	Howard University College of Nursing and Allied Health Sciences Department of Physician Assistant	Policy Number	PHAS - 003
	Academic Probation/Dismissal and Withdrawal Policy (A3.15d)	Effective Date	08/01/2022
		Last Reviewed	11/04/2022
	Approved by: Gina S. Brown, Ph.D., MSA, RN, FAAN, FNAP, FADLN Dean, College of Nursing and Allied Health Sciences	Revision Date	01/23/2025
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## I. PURPOSE

To establish the Howard University Physician Assistant Program policy regarding physician assistant academic actions (academic probation and academic dismissal), and program withdrawal.

## II. POLICY

It is the practice and procedure of the Howard University Physician Assistant Department to clearly provide guidance for academic expectations for successful progression.

It is the practice and procedure of the program to encourage student communication with their faculty advisor for academic and personal concerns that impact student matriculation. Students have the right to request a program withdrawal. Students will not be permitted to withdraw 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

**Academic probation:** A physician assistant student has earned a cumulative GPA of less than 3.0. A student placed on academic probation will continue to matriculate.

**Academic dismissal:** A physician assistant student who has been recommended to discontinue matriculation due to failure to meet the program academic standards and/or a program cumulative GPA of 3.0.

**Total Withdrawal:** Removal of all program semester courses for the current semester

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prior to submission of final grades.



#### **IV. PROCEDURES**

##### **A. Academic Probation**

1. A physician assistant student who fails to meet the minimum semester grade point average (GPA) of 3.0 in the first didactic semester or whose cumulative GPA falls below 3.0 will be placed on academic probation.
2. The student must achieve a cumulative GPA of 3.0 or greater within 2 consecutive semesters to continue matriculation to be removed from academic probation.
3. If the student has not achieved a cumulative GPA of 3.0 or greater by the end of the didactic curriculum or within 2 semesters, the student may be subject to additional academic action – academic dismissal.

##### **B. Academic Dismissal**

1. A physician assistant student will be recommended for an academic dismissal by the Student Progress Committee for one or more reasons below:
  - a. A physician assistant student on academic probation who has failed to demonstrate measurable improvement by achieving a minimum cumulative GPA of 2.90 **and** a minimum of one semester GPA of >3.0 over two consecutive semesters.
  - b. A physician assistant student who has not acquired a cumulative GPA of  $\geq 3.0$  at the end of the didactic phase of the program.
  - c. A didactic physician assistant student who receives a final course grade of “D or F” (<70%) in 1 or more didactic courses will be recommended for dismissal from the program.
  - d. A clinical physician assistant student who fails a repeated clinical rotation or has a third rotation failure will be recommended for an academic dismissal from the program.
  - e. A physician assistant student who fails the summative assessment (Didactic or Clinical) after the retake and remediation processes have been completed. (See Remediation Policy (A2.05f, A3.15c).


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### C. Academic Actions

1. The Student Progress Committee will review the academic progress of matriculating students and make recommendations for academic probation and/or academic dismissal based on student performance or professionalism infractions. The Student Progress Committee makes recommendations of probation or dismissal to the Program Director.
2. The Program Director will review each student file and may accept or deny the final academic action. A recommendation for dismissal is forwarded to the Office of Dean for final academic action.
3. All academic actions will be forwarded to the College of Nursing and Allied Health Sciences, Student Affairs Committee.
4. Students may appeal the program decision for academic dismissal at the level of the Office of the Dean.
5. A dismissal decision from the Office of the Dean may be appealed to the Office of the Provost.

### D. Total Withdrawal

1. A physician assistant student requesting a total withdrawal will be required to submit the request in writing (email) and meet with their faculty advisor.
  - a. Students will not be permitted to withdraw from individual courses within the program curriculum
2. The faculty advisor will notify and schedule the student to meet with the Program Director.
3. 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 to be readmitted.


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b. A medical leave of absence requires medical clearance to be obtained from the University Student Health Center prior to return. Minimum competency of 70% (didactic phase) or 75% (clinical phase) or 80% (clinical skill) on a program assessment will be required for return.

4. If student is still pursuant of withdrawal, the Program Director will review the University process for total institutional withdrawal, which must be submitted by the end of the 12th week of classes for the semester (fall/spring) in which student wishes to withdraw. For summer sessions, this process must be submitted before final examinations have started. Please see the University Calendar for specific dates and deadlines for each semester.

#### **TOTAL WITHDRAWAL PROCEDURE**

1. Students who are not in their first semester of enrollment at the University and find it necessary to withdraw from all of their classes for the current semester or for a subsequent semester for which they have registered should withdraw from all registered courses in Bison Hub.
  - Students who withdraw in their 1<sup>st</sup> semester prior to the final enrollment census (October for Fall entrants - see the University Calendar) must submit a new application for admission. These students are not eligible to submit a returning student application.
  - Students who withdraw from all their courses but intend to return to the University should submit a leave of absence request in Bison Hub.
  - Students who wish to withdraw from all their courses and do not intend to return to the University should request an institutional withdrawal in Bison Hub.
2. Withdrawal from all courses for the current semester and/or submission of an institutional withdrawal may result in the forfeiture of institutional and/or federal aid. Students should speak with the Office of Financial Aid and the program director before submitting their institutional withdrawal request.
3. 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.

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4. 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.
5. Courses will not be reinstated after an institutional withdrawal has been processed.
6. Students who reside in University housing are required to check out of their residence hall within 24 hours of completing the total withdrawal process.
7. 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.
8. 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.