

**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.)
Origination Date	6/16/20
Review Date	8/28/20, 4/27/21, 12/6/21, 8/14/24
Revision Date	4/27/21, 8/15/24

Introduction

1. All applications are submitted via the Central Application Service for Physician Assistants (<https://caspa.liasoncas.com/applicant-ux/#/login>) and corresponding information for admission into the Fall 2025 entering cohort will be sent via the “Bridge to Carlow Application Management System” (<https://admissions.carlow.edu/apply/status>).
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). 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 application. Any courses outstanding at the time of application must be successfully completed prior to May 31st of the year of entry. (Applicants may be accepted “conditionally” and may matriculate only if all required coursework is successfully completed prior to 5/31 of the year of 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. A GPA of 3.6 or higher is considered “highly qualified”. No pre-requisite coursework can be waived.

i. Pre-requisite coursework includes:

REQUIRED COURSE	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	3	1 semester
Organic Chemistry - Lab	1	1 semester
English Composition/Writing	3	
General Psychology	3	
Statistics	3	
Medical Terminology for Clinicians		May complete an online course for a certificate. 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 to the “Bridge to Carlow Application Management System” 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 not required for admission to the Carlow University PA Program.
 - 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.
 - 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. Faculty 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, TOEFL – see above for minimum scores, and 3 positive letters of recommendation) may be invited to an interview with current PA program faculty in an individual setting. These interviews may be conducted in person or virtually at the discretion of the PA Program Faculty and their availability. Candidates will also complete a writing sample to be scored by rubric during the interview process.
- i. Preferences
 - 1. Carlow University does not offer preferential treatment to any candidates. Our selection process is committed to fairness and impartiality, ensuring that all candidates are evaluated based on merit and qualifications alone.
- j. Process for Admission
 - i. All students who fulfill the above requirements will be eligible for consideration for an interview invitation either on campus or virtually, depending on available spaces in the upcoming cohort.
 - 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, references, individual interview, and writing sample). 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 \$1000 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 are interviewed will be notified of their status in writing.

Orientation to Policy

1. The Admissions policy will be posted on the PA Program website. 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 are 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 ensure it continues to reflect the current University and program policy.