



POLICY: Student Withdrawal, Leave of Absence, and Dismissal

Student Withdrawal

Students retain the right to withdraw from the PA Program, and thus the University, based on the personal preferences and necessities of the individual.

- When a student makes a decision to formally withdraw from the PA Program
 - Student must notify the Program Director in writing of their intent to withdraw
 - No explanation is necessary
 - Student must submit a University Withdrawal Form to the Registrar's Office.
 - This action serves to notify the University of a Student's Intention not to register for future courses.
 - If as a student desires to resume graduate PA coursework at Bryant a re- application through CASPA is required.

Leave of Absence

By virtue of Bryant's PA program design as a 27 month plan of study, admitted students are expected to proceed through the program with the cohort they were admitted with at the beginning of their PA studies.

- Although a Leaves of Absence (LOA) from the PA program is discouraged, it is recognized that occasionally there are significant life-altering events that may result in the need for a student to suspend continuous enrollment from their respective program on a temporary basis.
- Consequently, any student who, prior to completion of the PA Program requirements, seeks to decline registration for an upcoming semester may do so by registering for a Leave of Absence (LOA) by completing an official LOA Form with the Registrar's Office.
- A PA student on a leave of absence may re-enter the program in a subsequent year, at the beginning of the same academic term in which they began their LOA. Students will be required to complete all coursework from that term. Additionally, students will have the option to attend courses from the previous terms, if desired.
- Students are still required to complete their program within a five year time frame from admission.
- Dependent upon the official starting date of the LOA, students may be required to return portions of their federal and private loan awards, according to the requirements stipulated by their written agreements with the individual lenders.

Students must notify the PA Program Director of their intention to re-enroll by October 1st of the calendar year prior to their planned re-enrollment.

Academic Dismissal

Student progress is tracked monthly by the program. Upon recognition of a student's failure to meet minimum standards for progression, the program will notify the University Provost of the recommendation to dismiss the student.

The Letter of Dismissal shall be hand delivered to the student by the Program Director. In the event that the Letter of Dismissal cannot be hand delivered to the student, it will be mailed to the student's permanent address of record via Registered Mail. The process and timeline for appeal to the University Provost will be outlined within the Letter of Dismissal.

Non-Academic Dismissal

Students are expected to obey applicable local, state and federal laws as well as the policies of Bryant University, and the Bryant University PA Program and are not entitled to greater immunity or privilege before the law than that enjoyed by ordinary citizens. As they prize rights and responsibilities for themselves, students are expected to respect the rights and responsibilities of others. For infractions of laws, regulations, policies and standards, students may be subject to disciplinary action up to and including expulsion from the University. Such disciplinary action may be imposed for violations which occur off campus when the violation may have an adverse effect on the educational mission of the University.

Based on their chosen academic path and their entry into the PA Profession and the eventual care of patients, PA students are held to a higher standard of conduct than other undergraduate and graduate students. In addition to being responsible for all Bryant University rules, regulations, standards and codes of conduct, PA Students shall be held to the PA Program Code of Conduct. Violations, other than criminal and Title IX, shall be handled by the PA program as outlined below.

Violations of the PA Program Academic Honor Code will not be tolerated. Students accused of engaging in non-professional behavior are subject to non-academic probation or dismissal. The student or faculty member who suspects non-professional behavior or violation of the honor code are required to notify the suspected party of the offense as well as notify the Academic Support and Remediation Committee (ASRC) of the offense.

The Program Director will determine if the offense should be forwarded to the University Provost or Department of Public Safety. The program shall recommend to the Provost if the offense warrants warning, probation or dismissal from the program.

A student placed on non-academic probation shall have a letter placed in their academic file and shall meet with their advisor to determine a remediation plan. If the student fails to remediate, or commits further offenses, the case shall be forwarded to the Provost by the program as a recommendation for dismissal. The Provost will make the final decision based on the information provided by the PA Program and forward the signed letter back to the Program.

The Letter of Dismissal shall be hand delivered to the student by the Program Director. In the event that the Letter of Dismissal cannot be hand delivered to the student, it will be mailed to the student's permanent address of record via Registered Mail. The process for appeal will be outlined within the Letter of Dismissal.

Standard A3.17 (e) the program must make student admission decisions in accordance with clearly defined and published practices of the institution and program. (e) policies and procedures for withdrawal and dismissal

ANNOTATION:

Review: 12/13/17

Medical Director

Director of Clinical Education

Forwarded for Approval: 12/14/17

Associate Program Director

Approved: 12/14/17

Program Director