

Policies of the University of North Texas Health Science Center	Chapter 07 – Student Affairs, Education and Funding
07.402 SHP – Physician Assistant Program Admissions	

Policy Statement.

The admissions process shall be designed in a manner that does not discriminate on the basis of race, color, sex, religion, creed, national origin, age, or handicap. All enrollees must meet the Health and Technical Standards for the program. Application screening shall be designed to validate minimum admission requirements have been met and the applicant is eligible for admission. The PA Studies Admissions Committee may establish criteria for automatic invitation to interview. Recommendations for admission shall be based on an applicant's qualifications according to published criteria. Only applicants who have completed an interview can be admitted. No single or compounded scores achieved during the application and interview process may used as the sole determinant for admission, however committee members are permitted to use these when comparing like characteristics and selecting candidate's records to be reviewed in greater detail. Provisional admission offers may be made pending completion of admission requirements; however deferred matriculation is not permitted. No students can be admitted to the PA program in a probationary status.

Application of Policy.

All applicants and students entering the Master of Physician Assistant Studies (MPAS) curriculum.

Definitions.

Procedures and Responsibilities.

Procedure / Duty

Responsible Party

1. Prerequisites: Admission requirements are published in the College Catalog and on the institution's web page. School of Health Professions
2. Transcripts: Transcripts submitted for evaluation in the admissions process must be official and submitted according to instructions published by the application service used by the program, which is the Centralized Application Service for Physician Assistants (CASPA). Upon enrollment, new official transcripts must be requested by the enrolled student and sent directly to UNTHSC. Office of Admissions
3. Application Screening: Application screening is conducted by admissions office staff using criteria approved by PA program faculty. Office of Admissions

4. Selection for Interview: All required documents must have been received, all fees must have been paid, and all prerequisites must have been met. Applications that do not satisfy all prerequisite requirements or meet the minimum Grade Point Average (GPA) requirements are rejected. Applications submitted after posted deadlines are rejected. Incomplete applications are rejected. Selection for interview is based upon information contained in the application packet, including academic and personal achievements.
5. Interviews: Interviews will be structured to evaluate a candidate's interpersonal skills, communication skills, and motivation for entry into the PA career field. Failure to appear for a scheduled interview will result in rejection.
6. Applicants may be asked to complete additional written materials such as a questionnaire or "Personal Narrative Statement" at the time of the interview. When applicable the applicant will be advised if these materials are used in evaluating their attributes for selection.
7. Admission Recommendations: The Physician Assistant Studies Admissions Committee will review the candidate's application prior to making recommendations for admission. The review process ends when, by majority opinion, the committee has agreed upon a final roster of candidates for admission and upon a "wait list" in the event offers of admission are declined. Physician Assistant Studies Admissions Committee
8. Admissions are subject to approval of the Dean or designee. Dean of School of Health Professions
9. Notifications: All applicants will be notified of their final status. Office of Admissions

References and Cross-references.

- 07.410 SHP – Physician Assistant Health and Technical Standards Policy
- 07.408 SHP – Physician Assistant Transfer of Course Credit
- 07.405 SHP – Physician Assistant Prerequisite Admission Requirements
- 07.414 SHP – Physician Assistant Advance Placement and Course Waivers

Forms and Tools.

Approved: May 2000

Effective: May 2000

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