

Policy Title: Policies and Procedures for Program Dismissal
APR-PA Accreditation Standards for Physician Assistant Education, 6th Edition
Standards Addressed: A3.14f
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ARC-PA Standard(s) Addressed

A3.14 The program publishes, consistently applies, and makes readily available to enrolled and prospective students:

- f) policies and procedures for dismissal

Policy

A student may be recommended for dismissal from the Program when they fail to meet academic, integrity, or professionalism standards. The Student Progress Committee (SPC) may recommend dismissal to the Program Director, who will oversee the process in accordance with University and Program policies.

Students dismissed from the Program may reapply through CASPA and must complete the full admissions process. Reacceptance is not guaranteed. If readmitted, students must take the full course load required of all physician assistant students. The SPC reserves the right to impose contingencies on readmission.

Students will be dismissed from the TNU PA Program in the following circumstances:

Academic Dismissal

- Failure of two didactic courses.
- Failure of two clinical rotations.
- When a student fails to pass all components of a summative evaluation after remediation.
- When it is no longer possible for a student to complete all program requirements for graduation within 48 months of their original date of matriculation.

Professionalism Dismissal

- Egregious acts of academic misconduct, including but not limited to the following:
 - Copying, distributing, or disclosing Program-developed assessments or secure examination materials (e.g., PAEA or NCCPA assessments).
 - Unauthorized possession or sharing of exam content or answer keys.
- Repeated professionalism violations:
 - Demonstrating continued lapses in professionalism after being placed on professionalism probation.
 - Failure to meet the expectations outlined in the professionalism remediation plan.
- Acts warranting immediate dismissal, including but not limited to the following:
 - Physical violence or threats of violence.

- Sexual harassment or misconduct.
 - Felony conviction at any time during enrollment.
 - Substance use or impairment due to alcohol or drugs while participating in any Program-related activity, including didactic instruction, simulation, or clinical rotations.
 - The Trevecca Refund Policy will govern refund of tuition or fees if student is dismissed from the Program.
1. The Student Progress Committee (SPC) reviews the student's full academic and professionalism record and may recommend dismissal to the Program Director.
 2. The Program Director will notify the student in writing within five (5) working days of the SPC's recommendation and dismissal decision.
 3. The student may appeal the dismissal decision following the formal appeal process (outlined below).

Dismissal Appeal Process:

The Trevecca PA Program recognizes students' rights to due process and provides an opportunity to appeal dismissal decisions. Students may appeal dismissal decisions based on new evidence, procedural errors, or other circumstances affecting fairness. The appeal must include a clear rationale for reconsideration and provide all supporting documentation. Acceptable grounds for appeal include, but are not limited to, procedural error, new evidence, or extenuating circumstances that may have impacted the student's performance or the fairness of the dismissal decision.

These steps should be followed to make an appeal:

1. The student must submit a written appeal to the Program Director within five (5) working days of the dismissal decision notification.
2. The Program Director will oversee the appeal process and convene the Student Progress Committee (SPC) within ten (10) working days of receiving the appeal. The SPC may request the student's presence if clarification is needed. Students may also request to attend their SPC appeal meeting, subject to Program Director approval. Students may request a non-program faculty member to attend the SPC meeting as an advisor, subject to Program Director approval. This meeting is purely for academic or professional problems. Legal counsel is not permitted. Proceedings may not be recorded in any manner (audio, video, digital, etc.). The SPC will issue a final program-level decision. The Program Director will notify the student in writing immediately upon receiving the SPC's decision, but no later than five (5) working days.
3. If the SPC appeal is denied, the student may submit a final written appeal to the University Provost within ten (10) working days of receiving the decision from the Program Director. The ruling of the Provost is final and binding.

Students appealing dismissal are suspended from curricular activities until a final decision is rendered.