	Howard University College of Nursing and Allied Health Sciences Department of Physician Assistant	<i>Policy Number</i>	PHAS - 012
		<i>Effective Date</i>	08/01/2022
Howard University College of Nursing and Allied Health Sciences	Tuition Refund Policy (A1.02k) Withdrawal Policy (A3.15d)		

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I. PURPOSE

To establish and outline the Howard University Physician Assistant Program policy regarding program withdrawal.
To provide the University tuition refund policy.

II. POLICY


It is the practice and procedure of the Howard University Physician Assistant Department to encourage student communication with their faculty advisor for academic and personal concerns that impact student matriculation.
Students have the right to request an academic withdrawal from the program and institution. Students will not be permitted to withdrawal from individual courses within the program curriculum. However, prior to formal withdrawal, physician assistant students are required to meet with their faculty advisor to discuss personal, academic, and financial impacts of withdrawal and ceasing of matriculation.

III. DEFINITIONS

Total withdrawal – Removal of all registered courses from the university.

IV. PROCEDURES

1. A physician assistant student requesting a total withdrawal will be required to submit the request in writing and meet with their faculty advisor.
 - a. Students will not be permitted to withdrawal from individual courses within the program curriculum.
2. The faculty advisor will meet with the student to review the withdrawal request, counsel, and determine if withdrawal from the program is the most appropriate next step.
3. The faculty advisor will notify and schedule the student to meet with the Program Director.

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4. The Program Director will meet with the student to review the total program withdrawal process with the student.
5. If student is still pursuant of withdrawal, the Program Director will provide the student with the University process for total withdrawal. The process for total withdrawal must be completed by the end of the 12th week of the semester (fall/spring) or prior to the final examination period for the summer semester. The process is online through the Office of the Registrar ([DocuSign](#)) to request required signatures and completion.
6. A total withdrawal will be processed for a physician assistant student who has an unexplained absence without proper communication for 2 or more consecutive weeks.
7. A student who has completed an official withdrawal process will be permitted to reapply for admission.
8. A student who has completed the total withdrawal process may be entitled to a refund, which is defined as the amount paid by financial aid or in cash minus any amount that is kept to cover charges for the period of enrollment. The date used to calculate the refund is the effective date reflected on the students official University withdrawal.
The University refund policy allows for charges to be adjusted or prorated based on the schedule below:

1st day of instruction through 7th calendar day	100%
8th calendar day through 40th calendar day	50%
41st calendar day through 60th calendar day	25%
61st calendar day through the last day of the semester	0%