

Bethel Physician Assistant Program

A5.4 Course Failure	Review Date: November 7, 2025
Source: ARC-PA Accreditation Standards for Physician Assistant Education, 6th Edition	Author:
Initiated Date:	Authorized by: F&S Vote 20251114
Standards Addressed: 6th Standards: A2.05a-h, A3.14e-f	Reviewed and Revised by: P&P Subcommittee
Associated Forms: Promotion/Retention/Disciplinary (PRD) Form	

Rationale for the Policy:

The ongoing planning and implementation for the PA Program is guided by the ARC-PA standards for accreditation. This policy is written to provide demonstration of compliance with the standards related to evaluation.

Standard(s) 6th edition:

A2.05 Program faculty maintain responsibility for the following:

- a) developing, reviewing, and revising as necessary the program's mission statement, goals, and competencies
- b) selecting applicants for admission to the PA program
- c) providing student instruction
- d) evaluating student performance
- e) academic counseling of students
- f) assuring the availability of remedial instruction
- g) designing, implementing, coordinating, and evaluating the curriculum
- h) evaluating the program

A3.14 The program publishes, consistently applies, and makes readily available to enrolled and prospective students:

- e) policies and procedures for withdrawal
- f) policies and procedures for dismissal

Policy:

It is BUPAP's policy that a student cannot continue in the program if they have failed a course during the didactic phase of the program. During the clinical phase, a student that fails a rotation will meet with the Promotion/Retention/Disciplinary (PRD) Committee to determine if the student is delayed (able to repeat the rotation), decelerated (moved to the next cohort), or removed from the program. Therefore, this policy provides the procedures for each phase of the program.

The program collects data on students who were dismissed, withdrew for failure of a course, or those with multiple remediation attempts in an individual course that led to the student's dismissal or withdrawal for continuous program assessment of the effectiveness of the didactic curriculum and the effectiveness of the clinical curriculum.

Didactic Policy

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During the didactic phase of the program, if remediation efforts are unsuccessful and a student's grade within that course are below the benchmark to pass the course, the student will meet with the PRD committee prior to the end of the course to determine the future in the program. The recommendations from the committee may include withdrawal with option to reapply, dismissal from the program without the option to reapply, remediation continued with the option of a comprehensive exam by the course director, or deceleration to the next cohort.

The course director has the option to administer a comprehensive exam of the course material covered during that semester. If a comprehensive exam is administered to the student, the comprehensive exam (worth 50% of the new course grade) and the student's current course grade (worth 50%) are utilized to determine the new final course grade. No matter the final numerical average calculated score with the comprehensive final ($\geq 80\%$), the passing grade will be recorded as an 80% for the final grade. The comprehensive exam will not be offered to any student with multiple failing course grades in that semester, or one who has displayed persistent unprofessional behavior.

If the final course grade is still less than 80% after the comprehensive exam, the student will meet with the PRD committee. At this point in time, the recommendations from the committee may include withdrawal with the option to reapply or dismissal for course failure from the program without the option to reapply.

Withdrawal Procedures

If a student wishes to withdraw during the didactic phase of the program, the student must complete the following formal withdrawal process to avoid unwarranted failing grades and unwanted financial obligations. University policy is that a student can withdraw until the last day of class with a grade of W. The exception is if the student withdraws due to attendance and would already have failed the courses. Withdrawal after the fifth week will result in no refund of tuition. Exceptions will be considered, and final determination made by the Program Director. Failure to complete any step of the procedure may result in failing grades and/or financial obligations.

- Discuss the situation with the student's faculty advisor.
- Submit a written request to the Program Director.
- Secure and complete a withdrawal form from the Registrar's Office.
- Secure all required signatures.
- Deliver the completed form to the Registrar's Office.
- There is a \$25.00 fee for withdrawal.

Note: Withdrawal during the didactic phase of the program will result in the student having to re-apply to the program for the next matriculating class. There is no guarantee that the student will receive an interview or have a seat reserved for them in the next class.

Clinical Policy

If a student receives a final preceptor evaluation of the student grade below 80%, the student must meet with the PRD committee and may receive a failing grade for the rotation, even if the final course average is above 80%.

If a student fails the evaluation requirements (grade below 80%) but passes the rotation with

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the overall calculated score, the student must remediate the evaluation requirement as per BUPAP Policy A5.0 Remediation. If the student is unsuccessful in their remediation, the student must meet with the PRD committee to determine the future in the program.

If a student fails the evaluation requirements and the preceptor evaluation of the student is unable to bring the score above 80%, the student must complete and pass a remediation evaluation requirement that will be given by an assigned faculty member. Supplemental material may be provided, and the evaluation will be scheduled during the upcoming rotation. The student will be allowed to progress to the next scheduled rotation and receives an Incomplete ("I") in the current rotation. If the student passes the remediation evaluation requirement and the final average is above 80%, the student will receive an overall grade of 80% and the "I" will be replaced with a passing grade. If the student fails the remediated requirement (below 80%), they will receive a failing grade for the rotation and be referred to the PRD committee.

The committee will determine the student's future in the program. This may include withdrawal with the option to reapply (follow the withdrawal procedures above), dismissal from the program without the option to reapply, deceleration to the next cohort with or without student requirements for re-entering, or delay of graduation with a repeated rotation.