

# Academic Probation, Withdrawal & Dismissal

## Academic Probation

Academic probation is a status designated by the PA Student Progression Committee (SPC) when a student violates one or more of the established academic standards of the PA Program as outlined in this Handbook. Any student placed on probation will be advised of that action in writing by the Program Director. The deficiencies will be outlined, and the student will be required to acknowledge receipt of this communication. In addition, the student will be advised as to what course of action will be available to him or her to remedy those deficiencies.

Any student meeting criteria for academic probation for two consecutive semesters will undergo a holistic academic record review by the PA SPC and may be dismissed from the program.

Any of the following will result in a student being referred to the PA SPC for consideration of academic probation:

- Earning an end-of-semester cumulative GPA below 2.75
- Unsuccessful completion of a remediation plan (based on performance or expanding beyond the established timeframe)
- Failure to uphold the PA Program Academic Code of Student Conduct as written in this Handbook
- Failure of one or more components of the Core Competency Evaluation on the first attempt
- Failure of one or more components of the Summative Program Evaluation on the first attempt
- Failure of ONE (1) rotation based on Preceptor Evaluation of Student (*See the Clinical Phase Manual for more information*)
- Failure of ONE (1) SCPE Faculty Evaluation of Student (*See the Clinical Phase Manual for more information*)
- A student failing an EOR examination in the same discipline twice (*See the Clinical Phase Manual for more information*)
- A student failing an EOR on first attempt a second time (in two different core disciplines) (*See the Clinical Phase Manual for more information*)

The program reserves the right to consider students for academic probation for occurrences that are not listed above if there are concerns about the student meeting the academic standards, including those outlined in the PA Program Academic Code of Student Conduct. Academic probation may be disclosed in any final verifications of training, employment letters, and any letters of reference from the PA Program.

## Return to Non-probationary Status

In collaboration with the PA Program Director, the PA SPC will remove a student from probation under the following circumstances:

- Earning a cumulative GPA of 2.75 or higher the next consecutive semester (if applicable)  
AND
- Meeting the terms as outlined in the student's academic probation letter

### **Dismissal**

Any of the following will result in a student being referred to the PA SPC for consideration of dismissal from the program:

- Earned didactic (non-SCPE) course grade of "F"
- Earned cumulative GPA of less than 2.75 for two consecutive semesters
- Unsuccessful completion of a remediation plan (based on performance or expanding beyond the established timeframe)
- Failure of TWO (2) SCPE courses (clinical rotations) as per *the Clinical Phase Manual*, which describes what constitutes a failure
- Cumulative GPA of less than 2.75 at the end of the pre-clinical phase
- Failure of one or more components of the core competency evaluation (after first or second attempt as per recommendation of the PA SPC)
- Failure of one or more components of the Summative Program Evaluation (after first or second attempt as per recommendation of the PA SPC)
- Failure to uphold the PA Program Academic Code of Student Conduct as written in this Handbook
- Failure to meet the Technical Standards of the program as written in this Handbook

The program reserves the right to consider students for dismissal for occurrences that are not listed above if there are concerns about the student meeting the academic standards, including those outlined in the PA Program Academic Code of Student Conduct.

### **Withdrawal**

- Students who have made the decision to withdraw from the PA program must first meet with either their Academic Coach or the PA Program Director. Students must withdraw from the entire program and cannot withdraw from individual courses. There are two categories of withdrawal from Austin College: College Withdrawal and Medical Withdrawal. The PA Program Director will assist the student in determining which of the two process below are applicable.

#### College Withdrawal

- Students seeking to withdraw from the college are referred to the Registrar's Office to receive a withdrawal form in person or by email: registrar@austincollege.edu.

- Students will be instructed to schedule an appointment with the Director of the Center for Student Success and Access Services Exit Counseling will occur and help determine the *Effective Date of Withdrawal*.
- The student will then meet with Financial Aid for signature of the withdrawal form, followed by the Business Office for signature
- The student will then return the form to the Registrar's Office who will process and get VPAA's signature
- The Registrar's Office will send official withdrawal notification to the PA Program Director

#### Medical Withdrawal

- Students seeking a medical withdrawal (WM) are referred to the Office of the Vice President for Academic Affairs (VPAA) [academicaaffairs@austincollege.edu](mailto:academicaaffairs@austincollege.edu).
- Medical documentation is submitted to the VPAA for review. If the review supports a medical withdrawal, the VPAA will complete the Medical Withdrawal Form. For privacy purposes, the medical documentation is not attached to the form, only verified that it was reviewed by the VPAA.
- The form is sent to the Registrar's Office for further processing.
- A WM will be assigned as the current course grades. If faculty members turn in regular letter grades or incompletes, the WM will replace those grades
- The student will be withdrawn from all PA program courses and, therefore, must also complete the regular withdrawal form. Once completed, the form and official withdrawal notification will be sent to the PA Program Director
- The student will not be required to meet with the Director of the Center for Student Success and Access Services