

<b>Policy:</b> <b>PA Program Withdrawal and Dismissal Policies</b>	<b>Reviewed by: TNU PA Program</b>
<b>Source:</b> ARC-PA Accreditation Standards for Physician Assistant Education, 5 <sup>th</sup> Edition	<b>Authorized by:</b> Program Director
<b>Date Initiated:</b> April 2024	<b>Date Last Revised:</b> April 2024
<b>Standards Addressed:</b> A3.15 d)	<b>Next Review:</b> January 2025

**Purpose of Policy:**

This policy is written to clearly define the procedures demonstrating compliance with the ARC-PA standards related to Trevecca Nazarene University PA Program’s policies and procedures for withdrawal and dismissal. All planning for and implementation of this policy is directed by the PA program’s standards for accreditation and university policies and procedures to ensure compliance.

**ARC-PA Standard(s):**

- A3.15 The program *must* define, publish, consistently apply and make *readily available* to students upon admission:
  - d) Policies and procedures for withdrawal and dismissal

**PA Program Withdrawal and Dismissal**

(ARC-PA Standard A3.15d)

**Withdrawal Policy and Procedure:** A student should discuss the withdrawal process with their faculty advisor prior to initiating a written request for withdrawal. Students desiring to withdraw from the program due to compelling reasons must submit a written request for withdrawal to the office of the Program Director. The request for withdrawal must be reviewed by the program’s Promotion, Disciplinary and Retention (PRD) Committee. A student may withdraw from the PA program upon receiving approval of the request for withdrawal from the PRD Committee. Students who receive permission to withdraw from the PA program will receive a grade of “W” for any course not completed. Failure to attend class does not constitute a withdrawal, and students will receive an F if not properly withdrawn.

If a student withdraws for any reason, academic deadlines related to refund of tuition and fees are set forth by the Registrar’s Office of Trevecca Nazarene University. The deadlines related to refund of tuition and fees will be governed by the Refund Policy published in the financial information section of the university’s Graduate Catalog.

A Program reentry request must be submitted in writing to the office of the Program Director and must be reviewed by the program’s PRD Committee for consideration. It is not guaranteed that the student’s request for reentry into the PA program will be granted. If it is not granted, the student must reapply to TNU’s PA program as a new applicant for admission. A PA student who has withdrawn and is either approved for reentry or is selected for readmission into the program will be required to repeat the didactic and clinical year course sequences in effect at the time of reentry or readmission and must comply with all policies and requirements in effect at that time.

**Dismissal Policy**

The program's Promotion, Disciplinary and Retention (PRD) Committee has the authority to dismiss a student. Students will be dismissed from the program if the following occur:

- Failure of a second didactic course
- Failure of the didactic summative reassessment
- Failure of any didactic course after return to the program from academic deceleration
- Failure of four (4) clinical rotations
- Failure to notify program director of student misdemeanor or felony criminal offense within 72 hours of being charged

Reasons for dismissal may include, but are not limited to, course failures, medical skills deficiencies, professionalism deficiencies, honor code violations and/or ethical violations.

Details of all student matters which can lead to dismissal are published in the Didactic Student Handbook and the Clinical Student Handbook.

**Dismissal Procedure:**

The student will be notified via email about a meeting date and time with the Promotion, Disciplinary and Retention (PRD) Committee to discuss the matter. The PRD Committee will review the student matter, program policy, and the student's academic and professional performance. The student will receive written documentation outlining the PRD Committee action to dismiss the student from the program within three (3) business days of the PRD Committee meeting. A student may appeal the dismissal according to the *Student Appeal Policy*.