

**Carlow University
Physician Assistant Program
Policy and Procedure**

Policy Title	Admissions Policy
Policy Overview	All potential applicants seeking admission to the Carlow University PA Program shall follow the admissions policy and procedure for consideration of their application. Information is posted on the Program’s website. Program policy applies to all students regardless of location.
Policy #	PA 101
Source / Origination	PA Program
Corresponding ARC-PA Standard	A3.01, A3.02, A3.13, A3.14 (5 th Ed.)
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Introduction

1. All applications and corresponding information for admission into the Fall 2023 entering cohort and beyond are accepted via the CASPA (Centralized Application Service for Physician Assistants) website (<https://caspa.liasoncas.com/applicant-ux/#/login>). Only completed applications received by the set deadline will be reviewed for potential admission. No information sent directly to Carlow University will be reviewed for consideration, with the exception of conditionally accepted applicants who are completing coursework prior to matriculation. In that case, official documentation of successful completion of the completed coursework will be accepted at admissions@carlow.edu .
2. Requirements for Admission
 - a. Applicants must have a baccalaureate degree from an accredited institution at the time of matriculation. For applicants who have completed coursework in a foreign country, they are required to complete a **course by course** evaluation by a current member organization of the National Association of Credential Evaluation Services (NACES) and show direct evidence of completion of all prerequisite courses. The list of current members can be found at www.naces.org. The evaluation company must send the official evaluation report directly to Carlow University (photocopies are not accepted). Minimum GPA for all undergraduate coursework is 3.3/4.0.
 - b. Pre-requisite Coursework – all coursework must be completed within 10 years of matriculation. Any courses outstanding at the time of application must be successfully completed before matriculation. (Applicants may be accepted “conditionally” and may

matriculate only if all required coursework is successfully completed before matriculation.) All pre-requisite courses must be successfully completed with a passing grade of C (2.0) or better. Minimum GPA for all pre-requisite coursework is 3.3/4.0. GPA of 3.6 or higher is considered “highly qualified”. No pre-requisite coursework can be waived.

- i. Pre-requisite coursework includes:

REQUIRED COURSE/TOPIC	CREDITS	COMMENTS
Anatomy – Human or Vertebrate	3	If Anatomy is coupled with Physiology (“A&P”) in one course then 2 semesters are required, with lab
Anatomy - Lab	1	If lab is a part of an A&P course, 2 semesters are required
Physiology – Human or Vertebrate	3	If Physiology is coupled with Anatomy (“A&P”) in one course then 2 semesters are required, with lab
Biochemistry	3	
General biology	6	2 semesters
General biology - Lab	2	2 semesters
Microbiology	3	
Genetics	3	
General/Inorganic Chemistry	6	2 semesters
General Chemistry - Lab	2	2 semesters
Organic Chemistry	6	2 semesters
Organic Chemistry - Lab	2	2 semesters
English Composition/Writing	3	
General Psychology	3	
Statistics	3	
Medical Terminology for Clinicians		May complete an online or in-person course for a certificate of completion. Not used in calculation of pre-req GPA

- c. Advanced Placement:
 - i. No advanced placement credit is awarded to applicants. All students must complete all curricular components of the PA curriculum in order to graduate and be awarded a degree from Carlow University.

- d. Technical Standards: All applicants must meet the essential functions outlined in the Technical Standards.

Technical Standards (a.k.a. “*Essential Functions*”) are defined as: *Nonacademic requirements for participation in an educational program or activity. They include physical, cognitive and behavioral abilities required for satisfactory completion of all aspects of the curriculum and for entry into the profession.* These are the abilities required of individuals who matriculate into the Carlow University PA Program.

 - i. Students must have the mental, physical, emotional capacities and professional disposition essential to successfully complete all aspects of the curriculum and enter and practice successfully in the profession. All students are expected to have abilities, upon matriculation, in five realms including **sensory**,

communication, motor, intellectual, and social/emotional/professional. These abilities allow students to perform functional tasks required to meet graduation and professional requirements as measured by national certification requirements as well as state licensure and credentialing processes.

1. **Sensory:** All individuals must have functional sensory capacity including visual, auditory, olfactory, and tactile capacity to observe and actively participate in various academic settings as well as the sensory capacity to perform appropriate examinations and interactions as deemed appropriate in the role as a student and graduate PA. They must maintain a clear sensorium at all times and not be under the influence of drugs or alcohol.
 2. **Communication:** All individuals must be able to communicate effectively and professionally in all academic and clinical settings and be able to demonstrate accuracy, clarity, and proficiency in both verbal and written English.
 3. **Motor:** All individuals must have the physical ability to participate in basic physical maneuvers and procedures. Students must be able to negotiate patient care environments. Manual dexterity is required of all individuals. Physical stamina and endurance sufficient to complete the course of didactic and clinical study is required. Long periods of sitting, standing or moving are required in a variety of learning and clinical environments.
 4. **Intellectual:** All individuals must have the cognitive ability sufficient to understand and interpret information, as well as be able to calculate, reason, assess and integrate information, critically think and problem solve. Must be able to read and comprehend graduate level written course materials.
 5. **Social/Emotional/Professional:** All individuals must possess the social, emotional and professional maturity to function appropriately and effectively in the academic and clinical setting, based upon social, societal, and professional norms, maintaining mature and effective relationships with peers, faculty, patients and others in the health care environment. All individuals must demonstrate good judgement, emotional stability and regulation, and an overall awareness of acceptable behaviors in the classroom, clinical setting, and public environments. Demonstrate compassion and empathy.
- e. Workplace Experience: All applicants must complete workplace experience prior to application. This can be direct patient care or clinical research experience.
- i. All applicants must document a minimum of 500 hours of direct patient care (defined as providing healthcare services directly to patients) OR 500 hours of clinical research experience (in which you work with human subjects in a clinical research environment). Evidence of completion shall be provided in the form of a letter from the applicant's supervisor or HR Department on official letterhead. Healthcare experience can be paid or unpaid. Workplace experience cannot be a school sanctioned "internship" or other experience used for credit or a grade. Workplace experience greater than 1000 hours is considered "highly qualified".

- f. Testing
- i. GRE: The GRE is required. Scores are valid for up to 5 years following testing date. A minimum score to earn admission point(s) is 140 for verbal reasoning and quantitative reasoning. A 3.0 is the minimum score for analytical writing. (Carlow School Code is 2421.) A score of 154 or greater for verbal reasoning or quantitative reasoning, or 4.5 or above for analytical writing is considered “highly qualified”.
 - ii. TOEFL: The Test of English as a Foreign Language) is required for those for whom English is a second language. Scores are valid for 2 years after test date. Applicants are encouraged to complete the Internet based exam (iBT). Individuals must score a 20 in any subject area for a total score of 90 or higher to qualify. (Carlow School Code is 2421.) <https://www.ets.org/toefl>.
 1. An alternate to TOEFL is IELTS (Official Test of International English Language Testing System). Individuals must score 6.5 or higher to qualify. (Carlow School Code is 2421.) <https://www.ielts.org/>.
- g. References: three letters of reference are required. References cannot be from a relative.
- i. One reference from a Physician Assistant. This letter provides insight into your potential as a PA. Formal shadowing is not required.
 - ii. One reference from an academic individual involved in candidate’s education. This letter provides insight into your ability to successfully complete rigorous academic requirements.
 - iii. One reference from an individual of the candidate’s choice. It is recommended that you select an individual who can provide insight into your character and your potential for success that has not otherwise been addressed in your application. Suggestions include a former employer/supervisor, clergy, community leader with whom you have worked, or volunteer leader.
- h. On-Site Interview and Writing Sample
- i. Applicants who meet the admissions requirements (including undergraduate GPA and pre-requisite GPA of 3.3 or higher, 500 hours or more of relevant work experience, GRE scores –see above for minimum scores, TOEFL – see above for minimum scores, and 3 positive letters of recommendation) will be invited to an on-campus or on-line interview. In the event of restrictions due to COVID 19 or other considerations, interviews will be conducted virtually. On-campus interviewees will be offered a campus tour and complete an interview process by faculty and practicing PAs in a group and individual setting. Candidates will also complete a writing sample during the interview process.
- i. Preferences
- i. Carlow University will offer additional point(s) in the scoring of the admission process to the following individuals:
 1. Veterans and those who are actively serving in the military
 2. Applicants who self-identify as a group considered “Underrepresented in Medicine” (defined by the Association of American Medical Colleges – 3/19/04 as: *...those racial and ethnic populations that are underrepresented in the medical profession relative to their numbers in the general population.*)
 - a. This definition currently includes applicants who identify as African American and/or Black, Hispanic/Latino, Native

American (American Indian, Alaska Native, and Native Hawaiian), Pacific Islander, and mainland Puerto Rican. The definition also refers to students who come from disadvantaged backgrounds, based on the HRSA definition (educationally/environmentally disadvantaged – an individual comes from an environment that has inhibited the individual from obtaining the knowledge, skills and abilities required to enroll in and graduate from a health professions school, or from a program providing education or training in an allied health profession. This includes an individual who self-reports is the first generation in his or her family to attend college, the family is considered economically disadvantaged, and/or resides in a medically underserved community.)

3. Graduate of Carlow University
4. Legacy of Carlow University (defined as a student whose parent attended and/or graduated from the institution.)
5. Graduate of a Mercy University or College (Conference for Mercy Higher Education, see <https://mercyhighered.org/mercy-colleges-and-universities-2/> for listing of schools.)
6. Recognized as “highly qualified” per PA 101 Admissions Policy including pre-requisite GPA, workplace experience, and/or GRE scores.

j. Process for Admission

- i. All students who meet the requirements as stated above will be invited for an on-campus/virtual interview.
- ii. Once the on-campus/virtual interview is completed, the Program faculty, Medical Director, and Program Director will meet to assess the candidates’ applications and interviews. Applicants will receive scores for each of the required components of the admission process (including overall and pre-requisite GPA, healthcare experience, GRE scores, preferences, references, individual interview, small group interview, writing sample and overall impression). A list in a ranked order will be established by the Program of all candidates for which an offer of admission may be made. This list will be submitted by the PA Program Director to the Graduate Admissions Department. The Graduate Admissions Department at Carlow University will officially extend the offer of admission to candidates in writing; those who accept the offer must provide a non-refundable deposit of \$500 within two weeks to hold their seat in the class. A waitlist will be established, and candidates will be notified as seats are available in the program. All candidates who interviewed will be notified of their status in writing. The process will continue in a rolling manner until which time all seats are filled.

Orientation to Policy

1. The Admissions policy will be posted on the PA Program website. The policy and process will be formally reviewed at the time of the on-campus/virtual interview. The policy will also appear in the Student Manual.

Compliance

1. It is the responsibility of the Program Director to assure compliance with the policy and process, in conjunction with the Director of Graduate Admissions to ensure policies re consistent with current state and local laws and institutional requirements.
2. This policy will be reviewed annually by the PA program faculty (per Program Assessment Plan) to assure it continues to reflect the current University and program policy.