

# Program Withdrawal and Dismissal Policies A3.15d

## Withdrawal Policy

Students must advance sequentially within their cohort; therefore, individual course withdrawal is not allowed without automatically decelerating. Deceleration is only permitted in instances of a leave of absence. Please see the [Deceleration Policy and Leave of Absence](#) from the University Policies for more information. All other course withdrawals effectively end matriculation in the program.

Withdrawal from the School of Osteopathic Medicine is defined as permanent separation of an individual from the School of Osteopathic Medicine. A student may voluntarily withdraw or may be involuntarily withdrawn by administrative action.

The withdrawal mechanism cannot be used to avoid dismissal for academic or disciplinary reasons. Withdrawal is not permitted once a disciplinary hearing has started. A student wishing to withdraw must submit a written request to the Program Director, Associate Program Director, and Director of Student Affairs.

Based upon the status of the individual in each course at the time of voluntary or administrative withdrawal, the grade will be recorded on the transcript as W (Withdrawal).

## Dismissal Policy

Students dismissed from the Program for any reason may not reapply to and will not be readmitted into the Program.

### Academic Dismissal

Students are subject to Academic Dismissal when they:

- Fail more than one course (not including Capstone course).
- Are on Academic Probation (previous course failure) and do not pass another course, or otherwise fail to meet the terms of their Academic Probation Contract.
- Fail to successfully remediate a failed course (including Capstone course).

### Professional Standards Dismissal

Students are subject to dismissal for violating the Program's [Standards of Professional Conduct](#) when:

- A student already on Professional Probation violates the Rowan-Virtua SOM Code of Conduct, Academic Rules and Regulations, University Community Standards, Student Conduct Policies or University conduct policies (after the conclusion of all appeals to the Disciplinary Hearing Board).
  - a. **Note:** There is no separate appeal to the PA Program, SPC, or Program Director for any [Disciplinary Hearing Board](#) related issue. Once the appeal process of the Disciplinary Hearing Board is finalized there are no further avenues for appeal.

- A student already on Professional Probation subsequently violates the Professional Standards contained within this student Handbook.
- A student fails to comply with any term of a Professional Probation.

## Dismissal Procedures

The SPC will follow the process below to determine if a student has violated the Program's Academic or Professional Standards leading to dismissal if referral to the Disciplinary Hearing Board is not indicated as determined by Student Code of Conduct policies.

1. The SPC will notify the student in writing.
2. The student must provide a letter to the SPC outlining the details of the violation that led to the recommendation for dismissal, including objective information related to the violation.
3. The SPC will convene to review the letter and any supporting information/documentation, any prior warnings, probation terms, the student's academic and/or nonacademic performance, and any other relevant information.
4. At this point, the SPC will invite the student to meet with the SPC.
  - a. The student's attendance and/or participation is optional; lack of attendance, or not participating in the meeting, will not be held against the student.
  - b. The student may bring one advocate. Advocates must be a Rowan University faculty or staff member who is not a Program faculty or staff member. An advocate is optional; not bringing an advocate will not be held against the student. The role of the advocate is as a support person only; the advocate will not be able to speak or answer questions on behalf of the student.
    - i. If the student intends to bring an advocate, they must identify the advocate to the SPC in advance.
    - ii. An advocate may not attend the SPC meeting without the student, (i) barring exceptional circumstances, and (ii) without advance permission from the SPC well in advance of the meeting.
  - c. At the meeting or a subsequent meeting, the SPC will determine, via majority vote, whether to dismiss. If dismissed, the student will be notified by the Program Director or their designee, in writing.

## Dismissal Appeals

A student may appeal a recommendation for dismissal by the Student Progress Committee, in writing, to the Dean of the School within ten (10) business days of their initial decision. The Dean's decision is final.

In cases where dismissal is being considered, the dismissal will not become final until the school's internal appeal process (if the student opts to appeal or the timeframe for appeal has been exhausted), has been completed and a final determination has been made by the Dean. The effective date of dismissal will be the date of final action by the Dean. Pending the Dean's final decision and in accordance with school-specific policies governing student dismissals, the student is allowed to continue their participation in all academic activities for which they are enrolled and will continue to be bound by all school and university regulations and obligations, including those regarding the assessment and collection of tuition and fees.