

Applies To: Students

Date of Revision: June 18, 2023

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:

In accordance with ARC-PA standard A3.15d the CMU PA program has developed in conjunction with the office of Graduate Studies and General Counsel a policy and procedure regarding dismissal of a student from the CMU PA program.

POLICY:

In the event a student enrolled in the CMU PA program is of concern for dismissal from the program a specific policy must be followed. The student and CMU PA program will adhere to the policy and procedures set forth by the Office of Graduate Studies. The Program Director and Associate Program Director will be involved fully in this process.

PROCEDURE:

If a CMU PA student is of concern for dismissal, the following procedure will be followed:

1. Determine the reasoning regarding the dismissal and review of appropriate documentation by the Student Affairs Committee.
2. The documentation must follow the policies for dismissal set forth by the Office of Graduate Studies. ([Graduate Academic and Retention Standards](#)) and also [Academic Integrity](#). Professionalism issues will also be addressed and could result in dismissal based on documentation findings. Students must be on probation prior to dismissal for academic performance.
3. The student will be notified of a meeting to discuss dismissal from the program. This notification will come after approval of its contents by the CMU General Counsel. The student must be allowed [Due Process](#) (the student must be given notice of the dismissal discussion, the time of the meeting, and a chance to express their view of the situation).
4. A meeting will be held with the student and chosen faculty and/or College of Health Professions faculty to discuss dismissal.
5. Once the meeting has concluded, and the student has been allowed a chance to be heard, the faculty that is involved, (which will include the Program Director and Associate Director) will make a decision on dismissal.
6. If the decision is deemed dismissal of the student a [Dematriculation Form](#) must be completed and sent to the Office of Graduate Studies for review.
7. If approved, a letter is sent by the Office of Graduate Studies notifying the student they are dismissed from the CMU PA Program.



PA Program Dismissal Policy

Approved by Faculty Executive Committee on June 18, 2023

Debra Kimball-Christie PA-C

Signature

6/18/23

Date

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CMU PA Program Director