

Policy: PA Program Withdrawal and Dismissal Policies	Date Last Reviewed: May 11, 2023
Source: ARC-PA Accreditation Standards for Physician Assistant Education, 5 th Edition	Authorized by: Program Director
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Standards Addressed: A3.15 d)	Next Review: May 2024

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

Policy:

Withdrawal Policy and Procedures: 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 Failure to attend class does not constitute a withdrawal, and students will receive an F if not properly withdrawn.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 A PA student who has withdrawn and is either approved for reentry or is selected for readmission into the program will be required to repeat the didactic and clinical year course sequences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:

Students will be dismissed from the program if the following occur:

- Failure of a second didactic course
- Failure of the didactic summative evaluation 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

The program's Promotion, Disciplinary and Retention (PRD) Committee has the authority to dismiss a student. Reasons for dismissal may include, but are not limited to, course failures, medical skills deficiencies, professionalism deficiencies, honor code violations and/or ethical violations, or a student's course performance deficiencies. These factors, related program policies, and any details specific to the individual situation are considered when making the decision. The tables below provide details of student matters which can lead to dismissal and are published in the Didactic Student Handbook and the Clinical Student Handbook.

Published program policies as applied to specific student matters in the didactic phase:

Student Matter	Policy and/or Steps to Address Matter
Academic dishonesty or failure to comply with the PA Program <i>Exam and Assessment Policy</i>	Promotions, Retention, and Disciplinary Committee meeting to determine a corrective course of action which could include, but is not limited to invalidation of an exam or assessment, or possible dismissal from the PA program
Failure of a second didactic course (per <i>Academic Probation Policy</i>)	Failure of a second course will result in dismissal from the PA Program
Failure to demonstrate satisfactory progression and/or failure of the didactic summative reassessment (per <i>Didactic Summative Evaluation Policy</i>)	Promotions, Retention, and Disciplinary Committee meeting to discuss withdrawal or dismissal from the PA Program
Absenteeism (per <i>Attendance Policy</i>)	Promotions, Retention, and Disciplinary Committee will determine a corrective course of action which could include, but is not limited to, possible dismissal from the PA Program
Chronic late arrival/early departure (per <i>Attendance Policy</i>)	Promotions, Retention, and Disciplinary Committee meeting to discuss their behavior and determine a corrective course of action which could include, but is not limited to, possible dismissal from the PA Program
Violation of HIPAA laws (per <i>Professionalism Policy</i>)	Student will be subject to disciplinary action, up to and including dismissal from the PA program
Failure to comply with the dress code (per <i>Dress Code Policy</i>)	Promotions, Retention, and Disciplinary Committee to determine a corrective course of action which could include, but is not limited to, possible dismissal from the PA program
Failure to remain compliant with any Castle Branch requirement (per <i>Student Health Screening and Immunization Policy</i>)	PRD committee meeting and committee will determine a corrective course of action which could include, but is not limited to, the student being placed on Professional Probation or possible dismissal from the PA Program

Violation of the <i>Drug Screen Policy</i>	Promotions, Retention, and Disciplinary Committee meeting within 30 days, including, but not limited to the inability to matriculate, warning, letter, written reprimand, suspension, dismissal, and/or mandatory participation in and successful completion of a drug abuse assistance or rehabilitation program approved by an appropriate health or law enforcement agency
Failure to notify program director of student misdemeanor or felony criminal offense within 72 hours of being charged (per <i>Student Criminal Charges Policy</i>)	Immediate dismissal from the PA program
Student misdemeanor and/or felony criminal offense (per <i>Student Criminal Charges Policy</i>)	Promotions, Retention, and Disciplinary Committee meeting to discuss disciplinary action(s) against the student up to and including permanent dismissal from the Trevecca Nazarene University's Physician Assistant Program
Possessing program resources without authorization (per <i>Program Facilities/Resources Policy</i>)	Promotions, Retention, and Disciplinary Committee meeting and possible dismissal from the PA program
Violation of cadaver lab policy (per <i>Cadaver Lab Policy</i>)	Promotions, Retention, and Disciplinary Committee meeting and possible dismissal from the PA program
Sexual harassment (per <i>Sexual Harassment Policy</i>)	Disciplinary action up to and including dismissal from the PA Program

Published program policies as applied to specific student matters in the clinical phase:

Student Matter	Summary of Policy and/or Steps to Address Matter related to Withdrawal or Dismissal
Failure to adhere to the program's professionalism standards and/or to complete course requirements by designated deadlines (per <i>Professionalism Policy</i>)	The Professionalism Policy's list of potential actions include: meeting with the Promotions, Retention, and Disciplinary (PRD) Committee and potential actions of dismissal from the PA program with or without the option to reapply
Failure of Final Preceptor Evaluation (per <i>Final Rotation Score Policy</i>)	Promotions, Retention, and Disciplinary Committee meeting to determine a corrective course of action which could include, but is not limited to, possible dismissal from the program
Failure of overall rotation grade due to professionalism deficiency (per <i>Final Rotation Score Policy</i>)	Promotions, Retention, and Disciplinary Committee meeting to determine a corrective course of action which could include, but is not limited to, possible dismissal from the program
Absenteeism (per <i>Clinical Hours/Attendance Policy</i>)	Promotions, Retention, and Disciplinary Committee meeting to determine a corrective course of action which could include, but is not limited to, possible dismissal from the program
Chronic tardiness/early departure and/or unexcused tardiness/early departure/absence from an End-of-Rotation session (per <i>Tardy Policy/Early Departure Policy</i>)	Promotions, Retention, and Disciplinary Committee meeting to determine a corrective course of action which could include, but is not limited to, possible dismissal from the program

Failure of a Rotation Reassessment exam (per <i>EOR Exam Remediation Policy</i>)	Promotions, Retention, and Disciplinary Committee meeting to determine a corrective course of action which could include, but is not limited to, possible dismissal from the program
Failure to remain compliant with any CastleBranch and/or other clinical-related item requirements and/or deadlines (per <i>CastleBranch and Related Clinical Items Policy</i>)	Promotions, Retention, and Disciplinary Committee meeting, and committee will determine a corrective course of action which could include, but is not limited to, the student being placed on Professional Probation or possible dismissal from the PA Program
Violation of HIPAA laws (per <i>Removal from a Clinical Rotation Policy</i>)	Student will be subject to removal from the rotation and will meet with the Promotions, Retention, and Disciplinary Committee for possible dismissal from the program
Failure to notify program director of student misdemeanor or felony criminal offense within 72 hours of being charged (per <i>Student Criminal Charges Policy</i>)	Immediate dismissal from the program
Student misdemeanor and/or felony criminal offense (per <i>Student Criminal Charges Policy</i>)	Promotions, Retention, and Disciplinary Committee meeting to discuss disciplinary action(s) against the student up to and including permanent dismissal from the program
Failure of Clinical Summative Reassessment/Remediation Process (per <i>Clinical Summative Examination Remediation and Reassessment Policy</i>)	Promotions, Retention, and Disciplinary Committee meeting to determine a corrective course of action which could include, but is not limited to, possible dismissal from the program
Failure of Clinical Formative OSCE Reassessment/Remediation Process (per <i>Clinical Formative OSCE Remediation and Reassessment Policy</i>)	Promotions, Retention, and Disciplinary Committee meeting to determine a corrective course of action which could include, but is not limited to, possible dismissal from the program
Noncompliance with the requirements and/or deadlines of Conference/Workshop Attendance policies (per <i>PANCE Prep Workshop, Christian Community Health Fellowship Conference, PA Day on the Hill, and TAPA and AAPA Conference Attendance Policies</i>)	Promotions, Retention, and Disciplinary Committee meeting to determine a corrective course of action which could include, but is not limited to, dismissal from the program with or without the option to reapply

Dismissal Procedures:

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. If the PRD Committee decides to dismiss the student from the program, the student will receive written documentation outlining the decision

within three (3) business days of the PRD Committee meeting. A student may appeal the PRD Committee decision according to the *Student Appeal Policy*.

Publishing of Policy & Procedures:

Program Policies for withdrawal and dismissal are published in the Didactic Handbook and Clinical Handbooks and under *Student Policies* on the Program website <https://www.trevecca.edu/academics/program/physician-assistant>.