

MISERICORDIA UNIVERSITY PHYSICIAN ASSISTANT PROGRAM WITHDRAWAL POLICY

The PA Program is committed to provide every student with the opportunity for success. It is not unusual for students to experience stress in adjusting to the rigors of Physician Assistant education. For additional support, refer to the Student Support Services section of this handbook.

Students may voluntarily withdraw from the program at any time by submitting a written request via email to the Program Director. Before initiating withdrawal, students are encouraged to consult with their faculty advisor and/or the Program Director to discuss concerns related to progression in the program. Academic issues should be addressed with the PA program advisor, while personal matters should be directed to the Misericordia University CAPS Center. Students must also contact Student Financial Services to review any financial obligations. When a student withdraws from the university (from all courses), they must complete an official withdrawal form with the Student Success Center (SSC). The SSC can be contacted at 570-674-6408 or in the lower level of Alumnae Hall.

A student who withdraws from the MUPA Program while in good academic and professional standing may be eligible to reapply for admission. Re-entry is not guaranteed. Good academic and professional standing is defined as: not being on academic or professional probation at the time of withdrawal; not having been placed on academic or professional probation during matriculation; and earning passing grades of “B” or better in all courses at the time of withdrawal.

All students seeking re-admission must reapply through the CASPA system and meet all current MUPA admission requirements for that application cycle. Students are not automatically readmitted following withdrawal. Students who are readmitted to the Program will be required to reenter in the initial summer didactic semester.

Students should complete the following (if applicable) before officially withdrawing from the university:

- Contact their advisor or department representative;
- Return books to the Library;
- Return residence hall keys to Campus Life;
- Return parking permit and/or student ID to Campus Safety;
- Clear student account balance in Student Financial Services.
- The effective withdrawal date used for a course or university withdrawal is the date the student began the official withdrawal process or the date the student otherwise provided official notification (written or orally) to the offices designated above, whichever occurred earlier. Acceptable official notification includes notification by a student via telephone, through a designated website (MyMU or MU email) or orally in person. The offices may request notification in writing if it is given orally over the phone.

The withdrawal date will determine whether any refund of tuition is warranted. Cancellation of charges and financial aid will depend on the date that the withdrawal is official (see tuition and fees refund policy).

Note: Policies and procedures are consistently applied to all similar situations in a similar manner.