Division of Physician Assistant Studies

Leave of Absence and Withdrawal Policy

Leave of Absence

A student may at any time request a voluntary Leave of Absence from the program for medical illness or for a personal/family concern which threatens to impede the student's academic progress in the program. Requests for a leave of absence must be made in writing to the program director and must include an explanation of circumstances necessitating the leave as well as the duration of the desired leave. An email from the student's university email account is acceptable as written notification. A student must be in good academic standing at the time the leave is requested. Requests for leave of absence will be reviewed by the PA program faculty, which reserves the right to approve or deny the request.

Withdrawal from the Program

A student may withdraw from the PA program voluntarily at any time by following the procedure established by the University. Withdrawal from an individual course will not allow the student to progress in the program unless a Leave of Absence (see policy above) has been requested and granted.
West Virginia University withdrawal policies, including the policy for military leave, can be found on the website for the Office of the University Registrar:
https://registrar.wvu.edu/registration/withdrawal-policies

Refund of Tuition and Fees

Refund of tuition and fees for students withdrawing from the program will be made according to West Virginia University policy:
https://studentaccounts.wvu.edu/refunds.

Please be aware that there are time deadlines for tuition refunds which are published on the website of the University registrar:
 https://registrar.wvu.edu/.

Applicable ARC-PA 5th Edition Standards

A1.02 The sponsoring institution is responsible for:
k) defining, publishing, making readily available and consistently applying to students, its policies and procedures for refunds of tuition and fees.

A3.02 The program must define, publish, make readily available and consistently apply its policies and practices to all students.

A3.15 The program must define, publish, consistently apply and make readily available to

students upon admission:

a) any required academic standards,

b) requirements and deadlines for progression in and completion of the program,

c) policies and procedures for remediation and deceleration,

d) policies and procedures for withdrawal and dismissal,

e) policy for student employment while enrolled in the program,

f) policies and procedures for allegations of student mistreatment, and

g) policies and procedures for student grievances and appeals.

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