

Student Withdrawal Policy

APPLIES TO: Students

BACKGROUND:

ARC-PA Standard A3.15d states: *The program must define, publish, consistently apply and make readily available to students upon admission: policies and procedures for withdrawal and dismissal.*

PURPOSE:

To comply with ARC-PA Standard A3.15d the CMU PA Program will notify students of the current withdrawal policy. Withdrawing from an individual course would necessitate rematriculating to the next cohort as all courses need to be finished sequentially to prepare for clinical year and subsequent graduation from the CMU PA Program. Withdrawal proceedings follow the CMU guidelines through the office of the Registrar. Withdrawal information for Central Michigan University can be found [here](#).

Any student needing to withdrawal from a course, or the CMU PA Program, would need to do so by the CMU designated timeline to be refunded tuition and potentially be placed in the upcoming cohort should they meet the criteria to do so.

POLICY:

Students requesting withdrawal from a course, or the entire CMU PA Program, will need to contact the CMU PA Program Director first, followed by the instructor of record, and their advisor.

PROCEDURE:

If a student would like to withdrawal from a course or the PA program, they will need to contact the instructor of record, their advisor, and the CMU PA Program Director. A meeting will be scheduled with the student to discuss withdrawal reasonings. The information will be presented to the Student Progress Committee. Discussion will include rematriculation with the upcoming cohort if the student desires, or full withdrawal from the CMU PA Program. A decision will be made and discussed in a further follow-up meeting with the student and the Program Director. The Registrar's office will be contacted by the Program Director and the student for further proceedings once a decision has been made. If full withdrawal from the program/dismissal is the decision, the Office of Graduate Studies will also be contacted. (see Student Dismissal policy).

Approved by Program Faculty June 7, 2024

Kathleen Flannery PA-C

Signature

6-7-2024

Date

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