

Policy Title: Policies and Procedures for Program Withdrawal
APR-PA Accreditation Standards for Physician Assistant Education, 6th Edition
Standards Addressed: A3.14e
Approved by: Program Director and Program Faculty
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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:

e) policies and procedures for withdrawal

Policy

A student can initiate a request for voluntary withdrawal from the PA Program. A student attending the PA program may not withdraw from a single or multiple courses. A withdrawal request must include withdrawal from the entire program and all courses in the semester in which it is received.

The student is encouraged to meet with their advisor. A student wishing to withdraw must submit a letter of withdrawal to the Program Director. The Program Director will notify the TNU Office of Academic Records to remove the student from any current and/or future enrollments once the appropriate paperwork has been submitted. It is the student's responsibility to contact the [TNU Student Financial Services](#) to ensure he/she has fulfilled all responsibilities with regard to withdrawal.

Prior to submitting a withdrawal request, students are strongly encouraged to meet with TNU Financial Services to fully understand the impact on tuition refunds (see [TNU Tuition Refund Policy](#)), federal [financial aid and student loans](#), loan repayment obligations, and future financial aid eligibility.

Students who withdraw will receive a "W" on their transcript for each course, so that they receive no credit or grade for these courses. Students may not withdraw from selected courses, but only from their entire schedule of coursework.

Students who stop attending without formally withdrawing remain responsible for all tuition and fees, and failure to complete the withdrawal process may result in failing grades ('F') for courses and additional financial liability.

Any student withdrawing from the PA program who later desires to reapply must submit a new application to CASPA unless the withdrawal is due to any of the following circumstances:

- Student illness, confirmed in writing by a physician, of such severity or duration as to preclude completion of the courses.
- Involuntary call to active military duty.

- Unforeseen circumstances beyond the control of the student which preclude completion of the courses. A letter of explanation and appropriate supporting documentation must be provided. This request is reviewed by the Program Director and Student Progress Committee. Approval is based on the nature of the circumstances, completeness of supporting documentation, and adherence to institutional and program policies. Approval is not guaranteed.

Students with disabilities who withdraw due to medical reasons may have rights under the ADA and should contact [TNU's Office of Disability Services](#) to discuss accommodations upon potential reentry.

A student seeking reentry after withdrawal must submit a formal request for review by the Program Director and Student Progress Committee. If approved, the student must repeat the didactic and clinical phase course sequences in effect at the time of reentry or readmission and comply with all policies and requirements in effect at that time.