	<b>Howard University</b> <b>College of Nursing and Allied Health Sciences</b> <b>Department of Physician Assistant</b>	<i>Policy Number</i>	PHAS - 012
		<i>Effective Date</i>	08/01/2022
		<i>Revision Date</i>	10/26/2022
<b>Howard University</b> <b>College of Nursing and Allied Health Sciences</b>	<b>Tuition Refund Policy (A1.02k)</b> <b>Withdrawal Policy (A3.15d)</b>		

Table of Contents	Page Number
I. PURPOSE	1
II. POLICY	1
III. DEFINITIONS	1
IV. PROCEDURES	1 - 2

#### **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, and counsel the student.
3. The faculty advisor will notify and schedule the student to meet with the Program Director.

	<b>Howard University</b> <b>College of Nursing and Allied Health Sciences</b> <b>Department of Physician Assistant</b>	<i>Policy Number</i>	PHAS - 012
		<i>Effective Date</i>	08/01/2022
		<i>Revision Date</i>	10/26/2022
<b>Howard University</b> <b>College of Nursing and Allied Health Sciences</b>	<b>Tuition Refund Policy (A1.02k)</b> <b>Withdrawal Policy (A3.15d)</b>		

4. The Program Director will meet with the student to review the total withdrawal process with the student.
  - a. Students who withdraw from the program will need to reapply for readmission.
  - b. If a student has a medical withdrawal, a medical clearance and passage of a program competence assessment will be required before readmission.
5. If student is still pursuant of withdrawal, the Program Director will review the University process for total withdrawal. The process for total withdrawal must be completed by the end of the 12<sup>th</sup> week of the semester (fall/spring) or prior to the final examination period for the summer semester.


6. **TOTAL WITHDRAWAL PROCEDURE**

- a. Students who find it necessary to withdraw from all of their classes for the current semester or for a subsequent semester for which they have already registered must complete a Total Withdrawal Request Form ([DocuSign](#)).
  - i. Enter your name and preferred e-mail address as well as the Howard issued e-mail address for the appropriate offices.
  - ii. The system will automatically generate an access code and forward the access code to your email account. Enter that access code to continue.
  - iii. Read and verify the terms and conditions, then select review document. Complete all required fields highlighted in red. Once all the required fields are complete, please select confirm signing on the left side of the document.
  - iv. Once you have confirmed signing, your request will be routed to the appropriate offices. Please note there is an optional save feature that allows you to check the status of your request.
- b. Students who are physically unable to complete the withdrawal in person and students who are administratively withdrawn should contact their dean or advisor for assistance.
- c. Students considering a total withdrawal should note the following:
  - i. The effective date of the withdrawal will be the date on which Office of the Registrar receives the completed withdrawal request form.
- d. By registering for courses, students accept financial responsibility for payment for

	<b>Howard University</b> <b>College of Nursing and Allied Health Sciences</b> <b>Department of Physician Assistant</b>	<i>Policy Number</i>	PHAS - 012
		<i>Effective Date</i>	08/01/2022
		<i>Revision Date</i>	10/26/2022
<b>Howard University</b> <b>College of Nursing and Allied Health Sciences</b>	<b>Tuition Refund Policy (A1.02k)</b> <b>Withdrawal Policy (A3.15d)</b>		

those courses and for any other charges incurred while they are enrolled.

- e. Financial aid may be adjusted or canceled as a result of withdrawal and may require repayment of loan funds. Adjustments to financial aid awards will be calculated according to University and Federal refund guidelines based on the official withdrawal date.
- f. Once the withdrawal has been completed, students will receive a grade of “W” for each course if the withdrawal is submitted after the Change of Program period.
- g. Students who reside in University housing are required to check out of their residence hall within 24 hours of completing the total withdrawal process.
- h. Completing a total withdrawal from the University requires that students surrender all University property, including, but not limited to library books, room keys, computer cards, and identification/access cards.
- i. Students who complete a total withdrawal from the University must reapply for admission to the University by published application deadlines.
- j. Students who wish to complete the Total Withdrawal Process should follow the steps listed below.
- k. Students who register during General Registration for the upcoming semester and determine before the beginning of that semester that they will not be returning, must complete a Total Withdrawal Form for that upcoming semester.
- l. If you need to make the effective date of your Total Withdrawal prior to the date you begin the process, due to extenuating circumstances; you must get special approval to do so.
  - i. The first step is to visit the office of the Dean or academic advising center of your school or college. You should take with you documentation to support your request (e.g., a letter from your doctor).

	<b>Howard University</b> <b>College of Nursing and Allied Health Sciences</b> <b>Department of Physician Assistant</b>	<i>Policy Number</i>	PHAS - 012
		<i>Effective Date</i>	08/01/2022
		<i>Revision Date</i>	10/26/2022
<b>Howard University</b> <b>College of Nursing and Allied Health Sciences</b>	<b>Tuition Refund Policy (A1.02k)</b> <b>Withdrawal Policy (A3.15d)</b>		

ii. If the request is supported by your school or college, it will be forwarded to the Office of the Registrar to be considered for approval.

7. 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 .
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%