

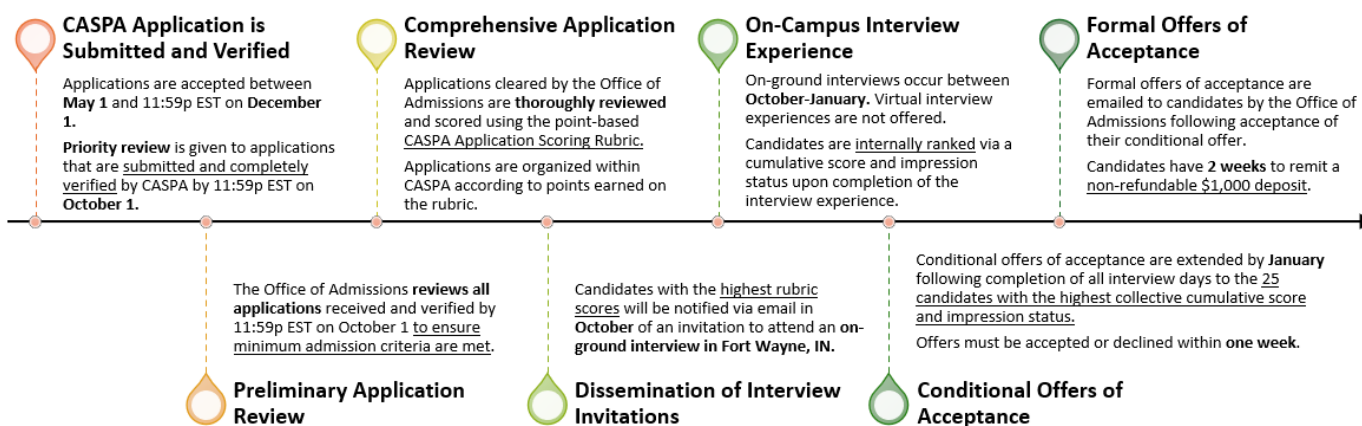
## 4.2 ADMISSIONS PROCESS & REQUIREMENTS

### 4.2.1 OVERVIEW OF THE ADMISSIONS PROCESS & TIMELINE

The PA Program makes student admission decisions in accordance with clearly defined and published practices of the institution and program. These are outlined below and available to prospective students on the program's public facing website (<https://www.sf.edu/programs/physician-assistant-studies-ms/>) (A3.14).

Admission to the PA Program is granted through a competitive selection process. Successful applicants to the PA Program must meet both general admission criteria for the University of Saint Francis and program-specific requirements. All accepted applicants to the PA Program must have all entrance requirements fulfilled at the time of matriculation.

A graphical representation of the PA Program's admissions process and timeline is included below, with detailed information to follow in each subsection.



### 4.2.2 APPLICATION SUBMISSION AND CASPA VERIFICATION

All candidates file using the Centralized Application Service for the PA (CASPA) between the dates of May 1 and 11:59p EST on December 1 for the class beginning the following August. Priority review will be given to all applications that have been submitted and completely verified by CASPA by 11:59p EST on October 1. Priority review is guaranteed if the application is received by the priority review deadline. Applications submitted and/or verified by CASPA after October 1 may not be reviewed.

### 4.2.3 PRELIMINARY APPLICATION REVIEW

All applications received and verified by the priority review deadline will be preliminarily reviewed by the Office of Admissions for completion of the minimum admission requirements. Applications received and/or verified after the priority review deadline are not guaranteed to be reviewed.

Applications that meet minimum admission requirements will be forwarded on to the PA Program for comprehensive application review. Applications that do not meet minimum admission requirements will not be further reviewed.

Minimum admission requirements for the SF PA Program include (A3.13b, d):

- The possession of a baccalaureate degree from an accredited institution in the United States of America prior to matriculation.
- A cumulative overall total GPA and overall science GPA of 3.0/4.0 as calculated by CASPA.
- Completion of the following prerequisite courses with a grade of "C" or better. Grades of "C-" or "pass/fail" will not be accepted. Each course must have a minimum of 3 total semester credit hours and be above an introductory level (e.g., above the 100-199 or 1000-1999 level) in accordance with the host institution's specific course numbering system:
  - Human anatomy with lab

- Human physiology with lab
- Microbiology with lab
- Organic chemistry with lab OR Biochemistry with or without lab
- Completion of two courses (minimum of 6 total semester credit hours) within the behavioral sciences discipline with a grade of “C” or better. Grades of “C-” or “pass/fail” grades will not be accepted. Accepted courses include those in the disciplines of psychology, sociology, social work, criminal justice, and anthropology.
- Three letters of recommendation. One recommendation must be from a clinician (i.e., MD, DO, PA, or NP) who has worked alongside the candidate in a clinical setting through observation, shadowing, or prior/current work experience. Letters of recommendation from relatives or family friends are not accepted.
- Direct patient care experience. There is no minimum hour requirement.
- Shadowing experiences, volunteer experiences, and extracurricular experiences are not required but are encouraged.

#### 4.2.3.1 CLARIFICATIONS REGARDING THE MINIMUM ADMISSION REQUIREMENTS

Candidates are encouraged to review the following clarifying notes regarding the program’s minimum admission requirements:

- Meeting the minimum admission criteria does not automatically result in an interview invitation.
- The courses and semester credit hours listed as prerequisites for enrollment do not substitute for more advanced applied content within the professional component of the curriculum (B2.01).
- The credit hour minimums listed for prerequisite courses refer specifically to semester credit hours. Applicants who have completed coursework using a quarter credit system may calculate their semester credit hour equivalence by dividing the quarter hour credits by 1.5. For example, a course worth 4 quarter credits is equivalent to a course worth 2.67 semester credit hours (as  $4/1.5 = 2.67$ ).
- At most institutions, introductory level courses are those numbered 100-199 or 1000-1999. To satisfy the course prerequisite requirements, each of the science prerequisites (i.e., human anatomy with lab, human physiology with lab, microbiology with lab, and organic chemistry with lab OR biochemistry with or without lab) must be completed above the introductory level. As course numbering systems vary by institution, the program may accept courses within the 100-199 or 1000-1999 range at its discretion following careful examination of the institution’s course numbering scheme and related course syllabi to ensure difficulty equivalence.
- Prerequisite courses may be completed at any traditional institution (e.g., regionally accredited college or university, four-year institution, community college, or two-year institution). Online or hybrid courses (including labs) are accepted.
- Candidates may have no more than 2 outstanding prerequisite courses (6 semester credit hours) remaining at the time of submission. This includes “in progress” courses that are listed on the CASPA application as ongoing or planned and have not been awarded a verified grade. All prerequisite courses must be completed no later than three months prior to matriculation with final transcripts sent to the Office of Admissions.
- Two courses of combined human anatomy and physiology with labs (minimum total of 6 semester credit hours) may be used to satisfy the individual human anatomy and physiology requirements. Comparative anatomy and/or physiology courses are not considered acceptable substitutions for human anatomy or human physiology. Mammalian anatomy, gross anatomy, and vertebrate anatomy are considered acceptable substitutions for human anatomy.
- The program does not accept advanced placement credit or Pass/Fail grades for any prerequisite courses.
- A difficulty level is not specified for the behavioral science prerequisite courses.
- Direct patient care experience is defined as hands-on experience with patients in an approved paid clinical position. Though volunteer experience is encouraged, volunteer experiences cannot be used to satisfy the requirement for direct patient care experience.
  - Positions that qualify for direct patient care experience include medical assistant; patient care technician; surgical technician or technologist; first assistant; scribe; certified nursing assistant or student nursing assistant; occupational therapist or occupational therapy assistant/tech/aide; physical therapist or physical therapy assistant/tech/aide; certified athletic trainer; phlebotomist; respiratory therapist; emergency room technician; lab technician (if phlebotomy and/or direct patient care is the majority of the job description); pharmacist; certified pharmacy technician with hands-on patient care; dietician; emergency medical technician; paramedic; registered nurse or nursing assistant/aide; radiologic technician or technologist; ultrasound technician or technologist; EKG/ECG/EEG technician; chiropractor or chiropractor assistant; dental hygienist; military medic or corpsman; ophthalmic or optometric assistant; rehabilitation technician; or social worker (with a clinical focus).

- Positions that do not qualify for direct patient care experience include personal care assistant; clerical pharmacy technician; unit clerk; patient transporter; lifeguard; camp counselor; counselor; front office staff or clerical administrator; drug and/or equipment sales representative; or medical researcher.

#### 4.2.4 COMPREHENSIVE APPLICATION REVIEW

All applications received and verified by the priority review deadline that meet the minimum admission requirements will be comprehensively reviewed by the PA Program. During this review, the PA Program scores each application it receives using a point based CASPA Application Scoring Rubric. All candidates are highly encouraged to review the specifics of the CASPA Application Scoring Rubric to maximize their chances of receiving an interview invitation.

#### University of Saint Francis | Physician Assistant Studies Program CASPA Application Scoring Rubric 2025-2026

- **Program preferences** are indicated in **blue**. Preferences are associated with a higher point value and therefore increase an applicant's competitiveness. They are **not requirements** for admittance.
- A maximum of 31 points is possible, including preference points.

##### Degree

Item	In Progress	Completed
Bachelor's Degree	0.5 points	1 point

##### GPA

Item	0.5 points each	1 point each	3 points each	5 points each (preference)
Overall total GPA	3.00 – 3.20	3.21-3.39	3.40 – 3.59	≥ 3.60
Overall science total GPA	3.00 – 3.20	3.21-3.29	3.30 – 3.44	≥ 3.45

**Coursework** (must all be completed with grade of "C" or higher; grades of "pass/fail" not accepted).

Item	Uninitiated	In Progress <sup>A</sup>	Completed
Human anatomy with lab*	0 points	0.5 points	1 point
Human physiology with lab*	0 points	0.5 points	1 point
<i>Two courses of combined human anatomy and physiology with labs (minimum total of 6 semester credit hours) may be used to satisfy the individual human anatomy and physiology requirements. Comparative anatomy and/or physiology courses are <b>not</b> considered acceptable substitutions for human anatomy or human physiology. Mammalian anatomy, gross anatomy, and vertebrate anatomy are considered acceptable substitutions for human anatomy.</i>			
Microbiology with lab*	0 points	0.5 points	1 point
Organic chemistry with lab* <b>OR</b> Biochemistry with or without lab*	0 points	0.5 points	1 point
6 credits of behavioral science coursework <sup>B</sup>	0 points	0.5 points	1 point
Medical terminology <sup>C</sup>	0 points	0.5 points (preference)	1 point (preference)
Pathophysiology <sup>C</sup>	0 points	0.5 points (preference)	1 point (preference)

<sup>A</sup>Must have a minimum of 3 total semester credit hours **and** be above an introductory level (e.g., above the 100-199 or 1000-1999 level) in accordance with the institution's specific course numbering system. See the clarifying notes for more information.

<sup>B</sup>In progress courses are courses that are listed on the CASPA application as ongoing or planned **and** have not been awarded a verified grade.

<sup>C</sup>Accepted courses include those in the disciplines of psychology, sociology, social work, criminal justice, and anthropology. Courses may be completed at any difficulty level.

<sup>D</sup>There are no semester credit hour minimums or specified difficulty levels for medical terminology or pathophysiology courses.

##### Recency of Coursework [not required]

Item	0 points	2 points (preference)
Amount of time that has passed since the science prerequisite courses (i.e., anatomy, physiology, microbiology, organic chemistry / biochemistry) and labs, if applicable, were successfully completed with a grade of "C" or better.	< 3 of 4 completed within the last 5 years.	≥ 3 of 4 completed within the last 5 years.

#### Letters of Recommendation

Item	0.5 points each	1 point each	2 points each (preference)
Letter from a clinician (i.e., MD, DO, PA, or NP)	≥ 7 ratings on individual reference are "Average," "Below Average," or "Poor"	≥ 7 ratings on individual reference are "Good"	≥ 7 ratings on individual reference are "Excellent"
2 <sup>nd</sup> Letter			
3 <sup>rd</sup> Letter			

Letters from relatives or family friends are not accepted.

#### Direct Patient Care Experience

Item	0.5 points	1 point	2 points (preference)
Hours of Direct Patient Care Experience	1-499 hours	500-999 hours	≥ 1000 hours

#### Volunteer Service/ Community Enrichment Experience [not required]

Item	0 points	1 point (preference)
Hours of Volunteer Experience	< 200 hours	≥ 200 hours

#### Shadowing Experience [not required]

Item	0 points	1 point (preference)
Hours of Shadowing Experience	< 50 hours	≥ 50 hours

#### Extracurricular Activities [not required]

Item	0 points	1 point (preference)
Hours of Extracurricular Activities	< 1000 hours	≥ 1000 hours

Each candidate's application may earn a maximum of 31 points, including preference points for all applicable rubric components except for those associated with the SF PA Preference Pathway. Preferences represent components of the application that are considered highly desirable by the PA Program (A3.13a). Preferences are not required for admission, but they are associated with a higher point value and therefore increase a candidate's competitiveness.

Preference points are awarded to candidates who:

- Possess an overall total GPA ≥ 3.60.
- Possess an overall science total GPA ≥ 3.45.
- Have completed (or are in the process of completing) an undergraduate or graduate level medical terminology course with a grade of "C" or better. There is no semester credit hour minimum or specified difficulty level for this course.
- Have completed (or are in the process of completing) an undergraduate or graduate level pathophysiology course with a grade of "C" or better. There is no semester credit hour minimum or specified difficulty level for this course.
- Have completed at least 3 of the 4 science prerequisite courses (i.e., anatomy with lab, physiology with lab, microbiology with lab, and organic chemistry with lab OR biochemistry with or without lab) within the last 5 years.
- Submit letters of recommendation that have ≥ 7 ratings of "Excellent" each.
- Possess ≥ 1000 hours of direct patient care experience.
- Possess ≥ 200 hours of volunteer service/community enrichment activities.
- Possess ≥ 50 hours of shadowing experience.
- Possess ≥ 1000 hours of extracurricular activities.
- Have completed (or are in the process of completing) 12 credits / 4 courses towards the Master of Healthcare Administration (MHA) degree at the University of Saint Francis with a grade of "B+" or better by the end of the 1<sup>st</sup> 8 week fall semester (October 17, 2025, for the current cycle). This applies only to selected individuals on the PA Program's waitlist. Please see section 4.2.7 (SF PA Preference Pathway) for more information.

#### 4.2.5 DISSEMINATION OF INTERVIEW INVITATIONS

Candidates with the highest scores on the point based CASPA Application Scoring Rubric will be notified via email in October of an invitation to attend an on-ground interview with the PA Program in Fort Wayne, IN. Interviews will be scheduled between October-January in accordance with the program's schedule.

There is no minimum threshold value required for an interview invitation. Rather, the most competitive candidates (i.e., those with the highest scores on the point-based scoring rubric) will be invited to interview. Should multiple candidates have the same score on

the point-based scoring rubric, the individuals who have completed all minimum requirements for admission at the time of application submission will be ranked highest. If, beyond this point, further differentiation among candidates with the same rubric score is required, candidates will be ranked according to overall science total GPA.

Current University of Saint Francis students or alumni with a score  $\geq 25$  on the point based CASPA Application Scoring Rubric will also receive an invitation to attend an on-ground interview with the PA Program in Fort Wayne, IN, during the month of October.

#### 4.2.4 INTERVIEW INVITATIONS & THE INTERVIEW PROCESS

The half-day interview experience begins with a simple check-in process that requires candidates to provide a professional, passport sized headshot and complete the Health Requirements and Technical Standards Disclosure Form required by the College of Health Sciences for enrollment (A3.13e). Next, candidates will receive a formal welcome by program faculty and learn more about the PA Program and the University of Saint Francis. After a short break, candidates will be divided into two groups. One group will participate in a panel interview and complete a critical thinking assessment. The other will receive a student-led campus tour and engage in a Q&A session with current PA students. Following another short break, the groups will switch, allowing each candidate to complete each activity. The penultimate task requires candidates to complete a brief non-academic assessment before attending a final Q&A session with program faculty. The wrap-up experience will include an opportunity to ask any remaining questions and afford candidates time to complete an anonymous survey on their interview experience.

Time	Activity	
25 minutes	Check-In	
45 minutes	Welcome and Program Overview	
15 minutes	Break	
	Panel Interview & Critical Thinking Assessment	Student-Led Campus Tour & Q/A
60 minutes	Group 1	Group 2
15 minutes	Break	
60 minutes	Group 2	Group 1
15 minutes	Non-Academic Assessment	
30 minutes	Q/A with Faculty & Wrap-Up	

#### 4.2.5 CANDIDATE SCORING & CONDITIONAL OFFERS OF ACCEPTANCE

Candidates are awarded a cumulative score and impression status upon completion of the interview experience. The cumulative score and impression status are both recorded in an Excel spreadsheet and reviewed collectively to make conditional offers of acceptance.

Activities used to calculate each candidate's cumulative score include the candidate's overall total and overall science total GPAs (15% each); scores on the critical thinking assessment and non-academic assessment (5% each); observed professionalism (10%); and responses to rubric-assessed questions during the panel interview (50%).

A candidate's impression status is the result of the subjective experience of each interviewer with the candidate. This impression is formed through the observed behaviors and interactions of the applicant with the interviewers during the interview experience. At the completion of the interview, each interviewer records their impression separately as "accept," "neutral," or "decline." The overall impression status of a candidate is then produced by combining the impression scores from each interviewer. A list of possible impression statuses and their description is as follows:

- "Accept": Both interviewers recorded their impression as "accept."
- "Preference": One interviewer recorded their impression as "accept" and the other as "neutral."
- "Neutral": Both interviewers recorded their impression as "neutral."
- "Decline-neutral": One interviewer recorded their impression as "decline" and the other as "neutral."
- "Split": One interviewer recorded their impression as "accept" and the other as "decline."
- "Decline": Both interviewers recorded their impression as "decline."

At the completion of all scheduled interview days, candidates are placed in rank order using their cumulative score. Offers of conditional acceptance are extended to the 25 applicants with the highest cumulative score and an impression status of "Accept" or

“Preference,” with notification sent to the email address or phone number provided on the CASPA Application. A minimum of 50 candidates with the next highest cumulative scores and impression statuses, including “Accept,” “Preference,” or “Neutral,” will be placed on the PA Program’s waitlist and will be notified of their status via the email address or phone number included on the CASPA application. Candidates who are placed on the waitlist are offered conditional acceptance into the program based on availability and may be contacted at any time prior to the start of classes in August according to waitlist rankings. Candidates not offered conditional acceptance nor placed on the waitlist, including those with impression statuses of “Decline-neutral,” “Split,” and “Decline” will be notified of their results via the email address provided on the CASPA application at the time offers are made.

A secondary round of the admissions process may begin in January if necessary. The review would include a duplication of the process described above for applications received between October 2 and December 1. Review of applications submitted between October 2 and December 1 is not guaranteed.

All candidates offered conditional acceptance are required to formally accept or decline their seat within 5 business days of notification of conditional acceptance by responding to the email or phone call notification. Candidates who do not indicate their acceptance or declination of the conditional acceptance within 5 days will be considered not interested in their seat acceptance and the offer will be rescinded. All candidates who formally accept their seat will be required to remit a non-refundable \$1,000.00 deposit to secure their seat in the program within two weeks of receipt of their formal acceptance letter distributed by the Office of Admissions. Following matriculation, the deposit is applied to the student’s tuition. Candidates who choose not to pay the deposit within the two-week period and/or do not communicate with the PA Program during this time are considered to have declined the offer of acceptance. Candidates who remit the \$1,000 deposit and later withdraw from the PA Program will not be refunded.

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#### 4.2.6 SF PHYSICIAN ASSISTANT STUDIES EARLY ADMITTANCE TRACK (PA-SEAT)

The University of Saint Francis offers an early acceptance track to the Physician Assistant Studies Program. Students accepted into this highly competitive track earn their bachelor’s degree in their program of study at the University of Saint Francis and are guaranteed admission to the master’s-level physician assistant program to the cohort for which they applied upon meeting all PA-Seat progression standards.

A maximum of four students are admitted to the PA-Seat per cohort.

Information related to the PA-Seat, including admission requirements, the admissions process, the programmatic interview, profession standards, and programmatic pre-requisites are available on the program’s public facing website (<https://www.sf.edu/programs/physician-assistant-studies-ms/>).

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#### 4.2.7 SF PA PREFERENCE PATHWAY

Candidates placed on the waitlist with an impression status of “Accept” and “Preference” are eligible to participate in the PA Preference Pathway. Through this pathway, candidates are offered immediate acceptance into SF’s Master of Healthcare Administration (MHA) Program and can begin taking graduate coursework as soon as the next 8 week term begins. This pathway offers candidates two distinct advantages:

- For each MHA course completed with a grade of “B+” or better while on the waitlist, an applicant’s cumulative score, and thus waitlist ranking, will improve by 2 points. This increases a candidate’s likelihood of being admitted into the PA Program if an opportunity to join the cohort for which they were waitlisted arises.
- Waitlisted applicants unable to join the cohort for which they were waitlisted will be guaranteed an interview for the 2025-2026 CASPA cycle if they complete 12 credits / 4 courses in SF’s MHA Program by the end of the 1<sup>st</sup> 8 week fall semester (October 17, 2025, for the current cycle) in addition to minimum admittance requirements. Moreover, these individuals will receive 3 preference points towards their cumulative application score, which increases their overall ranking and likelihood of being offered programmatic admittance.

More information related to the SF PA Preference Pathway, including an overview of the MHA program, MHA course description and sequencing, cost, and an additional opportunity to apply applicable MHA credit earned towards the Doctor of Medical Science (DMSc) degree after SF PA Program completion can be obtained by emailing Dr. Kyle Moser, the Health Administration and Medical Science Program Director, at [kmoser@sf.edu](mailto:kmoser@sf.edu).



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#### 4.2.8 ARTICULATION AGREEMENTS

The SF PA Program currently maintains articulation agreements with six institutions:

- Goshen College
- Huntington University
- Indiana Tech
- Indiana Wesleyan University
- Manchester University
- Ohio Northern University

Under the terms of each agreement, two seats are reserved for students from each institution per admission cycle. All applicants admitted under articulation agreements are required to meet the course and credit hour program prerequisites.

The most recent copy of each agreement is shown on the program's public facing website (<https://www.sf.edu/programs/physician-assistant-studies-ms/>). New agreements may be established at the discretion of the PA Program in consultation with the Dean of the College of Health Sciences and the Vice President for Academic Affairs.

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#### 4.2.9 STATEMENT OF NON-DISCRIMINATION

In its employment practices, selection of students, and administration of all programs, the University of Saint Francis maintains a policy of non-discrimination regarding age, race, national origin, religion, sex, disability, genetics, and veteran status.

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#### 4.2.10 NON-ACADEMIC EXCLUSION

Any individual may be denied admission to the SF PA Program and any student may be dismissed or excluded from the program if it is determined by the responsible administrator that the individual or student does not possess the likely capabilities required of a practicing healthcare professional or practitioner in the field of that student's training. This may be based upon the individual's knowledge, conduct, character, or mental or physical fitness.

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### 4.3 COLLEGE OF HEALTH SCIENCES PROGRAM TECHNICAL STANDARDS

The University of Saint Francis has identified technical standards that must be met by students to successfully progress in and graduate from its health science programs. These standards establish performance standards that will enable students to become competent practitioners who are able to provide safe care for their patients (persons, families and/or communities) with critical judgment, broadly based knowledge, and well-honed technical skills (A3.13e).

Technical standards (see below) outline skills, abilities and behavioral characteristics required to successfully complete health science programs at the university. Key areas include having abilities and skills in the areas of: (1) acquiring fundamental knowledge; (2) developing communication skills; (3) interpreting data; (4) integrating knowledge to establish clinical judgment; and, (5) incorporating professional attitudes and behaviors into practice.

The university provides reasonable accommodations to all students on a nondiscriminatory basis and consistent with legal requirements as outlined in the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008. A reasonable accommodation is a modification or adjustment to an instructional activity, equipment, facility, program or service that enables a qualified student with a disability to have an equal opportunity to fulfill the requirements necessary for graduation from the program. To be eligible for accommodations, a student must have a documented disability of (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such impairment; or, (c) be regarded as having such a condition.

- **Acquiring Fundamental Knowledge:** Students must be able to learn in classroom and other educational settings via lectures, demonstrations, review of research and patient care situations. Students must have the ability to find sources of knowledge, acquire the knowledge, be a life-long learner and demonstrate adaptive thinking.
- **Developing Communication Skills:** Students must have the ability to effectively communicate verbally, nonverbally, in writing, with groups and using information technology. Students must be able to interact appropriately with patients (persons, families and/or communities), peers, and with all members of the health care team. Students must be able to interpret and convey information gathered from communications. They must be able to speak, read and write in English.
- **Interpreting Data:** Students must have the ability to measure, calculate, reason, analyze and synthesize data in a timely manner. They must successfully fulfill examination requirements of the program, including written and practical

examinations. Students must have the ability to (1) observe patient conditions and responses to health and illness, (2) assess and monitor health needs, (3) translate data into abstract concepts, and (4) understand evidence-based reasoning.

- **Integrating Knowledge to Establish Clinical Judgment:** Students must demonstrate critical thinking, problem-solving and decision making ability needed to care for individuals, families and/or communities across the health continuum. They must demonstrate clinical competency and the ability to participate in clinical experiences. Students must possess sensory capacity and motor function to gather patient data, perform patient assessment and implement therapeutic interventions.
- **Incorporating Professional Attitudes and Behaviors into Practice:** Students must demonstrate cross cultural competency, integrity, moral reasoning, ethical behaviors and concern for others. They must have the ability to acquire interpersonal skills for professional interactions with diverse individuals, families and/or communities. They must be able to work cooperatively with intra and inter professional teams, adapt to changing environments inherent in clinical practice, and function effectively under stress.

The University of Saint Francis is committed to providing equal access to all students, including those students with disabilities. Once students are admitted to a health sciences program, they should contact Academic and Career Development Center at (260) 399-7700 extension 6075 if they believe that they may require reasonable accommodation to fulfill the Health Science Technical Standards. A copy of this form in its entirety is readily accessible on the College of Health Sciences SharePoint site and will additionally be made available upon request to a PA Program principal faculty.

## 4.4 ENROLLMENT

To be qualified for enrollment in the SF PA Program, candidates must be able to meet the [COHS Program Technical Standards](#) (A3.13e), with or without reasonable accommodations.

### 4.4.1 ENROLLMENT PROCESS

Students admitted to the SF PA Program are responsible for following appropriate enrollment procedures and deadlines. The program's administrative assistant and assistant program director handle new student registration and provide oversight of the enrollment process, ensuring compliance with requirements and maintenance of accurate and complete student records and files.

### 4.4.2 ENROLLMENT REQUIREMENTS

All students admitted to the SF PA Program must complete a series of steps to finish the enrollment process. These steps are detailed in the Checklist and Programmatic Expectations section of the *Physician Assistant Enrollment Packet* that is emailed to all admitted students in the semester preceding matriculation. As stated on the checklist, students are required to complete the following:

1. Submit a criminal background check using PreCheck.
  - The SF PA Program requires individuals who have been accepted to the program to complete a background check prior to programmatic enrollment to meet requirements of clinical training affiliates. This background check must include criminal history, driving history, and Office of Inspector General's list of excluded individuals.
  - Students who have a record of any of the following are generally prevented from participating in clinical experiences:
    - i. Evidence of positive drug screens.
    - ii. Drug and other substance abuse-related crimes.
    - iii. History of recent DUI or driving violations/penalties (other than minor traffic/parking violations).
    - iv. Crimes against the person, such as battery or assault.
    - v. Crimes based on dishonesty or untruthfulness, such as theft or embezzlement.
  - All students who have held a driver's license must include their driver's license information in the online background check application. Generally minor traffic violations will not typically prevent clinical participation.
  - Individuals who have been convicted of a misdemeanor within the past 3-5 years and/or a felony conviction within 7-10 years are typically excluded from clinical participation and cannot be admitted until the specified time has passed and the individual has been reviewed and approved for clinical participation by university clinical affiliates. Specific details regarding admission policies for applicants who have been convicted of a misdemeanor (not including routine traffic offenses which do not involve property or personal injury) can be found in the [Graduate Catalog](#).
  - Individuals who have been convicted of crimes of abuse, sexual assault, dishonesty (any theft), crimes against a person (e.g., assault, battery, kidnapping, manslaughter, murder), or are a registered sex-offender will never be eligible for clinical participation and will not be admitted to the SF PA Program.
  - If infringements exclude an individual from participating in clinical experiences, the student may not enroll in or continue with the SF PA Program. If infringements are revealed by the background check and were not listed on the



Health Sciences Programs Health Requirements and Technical Standards Disclosure Form, this lack of disclosure may be considered a breach of academic honesty and professionalism and may exclude a student from matriculation into the SF PA Program.

2. Complete the SF Health Form and return it in a separate, sealed envelope.
3. Sign the Policy and Procedure Acknowledgement Form.
4. Complete the Plans for Fort Wayne Residence Form.
5. Sign the Physician Assistant Student Honor Code.
6. Sign the Physician Assistant Student Technology Honor Code.
7. Sign the HIPAA Information and Regulations for Physician Assistant Students document.
8. Sign the Financial Aid Information for Physician Assistant Students document.
9. Sign the Official Transcript Acknowledgement.
10. Sign the Family and Friends Letter Acknowledgement.
11. Sign the Textbooks, Equipment, and Materials List Acknowledgement.
12. Complete the Health Sciences Programs Health Requirements and Technical Standards Disclosure (COHS policy 5.0).
13. Sign the COHS Student Acknowledgement of Responsibility Form (COHS policy 5.1.0), which includes the:
  - Confidentiality Acknowledgement.
  - Informed Consent Acknowledgement.
  - Health Insurance and Medical Cost Incurred Acknowledgement.
  - Immunizations Acknowledgement.
  - Consent to Release Information.
  - Procedure for Reporting Student Injury.
  - Procedure for Reporting Patient/Client Incident Report.
  - Acknowledgement of Responsibility.
14. A professional headshot.

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#### 4.4.3 ENROLLMENT FEES

Upon acceptance to the SF PA Program, each successful candidate is required to remit a \$1,000.00 deposit to secure their place in the incoming class. This fee is non-refundable. However, the fee is applied to the student's tuition and is not in addition to the tuition due.

All expenses incurred as part of the enrollment process are the responsibility of the student. These include but are not limited to:

- Obtaining a physical exam.
- Receiving necessary laboratory tests and / or immunizations.
- Providing evidence of other health requirements, as requested.
- Ordering a criminal background check.