



**DEPARTMENT OF PHYSICIAN ASSISTANT STUDIES
POLICY**

POLICY NAME:	ADMISSIONS
RESPONSIBILITY For Development/Review :	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"><input type="checkbox"/> <i>University Admin</i></div> <div style="text-align: center;"><input checked="" type="checkbox"/> <i>Dept. Chair/ Program Director</i></div> <div style="text-align: center;"><input checked="" type="checkbox"/> <i>Academic Director</i></div> <div style="text-align: center;"><input checked="" type="checkbox"/> <i>Clinical Director</i></div> <div style="text-align: center;"><input checked="" type="checkbox"/> <i>Faculty</i></div> <div style="text-align: center;"><input checked="" type="checkbox"/> <i>Medical Director</i></div> <div style="text-align: center;"><input checked="" type="checkbox"/> <i>Administrative Secretary</i></div> </div>
APPROVED BY:	Faculty
DATE CREATED:	5/17/2013
DATE REVISED:	2/26/2025
REVIEWED: <i>Annually</i>	2/26/2025
SUPPORTIVE DOCUMENTS:	<p><i>Interest Email sent from Graduate Admissions or Department Chair/Program Director to include link to the DPAS Website</i></p> <p><i>Prospective Student Meeting Form</i></p> <p><i>Curriculum</i></p> <p><i>Admissions Requirements</i></p> <p><i>Application Cover Sheet</i></p> <p><i>Application Review Rubric</i></p> <p><i>Application Missing Information Email</i></p> <p><i>Interview Offer Email</i></p> <p><i>Interview Not Granted Email</i></p> <p><i>Admissions Candidate Interview Form</i></p> <p><i>Admissions Candidate Scoring Form</i></p> <p><i>Interviewed But Not Accepted Email</i></p> <p><i>Hold Email</i></p> <p><i>Wait List Email</i></p> <p><i>Applicant Full Acceptance Email and Letter</i></p> <p><i>Applicant Provisional Acceptance Email and Letter</i></p> <p><i>PA Intent to Enroll Statement and Email</i></p> <p><i>Admission Requirements Checklist</i></p> <p><i>Cohen Health Information Packet</i></p> <p><i>Enrollment Confirmation</i></p> <p><i>Graduate Student Application Evaluation Form</i></p> <p><i>Order forms: Medical Equipment and two lab coats provided at Meet & Greet</i></p> <p><i>Technical Standards Form</i></p> <p>https://www.mercyhurst.edu/academics/grad/physician-assistant-studies/application-process</p> <p><i>DPAS Student and Policy Handbooks</i></p>
OCCURRENCE:	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"><input type="checkbox"/> <i>Daily</i></div> <div style="text-align: center;"><input type="checkbox"/> <i>Weekly</i></div> <div style="text-align: center;"><input type="checkbox"/> <i>Monthly</i></div> <div style="text-align: center;"><input type="checkbox"/> <i>Quarterly</i></div> <div style="text-align: center;"><input checked="" type="checkbox"/> <i>Yearly</i></div> <div style="text-align: center;"><input checked="" type="checkbox"/> <i>As Needed</i></div> </div>
PURPOSE:	To define and publish DPAS policy on the admissions procedures and process.
POLICY:	Application Process



DEPARTMENT OF PHYSICIAN ASSISTANT STUDIES POLICY

1. Inquiries to the office of Graduate Admissions will receive electronic correspondence with program information, financial facts, contact information, and application process.
2. Inquiries to the DPAS will receive electronic correspondence with the program website link that includes required academic standards for enrollment, prior education prerequisites, curriculum outline, application process, and Graduate Admissions contact information.
3. Students apply online through the Centralized Application Service for Physician Assistant (CASPA) service at <https://caspa.liasoncas.com/applicant-ux/#/login>
 - a. Application cycles open annually in April
 - b. Application must be verified in CASPA by December 1st
4. CASPA will collect and collate all application materials submitted by applicants.
 - a. CASPA will verify all academic transcripts and degrees, and review references for completeness and authenticity.
5. CASPA will post verified applications to the program if designated by the applicant in a timely and efficient manner.
 - a. A submitted/received application includes:
 - An application e-submitted by the December 1st deadline
 - All fees have been paid to CASPA
 - b. A completed application includes:
 - An application e-submitted by December 1st
 - All fees have been paid to CASPA
 - Receipt of official transcripts for all schools reported as attended
 - Receipt of two of the three required references
 - All documents received by the deadline
6. The Administrative Secretary reviews all applicant documentation through the WebADMIT Admissions Portal at <https://caspa.liasoncas.com/applicant-ux/#/login>.
 - a. A local status will be assigned to each verified applicant:
 - Application Under Review
 - b. An email will be sent through CASPA to the applicant stating we have received their application and it is being reviewed by members of the Admissions Committee
7. The Administrative Secretary confirms completed applications to ensure all defined requirements have been met and will download the application and all supporting documents to the MU secure server.
8. The Administrative Secretary submits the application to members of the Admissions Committee for review. The application review rubric will be calculated for each qualified candidate.
 - a. Defined requirements for an interview include the following:
 - Degree completion (or evidence of degree completion) prior to matriculation
 - Meets overall and prerequisite GPA requirement (or evidence of course work in progress that will meet requirements)



**DEPARTMENT OF PHYSICIAN ASSISTANT STUDIES
POLICY**

	<ul style="list-style-type: none">▪ Course requirements met (or evidence of course work in progress that will meet requirements)▪ Health care experience, evidence of 200 hours (or evidence of health care experience in progress that will meet requirements)▪ TOEFL (Test of English as a Foreign Language) if needed International or non-native speaking students must submit official, notarized scores from the TOEFL exam and must meet the minimum score requirement of 79+▪ Two of three letters of recommendation▪ Personal statement on file <p>9. Members of the Admissions Committee will indicate on the application a local status and admission decision. The application will then be returned to the Administrative Secretary.</p> <ul style="list-style-type: none">a. The Administrative Secretary will log into the CASPA Admissions Portal<ul style="list-style-type: none">▪ A local status and the corresponding admission decision will be assigned to each verified applicant:<ul style="list-style-type: none">• Local Status: Interview –Invitation Sent/Appointment Set; Decision Code: Unassigned• Local Status: Interview – Appointment Declined/Cancelled; Decision Code: Withdrew• Local Status: Applicant Did Not Meet Requirements/Standards; Decision Code: Denied• Local Status: Hold for More Information (there is no decision code associated with this local status) <p>10. The Administrative Secretary reviews all applications that do not meet the defined requirements with members of the Admissions Committee to determine status of application, requirements and decision to continue to review or deny that application.</p> <ul style="list-style-type: none">a. The Administrative Secretary will log into the CASPA Admissions Portal<ul style="list-style-type: none">▪ A local status and the corresponding admission decision will be assigned to each verified applicant:<ul style="list-style-type: none">• Local Status: Hold For More Information(there is no decision code associated with this local status)• Local Status: Application Did Not Meet Requirements/Standards; Decision Code: Deniedb. If applicant did not meet requirements<ul style="list-style-type: none">▪ An email indicating the reason will be sent through CASPA to the applicantc. If applicant is placed on Hold For More Information status<ul style="list-style-type: none">▪ An email requesting the missing information will be sent to the applicant through CASPA▪ When information is received by the Administrative Secretary, the application will once again be submitted to members of the Admissions Committee for review <p>11. During the application cycle, the Administrative Secretary and/or the Office of Graduate Admissions may reach out to in-progress applicants via email with program information and/or to direct them to the Office of Graduate Admissions</p>
--	---



DEPARTMENT OF PHYSICIAN ASSISTANT STUDIES POLICY

for any questions.

12. At the beginning of the admission cycle, members of the Admissions Committee review qualified applicants for interview based on the applicant's ability to meet the required qualifications.
 - a. Defined requirements for interview include the following:
 - Ability to meet technical standards
 - Degree completion (or evidence of degree completion) prior to matriculation
 - Meets overall and prerequisite GPA requirement (or evidence of course work in progress that will meet requirements)
 - Course requirements met (or evidence of course work in progress that will meet requirements)
 - Health care experience, evidence of 200 hours (or evidence of health care experience in progress that will meet requirements)
 - TOEFL if needed. International or non-native speaking students must submit official, notarized scores from the TOEFL and must meet the minimum score requirement of 79+
 - Two of three letters of recommendation. Letters demonstrate integrity, professionalism, good communication and intellect
 - Personal statement on file

13. Candidates will be sent an interview offer email through CASPA from the Administrative Secretary who will then schedule the interview.
 - a. Interviews may be scheduled June through April and may be extended until May in the event a seat remains open. Interviews will be conducted by members of the Admissions Committee
 - A confirmation email for the interview date and time will be sent through CASPA to the applicant.
 - b. The interview process will consist of a University tour (optional), a group presentation on the DPAS program and a personal interview.
 - c. The interview will verify the candidate's qualifications and evaluate the candidate's readiness for the program of study and the profession. When members of the Admissions Committee are evaluating candidates, they are assessing the following: Ability to meet technical standards, Academic strength (overall and prerequisite GPAs), letters of recommendation (CASPA), personal statement (CASPA), healthcare experience, the candidate's ability to offer personal goals in reference to the PA profession and attributes that make them a qualified candidate for admission to the program, including professionalism, confidentiality, leadership, communication, teamwork knowledge, and their ability to contribute positively to the learning environment and the profession.
 - d. The interview allows the candidate an opportunity to ask questions of members of the Admissions Committee.
 - e. Candidates will be scored based on criteria in meeting or exceeding the admissions requirements and the interview process. Candidates with higher overall GPAs, prerequisite GPAs, and direct patient healthcare experience are more competitive for earning admission. Mercyhurst graduates are afforded preference when equally qualified. No points are



**DEPARTMENT OF PHYSICIAN ASSISTANT STUDIES
POLICY**

	<p>assigned for this preference; when equally qualified, the Mercyhurst graduate is placed in front of applicants from other institutions.</p> <p>f. Selection is determined by consensus of members of the Admissions Committee based on the quality of defined requirements and the interview process.</p> <p>14. Candidates who are accepted will receive a phone call from an Admissions Chairperson notifying them of their acceptance and will be sent an acceptance email through CASPA from the Administrative Secretary. If a candidate has outstanding admission requirements this will be stated as a provisional-acceptance in the email. Candidates will be required to complete an Intent to Enroll Statement including meeting Technical Standards. This statement will confirm understanding of DPAS requirements and any conditions stated in the acceptance letter.</p> <p>a. This email will include the following:</p> <ul style="list-style-type: none">▪ Acceptance email▪ ARC-PA accreditation status▪ The link for the student to complete a PA Intent to Enroll Statement attesting to the Technical Standards of the program at the time of enrollment and deposit▪ A non-refundable deposit (found here https://www.mercyhurst.edu/padeposit), must be received with the online Enrollment Confirmation Form within 2 weeks of the email notification to secure a seat. Seats are not guaranteed after 2 weeks <p>b. Upon deposit, the Graduate Admissions office will notify the DPAS of the Enrollment Confirmation.</p> <p>c. The Administrative Secretary will log into the CASPA Admissions Portal:</p> <ul style="list-style-type: none">▪ A local status and the corresponding admission decision will be assigned to each applicant:<ul style="list-style-type: none">• Local Status: Offer Made; Decision Code: Offer Made• Local Status: Offer Accepted; Decision Code: Offer Accepted• Local Status: Offer Accepted – Provisional; Decision Code: Offer Accepted <p>d. The Administrative Secretary will log into the Slate System and move the deposited students to the new queue which Graduate Admissions then releases and confirms in Slate moving applicant into Colleague.</p> <p>15. Once a candidate’s deposit is confirmed, the Administrative Secretary will mail and email the student the acceptance packet.</p> <p>a. This packet will include the following:</p> <ul style="list-style-type: none">▪ Acceptance letter▪ ARC-PA accreditation status▪ Admission Requirements Checklist▪ Cohen Health Information Packet and forms▪ Technical Standards Form▪ Housing List
--	---



**DEPARTMENT OF PHYSICIAN ASSISTANT STUDIES
POLICY**

	<p>16. The Graduate Admissions office and the DPAS will communicate and keep on file those candidates who do not accept admissions or withdraw once admitted.</p> <ul style="list-style-type: none">a. The DPAS Administrative Secretary will log into the CASPA Admissions Portal<ul style="list-style-type: none">▪ A local status and an admission decision will be assigned to each applicant:<ul style="list-style-type: none">• Local Status: Offer Declined; Decision Code: Withdrew• Local Status: Withdrew After Acceptance; Decision Code: Withdrew <p>17. After the interview process if a candidate is not offered an immediate seat, they may be placed on the waitlist and remain there while the review of candidates and interviews continue. They will receive an email through CASPA stating they are being placed on the wait list while interviews continue. Candidates from the wait list may be drawn for acceptance as openings arise due to students declining acceptance or withdrawal of acceptance.</p> <ul style="list-style-type: none">a. The Administrative Secretary will log into the CASPA Admissions Portal<ul style="list-style-type: none">▪ A local status and admission decision will be assigned to each applicant:<ul style="list-style-type: none">• Local Status: Interviewed-Wait list; Decision Code: Wait listb. Candidates from the wait list may be drawn for acceptance or denial at the discretion of members of the Admissions Committee after review and on a space availability basis. Communication with the applicant will follow the acceptance or denial process. <p>18. Candidates who are not accepted after the interview process will receive a Denial email through CASPA.</p> <ul style="list-style-type: none">a. The Administrative Secretary will log into the CASPA admissions portal<ul style="list-style-type: none">▪ A local status and an admission decision will be assigned to each applicant:<ul style="list-style-type: none">• Local Status: Interviewed – Not accepted; Decision Code: Denied <p>19. The Administrative Secretary communicates all decisions to the Graduate Admissions department via the Graduate Student Application Evaluation Form with a copy of the application. The Graduate Admissions office will keep all applications on file.</p> <p>20. The DPAS will review the Admissions Requirement Checklist with all accepted/deposited students at the spring Meet and Greet and/or through direct communication with the student and confirm all required deadlines. Those with provisional acceptance will be instructed to verify their outstanding requirements with the DPAS; upon completion of their degree, verification must be sent from their institution’s Registrar to the Mercyhurst Graduate Admissions office. The MU Graduate Admissions office will communicate with the DPAS all degree completion verifications.</p> <ul style="list-style-type: none">a. Once students begin the program of study and degree completion is verified, the Administrative Secretary will log into the CASPA Admissions Portal<ul style="list-style-type: none">▪ A local status and an admission decision will be assigned to each applicant:
--	---



**DEPARTMENT OF PHYSICIAN ASSISTANT STUDIES
POLICY**

	<ul style="list-style-type: none">• Local Status: Matriculated; Decision Code: Matriculated
OTHER NOTES:	All applicants can check their application status at any time on the 'Check Status Tab' by logging into their CASPA account.