



**Policy Title:**

Withdrawal Policy and Procedures

**Policy Identifier:**

A3.14e

<b>Prepared by:</b> PA Program Faculty	Creation Date: 01/01/2026
<b>Reviewed by:</b> PA Program Executive Committee	Review Date: 01/01/2026
<b>Approved by:</b> PA Program Executive Committee	Effective Date: 01/01/2026
<b>Category:</b> Academic Policies and Student Progression	

**ARC-PA Standards**

A3.14e

**Scope**

University of South Carolina School of Medicine Columbia (USC SOMC) PA students.

**Policy Statement**

Students may voluntarily withdraw from the USC School of Medicine Columbia Physician Assistant (PA) Program at any time. Students considering withdrawal are strongly encouraged to meet with the Program Director prior to making a final decision to ensure understanding of the academic, financial, and professional implications of withdrawal and to discuss potential alternatives.

Simply discontinuing attendance does not constitute official withdrawal and may result in financial penalties or academic consequences.

**Reason for Policy**

To ensure compliance with ARC-PA Standard A3.14e by establishing clear, consistent procedures for voluntary withdrawal from the PA Program. This policy ensures that all withdrawals are processed formally, documented appropriately, and communicated to relevant university offices to preserve academic integrity and institutional compliance.

**Definitions**

- **Withdrawal:** A voluntary separation from the program initiated by the student prior to completion of all degree requirements.
- **Official Withdrawal Date:** The date on which the student submits a written letter of resignation and completes the required withdrawal steps in university systems.
- **W/WF Grades:** Transcript designations assigned by the university based on the timing of withdrawal in the semester; a W indicates withdrawal without penalty, and WF indicates withdrawal failing.

## **Procedures**

### **1. Pre-Withdrawal Counseling**

- Students considering withdrawal should schedule a meeting with the Program Director to discuss their decision, explore possible alternatives (e.g., leave of absence or deceleration), and understand the consequences of withdrawal.
- Discussion will include implications for:
  - Academic record (W or WF grades)
  - Financial obligations and potential refund eligibility
  - Future readmission options

### **2. Formal Withdrawal Process**

To officially withdraw from the program, students must complete the following steps:

1. Schedule a meeting with the Program Director to discuss the decision.
2. Submit a written letter of resignation during the meeting. The letter must include:
  - Student's full name and USC ID number
  - Effective date of withdrawal
  - Student's signature and date
3. The Program Director and the student will both sign the letter. A copy will be retained in the student's official file.
4. The student must officially withdraw from all enrolled courses via Self-Service Carolina.
5. Students should review the University Registrar's website for additional details regarding withdrawal from all courses.

### **3. Post-Withdrawal Considerations**

- The date of withdrawal determines transcript notation (W or WF), refund eligibility, and financial aid implications.
- Failure to complete the official withdrawal process may result in failing grades, continued tuition charges, or other administrative issues.

### **Withdrawal by Written Notification Without Completion of Formal Process**

If a student communicates an intent to withdraw from the program in writing (e.g., email) but does not complete the formal withdrawal procedures outlined above:

- The written communication will be documented and retained in the student's official file as evidence of intent to withdraw.
- The Program Director will make reasonable attempts to contact the student and facilitate completion of the formal withdrawal process.
- The program is not authorized to withdraw a student from courses on the student's behalf. Students remain enrolled until they complete the official withdrawal process through the university systems.
- The date of the initial written notification may be used as the student's last date of attendance or for internal documentation purposes; however, the official withdrawal date will be determined in accordance with university procedures.
- Failure to complete the formal withdrawal process may still result in academic and financial



consequences, including assignment of grades and tuition liability.

### **Readmission after Withdrawal**

- Students who withdraw from the PA Program are not automatically readmitted at a later date.
- To be considered for re-entry, the student must reapply through CASPA and meet all current admissions requirements.
- Readmission is not guaranteed and is subject to review by the Admissions Committee and Program Director.

### **Enforcement and Accountability**

Failure to follow the official withdrawal procedure may result in administrative complications, such as financial penalties or inaccurate academic records. The Program Director is responsible for ensuring proper documentation and communication of student withdrawals to institutional offices.

### **Contacts**

Program Director  
USC School of Medicine Columbia  
Physician Assistant Program

### **History**

<b>Date of Change</b>	<b>Change</b>
01/01/2026	Policy drafted into new template.