

Effective Date: January 1, 2019

Retired:

Revised:

Approved by: Maria F. Lima, Ph.D. Dean, School of Graduate Studies and Research

Subject: MMC PA Program Admissions Policy

PURPOSE:

The purpose of this policy is:

To detail the process by which applications to the Meharry Medical College Physician Assistant (MMC PA) Sciences program are screened and selected for review by Physician Assistant Admission Committee (PAAC).

POLICY STATEMENT:

Meharry Medical College's Physician Assistant Sciences Program is committed to using a holistic approach for recruiting, accepting, educating and graduating a diverse group of qualified individuals from a variety of backgrounds and experiences.

DEFINITIONS:

Delayed: postpone or defer an action or event.

PROCEDURE:

Applicants must meet all program application requirements, as well as submit all required documents before the program application deadline in order to be considered for review. The initial screening of application and supporting material is completed by the Chair of the PA Admissions Committee (PAAC).

The PAAC Chair will screen all application to verify all program requirements have been met including:

- U.S. citizen or international student* in a legal status to study in the U.S. meeting the English-proficiency requirements
- Completed CASPA and MMC PA supplemental application by March 1st
- Last 60 credit hours and Science GPA 2.75 or above
- Prerequisite courses have been completed and *verified* by CASPA prior to the application deadline (March 1st)

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- Baccalaureate degree from a regionally accredited or internationally accredited institution of higher learning awarded by December 31st before the application deadline or earlier
- Official transcripts from every university or college attended. International transcripts must be evaluated by one of the following and have the course by course report sent to the MMC PA Program: [International Education Services \(IES\)](#), [World Education Services \(WES\)](#), [Global Credential Evaluators \(GCE\)](#), or [Educational Credential Evaluators \(ECE\)](#).
- 3 Letters of reference.
- Meets and maintains all requirements in the Technical Standards

*Currently there are no international countries that offer reciprocity for U.S. trained Physician Assistants and that is subject to change. It is the responsibility of the applicant to monitor the situation. International students who are not U.S. permanent residents at the time of matriculation risk completing the MMC PA Program and unable to stay in the U.S. after graduation and unable to practice as a PA in their home country. It is the sole responsibility of the international applicant to weigh the risks when deciding to accept an offer to attend.

After it has been determined the minimum application criteria has been met, the Chair of the PAAC will forward the application and supporting documents for a closer review by faculty. Each application will have a total score resulting from the holistic review and offers for an interview will be generated from the ordered list. The program will interview up to 150 applicants for a class size of 30 students. The interview decision is final and cannot be appealed.

Applicant Preference in the Decision to Extend an Offer to Interview (% preference):

All officially designated Historically Black College and University (HBCU) graduates
(4%)

Military veterans with an honorable discharge (must produce a DD214 or DD256)
(3%)

Meharry Legacy (Applicant is a child, grandchild, or sibling of a Meharry graduate)
(2%)

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Applicants who complete highly recommended prerequisite courses are given preference for each course completed (.25%/course for max of 2%)

Prior healthcare experience and community service/volunteer experience (2%)

1st Generation college student (1%)

Grew up in a single parent household (1%)

Received Pell Grant in college (1%)

Resided in a Federally designated Medically Underserved Areas/Populations ([Click here](#)) during high school (1%)

Applicant Preference in the Event of a Tied Admission's Decision:

In the event of a tied admission's decision by the PA Admissions Committee then the following ordered criteria will be applied to break a tie:

1. Meharry Legacy (Applicant is a child, grandchild, or sibling of a Meharry graduate)
2. Graduate of an officially designated Historically Black College and University (HBCU) graduates
3. Military veteran with an honorable discharge
4. Prerequisite Science GPA

Incomplete Application:

Applicants will be able to track the status of their application via CASPA application portal.

Incomplete applications at the submission deadline will not be reviewed for the current application cycle. The applicant is encouraged to reapply during the next application cycle once all requirements for application are met and the applicant will be required to resubmit all required application materials. The MMC PA Program does not save any documents submitted by the applicant for any prior application cycles.

GPA Calculation:

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Applicants must apply via the CASPA application service and meet the minimum admissions requirements by the application deadline to be considered for admission to the MMC PA Program.

In the event of duplicate/repeat classes, the higher of the two grades is factored into GPA calculation. If the undergraduate institution separates science lecture and lab into two (2) distinct and separate classes then the two (2) separate grades will be factored into GPA the calculation according to the weight of the credit hours applied to lecture and lab. In the event the institution does not separate credit hours, the lab grade will be calculated as 1 credit hour toward the GPA calculation and weighting.

Age of Course Work:

All **science** prerequisite coursework must be completed within 10 years from the date of the application submission to the MMC PA Program.

Prerequisites:

The following prerequisites are required and must be completed with a “C” or better and all science prerequisite course work must be completed within 10 years from the date of the application submission:

Medical Terminology-1 credit hour

General (for science majors) or Inorganic Chemistry with lab – 8 semester hours (one-year sequence)

General (for science majors) Biology with lab – 8 semester hours (one-year sequence)

Human Anatomy** – 4 semester hours

Human Physiology* – 4 semester hours

General Psychology – 3 semester hours

**Anatomy and Physiology may also be taken in an 8-semester hour combined course completed in one or two semesters

Pass/Fail grading and College Level Examination Program (CLEP) courses are accepted

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The following coursework is highly recommended and a preference is given to applicants for each course completed with a “C” or better:

Microbiology

Immunology

Genetics

Biochemistry

Organic Chemistry I and II

Statistics

Upper Division Psychology Course (up to one-3 credit hour course only)

All coursework required or highly recommended for admission must be complete prior to the March 1 application deadline. MC PA Program does not accept substitutions for any of the courses required for admissions without prior written approval. If a student receives a conditional acceptance pending final grades, official transcripts must be received and **verified** by CASPA no later than March 1st.

If required documents are not received prior to the stated deadline, the acceptance shall be rescinded and the applicant is no longer eligible for admission. If the final grades for the in-progress coursework causes the provisionally admitted student's GPA to drop below the requirement of 2.75 will result in the conditional acceptance being withdrawn. The applicant is encouraged to reapply during the next application cycle once all requirements are met for application.

English-proficiency Requirements

All applicants born outside the United States, regardless of citizenship status, are required to provide a TOEFL score of 100 or better on the Internet-based test or secure a TOEFL waiver by the application deadline to be considered for admission. Waivers are automatically granted for applicants who have a High School diploma, Bachelor's degree, or graduate degree from a U.S. institution. The TOEFL examination ([Click Here](#)) must have been completed within two years from the date of application (TOEFL Code 1458).

Graduate Record Examination:

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The Graduate Record Examination (GRE) is a required component for admission (GRE Code 1458). GRE scores are required at the time of the application submission and must be taken within five (5) years of the application submission. If an applicant retakes the exam, the student may update their application and the higher of the scores will enter into the student's official record for consideration.

The GRE is waived for applicants who have successfully completed a Master's or Doctoral degree from a regionally accredited university within the U.S.

Letters of Recommendation:

MMC PA Program requires a minimum of three (3) letters of recommendation to be submitted with the application. The letters should include: one (1) from a healthcare provider, one (1) from an educator and one (1) from a person that can attest to personal character and work ethic. Letters from family members are not accepted.

Applicant Evaluations & Interview(s):

Individual Applicants are evaluated based on the outlined criteria. Interviews will be extended to applicants who receive a score of ≥ 75 on the application assessment rubric. The formula is used to evaluate the applicants' fit with the MMC PA Sciences Program's Mission and potential for success as a PA student and future clinician.

Applicant interview days require a face to face interview and will consist of a written exercise and interviews with students and faculty.

Application Feedback:

No individual feedback is provided to applicants. All feedback information will be provided in a face to face advisement session for repeat applicants scheduled in the Fall after the interview process.

Advanced Placement/Transfer Students:

All MMC PA Program courses must be successfully completed in the curriculum and no advanced placement options are offered. The program does not accept transfer students from other PA Programs.

Delayed or Deferred Admissions:

The MMC PA Program does not offer delayed matriculation/deferred admission. The



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admitted student who fails to matriculate for the class selected must reapply for admittance. Past success of admission to the program does not confer the likelihood of admission with future applications.

EXHIBITS: