



UNIVERSITY OF MOUNT SAINT VINCENT

UMSV 320-Leave of Absence/Withdrawals/Resumption of Studies

Policy Name: Leave of Absence/Withdrawals/Resumption of Studies

ARC-PA Standard: A3.10; A3.14; A3.15a-d; A3.17e,f

Date Reviewed and Adopted: 07-01-2023

Master's Degree Time Limits

<https://mountsaintvincent.edu/academics/resources/registrar/graduate-academic-policies/masters-degree-requirements/>

SPECIAL NOTE: This is the master's degree requirement for Graduate Master Level Course work at the University of Mount Saint Vincent. This requirement does not apply to UMSV PA Program.

All degree requirements for programs of more than 36 credits must be completed within eight years. The initial semester of matriculation is the semester in which the student is approved for matriculation. Extension of this time limit may be granted due to unusual circumstances upon written request to the Director of the Graduate Program. Candidates are responsible for planning their programs to assure the completion of all requirements within the stipulated period.

Leave of Absence-Medical or Personal

<https://mountsaintvincent.edu/academics/resources/registrar/undergraduate-academic-policies/leave-of-absence-and-withdrawal-procedures/>

A student due to a particular set of circumstances, may find it necessary to request a Leave of Absence from the University of Mount Saint Vincent (UMSV)-Physician Assistant Program or to withdraw from the program prior to the end of the academic or clinical semester. Students who wish to request a Leave of Absence will file a request in writing addressed to the UMSV Program Director as well as the UMSV Office of the Provost.

Signed documentation of the approval of the Leave of Absence from the UMSV Office of the Provost must be provided to the PA Program Office.

Leave of Absence-Military

The PA Program is committed to supporting students involved with the military. Students called to active duty will be considered on military leave and should immediately notify the program of this occurrence so arrangements can be discussed.

It is recommended that any military obligations be deferred if possible. If not possible, arrangements must be made to make up any time lost and to ensure the student is adequately prepared to successfully re-enter the program.

Any student requesting a Leave of Absence for Active-Duty Military or Reserve Commitments are to notify the UMSV-PA Program Director immediately upon receipt of your travel orders. Notification must also be made to the UMSV Provost. It is a **mandatory requirement** that you submit copies of your military orders to the above stated individuals immediately upon receipt of those orders. If possible, and if applicable, please have a general timeframe for return from active duty so that a proper re-instatement to the UMSV-PA Program can be designed.

Additionally, and with the consultation of your principal faculty advisor, a remediation program will be developed so that, if time and duty allow, you will be able to keep with a review of your course of studies and return to the program prepared for the resumption of your academic/clinical course requirements.

Leave of Absence-Academic (LOA)

This is an option which may be appropriate for a student who is struggling to maintain the minimum standards of the Physician Assistant Program. The Academic Performance Committee (APC) will evaluate the circumstances surrounding the student's inability to meet the academic standards, and render a decision based on the following criteria:

- a. A semester GPA greater than a 2.667 (B-)
- b. Failure of one academic or clinical course

In the event a student is requesting a leave of absence in the first semester of the Academic year, prior to establishing the mandatory minimum 2.667 (B-) semester GPA, the Academic Performance Committee will use all pertinent data to that point to make its determination regarding the request for leave.

A student who is placed on academic LOA for a maximum of one year forfeits their matriculated status. Upon returning to the program, the failed course(s) must be retaken and passed with a grade of 80 (B-) or better. The student will be required to audit courses designated by the APC.

HE GENERAL STIPULATION

Once the leave of absence request is approved, the student has up to 12 months to submit for approval the criteria necessary for readmission (i.e.: Physician clearance if applicable, submission of additional coursework required, additional supporting documentation and letter of intent).

Students will return on Academic Warning and will remain on it for at least the subsequent semester. Failure to raise the GPA to a 3.00 or greater by the end of the returning semester may result in dismissal from the Program.

The APC may offer the probationary leave option to a student ***only once*** in his/her course of study at the University of Mount Saint Vincent-Physician Assistant Program.

Important Note

Students may not assume that requesting a Leave of Absence in writing implies that the request has been granted. They must receive official approval from the provost. Failure to submit the appropriate documentation will result in a denial of the requested Leave of Absence.

Withdrawal from the University of Mount Saint Vincent-PA Program

<https://mountsaintvincent.edu/academics/resources/registrar/undergraduate-academic-policies/leave-of-absence-and-withdrawal-procedures/>

A student may apply for withdrawal from the University before the last day of classes for the semester. The student must complete the Exit Interview Process in the Center for Academic Advisement on or before the effective date of withdrawal.

Withdrawal from a Course

Due to the nature and curriculum design of the UMSV-PA Program a student **will not be permitted** to “drop” or “withdraw” from any selected singular didactic or clinical course work while within the Physician Assistant Program. Students who do not follow this procedure maintain course registration and are assigned a grade of “F” for the course and will be dismissed from the program.

Unofficial Withdrawal

<https://mountsaintvincent.edu/academics/resources/registrar/undergraduate-academic-policies/leave-of-absence-and-withdrawal-procedures/>

Matriculated students who “drop out” for a semester or longer will be placed in Unofficial Withdrawal status and will not be permitted to re-enter the UMSV-PA Program and will be considered dismissed from the program. No appeal will be granted.

Resumption of Studies

Once the timeframe for the Leave of Absence has been exhausted the student will be considered for re-admission to the UMSV-PA Program. The following criteria must be adhered to:

- a. A request for readmission, prior to the semester of your intended return, must be presented in writing to the UMSV-PA Program Director, and the UMSV Provost.
- b. An Academic Performance Committee meeting will be held to determine the best course of action with regard to readmission into the UMSV-PA Program. This may include but is not limited to:
 - Auditing of classes with criteria for successful completion determined by the Academic Performance Committee.
 - Remediation of previous didactic or clinical course work.
- c. Depending on the student’s academic status prior to the Leave of Absence, the student may be placed on academic warning or academic probation or continue in good academic standing.
- d. The recommendation regarding student readmission along with any mandated readmission criteria set-forth by the academic performance committee, the recommendation of the UMSV-PA Program Director as well as the student’s request for readmission will be forwarded to the CMSC Dean of the University or Dean of Students for a final determination with respect to readmission.
 - If the student is successfully readmitted to the UMSV-PA Program, they will sign and have notarized a “Memo of Understanding” outlining their didactic and clinical responsibilities upon resumption of matriculating status.

Financial Aid and Student Loan Consequences

Please be advised that a leave of absence is considered a withdrawal for financial aid purposes and will therefore affect a student's full-time status and financial aid packages. Consequently, loan repayment obligations may be triggered. Students contemplating a leave of absence or withdrawal should consult with the UMSV Department of Financial Aid <https://mountsaintvincent.edu/admission/financial-aid/contact-financial-aid/> in an expeditious manner about all requested leaves of absences and withdrawals for detailed information about the status of their financial aid prior to submitting a Leave of Absence Application. <https://UMSVfa.youcanbook.me/>.

Tuition Cancellation Policy

<https://mountsaintvincent.edu/campus-life/campus-services/student-accounts/tuition-and-fees/payment-plans/refund-policy/>

The University of Mount Saint Vincent-Physician Assistant Program adheres to the tuition Cancellation Policy stated in the UMSV Academic Catalog.

UMSV 320a-Special Rules of Progression 1st Semester

Policy Name: Special Rules of Progression 1st Semester

ARC-PA Standard: A3.10; A3.14; A3.15a-d; A3.17e, f

Date Reviewed and Adopted: 07-01-2023

Rules of Progression 1st Semester Students

This specific policy is in effect for first semester students only. This policy does not include students who were decelerated from the 2nd semester into the first semester where auditing of course work was required.

I. First Semester Incoming Students

- a. All freshman (1st year didactic students) are allowed only one (1) make-up examination for failed course work. A second (2nd) failure will result in dismissal from the program with no makeup examination offered.
 - i. The above stated specific requirement pertains only to 1st semester students
 - ii. Beginning with the advent of the 2nd semester, in the event the student fails one (1) course in the 1st semester only one (1) additional makeup examination will remain for the entire didactic year course of study.
 - *Under the normal pathway of progression, an incoming student is allowed two course failures within the entire didactic year of study, except for the 1st semester, which carries its own specific rules of progression.*
 - *This will include any 1st semester course failures. As an example, if a student fails one course in the 1st semester the failure **WILL COUNT** toward the 2-failure limit and the student will only have 1-makeup examination remaining in the entire didactic year course of study*
- b. The 1st year didactic student must maintain a GPA of at least 2.775/4.00
 - i. Failure to maintain a GPA of at least 2.775/4.00 will result in the student being brought in front of the Academic Performance Committee and dismissed from the program.

UMSV 320b-Rules of Progression UMSV PA Didactic Program

Policy Name: Special Rules of Progression UMSV PA Program

ARC-PA Standard: A3.10; A3.14; A3.15a-d; A3.17e,f

Date Reviewed and Adopted: 07-01-2023

I. UMSV Schedule 320b-1

In semester I, if a student fails one course, they will be placed on academic probation, and a cumulative make-up exam may be afforded. If the student passes the make-up exam, he/she will progress to the next semester on academic probation standing. If the student fails the cumulative make-up exam/course project, the course grade will be recorded as an F. The student will be called before the APC and may be dismissed from the program.

II. UMSV Schedule 320b-2

In semester I, if a student fails two or more courses, they will not be afforded make-up opportunities, and they will be dismissed from the program.

III. UMSV Schedule 320b-3

The maximum number of comprehensive make-up exams that may be afforded a student during the entire didactic phase is two (2) and in addition, students are allowed one (1) non-comprehensive makeup exam in PD Lab.

- a. Please note there are no comprehensive make-up examinations given in the Physical Diagnosis Lab.

IV. UMSV Schedule 320b-4

If a student has one (1) failure in semesters 2-4 and subsequently passed the make-up examination along with maintaining a CUM GPA of 2.775 this student will be placed on academic warning following a review by the Academic Performance Committee.

- a. If a student has two (2) failures in semesters 2-4 and subsequently passed the make-up examinations, they will be placed on Academic Probation following a review by the Academic Performance Committee.

UMSV 320c-Rules of Progression UMSV PA Clinical Program

Policy Name: Special Rules of Progression UMSV PA Program

ARC-PA Standard: A3.10; A3.14; A3.15a-d; A3.17e,f

Date Reviewed and Adopted: 07-01-2023

I. Progression through the Program-Successful Completion of the Clinical Year

- a. Follow all policies (rules) and regulations published by the UMSV-Physician Assistant Program
- b. Always maintain professional behavior within the UMSV-PA Program and showing respect toward all faculty members and administrative staff of the UMSV-PA Program
- c. Successfully Pass the Clinical Year Summative examination
- d. Successfully pass all End-of-Rotation-Examinations (EORE)
 - i. *Note: Only 2-Make-up examinations of a failed EORE are permitted during the clinical year of study with successful remediation of the EORE (Make-up Exam)*
 - Any student who fails an EORE will have to appear in front of the APC for academic review and possible sanctions which may include:
 - ✚ Placement on Academic Warning/Probation
 - ✚ Clinical Remediation
 - Failure of the EORE **make-up examination** will result in student failing the entire clinical clerkship thus necessitating a repeat of the clinical clerkship and appearance before the APC.
 - ✚ *As noted below (section-d) only 1-Clinical clerkship failure is allowable during the clinical year of study.*
 - No make-up examination will be allowed following a Failure of a third EORE within the clinical year.
 - ✚ Student will automatically be dismissed from the UMSV PA program.
- e. Successfully pass all Clinical Rotations and preceptor evaluations
 - i. *Note: Failure of One (1) Clinical Clerkship Preceptor Evaluation will result in the following actions*
 - Student will have to repeat the failed clinical clerkship along with the EORE
 - ✚ Repeating of the clinical clerkship will result in a delay of graduation along with possible placement in the clinical remediation program

- Student will appear in front of the APC for a review of the clinical rotation difficulties and possible remediation

II. ***Failure of a Clinical Clerkship***

- Any student who fails a clinical clerkship will be required to repeat the clinical clerkship at a different facility, NO EXCEPTIONS***
- Failure of a second clinical clerkship will result in the student being dismissed from the UMSV-PA Program***

III. ***Professional Development Assessment Tool (P-DAT) Evaluation***

- At the end of the clinical year (2-months prior to graduation) all students will be evaluated via the use of a *“Professional Development Performance Evaluation Form.”*
 - The *Professional Development Performance Evaluation Form* grades a student based on “Outstanding”, “Satisfactory”, “Needs Improvement” and “Unsatisfactory”. Students **must achieve** a rating of “Needs Improvement” or better in **ALL** categories.
 - Failure to satisfactorily pass the Professional Development Performance Evaluation review will result in the student being placed within the clinical remediation program where the deficiencies noted on the Professional Performance Evaluation Form will be addressed.
 - ✚ Upon successful completion of the above clinical remediation the student will be allowed to graduate from the program.
 - ✚ If the student progress as evaluated within the clinical remediation program shows no improvement in outlined deficiencies that student will not be given clearance to graduate from the program.

IV. ***Granting of Permission to sit for the Physician Assistant National Certification Examination (PANCE)***

- Following successful completion of the entire 28-month course of study within the UMSV Physician Assistant Program all students will be reviewed and evaluated by the Program Director and members of the Academic Performance Committee, which will include both the Director of Medical Education, the Director of Clinical Education and their respective faculty and staff.
 - The sole purpose of this review process is to determine the academic preparedness of the student to take the PA National Board Certification Examination (PANCE)
 - If upon review, it has been determined the student in question is not adequately prepared to pass the PANCE examination on the first pass that student will be denied permission by the UMSV PA Program Director to take the examination.

V. *Post-Graduate PANCE Remediation*

- a. Upon the recommendation of the Academic Performance Committee and the UMSV Program Director any student who was NOT granted permission to take the PANCE will be subject to the following protocols.
 - i. The student will be placed in a post-graduate remediation program designed specifically to address all academic weaknesses identified by careful review of both the didactic and clinical phases of the program as well a review of the following exams:
 - End of Didactic Year Examination including:
 - ✚ Evaluation of all didactic course work and examinations
 - End of Curriculum Examination
 - PACKRAT I and II
 - ✚ The PACKRAT exams are not utilized for evaluation of didactic and clinical grading they will only be utilized, as is their design, to discover areas of academic weakness and to assist in targeting those areas to improve academic performance on the PANCE.
 - End of Rotation Exams
 - OSCE performance
 - b. Students placed within the post-graduate remediation program will be staffed with UMSV Principal and Adjunct Faculty. Students assigned to the program will be required to participate in a focused review aligned with their specific academic difficulties as well as successfully pass examinations specifically targeting their academic weak areas of concern.
 - i. There is no set time-limit as to how long this remediation program will last.
 - ii. There will be no cost to the student attributed to this remediation program
 - iii. Students will take and pass a mock PANCE examinations.
 - iv. All faculty (principal and adjunct) must, in their opinion, sign off that the student in question is now well prepared to take and pass the PANCE examination.