the practicum site facility. Examinations and evaluations will be used to determine student performance during the clinical practicum. Satisfactory performance, including a GPA of 3.0 or better, in each of the segments of the clinical practicum is necessary for continued matriculation and graduation.

Requirements For Graduation

Only fully matriculated students can graduate from MSPA. Students must successfully complete a minimum of 91 credit hours for graduation. A minimum grade point average of 3.0 is required for graduation. No thesis is required in the Master of Science in Pathologists' Assistant Program.

Commencement Exercises

Students must complete all of the academic and clinical requirements of the MSPA program in order to be eligible for graduation. Upon successful completion of the didactic and clinical requirements of the MSPA program, each student will be awarded a Master of Science degree from Drexel University and a certificate of completion of the clinical practicum from the Drexel University College of Medicine. The granting of this degree and certificate is **not** contingent upon the passing of any external examination.



THE MASTER OF SCIENCE IN PATHOLOGISTS' ASSISTANT CURRICULUM

Successful completion of the Master of Science in Pathologists' Assistant Program will require three (3) semesters of coursework plus a twelve-month clinical practicum at several of the affiliated clinical sites.

MSPA Course Offerings

Year 1, Summer Semester

1. **MSPA 500-Gross Anatomy**-This combined lecture/laboratory course is designed to introduce the student to the gross structure of the human body, concentrating on the morphological and spatial relationships of the individual organ systems. The lecture portion of the course is supplemented by and reinforced with cadaver dissection in the laboratory. (Lecture/Laboratory, 5 credit hours)
Course Director: Dr. Anne Nixon-Dower and Dr. Amanda McBride
2. **MLAS 545-Fundamentals of Histology**-This course covers the relationship between structure and function of human tissues. The course also integrates histology and cell biology to provide students with a good foundation for anatomy, physiology, and pathology. (Lecture/Laboratory, 3 credit hours) **Course Director: Dr. Judy Churchill/Dr. Christopher Carbone**
3. **MLAS 531-Embryology**-Embryology, also known as developmental anatomy, is the study of anatomy from the time of fertilization through the time of birth. The course discusses the "hows" and in part the "whys" concerning the development of morphology and structure of the human body. Knowledge of embryology is essential for understanding gross anatomy and the development of birth defects. (Lecture, 3 credit hours) **Course Director: Ms. Barbara Shields**
4. **MSPA 510-Laboratory Management**-This course provides an overview of the organization and function of a Pathology department, including personnel and financial management, computerization, safety, organizational compliance and quality assurance. (Lecture, 2 credit hours)
Course Director: Mrs. Kelly M. Lozier, MS, PA(ASCP)^{CM}
5. **MSPA 520-Medical Terminology**-This course provides the student the opportunity to study the etymology of medical terms with emphasis on word analysis, construction and evolution. (Lecture, 3 credit hours) **Course Director: Mrs. Kelly M. Lozier, MS, PA(ASCP)^{CM}**

Year 1, Fall Semester

1. **MSPA 530-Biomedical Photography**-This course provides the student with an introduction to basic photography with special emphasis on macro, close-up, digital and photomicrographic techniques. Special techniques relative to the biomedical field, such as basic radiographic techniques, radiation safety, and photomicrography are explored. (Lecture/Laboratory, 4 credit hours) **Course Director: Mr. James Moore, MHS, PA(ASCP)^{CM}**
2. **MSPA 540-Histotechnology I**-This course provides an overview of basic histology and histochemistry techniques. (Lecture/Laboratory, 3 credit hours) **Course Director: Ms. Kim Baynes; Course Instructor: Mr. Chiemela Nwaobasi**
3. **MSPA 580-Medical Microbiology I**-This course presents the basic biology of and the clinical manifestations caused by the major human pathogens. (Lecture/Laboratory, 4 credit hours)
Course Director: Dr. Judy Churchill

Year 1, Fall Semester

4. **MSPA 570- Medical Pathology I**-The purpose of the course in Pathology and Laboratory Medicine is to serve as a bridge between the basic sciences and clinical material. With this in mind, the course will attempt to enable the student to recognize and understand the diseases that s/he will encounter in clinical practice. (Lecture/Laboratory, 6 credit hours) **Course Director: Dr. Danielle Fortuna**
5. **MSPA 590-Leadership Skills for the Medical Profession**-This course is an in-depth analysis of leadership skills necessary for achieving administrative success in the health care environment Selected topics include: leadership skills, educational methodologies, communication skills, time-management skills, team building, motivation, delegation, conflict resolution, and stress management. (Lecture, 3 credit hours) **Course Director: Dr. Cameron Kiosoglous**

Year 1, Spring Semester

1. **MSPA 550-Applied Anatomic Pathology**-This course is designed to provide the student with the core concepts and rationales necessary for Anatomic Pathology practice. The course provides the essentials of autopsy and surgical pathology practice. The course is designed to prepare the student to make the transition from the classroom to the surgical pathology laboratory and autopsy suite. (Lecture/Laboratory, 4 credit hours) **Course Directors: Mrs. Kelly M. Lozier, MS, PA(ASCP)^{CM} /Mrs. Krista Mingione, MS, PA(ASCP)^{CM}**
2. **MSPA 541-Histotechnology II**- This course provides an overview of advanced laboratory, histology and histochemistry techniques. (Lecture/Laboratory, 3 credit hours) **Course Director: Ms. Kim Baynes; Course Instructor: Mr. Chiemela Nwaobasi**
3. **MSPA 581- Medical Microbiology II**-This course presents the basic biology of and the clinical manifestations caused by the major human pathogens. (Lecture/Laboratory, 3 credit hours) **Course Director: Dr. Judy Churchill**
4. **MSPA 571- Medical Pathology II** -The purpose of the course in Pathology and Laboratory Medicine is to serve as a bridge between the basic sciences and clinical material. With this in mind, the course will attempt to enable the student to recognize and understand the diseases that s/he will encounter in clinical practice. (Lecture/Laboratory, 4 credit hours) **Course Director: Dr. Danielle Fortuna**
5. **MFSP 551-Human Function**- This course is designed to provide students with an understanding of the functions and processes required to maintain the stable internal environment required for normal cell function. Several key themes will be examined throughout the course, including homeostasis and various feedback mechanisms. Each organ system of the body is examined from a physiological standpoint, building upon concepts illustrating how these systems are functionally integrated. (Lecture, 3 credit hours) **Course Director: Dr. K. Chava Hurley**
6. **MSPA T580S-Practical Anatomy for PathA**-This course is designed to provide the students with a comprehensive review Anatomy to supplement **MSPA 550** and to better prepare the students for their clinical rotations in the second year of the program. (Lecture, 3 credit hours, PASS/FAIL) **Course Director: Dr. Anne Nixon-Dower and Dr. Amanda McBride**

Year 2, Summer Semester

1. **MSPA 600-Surgical Pathology I**-This clinical practicum is designed to teach the students the methods of gross tissue description, dissection and preparation of surgical specimens for light, immunofluorescent, frozen, immunochemical and electron microscopy. (Laboratory, 6 credit hours) **Course Director: Mrs. Kelly Lozier, MS, PA(ASCP)^{CM}**
2. **MSPA 610-Autopsy Pathology I**-This clinical practicum is designed to teach the students techniques of autopsy evisceration and dissection as well as special skills and procedures necessary for the performance of post-mortem examinations. (Laboratory, 6 credit hours) **Course Director: Mrs. Kelly M. Lozier, MS, PA(ASCP)^{CM}**
3. **MSPA 560-Medical Ethics**-This course is a focused review of contemporary medical ethics. (On-line Course via BB Learn, 2 credit hours) **Course Director: Ms. Michele Mathes, J.D.**

Year 2, Fall Semester

1. **MSPA 601-Surgical Pathology II**- This continuum of the clinical practicum is designed to teach the students, through progressively responsible experiences, the methods of gross tissue description, dissection and preparation of surgical specimens for light, immunofluorescent, frozen, immunochemical and electron microscopy. (Laboratory, 6 credit hours) **Course Director Mrs. Kelly M. Lozier, MS, PA(ASCP)^{CM}**
2. **MSPA 611-Autopsy Pathology II**-This continuum of the clinical practicum is designed to teach the students, through progressively responsible experience, techniques of autopsy evisceration and dissection as well as special skills and procedures necessary for the performance of post-mortem examinations. (Laboratory, 6 credit hours) **Course Director: Mrs. Kelly M. Lozier, MS, PA(ASCP)^{CM}**

Year 2, Spring Semester

1. **MSPA 602-Surgical Pathology III**- This continuum of the clinical practicum is designed to teach the students, through progressively responsible experiences, the methods of gross tissue description, dissection and preparation of surgical specimens for light, immunofluorescent, frozen, immunochemical and electron microscopy. (Laboratory, 6 credit hours) **Course Director: Mrs. Kelly M. Lozier, MS, PA(ASCP)^{CM}**
2. **MSPA 612-Autopsy Pathology III**-This continuum of the clinical practicum is designed to teach the students, through progressively responsible experience, techniques of autopsy evisceration and dissection as well as special skills and procedures necessary for the performance of post-mortem examinations. (Laboratory, 6 credit hours) **Course Director: Mrs. Kelly M. Lozier, MS, PA(ASCP)^{CM}**



PROFESSIONAL AFFILIATION

The American Association of Pathologists' Assistants (AAPA)

The American Association of Pathologists' Assistants (AAPA) was founded in 1972 as a not-for-profit volunteer organization of allied health practitioners dedicated to the advocacy and advancement of the pathologists' assistant profession. The AAPA advocates, promotes and sustains the highest education and professional standards for the profession, for all associated educational training programs and for individual pathologists' assistants. It is our mission to provide our members with high quality, targeted continuing education (CE) opportunities, as well as professional development and leadership activities to include networking and support. Additionally, the AAPA strives to promote and support high quality standards within the scope of practice for pathologists' assistants in anatomic pathology, ensuring the provision of high-quality patient care.

AAPA Vision

The AAPA will be the premier professional association for pathologists' assistants, supporting the individual practitioners as they serve patients, pathologists, and the profession.

AAPA Mission Statement

The AAPA is dedicated to providing comprehensive professional support for pathologists' assistants.

AAPA Core Values

Quality Patient Care, Education, Advocacy,

Visit the AAPA website at www.pathassist.org to read more about the professional activities of this association.



UNIVERSITY ACCREDITATION

The Commission on Higher Education of the Middle States Association of Colleges and Schools (MSACHE)

The Commission on Higher Education is the unit of the Middle States Association of Colleges and Schools that accredits degree-granting colleges and universities in the Middle States region. It examines the entire institution, rather than specific programs within the institution. Drexel University is accredited by MSACHE, last reaffirmed in 2022 until 2030. Visit the MSACHE website at www.msche.org to read more about the professional activities of this organization.

PROGRAM ACCREDITATION

The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)

NAACLS, in conjunction with the AAPA, has established national standards for Pathologists' Assistant training programs. The standards include both didactic course work and clinical experiences necessary to properly educate a pathologists' assistant. The Master of Science in Pathologists' Assistant program at the Drexel University College of Medicine is accredited by NAACLS. At present, in addition to Drexel University College of Medicine, fifteen programs are accredited including Duke University, Eastern Virginia Medical School, Quinnipiac University, Wayne State University, University of Maryland, West Virginia University, Loma Linda University, Tulane University, University of Toledo College of Medicine, University of Texas Medical Branch, University of Calgary, University of Alberta, University of Toronto, University of Western Ontario, and Rosalind Franklin University of Medicine and Science. Visit the NAACLS website at <https://www.naacls.org/> to read more about the professional activities of this organization.

National Accrediting Agency for Clinical Laboratory Sciences

5600 N. River Road, Suite 720
Rosemont, IL 60018
773-714-8880

PROFESSIONAL CERTIFICATION

The American Society for Clinical Pathology Board of Certification (ASCP BOC)

The ASCP BOC, in conjunction with the AAPA, established a national certification program for Pathologists' Assistants. Beginning in 2005, the ASCP BOC began offering a national certification examination for Pathologists' Assistants. In order to be eligible for the BOC examination, applicants must be graduates of a pathologists' assistant educational program accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS). Visit the ASCP BOC web site at <http://www.ascp.org/Board-of-Certification> to read more about the certification program and the professional activities of this organization.

ASCP - Board of Certification
33 West Monroe St., Suite 1600
Chicago, IL 60603
Phone 1.800.267.2727, option 2, 1
Fax 312.541.4472



May 11, 2023

Dear Student,

During orientation, you will receive the Master of Science in Pathologists' Assistant Program Policy and Procedure handbook. This handbook includes all the vital information you will need for the program including the mission and philosophy of the program, curricular objectives, essential functions, faculty, curriculum, program administration and other information about the University and the program that you will find essential for your successful transition into and successful completion of the program. Please take the time to carefully review this document over the next few days. Upon the completion of your review, please sign this letter and return a copy of it to Safia Dias within one week of beginning the program. Should you have any questions, please do not hesitate to contact us at any time.

James W. Moore, MHS, PA (ASCP)^{CM}
Program Director
Room 10W35
Health Sciences Building
267-359-2327
jwm44@drexel.edu

Safia Dias, MLS
Academic Administrator
Room 10W40
Health Sciences Building
267-359-2314
shd42@drexel.edu

I have received, read and understood the Policy and Procedure handbook for the Master of Science in Pathologists' Assistant Program at the Drexel University College of Medicine.

Name

Signature

Date