

NORTHWOOD TECHNICAL COLLEGE  
MEDICAL ASSISTANT  
STUDENT POLICIES

**FAILURE/COURSE REPEAT & DISMISSAL POLICY**

Medical Assistant students may repeat a course only **once**. In addition, students enrolled in the MA program may repeat only **two** courses in their program during their progress toward graduation. This policy also includes program required coursework taken at other colleges.

If you are a student who has experienced a failure in a MA course, you may have questions as to how this affects you. If you are planning to repeat a course that you previously failed, you must pass the course the second time. If you do not pass the course the second time, you will be dismissed from the Medical Assistant program.

If you have a previous failure in a MA course but have successfully passed that course the second time and fail another course, you may repeat that course once. If you fail that course the second time or if you fail a third course, you will be dismissed from the program.

The MA Faculty is sincerely interested in your success in the program but recognizes that Medical Assistant profession is not for every student. You may want to discuss this standard further with your instructor.